

A Guide to Rentals at the Sylvester Powell, Jr. Community Center:

Quinceañeras

Hourly Rentals vs Reception Package.

Hourly Rentals

- Any decorating/set-up and clean-up time needs to be included into the permit time frame, we do not “give” you any decorating time prior to your reservation.
- After Hours: Monday–Thursday—after 9pm, Friday—after 8pm, Saturday—after 7pm, Sunday—after 5pm—Additional \$24/hr charge
- **Conference Center Rooms C, D E with Kitchen**
(Maximum seating capacity: 200)
 - \$400 Security Deposit
 - \$145/hr
 - \$169/hr—After Hours Fee (see above)
 - \$25 Set-up Fee
 - \$200 Dance Floor
 - ~\$150 Linens
 - \$250 AV**
- **Meeting Rooms A & B with Kitchen**
(Maximum seating capacity: 120)
 - \$250 Security Deposit
 - \$115/hr
 - \$139/hr—After Hours Fee (see above)
 - \$25 Set-up Fee
 - \$100 Dance Floor
 - ~\$100 Linens

Reception Packages: Includes use of the Kitchen, Advanced set-up/decorating time, table and chair set-up, white table linens, Audio/Visual equipment, Dance Floor, Kegerator (required for Kegs) and After Hours Fees . Additional Fee for Off-Duty Officer, if providing Alcohol for your guests, 1 Officer is required for over 100 people, and 2 Officers are required for over 200 people; 3 Officers are required for ALL Quinceañeras—Rates: \$35/hr; \$40/hr Holiday Pay

Meeting Rooms A & B, with Adult Lounge.	Friday/Sunday	\$300 Security Deposit, \$925/6 hrs Event Time
	Saturday	\$300 Security Deposit, \$1100/6 hrs Event Time
Conference Center.	Friday/Sunday	\$400 Security Deposit, \$1395/6 hrs Event Time
	Saturday	\$400 Security Deposit, \$1900/6 hrs Event Time

Decorating Guidelines. A portion (or ALL) of your Security Deposit may be withheld if CONFETTI, GLITTER, TAPE, STAPLES, THUMB TACKS, NAILS, GUM/ADHESIVES, ETC. are used in your event space, or the corridors and bathrooms around your event space during the course of your event.

Guidelines for hanging decorations for receptions.

- We have 20 magnetic hooks that can be used to hang light items (under 5 lbs) from the ceilings. Our staff will hang them, before the tables are set-up, for no charge. We will require you to indicate on the set-up diagram (attached) where you'd like the items hung.
- If you want to hang any more items, it will be your responsibility to purchase additional ceiling magnets (<http://magneticbliss.com/products/>), kit costs \$30/10 hooks. There will be a \$1/item charge for our staff to hang additional items.
- Items will need to be at the Sylvester Powell, Jr. Community Center by 3 days prior to event.

Things to note:

- Security Deposits—Due to make a reservation, non-refundable if you cancel the event, **refundable the week after your reservation.**
- 2 Mission off-duty police officers are required at the clients expense for all Quinceañeras. The fee is \$35 or \$40 per hour (holiday rate), per officer and they must arrive 15 minutes before your event and must stay 15 minutes after your event is over. Payment must be received two weeks before the event and checks are made payable to the officers. **If serving alcohol, alcohol must be given away, no cash bars or tip jars allowed. Minimum of 4 hours Officer pay required.**
- Only “Pull” Pinatas are allowed in the gym areas (must have a paid reservation in gym).
- Any persons who are in the building for a reservation are required to stay in the room rented unless a daily fee has

Conference Center Rooms C, D & E 3800 Square Feet

Reception Seating – 3 – 6’ rectangles for food, 1 – 6’ rectangle for beverages, 1 – 6’ rectangle for gifts, 1 – 6’ rectangle or 48” round for cake, 1 – 6’ rectangle for DJ – **No AV, With Dance Floor**

- No Head Table 25 – 60” rounds 200 people
- 1 – 6’ Head Table 24 – 60” rounds 192 people
- 2 – 6’ Head Table 23 – 60” rounds 184 people
- 3 – 6’ Head Table 22 – 60” rounds 176 people
- 4 – 6’ Head Table 21 – 60” rounds 168 people
- 5 – 6’ Head Table 20 – 60” rounds 160 people
- 6 – 6’ Head Table 19 – 60” rounds 152 people

Head Table—Can seat approximately 2 people/6’ rectangle table.

Reception Seating – 3 – 6’ rectangles for food, 1 – 6’ rectangle for beverages, 1 – 6’ rectangle for gifts, 1 – 6’ rectangle or 48” round for cake, 1 – 6’ rectangle for DJ – **With AV, With Dance Floor**

- No Head Table 24 – 60” rounds 192 people
- 1 – 6’ Head Table 23 – 60” rounds 184 people
- 2 – 6’ Head Table 22 – 60” rounds 176 people
- 3 – 6’ Head Table 21 – 60” rounds 168 people
- 4 – 6’ Head Table 20 – 60” rounds 160 people
- 5 – 6’ Head Table 19 – 60” rounds 152 people
- 6 – 6’ Head Table 18 – 60” rounds 144 people

Head Table—Can seat approximately 2 people/6’ rectangle table

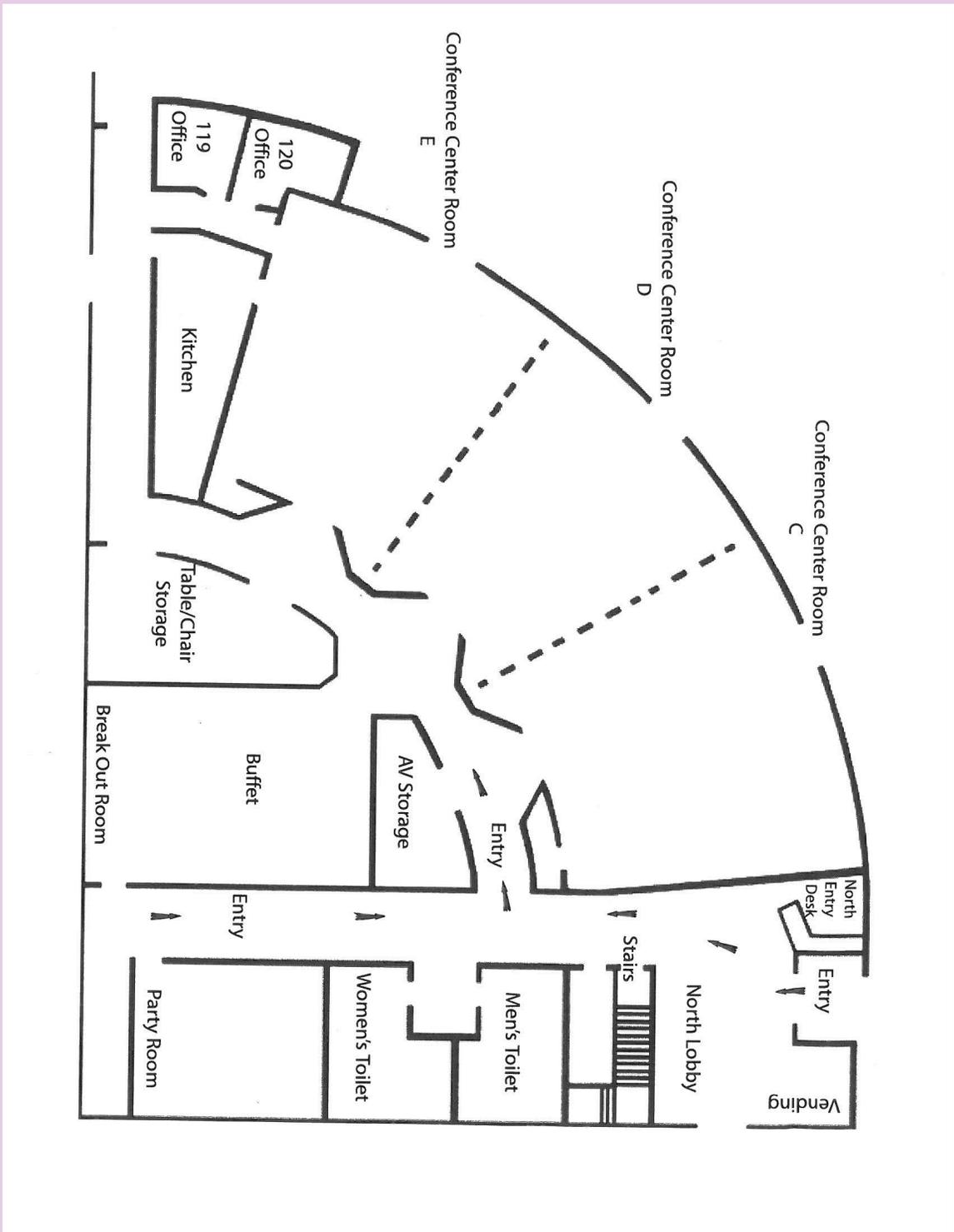
Reception Seating – Buffet Tables in Breakout Room, 1 – 6’ rectangle for beverages, 1 – 6’ rectangle for gifts, 1 – 6’ rectangle or 48” round for cake, 1 – 6’ rectangle for DJ – **No AV, W/ Dance Floor**

- No Head Table 28 – 60” rounds 224 people
- 1 – 6’ Head Table 28 – 60” rounds 224 people
- 2 – 6’ Head Table 27 – 60” rounds 216 people
- 3 – 6’ Head Table 26 – 60” rounds 208 people
- 4 – 6’ Head Table 25 – 60” rounds 200 people
- 5 – 6’ Head Table 24 – 60” rounds 192 people
- 6 – 6’ Head Table 23 – 60” rounds 184 people

Head Table—Can seat approximately 2 people/6’ rectangle table.

Important Formulas:

- Head Table: For every 6’ rectangle table needed, omit 1 – 60” round table (seating for 8)
- Plated Dinner: (no buffet tables; food will be served by servers): Omit 2 – 60” round tables (seating for 16). By omitting these tables, it allows enough room for the servers to walk around.
- Audio/Visual: Omit 2 – 60” round tables (seating for 16)



Conference Center Rooms C, D, & E—Layout

Meeting Rooms A, B & Lounge

2300 Square Feet

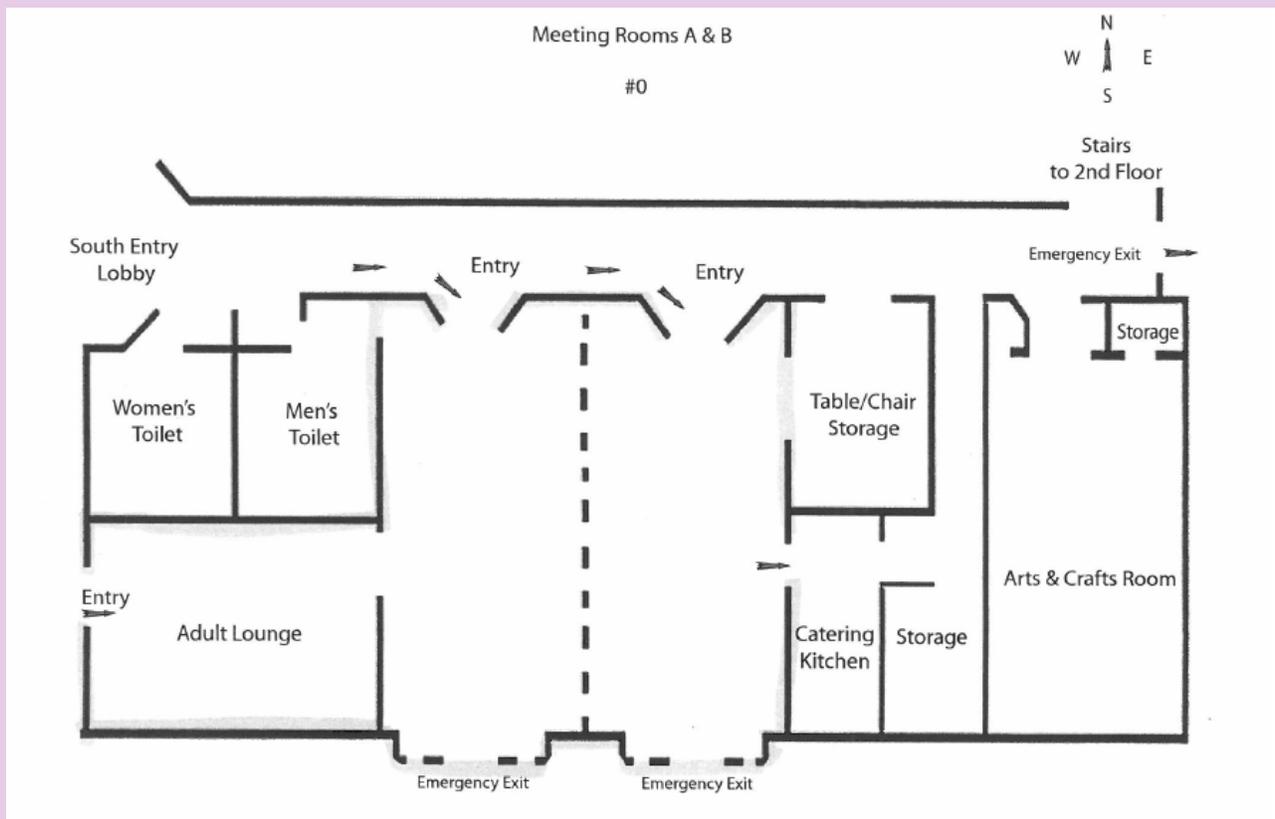
Reception Seating - 2 - 6' rectangles for food, 1 - 6' rectangle for beverages, 1 - 6' rectangle for gifts, 1 - 48" round for cake, 1 - 6' rectangle for DJ - **No AV, With Dance Floor**

- No Head Table 16 - 60" rounds 128 people
- 1 - 6' Head Table 15 - 60" rounds 120 people
- 2 - 6' Head Table 14 - 60" rounds 112 people

Head Table—Can seat approximately 2 people/6' rectangle table.

Important Formulas:

- Head Table: For every 6' rectangle table needed, omit 1 - 60" round table (seating for 8)
- Plated Dinner: (no buffet tables; food will be served by servers): Omit 2 - 60" round tables (seating for 16). By omitting these tables, it allows enough room for the servers to walk around.
- Audio/Visual: Omit 2 - 60" round tables (seating for 16)



Meeting Rooms A & B—Layout