

## FACILITY RENTAL INFORMATION

(Effective July 1, 2022)



T. MAYNE THOMPSON PARK  
14001 S. BELLFLOWER BLVD., BELLFLOWER, CA 90706  
(562) 866-8614

Thompson Park has two multi-purpose activity rooms along with a separate full-service kitchen that may be reserved in conjunction with and for the same duration as a room rental. The below hourly rates are for resident and non-resident groups utilizing the facility for social gatherings such as banquets, birthday and anniversary parties, showers, or receptions. Proof of residency required.

<u>Room</u>	<u>Size</u>	<u>Maximum Capacity</u>	<u>Resident Per Hour</u>	<u>Non-Resident Per Hour</u>
A & B	54' x 29'	120	\$ 80.00	\$135.00
C	24'5" x 29'	40	\$ 45.00	\$ 75.00
Kitchen (w/room rental)	18' x 15'	Varies	\$ 30.00	\$ 40.00

The per hour rate listed above is applicable only during normal hours of operation (Sat/Sun 9:00 a.m. – 5:00 p.m. / M – F 9:00 a.m. – 9:00 p.m.). **Before/After Hours Fees will be added to the hourly rate for usage prior to or after normal hours of operation at an additional rate of \$50.00 per hour.** Before/After Hours are restricted to Sat/Sun 6:00 a.m. – 9:00 a.m. / 5:00 p.m. - 11:00 p.m. / M – F 9:00 p.m. – 10:00 p.m.

**An Equipment/Room Set-up Fee will be applied to all events at a minimum rate of \$50.00.** Fee will be calculated based on room use, expected attendance and equipment needs (tables/chairs).

Renter is not charged for decorating time. In most cases, the room will be set up and available to the renter one (1) hour prior to the scheduled time of the event. Rental charges are calculated from the time that the event will begin through the time cleaning is expected to end. Refunds are not issued for events that end earlier than anticipated.

**Renter is responsible for cleaning and will be expected to leave the facility in the same condition it was in upon arrival in order to be eligible to receive a full deposit refund. Cleaning time is incorporated into all rentals. Events must conclude to begin cleaning at least 45 minutes prior to the pre-arranged ending time. Renter shall vacate the building by the stated pre-arranged time on the Facility Use Agreement. Failure to comply will result in penalty of double the hourly rate for any portion of an hour.**

**REFUNDABLE CLEANING/SECURITY DEPOSIT (paid in addition to usage fees):** Full deposit of \$250.00 is required at time of reservation. **Deposits are not applied to usage fees** and are refunded approximately 30 business days after use date as long as Renter 1) cleans properly, 2) exits the facility on time, and 3) there are no security or property damage issues.

**INSURANCE:** The City of Bellflower requires all groups using a park facility to be insured. A \$1,000,000 liability policy must be obtained and submitted naming the City of Bellflower as additional or co-insured. Such insurance may be obtained through the City of Bellflower Recreation Department at an additional fee (subject to increase effective January 1 each year):

100 persons or less:                 \$ 85.00 (flat rate/non-refundable)  
101 – 120 persons:                 \$119.00 (flat rate/non-refundable)

**PROCESSING FEE:** A \$75.00 non-refundable Permit Processing Fee is assessed to all reservations processed.

**ALCOHOL POLICY:** Alcohol, including champagne, is strictly prohibited and will be cause for immediate cancellation of event and forfeiture of all fees and charges.

## **RESERVATION PROCESS**

Reservations are only processed through a Facility Supervisor weekdays between the hours of 9:00 a.m. and 4:00 p.m. after an appointment has been scheduled in advance.

Please allow at least 45 minutes for all reservation appointments.

Proof of Bellflower residency is required at the first reservation appointment in order to qualify for the Bellflower resident rate.

The facility is not considered reserved until (1) Renter meets with a Facility Supervisor to complete the Facility Use Agreement and (2) Renter pays refundable cleaning/security deposit in full.

The facility is not considered rented until the insurance and balance of all fees are paid in full at least three weeks prior to the day of the event.

Cash, check or credit/debit cards are acceptable forms of payment.