



Frequently Asked Questions: Carla Madison Rooftop Event Space

How many people can the space hold?

90 seated | 100 standing

What is the rental fee & what does it include?

- **Mon. – Thurs:** \$150 per hour | 2-hour minimum, up to 16 hours
(weekday rentals are accepted during normal business hours only)
- **Fri. – Sun. & Holidays:** \$1,500 per any 6-hour block
(hourly rates not available on weekends)
- **Unavailable rental dates:** Christmas Day, Thanksgiving, New Year's Day

All rooftop rentals include:

- Catering kitchen access
- Tables & chairs, including basic setup & tear-down
- A/V equipment, including a projector
- Setup time listed on rental permit

Can additional time be rented?

The 6-hour weekend rental cannot be extended unless a second 6-hour block is purchased. Weekday rentals cannot extend outside of normal recreation center operating hours.

How much is the deposit & when is the balance due?

A non-refundable \$250 **down payment** is due at time of booking and is applied toward total rental fee. The balance is due 30 days prior to your event.

What forms of payment are accepted?

Visa, MasterCard, Discover, Cash, Check, and Money Orders.

What is the cancellation policy?

Cancellation at any time will result in forfeiture of the \$250 down payment. Cancellation fewer than 30 days prior to the event will result in forfeiture of the full balance.

Is insurance required for my event?

Yes—general liability insurance is required for all events. Liquor liability coverage is required for all events serving alcohol.

Can I serve alcohol?

Yes—host liquor liability insurance is required in addition to general liability coverage. Event hosts are also required to hire a TIPS or ServeSafe certified bartender that is not a guest of the party.



How much parking is available for event guests?

Parking cannot be guaranteed for weekday events, as the recreation center lot is available to all patrons, plus visitors of the dog park. Weekday rentals **after 4pm** and weekend/school holidays have access to the center's lot, in addition to the East High School student lot. Parking spaces are not available for rent for exclusive use.

Do you have a list of preferred vendors?

No, but we do recommend that licensed and insured vendors are used to protect yourself from potential legal liability.

Are there any restrictions within the event space?

- Balloons, rice, bird seed, glitter & confetti are not permitted
- Tape, nails, staples, tacks, etc. cannot be used to affix anything to walls or windows
- No items may be hung from the ceiling
- No open flames (other than chafing dishes) are permitted, including grills, propane burners & propane heaters
- No tenting or side walls may be erected on the outside patio

Are there any noise restrictions?

Per City Ordinance, sound from amplified music must not exceed 60 decibels at a distance of 25 feet from the permitted structure.

Can other spaces within the recreation center be rented with the rooftop?

Rentals during normal business hours that are **not** serving alcohol may also rent the multipurpose room. The pool, weight room, basketball court, cycle studio and child watch area are NOT available for rental at any time.

For Weddings:

Can the ceremony and reception be held in the same space?

It's recommended to use the outdoor patio for ceremonies. Weddings with more than 30 guests typically require a complete room setup change to accommodate both ceremony and reception indoors.

Is there an inclement weather backup for outdoor ceremonies?

Arrangements can be made to hold a ceremony in the group exercise studio in case of bad weather.

Is there a bridal room and groom's suite?

No, the recreation center does not have space available for a wedding party to get ready.