



West Annex– U-shaped set up



Magnolia Room– Custom set up (50 people)



Iris Room– Custom set up (Personal Training)



Kay Ceniceros Senior Center



Community Services Department West Annex

## FREQUENTLY ASKED QUESTIONS (FAQs)

**Q: Can I have an outside catering company, band or entertainment come for my reservation?**

A: Yes, but they must provide proof of insurance for their business listing the City of Menifee as additionally insured and have a valid business license.

**Q: Do I have to pay the full balance of fees/deposit upon submission of my application?**

A: A full deposit must be made in order to reserve your room(s) and secure your date(s). Full payment must be made (10) ten business days prior to the reservation date.

**Q: If I cancel my reservation, do I get my full payment back?**

A: The city requires a (10) ten business day notification for cancellation requests. All cancellations will incur a \$10 administrative fee. If event is cancelled less than (10) ten business days prior to the event, the deposit will be non-refundable.

**Q: How and when do I get my deposit back?**

A: Deposits are processed after an inspection is completed following the reservation. Typically, deposits are returned within 6-8 weeks after the reservation date by check only.

**Q: What do I need to bring in order to reserve a facility?**

A: A completed Indoor Facility Permit Application, proof of residency (such as ID or utility bill) if applying as a Resident and a 501c status designation copy (if applying as a non-profit).

**Q: Can I have alcohol at my reservation?**

A: Yes. The individual applying for the reservation MUST be over 21. A private security guard must be on site (at applicants expense) as well as a 1 day event insurance and an additional deposit. If over 100 individuals will be attending, an additional staff member may be required (at per hour cost)

**Contact us  
for reservation inquiries:**

**City of Menifee  
Community Services Department**

29995 Evans Road  
Menifee, CA 92586  
(951) 723-3880

**Email:**  
[communityservices@cityofmenifee.us](mailto:communityservices@cityofmenifee.us)



Community Services  
Webpage



Cityofmenifeeus



Cityofmenifee

# RESERVATION GUIDE

## Indoor Facilities

**Palm Room**  
(142 Standing capacity / 120 seated)



Palm Room (Banquet set up)

This room is perfect for Birthday Parties, Family Reunions, Services, Weddings, Receptions, Quinceneras, Corporate Events and Meetings!

**PALM ROOM FEE SCHEDULE**

| Fee                  | Resident | Non-Resident | Non-Profit |
|----------------------|----------|--------------|------------|
| Deposit (No Alcohol) | \$200    | \$200        | \$200      |
| Deposit (W/Alcohol)  | \$400    | \$400        | \$400      |
| Rental Fee           | \$40/hr  | \$70/hr      | \$40/hr    |

**KITCHEN FEE SCHEDULE**

| Fee        | Resident | Non-Resident | Non-Profit |
|------------|----------|--------------|------------|
| Deposit    | \$100    | \$100        | \$100      |
| Rental Fee | \$100    | \$100        | \$100      |

\*Kitchen is only available to rent with the Palm Room. There is no refrigerator access. The purpose of the kitchen is for assembly and warming of food.

**Palm Room Dimensions**

Width 43' X Length 45'

With Stage: Width 43' X Length 75'

15 round tables with a maximum of 8 individuals per table or 18 rectangular with a maximum of 6 per table will fit within the Palm Room

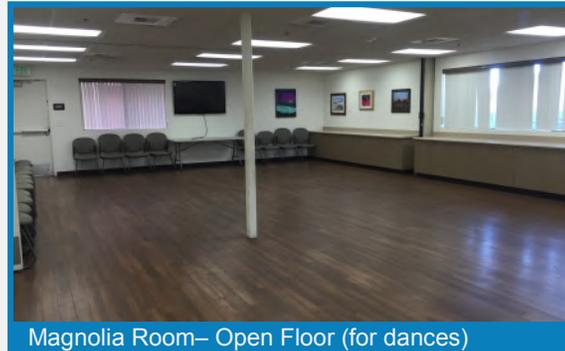
**Magnolia Room or West Annex**  
(West Annex 49 standing/ 40 seated)  
(Magnolia 72 standing/ 56 seated)

Both popular room for kids birthday parties, baby showers, seminars and family get togethers. Amenities of the Magnolia Room include ample counter space, a small kitchenette and separate restrooms.

**MAGNOLIA ROOM/ WEST ANNEX**

**FEE SCHEDULE**

| Fee                  | Resident | Non-Resident | Non-Profit |
|----------------------|----------|--------------|------------|
| Deposit (No Alcohol) | \$100    | \$100        | \$100      |
| Deposit (W/Alcohol)  | \$300    | \$300        | \$300      |
| Rental Fee           | \$25/hr  | \$50/hr      | \$25/hr    |



Magnolia Room– Open Floor (for dances)

**Magnolia Room Dimensions**

Width 24' X Length 40'

With Kitchenette: Width 24' X Length 46'

**West Annex Dimensions**

Width 30' X Length 24'

10 Rectangular tables with a max of 6 individuals per table or 7 round tables with a maximum of 8 individuals per table will fit within the Magnolia Room.

5 rectangular with a max of 6 individuals or 5 round with a max of 8 individuals will fit within the West Annex.

**Rose or Iris Room**  
(Rose 14 standing or seated)  
(Iris 12 standing or seated)

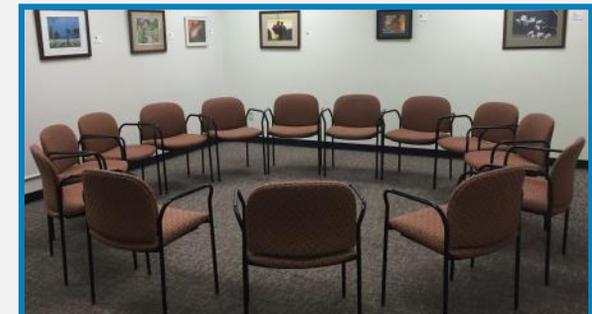
Perfect size for hosting classes, seminars, club meetings, small clinics and HOA meetings.

**Rose Room Dimensions**

Width 15' X Length 19'

**Iris Room Dimensions**

Width 10' X Length 23'



Rose Room– Custom Set up (Book Club –14 individuals)

**ROSE ROOM / IRIS ROOM**

**FEE SCHEDULE**

| Fee        | Resident | Non-Resident | Non-Profit |
|------------|----------|--------------|------------|
| Deposit    | \$50     | \$50         | \$50       |
| Rental Fee | \$20/hr  | \$40/hr      | \$20/hr    |

3 Rectangular tables with a max of 4 individuals per table will fit within the Iris Room. 12 chairs will fit in a meeting style set up (rows of chairs facing the front with one table).

6 rectangular with a max of 2 individuals per table (classroom style) or 14 seats facing the front will fit within the Rose Room.