



INDOOR RESERVATION FAQs

1.) Can I set up/decorate before my reservation?

- Please note that your reserved time must include all set-up and clean-up time you will need before and after your event. Early entry to reserved facilities will not be granted prior to reserved time. Overnight storage of items is not allowed.

2.) Do I need insurance for my reservation?

- The City of Corona requires all reservations to have a Certificate of Liability Insurance (COI) and Additional Insured Endorsement, regardless of vendor status.
 - COI in the minimum amount of \$1,000,000 naming the City of Corona (400 S. Vicentia Ave, Corona, CA 92882 as the Certificate Holder, and Additional Insured.
 - Insurance may be from your private insurance carrier. A sample of requirements can be found [HERE](#).
 - Insurance can also be purchased through the City of Corona by filling out this [application](#) and submitting to facilityreservations@coronaca.gov if you are having a reservation at the Circle City Center, Historic Civic Center, or Victoria Park Community Center. If you are having a reservation at the Corona Public Library your application can be sent to Libraryreservations@coronaca.gov

3.) Can I have vendors at my reservation?

- Yes you are more than welcome to have vendors at your reservation. Please note that Bounce House vendors are prohibited at any Indoor Facility Reservation. Additionally, all vendors must provide a Certificate of Liability Insurance listing City of Corona (400 S. Vicentia Ave, Corona, CA 92882 as the Certificate Holder, and Additional Insured. To make easier for you the City of Corona has a list of [Pre-Approved Vendors](#) that already have their insurance on file with the department.

4.) What if I need to cancel my reservation?

- We understand that cancellations happen, refunds are determined by the date on which you contact the City of Corona:
 - 46 days + from reservation date: \$10.00
 - 31 – 45 days: 10% loss of rental fees
 - 16 – 30 days: 25% loss of rental fees
 - 1 – 15 days: 50% loss of rental fees.

5.) Can I make adjustments to my reservation?

- Yes, adjustments can be made to your reservation. Adjustments such as location, amenities, and timeframes must be made fifteen (15) days prior to your reservation date. However, day of reservation adjustments are limited to increase of time, but is subject to approval by on-site staff.



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6.) Is alcohol allowed?

- Alcohol is only allowed in the Circle City Center Banquet Room and the Corona Public Library FAM Room. The required documents are based on if you are serving or selling alcohol.

Serving Alcohol

- A Special Event Permit. (Special Event Permits can be obtained by contacting the Corona Police Department at (951-736-2414).
- A Security Guard Agreement. A ratio of 1 Security Guard for every 100 individuals is required (EX: 200 individuals participating in an event would require 2 Security Guards).
- A Certificate of Liability Insurance from the Security Guard Company listing the City of Corona "400 S Vicentia Ave. Corona, CA 92882 as the certificate holder and additional insured.

Selling Alcohol

- The same documents as if you were serving alcohol (listed above).
- A City of Corona business license. (Business Licenses can be obtained by visiting [HERE](#) or calling (951)-736-2275.)
- An ABC selling license. (ABC selling licenses can be obtained by [HERE](#) or by calling (951) 782-4400

ADDITIONAL INFORMATION

- The Facility User is responsible for restoring the facility back to the same condition.
- This includes wiping down table/counter surfaces, general floor sweep, and disposing of trash and excess material in appropriate receptacles.
- Facility User will be billed for any damages, significant cleanup performed by City Staff, or for additional time past reserved hours.
- The Facility User must conduct a pre and post reservation walk through with a City Staff Member that consists of a contractual agreement of facility policies and ensures quality.
- Any type of flame, heat, or smoke-producing device is prohibited. This includes, but is not limited to candles, smoke or fog machines, barbecues (indoors), deep fryers, etc.
- Sternos are allowed at your reservation when being handled by a licensed caterer.
- No flame producing candles, confetti, glitter, sand, oil, or powder allowed in OR around the facility.
- Facility User must be present at all times. Alternative reservation holder may be requested during the reservation process. A driver's license or ID must be provided.

For More Information on the Circle City Center, Historic Civic

Center or Victoria Community Center Please Contact

(951) 817-5755 OR facilityreservations@coronaca.gov

For information on the Corona Public Library please contact

(951) 817-736-2381 OR libraryreservations@coronaca.gov