

Special Occasion Guide

**AZALEA HALL
1620 PICKETT ROAD**

McKINLEYVILLE



COMMUNITY
SERVICES
DISTRICT

PARKS AND RECREATION DEPARTMENT

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PLANNING YOUR SPECIAL OCCASION AT AZALEA HALL

So, you're planning an event at Azalea Hall! The most important ingredient in any event, be it a wedding reception, anniversary party, dance, celebration, group meeting, etc. is the pre-event planning. Being organized will help you stay on task during the planning stages of your event.

HERE'S A FEW HELPFUL STEPS...

1. Start by securing a date and place for your event.
2. Then decide the time your event will start and the time it will finish. When renting Azalea Hall, you must include time for setup and time for cleanup. The staff at Azalea Hall offers a setup and cleanup service (for an additional cost).
3. Outline the major elements: theme, colors, food, decorations, music, invitations, etc.
4. Get organized! Make a "things to do list" and prioritize the important details.

WHERE TO START

1. After you have secured Azalea Hall for your event, schedule an appointment with the Parks and Recreation Office to go and view the facility. Even if you have previously attended an event at Azalea Hall, you are viewing it differently this time.

Please call the Parks and Recreation Office at 839-9003 with any questions you may have.

2. Now its time for you to do some research and pricing. Pick up the phone, look online or go shopping and find out what is available and how much it will cost to buy or rent. Call caterers to determine if you would like their services or do you want to prepare and serve the food yourself? Contact a place that specializes in parties and find out the price of renting tablecloths, decorations, flowers, etc.

NOTES:

ADDITIONAL TIPS:

1. DECORATIONS

We encourage you to decorate the Hewitt Room to your heart's content. One thing to bear in mind; what you put up, you must take down. All decorations must be flame proof and only non-marking removable tape is allowed (i.e. Scotch Brand removable tape, 3M Picture Hanger with Command Adhesive, and 3M Wall Hooks with Command Adhesive). Nails, hooks, tacks, staples or screws are not permitted to be used. If the balloons are helium filled and get stuck in the ceiling fans or caught on the beams, you will be charged \$80 to remove them. The use of candles is prohibited do to the danger of fire. Candles may be used **if they are not lit**.

2. ARRANGEMENT OF TABLES

When considering the placement of tables in the Hewitt Room, draw a diagram showing how you want them arranged on the floor. We have included a few examples of table arrangements in this packet. A diagram saves time and you don't have to move tables around to see how they look. It also saves wear and tear on the tables and floors. **You will need to rent your own tablecloths.**

3. FOOD

Food is a very important part of your special occasion. Whether you do the food yourself or have it catered, timing is important. For example, if you have a reception from 1:00 to 4:00 and you serve a complete buffet or dinner, remember most of your guests will have eaten lunch before they arrive and 4:00 is a little early for dinner. Food is expensive, so plan wisely. If at all possible, try and get a head count so you don't have too much or too little. If you are on a tight budget, plan your event so it doesn't include the dinner hour and serve cake, beverages and light hors d'oeuvres.

4. BEVERAGES

When serving alcohol, an event host must be on duty at all times. This will cost you \$15.00 per hour in addition to your hourly rate. Event insurance coverage is mandatory for any event serving alcohol. If you do decide to serve alcohol, set your bar or keg up in a designated area and put someone in charge as bartender. This will monitor the guests and the alcohol.

If you are selling alcohol at your event, there is also an additional alcohol liability insurance requirement and you will need to obtain an ABC License from the county for the event.

SET UP AND CLEAN UP FOR YOUR EVENT

1. SETUP:

Set up can usually take 2 to 3 hours (depending on the extent of your decorations). The tables and chairs can be set up in about one half hour, depending on your diagram planning and the amount of help. Two people can easily do the tables and chairs in that amount of time. When you have decided on decorations, visit Azalea Hall and visualize where you want them. This will save time and you can easily designate duties to your helpers. Having enough help in setting up and cleaning up is very important.

For an additional cost (reference brochure for pricing), you may request McKinleyville Parks and Recreation to set up for your event. This fee will cover the following:

- All tables, chairs and serving tables will be set according to a diagram you submit to us.
- We will see that any special requests are made available such as the PA system, retractable screen for slide projector, podium, and chalk board, etc.

•The set up fee does not include decorating for your event.

2. CLEANUP:

When your event is over and its time to cleanup. You are responsible for leaving the Azalea Hall, including the Hewitt Room, the lobby, the kitchen and restrooms as you found them.

You are responsible to do the following for clean up:

- Take home or throw away all food items from refrigerator and freezer.
- Wash, dry and put away all dishes, silverware, pots and pans, serving trays, coffee cups, water glasses and any other item used.
- Clean all counters, sinks, and stove area.
- Bag all trash from event and make sure they are disposed properly in the garbage cans available. If you have an excessive amount of garbage and it doesn't fit in the can provided. You may leave tied bags next to garbage cans. There will be a \$5.00 disposal fee for excessive amounts of garbage left.
- Take down all decorations in the hall.
- Ensure all tables and chairs are clean and put away properly.
- Sweep and mop all floors (this includes the Hewitt Room, kitchen, lobby and restrooms).
- The rules and regulations state that users are also responsible for cleaning the surrounding park area and parking lot after their event.

NOTE: If your event was a wedding reception and rice was thrown outside at the bride and groom, you are responsible for cleaning this up. Using bubbles is more practical.

Your event host will be there to provide cleaning supplies and give direction, if needed.

For an additional cost (reference brochure for pricing), you may request McKinleyville Parks and Recreation to clean up after your event. This fee covers the following:

- Ensure all tables and chairs are clean and put away properly.
- All trash is taken to the dumpster
- Sweep and mop all floors (this includes the Hewitt Room, kitchen, lobby and restrooms).

It will still be your responsibility to:

- Take home or throw away all food items from refrigerator and freezer.
- Wash, dry and put away all dishes, silverware, coffee cups, water glasses and any other item used.
- Clean all counters, sinks, and stove area.
- Bag all trash from event and make sure they are disposed properly in the garbage cans available.

NOTES:

HEWITT ROOM INFORMATION

1. The Hewitt Room including the stage and kitchen is 3000 sq. feet.
2. The floor space of the room itself is 54 feet long and 43 feet wide.
3. From the floor to the beams in the Hewitt Room measures 18 feet.
4. There are fifteen 8' x 30" rectangular tables, which comfortably seats 8 guests. There are also five 6' x 30" rectangular tables, which comfortably seats 6 guests.
5. There are 8 round tables that measure 6 feet across. Each table seats from 8 to 10 comfortably. There are 4 half-round tables that when put together create 2 more round tables that measure 6 feet across.
6. There are 225 folding chairs.
7. There are 2 kidney shaped tables and 2 triangle shaped tables.
8. There are window coverings to darken the room for slides or videos.
9. There is a PA system with a tape and CD player.
10. There is a chalkboard and a speaker's podium.
11. There is a piano and a 16 ft wide retractable screen for use with a slide projector or overhead projector. (Use of the piano and screen must be requested in advance).
12. There is a commercial icemaker, refrigerator and freezer available.
13. There is a 6 burner, 2 oven, grill commercial range.
14. There is an electric sanitizer/dishwasher to ease your work.
15. There are 3 large garbage cans and a dumpster.

KITCHEN INVENTORY:

- | | |
|---|---------------------------------|
| ▪ Dinner Plates (Floral Design): 215 | ▪ Knives: 170 |
| ▪ Small Plates (Floral Design): 249 | ▪ Spoons: 104 |
| ▪ Oval plates (Floral Design): 53 | ▪ Water Pitchers: 12 |
| ▪ Coffee cups (Floral Design): 283 | ▪ Coffee carafe's: 23 |
| ▪ 8 oz. water cups: 97 | ▪ Coffee Maker: 1-60-cup |
| ▪ Forks: 183 | |

*THERE ARE NO COOKING UTENSILS AVAILABLE (i.e. no pots, pans, baking sheets, etc.).

SPECIAL EVENT SERVICES IN HUMBOLDT COUNTY

The listing below was compiled for your information and convenience. It is recommended that you contact each individual that you are interested in for your special event to see if they will and can accommodate your needs. MCSD and McKinleyville Parks and Recreation are not affiliated with nor does it recommend any one business over another from the list below.

CATERERS:

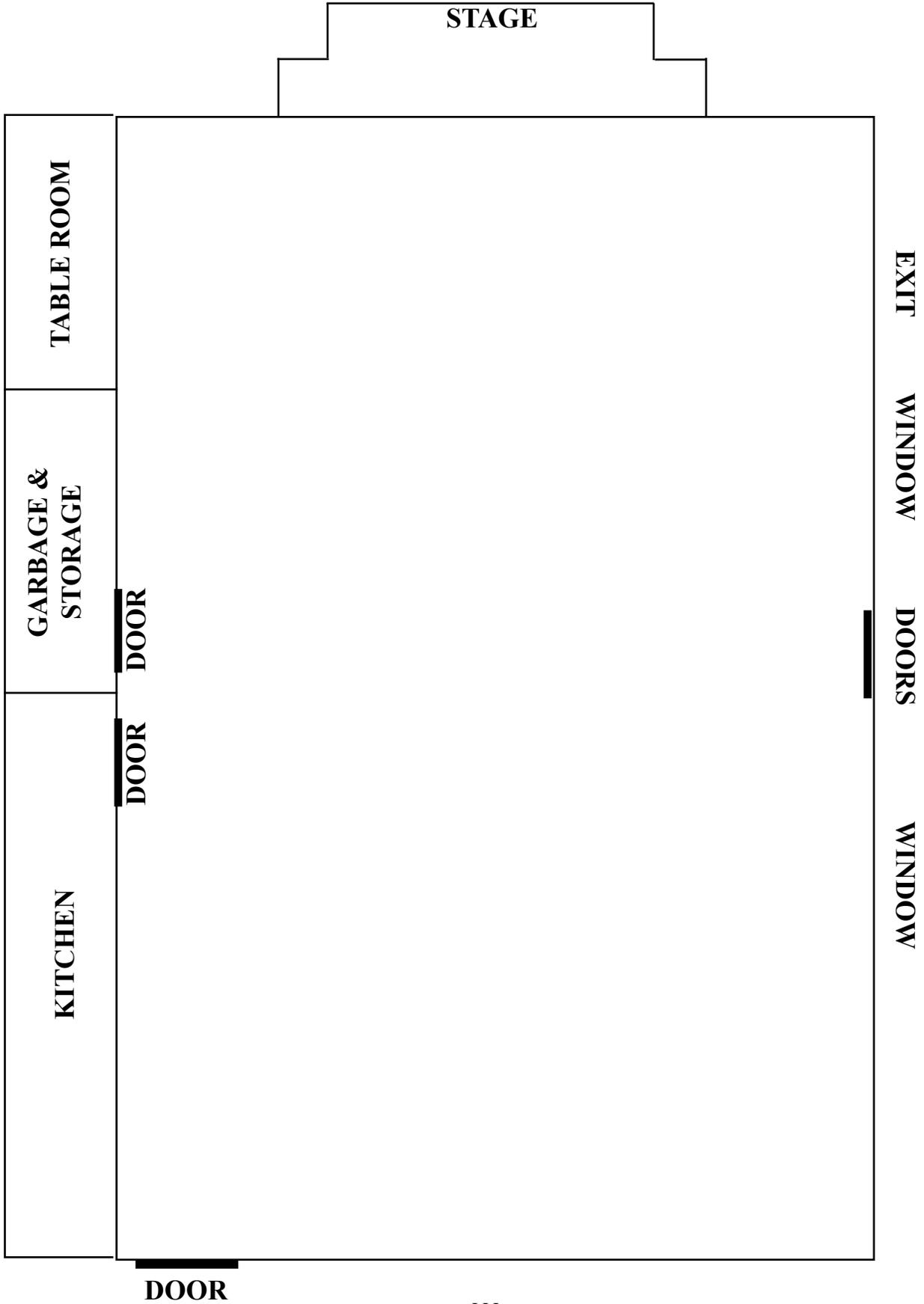
Abruzzi Catering, Arcata, 826-2377, abruzzicatering.com
A Piece of Cake, Trinidad, 677-3224
A Taste of Class, Eureka, 496-6133, www.tasteofclasscatering.com
Abruzzi, Arcata, 826-2377, abruzzicatering.com
Almas Mexican Express Food, Arcata, 822-1200
Avalon Restaurant & Bar, Eureka, 445-0500, avaloneureka.com
Alex Begovic, Eureka, 476-9369
Baywood Golf and Country Club, Arcata, 822-3686
Bear River Casino, Loleta, 688-4219, bearrivercasino.com
Blackberry Bramble BBQ & Catering, Blue Lake, 668-1616
Bless My Soul Catering, Eureka, 443-1090, blessmysoulcafe.com
Brett Shuler Fine Catering, Arcata, 822-4221, shunada@sbcglobal.net
Briceland Vineyards, 923-2429
Cappuccino Catering, Blue Lake, 668-5520
Cassaro Sister's Catering & Events, Arcata, 822-8009, chrissichick@sbcglobal.net
Catering By Aimee, Trinidad, 677-3224
Celebrations, Arcata, 826-1224, celebrate@arcatanet.com
Cin Cin All Italiana, Eureka, 444-3708
Classic Catering, McKinleyville, 839-1730, classiccateringshowroom.com
Comfort of Home Catering, Arcata, 822-1781, comfortofhomecatering.com
Cook's Catering 7 Deli, Ferndale, 786-9440
Culinary Affair, Eureka, 496-0810, culinary-affair.com
Curley's Grill, Ferndale, 786-9696, restaurant.com/curleysgrill
Cutten Inn, Eureka, 445-9217
Dal Porto's Deli, Arcata, 822-1127
Divine Catering, 215-5376, divinecatereres@yahoo.com
Earthly Delights, Fortuna, 725-9163
Euphoria Natural Foods, Eureka, 445-2456
Fieldbrook Winery, Fieldbrook, 839-4140, fieldbrookwinery.com
Flavor Saver Organic Catering Company, Eureka, 442-3263
Fork in the Road Catering, Eureka, 445-9588
Harvest Thyme, Arcata, 476-0603

Hotel Carter, Eureka, 444-8062, carterhouse.com
Hurricane Kate's, Eureka, 444-1405, hurricanekates.com
Jalisco Café, Eureka, 445-9324
Jambalaya, Arcata, 822-4766
Larrupin' Café, Trinidad, 677-0230
Libation, Arcata, 825-7596, libation.com
Mazotti's Catering, Eureka, 445-1987, mazzottis.com
McClellan Mountain Spring Water, Samoa, 268-0254, mmspringwater.com
Moonlight Catering, Fortuna, 725-3524
Ms. M's Fine Event Catering, McKinleyville, 845-3225, msmscatering.com
North Coast Inn, Arcata, 822-4861
O-H's Town House, Eureka, 443-4652
Pachanga Mexicana, Eureka, 442-2587
Perfect Palate, Ferndale, 786-9202, sagedixon@yahoo.com
Ramone's Bakery & Café, Eureka, Arcata, McKinleyville, 442-1336, ramonesbakery.com
Ray's Food Place, Arcata-Eureka-Fortuna-McKinleyville
Rita's Café & Taqueria, Eureka, 476-8565
Riverbend Cellars, Meyers Flat, 943-9907, riverbendcellars.com
Roy's Club Italian Restaurant, Eureka, 442-4574
Savory Thyme, Eureka, 444-2266, savorythymecatering.com
Scotia Inn, Scotia, 764-5683, scotiainn.com
The Sea Grill, Eureka, 443-7187
Smokin' Moses, Trinidad, 943-9943
Spoons, Arcata, 822-5000; Eureka, 443-2968
Teri's Custom Catering & Cakes, Eureka, 444-8791
Tomo, Arcata, 822-1414, cafetomo.com
Wildflower Café, Arcata, 822-0360
Women of Taste, Trinidad, 677-3146, women-of-taste.com

PARTY SUPPLY RENTALS:

Action Rental, McKinleyville, 840-0400
McKinleyville Home & Garden Center, McKinleyville, 839-1587
The Party Place, Eureka, 443-0833

Azalea Hall Hewitt Room - Blank Layout



Azalea Hall Hewitt Room - Luncheon

