



# FACILITIES RENTAL - PUBLIC EVENTS

Sun City Roseville Community Association  
7050 Del Webb Blvd., Roseville CA 95747

## Availability/Reservations:

- Rooms in the Timber Creek Ballroom, the Rose Garden, Patio and Solarium may be reserved for non-resident public events.
- Sierra Pines is not available for non-resident use.
- Non-food and beverage events in the Timber Creek Ballroom/Meeting Rooms are reserved through the Activities Department. For reservations contact: (916)774-3871
- Food and beverage events are reserved through the Catering Department (Ballroom, Patio and Rose Garden) and Food & Beverage Department (Solarium). For reservations and pricing contact:
  - Ballroom, Patio and Rose Garden - Jenny Giallanza, jenny@timbercreekballroom.com, Ph: (916) 774-3870
  - Solarium - Felicia Loe, loef@scrca.org, Ph: (916) 774-3876
- Non-food and beverage events may be reserved up to 60 days in advance based on availability on the following week days:
  - Mondays
  - Tuesdays
  - 1st and 3rd Wednesdays - A.M.
  - Thursdays - A.M.
  - All other week days and weekends are not available as they are reserved for Catering events.
  - Room space is not available for non-food and beverage events between Thanksgiving and New Years.

## Timber Creek Ballroom/Meeting Room Capacity/Room Fees:

Meeting Rooms	Square Feet	Round Tables/ Chairs	Theater Style Chairs	Classroom Style 6' tables/ chairs	Conference Style 6' Tables/ Chairs	U-Shape 6' Tables/ Chairs	Room Fees Per Hour	2 Hour Minimum
Full Ballroom	4,776	30/300	500	N/A	N/A	N/A	\$250	\$500
Partial Ballroom	2,730	15/150	200	N/A	N/A	N/A	\$125	\$250
Aspen Room	744	4/40	50	8/32	8/24	6/18	\$45	\$90
Birch Room	620	3/30	40	6/18	6/18	5/15	\$45	\$90
Cedar Room	682	4/40	50	8/32	8/24	6/18	\$45	\$90
2 Rooms (Aspen, Birch or Cedar)	1,364	6/60	90	10/50	10/30	8/24	\$90	\$180

### Room Booking Terms & Conditions:

- Room rental fees must be paid in full at the time of booking. Fees include setup of tables/chairs and audio visual equipment (podium/mic, screen, projector, laptop). Provide setup requirements to the Activities Department no later than one week prior to the event.
- No tacks, nails, adhesives are to be used to affix any signs, banners or decorations to the walls.
- No outside food & beverages may be brought into the Lodge.
- A cancellation fee of ½ the total room fee will be charged for cancellation of event within 7 days of the scheduled date.
- Non Sun City Roseville residents may attend public events.
- Customer assumes liability for any loss or damage to SCRCA premises per Facility Reservation Contract Terms & Conditions.

### Advertising:

- Public events may be advertised in SCRCA's monthly publication, the Village Courier. The Village Courier is available for residents to pick up in the Timber Creek Lodge.
- Space is not available in the Timbers Lodge for posting information on public events.
- The following option is available to advertise public events in the Village Courier:
  - » Flyer Insert:
    - Cost - \$275 – due when flyers are delivered
    - 2500 flyers – supplied and delivered by the due date on the invoice (due dates occur in the last week of the month prior to stuffing)
    - The following disclaimer must be printed on all flyers: “Sun City Roseville Community Association, Inc. does not guarantee any work or claims made by advertisers. Advertising does not constitute an endorsement or approval of goods or services by Sun City Roseville Community Association, Inc.”
  - » A complimentary free listing will be included in the Village Courier and will include title of the event, date, location, time and RSVP contact information.
- For flyer/announcement reservations in the Village Courier contact the Activities Department: (916) 774-3814.

