

Special Event Guide

AZALEA HALL
1620 PICKETT ROAD



PARKS & RECREATION DEPARTMENT

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Planning your Special Event 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, celebration of life, 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. Set Up and Clean Up service are available 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 & 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 & 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.

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 be forfeit your \$100 security deposit. The use of candles is prohibited do to the danger of fire. Candles may be used **if they are not lit**. Flameless, battery operated, candles may be used.

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 provide/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 an additional Event Host hourly rate to room rental fees. 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, 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 dumpster (located in the parking lot in front of the Sheriff's Office).
- 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 (if you have one) 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 3,000 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 116 grey metal folding chairs and 64 brown metal folding chairs (180 total chairs).
7. There are 2 kidney shaped tables and 2 triangle shaped tables.
8. There is a PA system with a microphone and an audio cord (to be plugged into a device that has a headphone jack) as well as a speaker's podium.
9. There is a projector and 2 retractable screens for use with the projector. Projector uses a Bluetooth device to connect to your laptop (your laptop must have an HDMI output). Use of the projector must be requested in advance (Additional Rental Fee).
10. There is a piano (use must be requested in advance).
11. The Kitchen is equipped with a commercial icemaker, refrigerator, freezer, a 6-burner stove, 2 ovens and a grill commercial range.
12. There is an electric sanitizer/dishwasher to ease your work.
13. There are 3 large garbage cans and a dumpster (in parking lot in front of Sheriff's office).

Kitchen Inventory

- Dinner Plates (Floral Design): **323**
- Small Plates (Floral Design): **249**
- Oval plates (Floral Design): **35**
- Coffee cups (Floral Design): **263**
- 8 oz. water cups: **194**
- Forks: **253**
- Knives: **294**
- Spoons: **287**
- Water Pitchers: **13**
- Coffee carafe's: **1**
- Coffee Maker: **1-60-cup**

*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 & Recreation are not affiliated with nor does it recommend any one business over another from the list below.

Caterers

Blackberry Bramble BBQ, 668-1616 blackberrybramblebbq.com
Brett Shuler Fine Catering, 822-4221, brettshulerfinecatering.com
Cassaro Catering, 822-8009, cassaros.net/index.html
Comfort of Home Catering, Arcata, 496-6720 comfortofhomecatering.com
Citrine Catering, 310-570-7797 citrinecatering.com
Moonlight Catering, Fortuna, 725-3524 moonlightcatering.com
Outlaw Kitchen, Arcata, 672-9838 outlawkitchen.com
Ramone's Bakery & Café, McKinleyville, 442-1336, ramonesbakery.com
Uniquely Yours Catering, 834-2732, uniquelyyourscatering.net

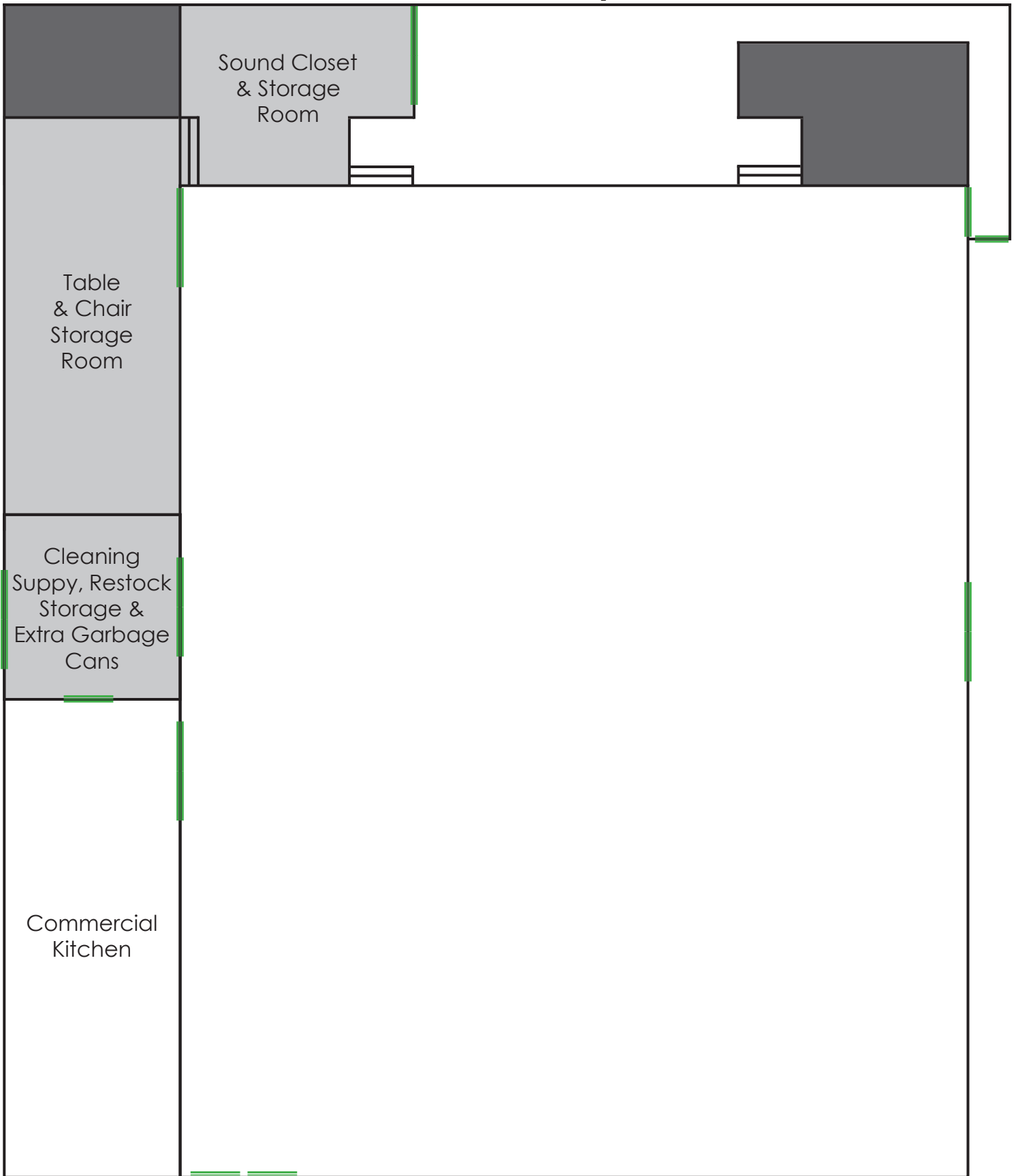
Beverages

Fieldbrook Winery, 839-4140, fieldbrookwinery.com
Humboldt Cider Co., 798-6023, humboldtcidercompany.square.site
Lost Coast Brewery, 445-4484, lostcoast.com
Mad River Brewing Co., 668-4151, madriverebrewing.com
Moonstone Crossing Winery, 677-3832, moonstonecrossing.com
Old Growth Cellars, 440-9254, oldgrowthcellars.com
Redwood Curtain Brewing Co., 826-7222, redwoodcurtainbrewing.com
Six Rivers Brewery, 839-7580, sixriversbrewery.com
Trinity River Vineyards, 825-5888, trinityrivervineyards.com

Party Supply Rentals

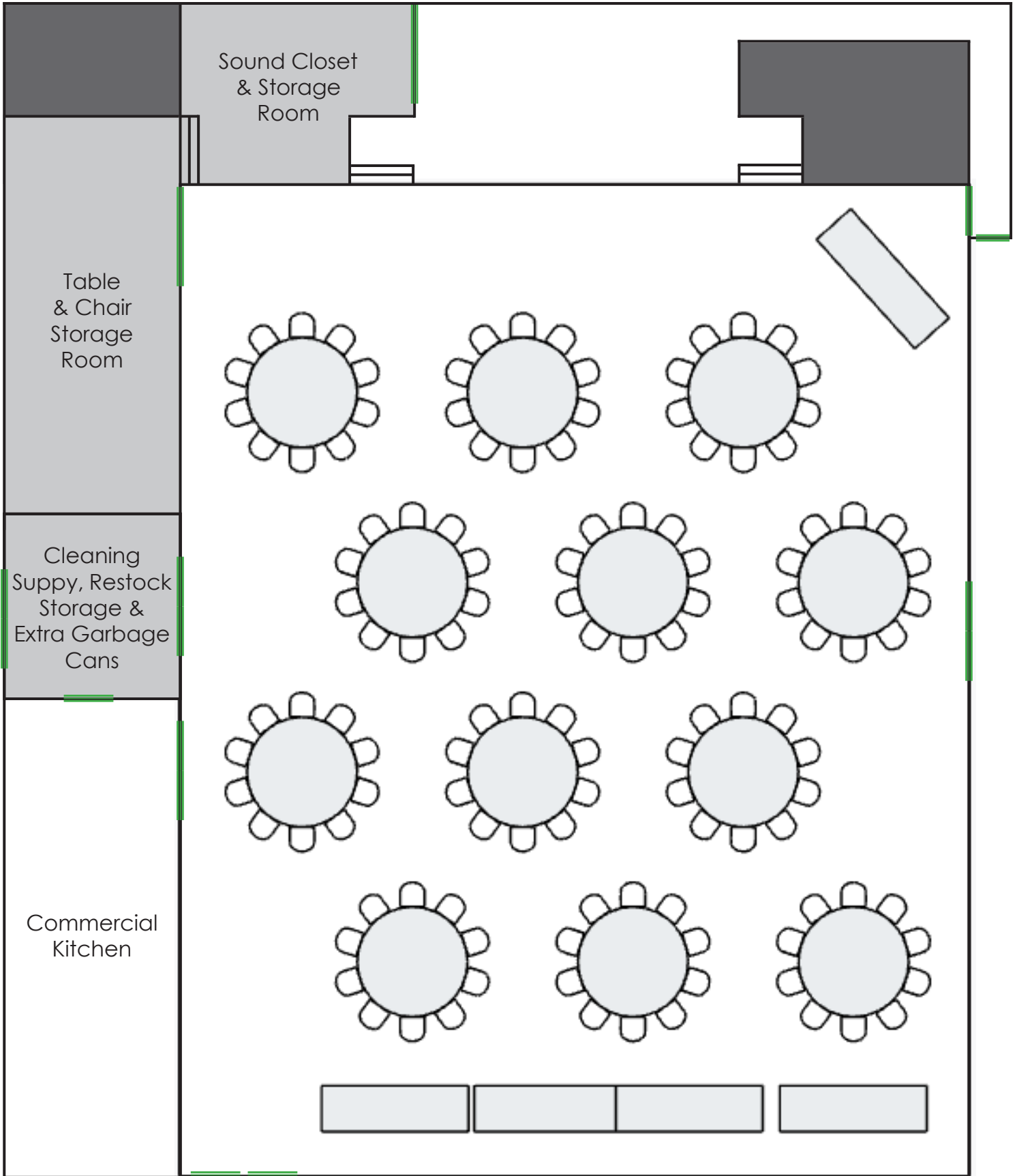
McKinleyville ACE, McKinleyville, 839-1587, mckinleyvilleace.com
Mission Linen, Eureka, 443-8681 missionlinen.com
The Party Place, Eureka, 362-8761 partyplaceeureka.com
Elevated Events & Rentals, 499-4380 elevatedeventsrentals.com
Celebration Boulevard, 845-7243 celebration-blvd.com

Azalea Hall Hewitt Room Layout



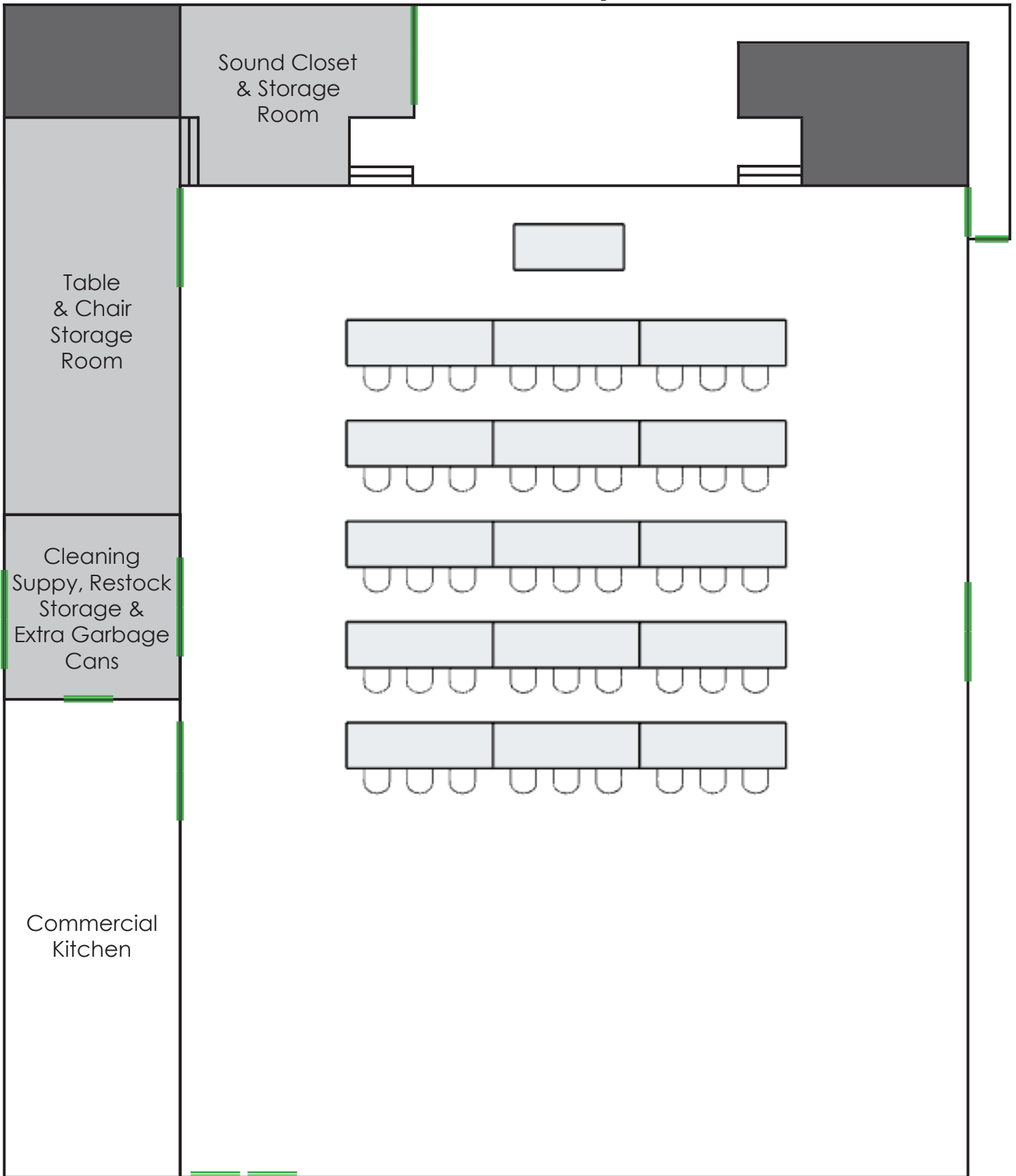
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- Hewitt Room + Stage = 3,000 sq ft
 - Floor to Wood Beams = 18 ft
 - Hewitt Room = 54 ft long x 43 ft wide
 - Projector Requires HDMI Connection
 - 6 ft Round Tables = 13
 - 8 ft Rectangular Tables = 15
 - 6 ft Rectangular Tables = 5
 - Folding Chairs = 180
- Wifi Name:**
AHRENTAL
Password:
MCSD!2022

Azalea Hall Hewitt Room Layout



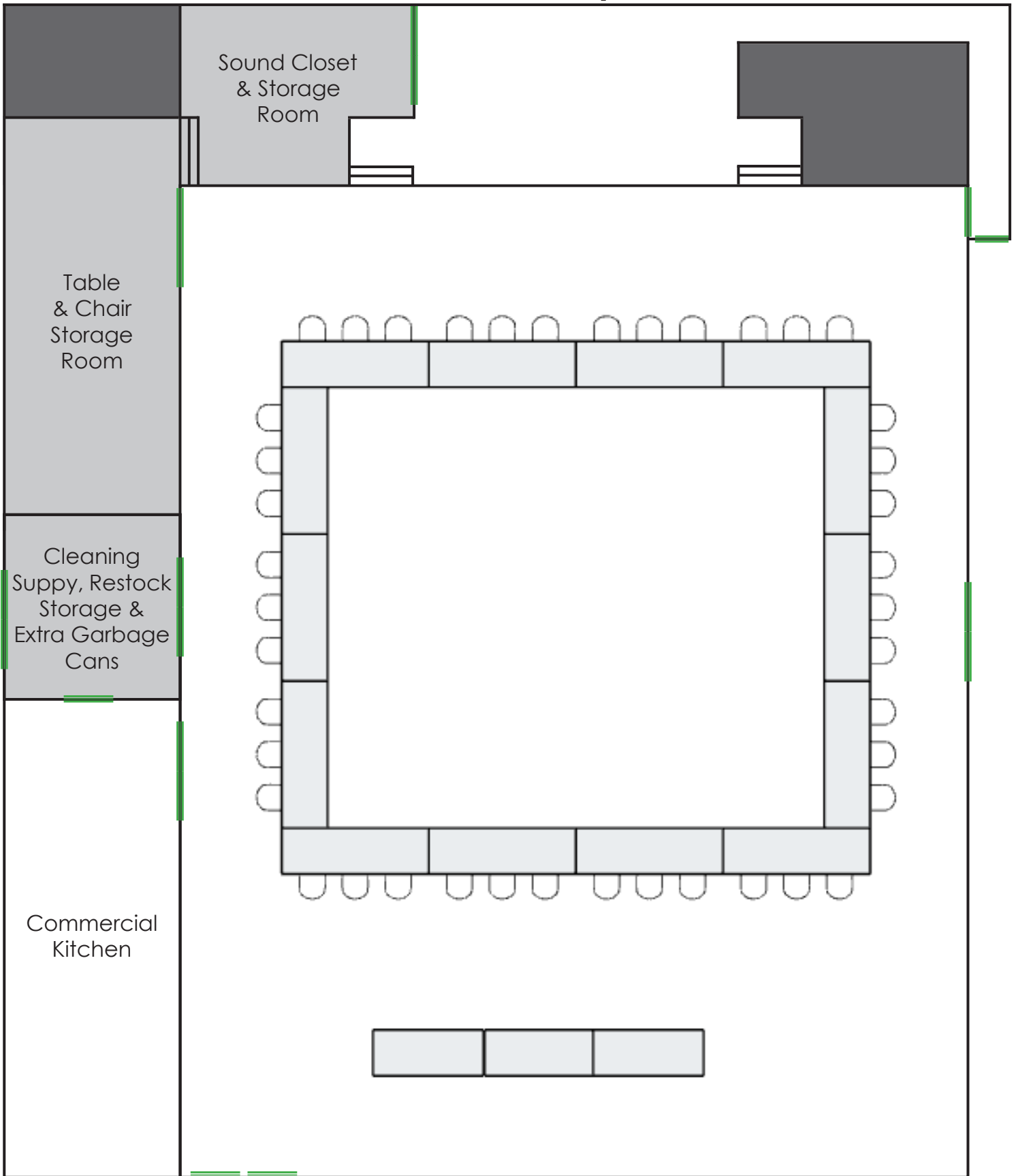
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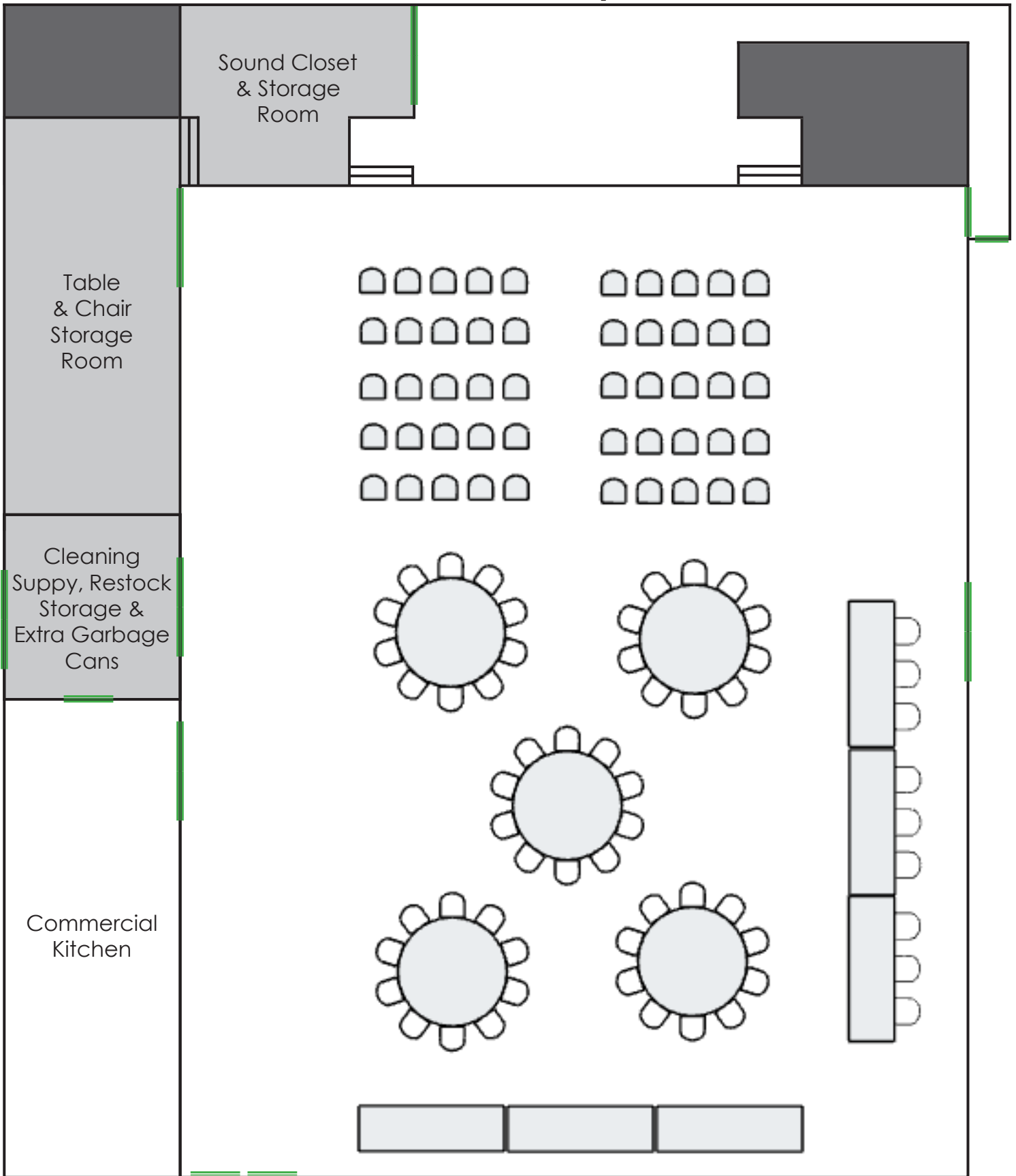
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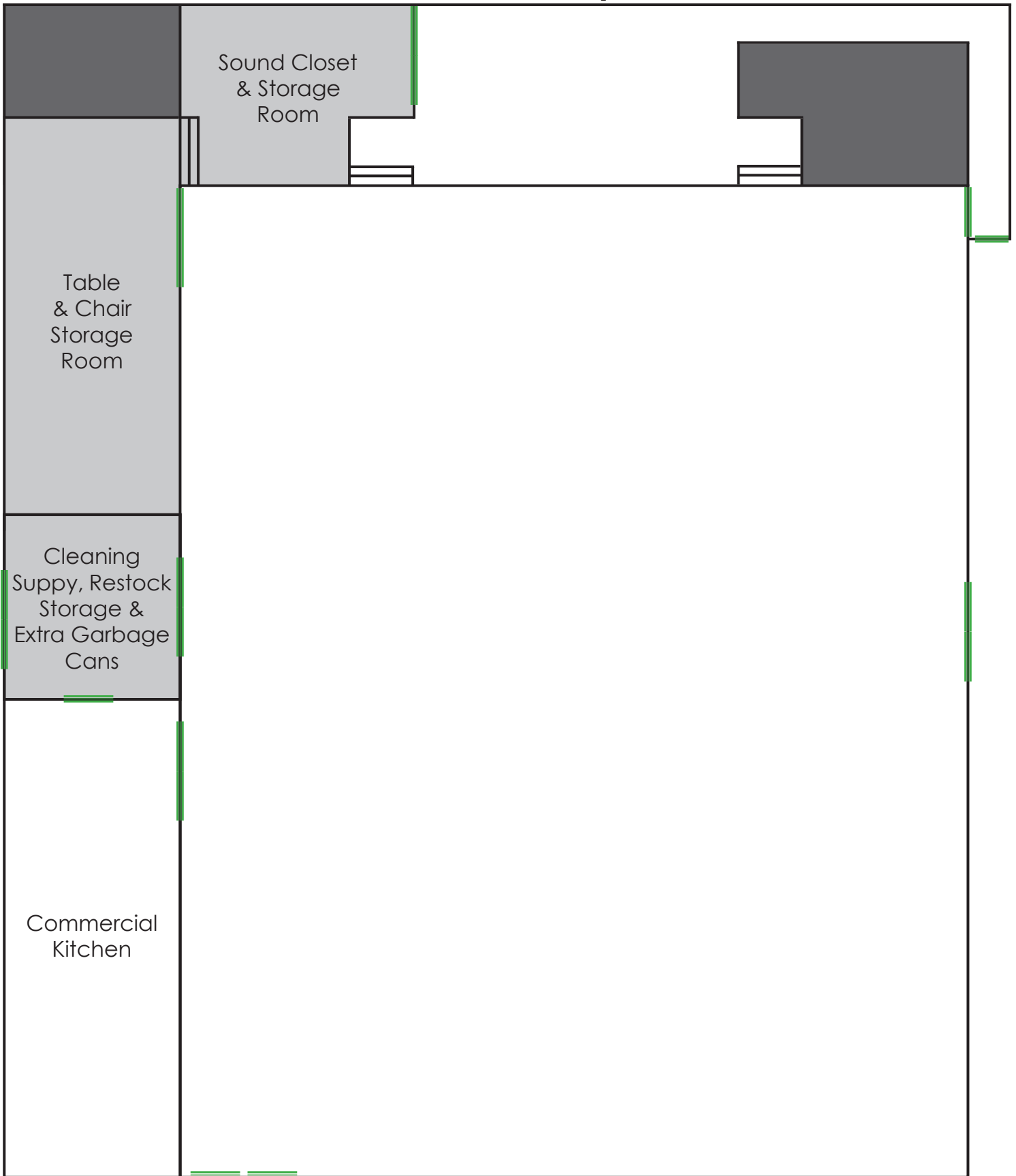
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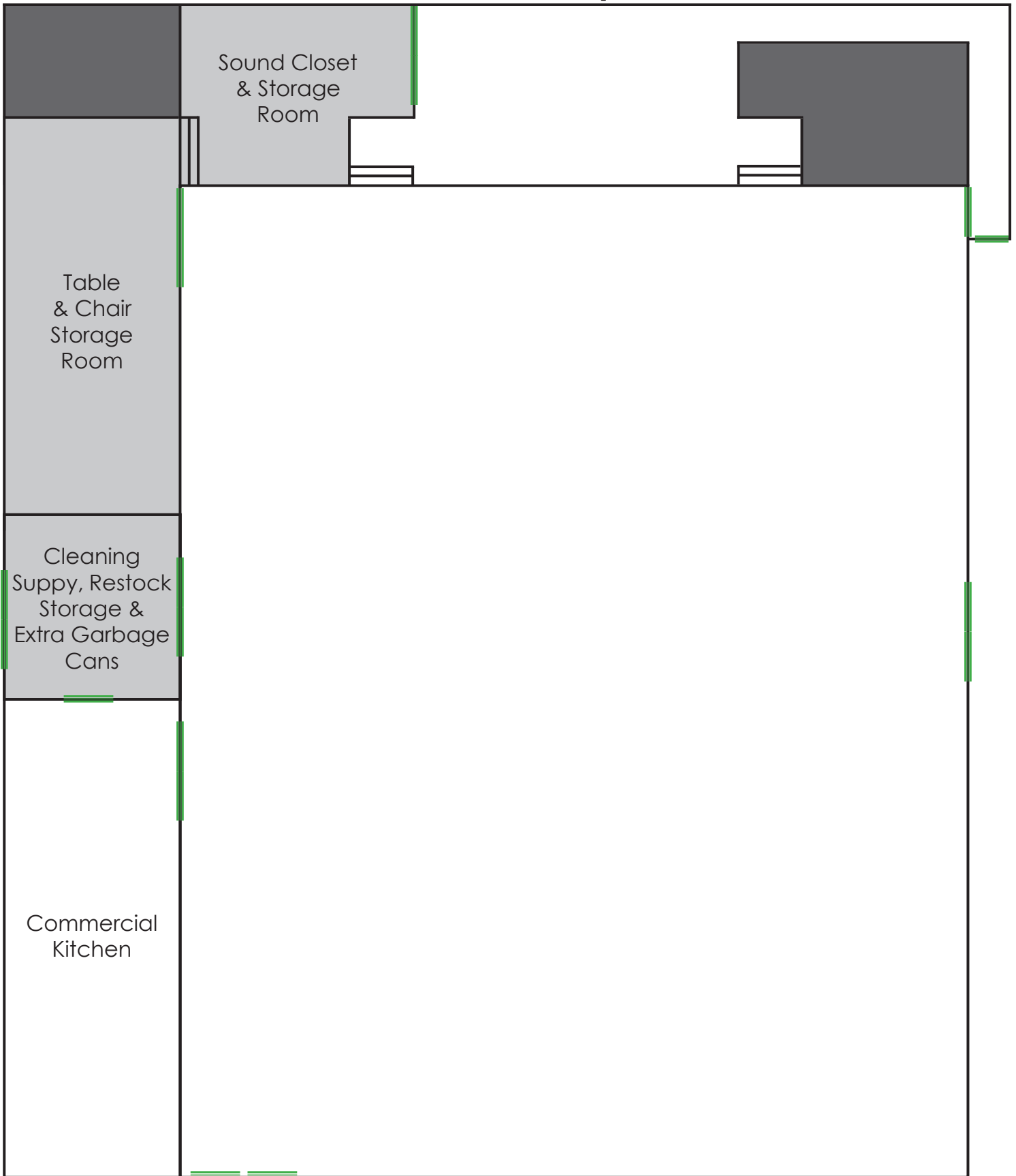
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