

Looking for an event space in South Los Angeles?



The newly renovated Paul Robeson Community Wellness Center offers a diversity of choices for possible locations for many different types of gatherings.

And by renting a space here you support the work of Community Services Unlimited, a long standing local non-profit.



Visit our website, www.csuinc.org to learn more about us and the Center, but here are some important details if you are thinking of holding an event at this site.





The building was named after Paul Robeson ([watch this video](#) to learn about this amazing human) by the previous owners who knew him and named the location in his honor. Over the years the site was used to print progressive literature, to hold gatherings and run community events and workshops. It was purchased in summer 2015 by Community Services Unlimited and in summer 2018 a major renovation of the site was completed with community support and engagement and with multiple partnerships.

The PRCWC is a 10,000 square foot lot with a 5000 square foot building on 2 floors. The ground floor consists of the Village Market Place Food Hub, and the second floor has meeting and working space. The rest of the lot is a developing urban farm, houses the Veggie Bus and has car and bike parking space that is also sometimes used for events.

6569 South Vermont Avenue, Los Angeles 90044.

The Paul Robeson Center is situated on the corner of Vermont Avenue and 66th Street and is in easy distance of the 110 and 105 Freeways.

If you are interested in renting any of the spaces detailed below, please read this entire document and then if you have any questions and/or would like to rent please email prc@csuinc.org or call (213) 746-1216.

THE SECOND FLOOR

Consisting of 2,500 square feet, the entire 2nd floor has natural lighting from south facing windows, beautiful bamboo flooring, internet access and multiple electrical outlets. It has central air conditioning and heat and a gender neutral restroom. In addition to meetings and events, the flooring makes the upstairs spaces ideal for hosting yoga and dance workshops and trainings. The 2nd floor does NOT have disabled access and is only accessible via a staircase. The 2nd floor has three distinct spaces that can be rented separately, all together, or in various in part thereof:

Food Access Office

This is a small private office that CSU uses for CalFresh interviews or private meetings, and is an ideal location from which to stage an event or conference on the 2nd floor or for a small private work space. This space can comfortably accommodate 3 to 4 people.

Paul Robeson Community Room

This room is dedicated to Paul Robeson, with a developing permanent exhibit in his honor. It has capacity for up to 30-35 people, depending on the type of event and layout. The room has a mini kitchenette with a sink and food service area. It has an 80-inch screen smart TV and internet access and is a great space for screenings, panel events and small meetings. The TV can easily be moved to the gallery for larger gatherings.

Panther Multi-Purpose Gallery

This houses our permanent Paul Robeson reference library and is the work space for CSU staff. Intentionally set-up to be easily used for multiple purposes this room can be quickly re-arranged for a variety of events. It has capacity for up to 100 people, depending on layout and type of event.

THE GROUND FLOOR

The entire ground floor houses our Village Market Place Food Hub, which consists of the VMP store front, the Soulful Café, a commercial kitchen and a developing urban farm. There is also bike and car parking for customers during our opening hours which we sometimes use for outdoor events. The market has a gender neutral restroom that is accessible to the public for events hosted on the ground floor. For very large outdoor events, it may be necessary to rent a portapotty.

Veggie Bus

This is a “77 Gillig school bus which has been through two upcycles in its life with CSU. Originally used to transport people and things between our programs and on field trips, the bus is now permanently parked onsite as an additional multi purpose space. Regularly used by our youth teams, the bus can accommodate 20-25 people for a workshop or meeting and is an ideal space for art and craft making. It has electrical outlets, internet access and some desk space and can be warmed or cooled with heaters or fans. The only way onto the bus is steps and it is therefore NOT wheelchair accessible.

PRCWC Parking Lot

When not in use for parking, the lot at PRC is ideal for outdoor events and gatherings. The Veggie Bus becomes a perfect and beautiful backdrop and can also function as a large screen for projecting onto for an outdoor movie show. The lot has automatic lighting once the sun sets.

PRCWC Urban Farm

This developing space is an ideal location for an outdoor event, workshop etc. surrounded by plants and greenery. For example, its where we have hosted a pop-up beer garden and it would be great for a live music event.



Village Market Place

The VMP store is open to the public 9am to 7pm weekdays and 10am to 6pm weekends. At all other times the space is available for rent for private events. Its an ideal location for an intimate music event, a birthday party, pop-up dinner or tasting event. The market and gender neutral restroom located therein are wheelchair accessible.

VMP Food Hub Kitchen

The commercial kitchen at the PRCWC is where we store fresh produce and make our value added and prepared foods for sale in our market and other locations. This kitchen is also part of our equitable food business incubator and in addition is available for rent for plant based food businesses. There is a separate application process and requirements for rental of this space, if you are interested, please email vmp@csuinc.org.



FOOD FOR EVENTS AT PRCWC

All food for any events held at any space at the Paul Robeson Community Wellness Center must be purchased directly from our SoulFul Café or SoulFul Catering service. Snacks etc. for smaller gatherings may also be purchased from the VMP store. We will work with you to accommodate your budget, but there are NO exceptions to this.

RENTAL RATES AND REQUIREMENTS

Our rental fees are set at market rates for corporate entities, we are open to working with community based organizations, small non-profits and others to negotiate alternative rates. In addition to the rental fee, a refundable security deposit is required. This fee is determined based on event type, number of attendees, services required etc. This fee is returned if the rented space is left in good order as per the rental agreement.

Food Access Office

\$50 for the first 2 hours (minimum rate),
\$25 per hour thereafter

Paul Robeson Community Room

\$200 for the first 2 hours (minimum rate),
\$100 per hour thereafter

Panther Multi-Purpose Gallery

\$400 for the first 2 hours (minimum rate)
\$200 per hour thereafter

Veggie Bus

\$75 for the first 2 hours (minimum rate)
\$35 per hour thereafter

Paul Robeson Center Parking Lot

\$200 per hour for the first 2 hours
(minimum rate) \$100 per hour thereafter

Paul Robeson Center Urban Farm

\$75 per hour for the first 2 hours
(minimum rate) \$25 per hour thereafter

Village Market Place

\$300 per hour for the first 2 hours
(minimum rate) \$150 per hour thereafter

*Reservation request must include your set up and break down time. Overtime is billed by the hour

*Upon agreement of rental, and signing of rental agreement, a deposit of 50% of the total rental fee shall be paid to Community Services Unlimited Inc., along with the agreed security deposit. The remaining balance is due the day of the event, before the event begins!

*Renter must provide proof of liability insurance, OR, pay an additional fee to be added onto CSU's insurance policy as a one off for the event at PRC

Cancellation Policy

*All cancellations prior to 30 full days of an event will result in an 80% refund of deposit.

*All cancellations between 30 and 15 full days of an event will result in a 50% refund of deposit.

*All cancellations within 14 full days of an event will not be eligible for a refund.

To make an appointment to tour the building or for further information call 213-746-1216 or email prc@csuinc.org



SOULFUL - CATERING -

ALL ITEMS FEATURE LOCAL, BEYOND ORGANIC PRODUCE AND OTHER ORGANIC INGREDIENTS AND ARE AVAILABLE VEGAN AND/OR GLUTEN FREE. WE USE A MINIMUM OF SALT, SUGAR AND FAT, AND ONLY SEA SALT, EVAPORATED CANE AND COCONUT, OLIVE OR GRAPE SEED OILS, REAL BUTTER, OR OUR OWN GHEE. WE PROUDLY MAKE EVERYTHING IN HOUSE FROM SCRATCH AND WILL WORK WITH YOU TO DESIGN A MENU THAT FITS YOUR NEEDS. INSIDE ARE EXAMPLES OF A FEW OF OUR MOST POPULAR MENU ITEMS. OUR FOOD HIGHLIGHTS SEASONAL PRODUCE, HERBS AND THE FINEST SPICES AND IS RICH WITH FLAVOR!

BREAKFAST

YOGURT
\$1.50 PER PERSON

GREEK YOGURT
\$2.00 PER PERSON

HOMEMADE GRANOLA
\$1.50 PER PERSON

SEASONAL ROASTED
VEGETABLE FRITTATA
\$2.50 PER PERSON

FRESH FRUIT OR
SAVORY MUFFINS
\$20 PER DOZEN

SEASONAL FRUIT PLATTER
\$2 - \$3.50 PER PERSON
(DEPENDING ON FRUIT SELECTION)

IRISH OATMEAL WITH
SEASONAL FRUIT SAUCE OR
SAVORY GRITS
\$2.50 PER PERSON



LUNCH & DINNER

\$7.50 - \$15.00 PER PERSON
(DEPENDING ON QUANTITY)

BLACK EYED PEAS, SAUTEED GREENS,
CORN BREAD

CHANA (SPICY PUNJABI GARBANZO
BEAN STEW), BASMATI RICE, RED
PEPPER COLLARD GREENS

DHAAL (INDIAN SPICED LENTILS),
BASMATI RICE, ROASTED CUMIN
CAULIFLOWER

VEGETABLE "CURRY" W/ BASMATI
RICE, GARDEN SALAD
(CHICKEN OR TOFU ADD \$1.50/
PERSON)

VERY VEGGIE PILLAU (FRAGRANT RICE
& FRESH VEGGIES BAKED W/ INDIAN
SPICES), WITH THE OPTION OF BAKED
MASALA PANEER (MILK CURDS)

VEGGIE/TOMATO PASTA: RICH TOMATO
SAUCE WITH VEGETABLES AND HERBS
OVER PASTA

BAKED MUSHROOM /VEGGIE PASTA:
FLAVORFUL MUSHROOM SAUCE BAKED
WITH VEGGIES AND PASTA



ALACARTE&SIDES



AL A CARTE

VEGETABLE WRAPS
\$6.50-\$8.50 EACH

ROASTED VEGETABLE
SANDWICHES
(ADD CHICKEN OR TOFU \$1.50
CENTS PER PERSON)
\$6.75-\$8.75 EACH

SEASONAL VEGETABLE SOUP
\$3-\$4.50 PER PERSON
- TOMATO/BASIL
- CARROT/CORIANDER
- BROCCOLI/POTATO
- SPLIT PEA/SWEET POTATO
- BUTTERNUT SQUASH
- PUMPKIN

(ADDITIONAL TYPES AVAILABLE
UPON REQUEST)

ALOO TIKKI PLATE: POTATO/
SESAME PATTI, CREAMY
GARBANZOS, MINT/TAMARIND
CHUTNEY
\$6 PER PERSON

CRISPY BAKED PAKORAS
(SAVORY GARBANZO BEAN/
VEGETABLE BITES), MINT/APPLE
CHUTNEY
\$3 PER PERSON

SIDE DISHES

MIXED GREENS SALAD
WITH SESAME DRESSING
\$2.50 PER PERSON

SESAME KALE SALAD WITH
SHREDDED CARROTS AND DRIED
CRANBERRIES
\$2.50 PER PERSON

ROASTED ONION &
FRESH HERB FLAT BREAD
\$2 PER PERSON

DESSERTS



DESSERT

COOKIES

\$9 PER DOZEN

- OATMEAL
- WALNUT/RAISIN
- CHOCOLATE ORANGE
- DOUBLE COCONUT
- PISTACHIO CARDAMOM
- CHOCOLATE CHILI
(OTHERS UPON REQUEST)

APPLE/PEAR & BERRY CRUMBLE
\$2.50 PER PERSON

DARK CHOCOLATE CAKE
\$3.00 PER PERSON

KHEER: BASMATI RICE PUDDING
WITH CARDAMOM AND
PISTACHIO
\$3.00 PER PERSON

VERY BANANA BREAD
\$2 PER PERSON

APPLE BREAD
\$2 PER PERSON

BEVERAGES

BEVERAGES

GINGER LEMONADE

\$35 PITCHER

(SERVES APPROXIMATELY 30)

WATERMELON/STRAWBERRY/MINT

COOLER

\$35 PITCHER

(SERVES APPROXIMATELY 30)

HERB/FRUIT ICED TEAS, VARIOUS

SEASONAL VARIETIES

\$30 PITCHER

(SERVES APPROXIMATELY 30)

CHAI

\$25/30

SMALL OR LARGE THERMOS

(11 OR 14 8OZ CUPS)

MADE WITH CSU'S OWN CHAI

MASALA AND BLACK TEA.

PREPARED WITH DAIRY

OR SOY MILK AND SUGAR)

FAIR TRADE COFFEE

\$20/25

SMALL OR LARGE THERMOS

(11 OR 14 8OZ CUPS)

(SERVED BLACK W/ OPTIONAL

DAIRY OR NON-DAIRY CREAMER

& SUGAR UPON REQUEST

FOR AN ADDITIONAL FEE)



POLICIES

PRICES

LISTED PRICES ARE FOR FOOD ONLY, THEY DO NOT INCLUDE SERVICE/SERVING WARE, LINENS, DELIVERY, SET-UP OR SERVICE OF ANY KIND. THESE SERVICES AND/OR SUPPLIES ARE AVAILABLE FOR AN ADDITIONAL FEE. DISCUSS THESE ADDITIONAL NEEDS WITH THE CATERING MANAGER WHEN PLACING ORDER.

DEPOSIT

A 25% DEPOSIT IS REQUIRED WHEN YOU PLACE YOUR ORDER. PAYMENT IN FULL IS DUE 10-BUSINESS DAYS PRIOR TO EVENT.

ORDER CHANGES

TO ENSURE PROPER LABOR COVERAGE AND FOOD SUPPLIES. A GUARANTEED FINAL GUEST COUNT IS REQUIRED 10-BUSINESS DAYS PRIOR TO EVENT. ONCE A GUARANTEED COUNT IS GIVEN THE NUMBERS CANNOT BE REDUCED. THE COUNT CAN BE INCREASED UP TO 48 HOURS BEFORE THE EVENT. ANY ADDITIONAL GUESTS MUST BE PAID FOR PRIOR TO THE EVENT.

RUSH ORDERS (10-BUSINESS DAYS OR LESS LEAD TIME) MAY INCURE A RUSH FEE. RUSH ORDERS MUST BE PAID IN FULL AT TIME OF ORDER.

CANCELLATIONS

CANCELATIONS MADE LESS THEN 10-BUSINESS DAYS IN ADVANCE WILL FORFEIT THEIR 25% DEPOSIT. CANCELLATIONS LESS THEN 48-HOURS IN ADVANCE WILL ONLY RECEIVE A 50% REFUND.

CANCELLED RUSH ORDERS WILL ONLY RECEIVE A 50% REFUND.

ORDERS WILL ONLY BE CONSIDERED CANCELLED BY SPEAKING DIRECTLY TO THE CATERING MANAGER.

TAX FEE

A LOS ANGELES SALES TAX OF 9.5% WILL BE ADDED TO ALL ORDERS.

PICK UP SITE

ORDERS CAN BE PICKED-UP AT THE VILLAGE MARKET PLACE AT NO CHARGE. DELIVERY IS AVAILABLE FOR AN ADDITIONAL FEE. DELIVERY FEE STARTS AT \$20 AND GOES UP DEPENDING ON TRAVEL DISTANCE AND TIME. DELIVERY DOES NOT INCLUDE SET-UP, SERVING OR BREAKDOWN.

SET UP & SERVERS

SET-UP, SERVING AND BREAKDOWN CAN BE PROVIDED FOR AN ADDITIONAL FEE, STARTING AT \$30/HR. FOR 1 SERVER. THE VMP WILL DETERMINE HOW MANY SERVERS ARE NEEDED BASED ON YOUR EVENT SIZE AND MENU.

TO PLACE AN ORDER

CONTACT CATERING

MANAGER

HEATHER FENNEY AT

VMP@CSUINC.ORG

OR CALL 213-746-1216