



# Youth Center Meeting Room

## Rental Fee Schedule and General Information

### Contact Information

#### PINOLE YOUTH CENTER

635 Tennent Avenue • Pinole, CA 94564 • (510) 724-9004 • youth@ci.pinole.ca.us

### Rental Fees

|  | Pinole Resident Rental Rates<br>(proof of residency required) | Non-Resident Rental Rates |
|--|---|---------------------------|
| 2 Hour Minimum Rental<br>(Includes set-up & take down) | \$70  | \$100                     |
| Additional Hours                                       | \$35 per hour   | \$50 per hour             |
| Decoration (2 hours max.)                              | \$25 per hour   | \$25 per hour             |

#### Additional Fees and Security Deposit

|   |       |
|---|-------|
| Booking Fee (non-refundable)                          | \$50  |
| Refundable Security Deposit                           | \$150 |
| Late Application (less than 30 days)/Change of Date   | \$50  |
| Alcohol Permit (if needed - Non-refundable)           | \$50  |
| Minimum Primary Insurance (may vary - Non-Refundable) | \$160 |
| Host Liquor Liability Insurance                       | \$25  |

May only be purchased in conjunction with the City of Pinole Primary Insurance

*All reservations must be made in person at the Pinole Youth Center and approved by the Pinole Youth Center Coordinator or his/her designee.*

### Cancellation Policy

|   |                    |
|---|--------------------|
| Cancellations within two weeks of rental date | 50% of total fees  |
| Cancellations within one week of rental date  | 100% of total fees |

*Cancellations must be in writing. The cancellation date is the postmarked date of the signed letter or the date the Youth Center Coordinator or designee receives the letter by personal delivery. Cancellation letter must be received from the original applicant.*

### Facility Information

- 40 in Meeting Room
- Outside Patio Available in warmer months (No Grilling allowed)
- 6 (6') rectangular tables
- 3 (4') rectangular tables
- 50 folding chairs, 30 stacked chairs, 8 café chairs (dependent on need)
- Commercial kitchen (Use of City of Pinole cooking utensils is prohibited – only Sink, Designated Refrigerator and Freezer Space, Stove, and Ovens are available for use)
- Wide Variety of Card and Board Games

\* Please refer to the Facility Rental Agreement and Clean-up Agreement for further information and limitations.



# Pinole Rental Facilities

## Reservation Application

### Applicant

Name of Applicant/Designated Person(s) in Charge: \_\_\_\_\_

Name of Organization/Group: \_\_\_\_\_

Address: \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

### Facility Rental Information

Youth Center Meeting Room (Max. 30)

Activity: \_\_\_\_\_ Date: \_\_\_\_\_

Event Hours: \_\_\_\_\_ to \_\_\_\_\_

*Rental time includes set-up, decorating, clean up, etc.*

Total Attendance: \_\_\_\_\_ (Adults: \_\_\_\_\_ Teens: \_\_\_\_\_ Children: \_\_\_\_\_)

Is Event Open to the Public: \_\_\_\_\_ Is Admission Charged: \_\_\_\_\_ If Yes, Admission Cost: \_\_\_\_\_

Name of Band or DJ: \_\_\_\_\_ Music Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Self-Catered or Commercial: (*Circle One*) Caterer Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

\*Alcoholic Beverages Served: Beer/Wine or Mixed (*Circle One*) Alcoholic Sold: Beer/Wine or Mixed (*Circle One*)

### Facility Use Restrictions

- Activities may not continue past 11:00p.m. and the facility must be cleaned and vacated no later than 12:00a.m.
- No smoking in the facility or within 20 feet of the facility.
- The City of Pinole is not responsible for lost or stolen items during the rental period.
- An adult must attend children at all times. One (1) adult must be present for every Fifteen (15) minors.
- Clean up food and beverage spills immediately and report to the Facility Attendant. Discard all trash.
- Security Deposit is required. Provided there is no damage to the facility or any exceptional cleaning, maintenance or security is required as a result of use, the deposit will be fully refunded. If for any reason the Pinole Police are called to secure the event or if the event is shut down for any reason, the applicant will forfeit the full security deposit.
- Certificate of Liability Insurance for \$1 Million is required. This can be obtained through the City of Pinole.
- The applicant must properly clean the facility and all additional time spent by City Staff over basic rental period will be charged an hourly cleaning fee.
- Facility attendants are required at all times during a rental period.
- The applicant nor anyone else involved shall be admitted to nor remain in the facility prior to or after the designated rental time.
- No storage is available before or after the event.
- If a facility use diagram is provided at least Two (2) weeks prior to the event, every effort will be made to have the required number of chairs and tables available. Applicant is responsible for set up of chairs and tables. Facility rental does not include access to or use of offices, lounge areas, non-authorized sound equipment or borrowing furniture from other areas.

## Decorations

- Only masking tape is permitted for decorations. Do not use tacks, nails, pins, other tapes or staples. Glitter and confetti is prohibited.
- Balloons must be confined to the rental area.
- The building or equipment may not be altered in any way without consent of the facility attendant, such as moving existing equipment.
- Decorations must be flame retardant. No candles, lanterns or open flames are allowed (except birthday cake candles).

## Alcoholic Beverage Use

Pursuant to the City of Pinole Municipal Code, Sec. 9.08.030, all individuals/organizations wishing to possess or consume alcoholic beverages must receive a permit from the City of Pinole Police Department and submit with payment Thirty (30) days prior to such intended use. Without the review and approval of the Police Chief, no alcoholic beverages may be possessed or consumed within a City Facility or in a City Parking Lot. If alcoholic beverages are to be SOLD, an additional Alcohol and Beverage Control (ABC) license must be procured from the ABC office in Oakland.

**Serving or selling alcohol must cease one hour prior to the event end time as stated in the permit.**

**Alcohol must not be served or sold to minors under the age of 21 at any function.**

Alcohol permits are not issued to groups with:

- 1) More than 50% attendance are participants under the age of 21
- 2) Activities oriented for those under the age of 21 (such as birthday parties, dances or presentations)

The Youth Services Coordinator or his/her designee has the authority to designate an activity as a youth oriented activity.

If alcohol is being served at the event, the organizers must include Proof of insurance covering "Host Liquor Liability" or purchase it through the City. **In the occurrence that alcohol is used without a permit the event will be ended immediately without warning and the entire security deposit will be forfeited. If necessary the police will be contacted.**

## Reservation Information

Reservations accepted on a first-come, first-served basis. Booking fees and completed reservation application are due upon reservation request. It is the responsibility of the applicant to clean the area after use (please see Clean-Up Agreement for details). It is the responsibility of the user to take all necessary precautions to maintain a safe environment for the planned activity.

The City of Pinole retains the right to withhold use if individuals or organizations have rented in the past and had incidences of significant damage, vandalism or security issues OR if the Recreation Manager and his/her designee determines the use may not be in the best interests of the City of Pinole.

The facilities can be reserved no more six months in advance. Meeting rentals occurring on a regular basis, such as monthly, can reserve no more than six months in advance. Required for rental: 1) Rental Application and Required Documents 2) Security Deposit and Rental Fees 3) Certificate of Insurance 4) Proof of residency via a utility bill within the past two months.

Reservations must be made in person. Applicants must be 1) 21 years of age 2) Primary sponsor of the event 3) Present during the entire duration of the event. Resident rates are for people who live or own property in Pinole and identification confirming residence will be required.

The applicant hereby agrees to hold the City of Pinole, its City Council and commissions, the Pinole Youth Club Board of Directors, the individual members thereof and all the officers, agents and employees free and harmless from any loss, damage, liability, cost or expense that may arise during, or caused in any way by, such use or occupancy of facility.

Applicant further agrees to furnish such liability or other insurance for the protection of the public and the City and any officer and employee thereof, as the City may require. Applicant agrees to be personally responsible for and to reimburse the City for any damage to the facility including furniture or equipment occasioned by or growing out of the use or occupancy herein requested.

Please sign and date below to acknowledge receipt of Pinole Rental Facilities information. I have read and understand the Rules & Regulations and agree to comply.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By (City Employee): \_\_\_\_\_ Date: \_\_\_\_\_



# PINOLE RENTAL FACILITIES CLEAN-UP AGREEMENT

I understand that I must be present at the beginning of the rental time, and must be present at the end of the rental time for inspection. I agree to walk facility including restrooms with facility staff prior to and after event to review any current or new damage to facility, which may have occurred during my rental.

The following requirements are asked of me:

- You are responsible for the clean up and condition in which you leave the facility. In cases where indoors and outdoors property has been damaged or abused beyond normal wear, you will be billed for all damage and additional clean up.
- Wipe and clean all tables, chairs, bar areas, used during your event.
- Removing and disposing of all decorative material including outdoor signage.
- Sweeping the facility floors.
- Spot mopping facility kitchen, main floor, bar areas, hallways, lobby and restrooms to remove debris and spills.
- Removing all litter from facility area. Bagging and carrying trash to dumpsters.
- Kitchen must be thoroughly cleaned. Including all counter areas, refrigerator, ovens and stove, floor and sinks.
- You are responsible for ensuring that the restroom areas are clean and that no materials are left on the floor, or graffiti on restroom stalls.
- If a caterer is being utilized, the applicant is responsible for ensuring that the caterer is advised of the necessary cleaning requirements.
- No furniture, dishes, food, beverages or decorations may be left in the facility overnight.
- Only masking tape is permitted. Use of tacks, nails, pins, scotch tape, duct tape, or staples is PROHIBITED.
- Smoke or mist machines are prohibited in all City facilities.
- Absolutely no confetti, glitter, sequins, rice or birdseed allowed in any City facility.
- Parking availability is not guaranteed and on occasion may be quite limited.
- Lit candles, lanterns or open flames are NOT allowed in any City facility (except birthday cake candles).
- If for any reason that the Pinole Police needs to be called you will forfeit the full deposit.
- Only the number of guests stated on contract shall be admitted.
  - Pinole Youth Center Meeting Room Maximum 30
- No alcohol is permitted in City parking lots. Alcohol is only allowed inside facilities with a City of Pinole alcohol permit.
- You are personally responsible for and will reimburse the City for any damage to the facility, parking lot and immediately surrounding areas including furniture or equipment.
- You are responsible to take all necessary precautions to maintain a safe environment for the planned activity to ensure there is no misconduct.

I understand that failure to comply with this agreement may lead to losing portions and/ or all of my rental deposit, which in some case may exceed the deposit amount. I have read and understand the cleaning requirements of the City of Pinole Recreation Department. I further understand that even if I delegate these responsibilities to other members or service agencies for which I have contracted, such as caterers, etc., I still have the ultimate responsibility to return the facility to its original rental conditions.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# PINOLE RENTAL FACILITIES

## Using Homeowners Certificate of Insurance for Event Liability Coverage

A Certificate of Liability Insurance is required for all City of Pinole Facility rentals. This can be acquired by either purchasing a Certificate of Liability Insurance through the City of Pinole or providing one through the renter's personal Homeowners Insurance.

If a Certificate of Liability Insurance is acquired through a personal Homeowners Insurance, the following stipulations are required. Please make it clear to the insurance agent the event type and if you will be utilizing an inflatable jumper:

1. The Certificate must list the City of Pinole as Additional Insured.
2. The Liability is a minimum of \$1million dollars for each occurrence of Property Damage and Bodily Injury.
3. The Certificate must list the facility rental LOCATION and DATE of rental.
4. The Certificate must state the name of the insured, which must be the same name as the primary renter of the facility.
5. The Certificate must state the Homeowner Policy Number.
6. The Insurer must be acceptable to the City of Pinole.
7. If alcohol is being served at the event, the organizers must include Proof of insurance covering "Host Liquor Liability."

City of Pinole Facility Rental Location:

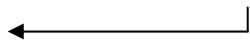
Pinole Youth Center – 635 Tennent Ave., Pinole, CA 94564





**Full  
Commercial  
Kitchen**

(Lobby, Restrooms, Main Room)



25' 6"

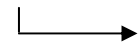
**Meeting  
Room**

(Max. Capacity 30 with  
Tables and Chairs)

16' 7"

**Outdoor  
Patio**

(Electrical Outlet)



22' 6"

30' 5"