

Senior Center Main Hall

Rental Fee Schedule and General Information

Contact Information

Pinole Senior Center • 2500 Charles Ave. Pinole, CA 94564 • 510-724-9800 • seniors@ci.pinole.ca.us

Rental Fees

| | Pinole Resident Rental Rates (proof of residence required) | Non-Resident Rental Rates |
|-----------------------------|---|---------------------------|
| 5 Hour Minimum Rental | \$625 | \$775 |
| Each Additional Hour | \$90 per hour | \$120 per hour |
| Decoration or Clean Up Time | \$45 per hour (2 hours Maximum) | |

| Facility Deposit and Additional Fees | |
|---------------------------------------|-----------------------|
| Refundable Facility Deposit | \$500 without Alcohol |
| Refundable Facility Deposit | \$750 with Alcohol |
| Non-Refundable Booking Fee | \$50 |
| Table and Chair Set Up (optional) | \$50 |
| Table and Chair Break-Down (optional) | \$50 |

Certificate of Liability Insurance

Certificate of Liability Insurance for \$1 Million is required.

This can be obtained through the City of Pinole or by private insurance agencies.

| | Class I | Class II | Class III |
|---|---------|----------|-----------|
| City of Pinole Liability of Insurance <i>Classification is determined by event type</i> | \$160 | \$300 | \$525 |
| Host Liquor Liability Insurance (May only be purchased in conjunction with the City of Pinole Primary Insurance. Required for serving alcohol) | \$35 | | |
| Alcohol Permit (if required) | \$75 | | |

Security Requirements:

One Guard for every 1-74 Attendees

Two Guards for every 75-149 Attendees

Three Guards for every 150-250 Attendees

Maximum Occupancy for Rental Attendance: 250

All renters are required to have the appropriate number of security guards for the entire duration of the rental, with the exception of decorating time. Proof of security donning the number of guards, hours, certification, and contact information must be submitted 45 days prior to the event. Failure to provide security may result in deduction from security deposit.

Change of Date and Cancellation Policy

Change of Date Fee \$200.00

Change of Date Fee 75 days or less \$300.00

| | |
|--|----------------------------------|
| Cancellations within two weeks of booking deposit | Fee: \$150 |
| Cancellation 90 days prior to the event date | Fee: \$250 |
| Cancellation 89 – 60 days prior to the event date | Fee: \$350 |
| Cancellation 59 – 31 days prior to the event date | Fee: \$450 |
| Cancellation 30 days or less prior to the event date | Fee: \$450 + half of rental fees |

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

Facility Information

- 4,000 square feet.
- 250 person seated maximum (banquet accommodations)
- 24 (6') round tables maximum 10 chairs per table
- 14 (12') rectangular tables
- 2 (8') rectangular tables
- Commercial kitchen
- Movie screen (*no projector*)

Reservation Information

Reservations are accepted on a first-come, first-served basis and must be made in person. The booking fee, facility deposit, and completed reservation application are required to make any reservation. No applications will be accepted unless deposit and booking fees are paid. 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 person(s) in charge of the event, as determined by the name(s) on the application, must be present for the entire duration of the rental, including set-up, clean-up, and delivery times.

Refundable facility deposits are returned in check form within two to four weeks following each event, assuming there is no damage or reason for deduction. Deposit checks will be issued to the person in charge of the event, and mailed to the address provided on the application. Changes to the application cannot be made over the phone. Additional fees incurred by Renter and not paid for in advance of the event will be deducted from the deposit.

The City of Pinole retains the right to withhold use if individuals or organizations have rented in the past and had incidents 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 than one year in advance.

Required for Rental:

- 1) Rental Application
- 2) Booking Fee, Security Deposit, and Rental Fees
- 3) Certificate of Insurance and Proof that Security will be present.

All fees must be paid and documents submitted and finalized forty-five (45) days in advance of rental date.

Applicants must be:

- 1) 21 years of age
- 2) Primary sponsor of the event
- 3) Present during the entire duration of the event, including set-up and clean-up.

Resident rates are for people who live or own property in Pinole (*within zip code 94564*). Identification confirming residence will be required.

The applicant hereby agrees to hold the City of Pinole, its City Council and commissions, the Pinole Senior 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. Failure to reimburse City may result in deduction from security deposit.

Pinole Rental Facilities

Reservation Application & Contract

Applicant

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

Name of Organization/Group: _____

Address: _____
Street **City** **Zip**

Cell Phone: (_____) _____ Work Phone (_____) _____

Home Phone: (_____) _____ Email Address: _____

Facility Rental Information

Senior Center Main Hall (Max. 250 people)

Activity: _____

Date: _____ / _____ / _____

Decoration Hours: _____ **to** _____

Decoration time includes table, chair & kitchen set up.

Event Hours: _____ **to** _____

Clean-Up Hours: _____ **to** _____

*Facility must be Cleaned & Vacated by 12:00am. **At least 1 hour** must be designated for clean up.*

**Final price of rental is dependent on total number of hours utilized*

Times must be provided at the time of booking. Changes can be made up to 45 days before event.

No time changes or hour additions will be allowed with less than 45 days notice.

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 Sold: Beer/Wine or Mixed (*Circle One*)

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

Facility Use Restrictions

- Activities may not continue past 11:00 p.m. and the facility must be cleaned and vacated no later than 12:00 a.m.
- No smoking in the facility, parking lot or any city property.
- The City of Pinole is not responsible for lost or stolen items during the rental period.
- Adults 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.
- 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 fee.
- Facility attendants are required at all times during a rental period, as well as security guards hired by the renter during the times guests are present.
- The applicant nor any other person or organization involved shall be admitted to the facility prior to the designated rental time. Further, no storage is available before or after the event.
- If applicant pays for table and chair set up, AND a facility use diagram is provided at least two (2) weeks prior to the event, the required number of chairs, tables can be arranged prior to the arrival of the renter. Applicant is responsible for set up of chairs and tables unless paying the set-up fee. No refunds granted if diagram is not submitted on time.
- Facility rental does not include access to or use of offices, lounge areas, non-authorized sound equipment or borrowing furniture from other areas.
- Security Deposit is required. **The deposit will be fully refunded provided there is no:**
 - Damage to the facility as determined by the City
 - Exceptional cleaning or maintenance required
 - Failure to provide security
 - Excess time used
 - Other serious facility use violations

If for any reason the Pinole Police are called to secure the event, the applicant will forfeit the full security deposit.

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 Forty-Five (45) 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 of 21 and under participants
 - 2) Activities oriented for those under the age of 21 (such as birthday parties, dances or presentations)
- The Recreation Manager or his/her designee has the authority to designate an activity as a youth oriented activity.

Decorations

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

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:** _____

**FACILITY RENTAL
CLEAN-UP REQUIREMENT/AGREEMENT**

I understand that I must be present at the beginning of the rental, when guests or other persons are present, and at the end of the rental for inspection. I agree to walk the 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 are required of me:

- Wipe and clean all tables, chairs, bar areas, used during your event.
- Breakdown tables and chairs (unless break-down is paid for).
- Remove and dispose of all decorative material including outdoor signage.
- Sweep the facility floors. Spot mopping facility kitchen, main floor, bar areas, hallways, lobby and restrooms to remove debris and spills.
- Remove all litter from facility area, bagging and carrying trash to dumpsters.
- Thoroughly clean kitchen including all counter areas, steam tables, refrigerator, ovens and stove, floor and sinks.
- Ensure that restroom areas are cleaned and no materials are left on the floor, or graffiti on stalls.

- If a caterer is being utilized, the applicant is responsible for ensuring that the caterer is advised of the necessary cleaning requirements.
- You will be 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.
- No furniture, dishes, food, beverages or decorations may be left in the facility overnight.
- Only masking tape permitted. Use of 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.
- Lit candles, lanterns or open flames are NOT allowed in any City facility.
- 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 Senior Center Main Hall Maximum 250
- Parking availability is not guaranteed and on occasion may be limited.
- 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. . You are responsible for guests and ensuring they follow all rules.

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. I will report any concerns or issues that arise during my event immediately (within 1 week of rental).

Applicant's Signature: _____ Date: _____

STATEMENT OF CHARGES *(To be filled out by Senior Center Staff)*

Applicant Name: _____ Rental Date _____

Pinole Resident Non-Resident

Received by: _____ Booking Date _____

FEES:

Booking \$ _____

Facility Deposit \$ _____

Rental (5 hours) \$ _____

Decorating Hours \$ _____

Clean-Up Hours \$ _____

Extra Hours \$ _____

Liability Insurance \$ _____

Host Liquor Insurance \$ _____

Alcohol Permit \$ _____

Set Up \$ _____

Break Down \$ _____

TOTAL COST \$ _____

FINAL PAYMENT \$ _____

DUE DATE _____

PAYMENTS:

Amount Paid \$ _____ Date _____ Received By _____ Remaining Balance \$ _____

Amount Paid \$ _____ Date _____ Received By _____ Remaining Balance \$ _____

Amount Paid \$ _____ Date _____ Received By _____ Remaining Balance \$ _____

Amount Paid \$ _____ Date _____ Received By _____ Remaining Balance \$ _____

Amount Paid \$ _____ Date _____ Received By _____ Remaining Balance \$ _____

Change in Fees \$ _____ Reason _____