



To: Prospective Facility Rental Applicant,

Thank you for considering the Lafayette Community Center as the location for your event. We hope to make it a special time for you and your guests. Please review all of the attached information to ensure that our venue is the right one for you.

To tentatively reserve a date, you must do the following:

1. **Complete the Rental Application/Permit located in this rental packet. Our staff will review your application and date and since the facilities are shared among many programs this process can take a few days.**
2. **Carefully read and initial the facility rules and procedures.** Failure to obey the rules means you may forfeit part, or all of, your security deposit.

All rental application submissions will be reviewed by staff and may take up to 48 hours for confirmation of date. We cannot review any application without the items listed above. In order to finalize your tentative reservation, you must complete all of the items on the "Rental Finalization Checklist" (see last page of packet). This must be done at least 30 days before your reservation date. Please note that we will not take any reservation requests less than 30 days before the date of use. Once your application has been tentatively approved, you will need to make a payment for \$100 non-refundable reservation deposit.

The Community Center is home to many on-going City of Lafayette programs, meetings and events, so we rely on you to leave the facility clean and undamaged for the many users who will follow you. The attached rental procedures, rules and forms have been developed to ensure that the Community Center facilities are protected and treated with the utmost care.

Please call the Parks, Trails & Recreation Department office at 925-284-2232 if you have any questions pertaining to the rental application process.

Thank you for your interest in renting facilities at the Lafayette Community Center.

Sincerely,

A handwritten signature in black ink that reads "Tricia Young". The signature is written in a cursive, flowing style.

Tricia Young
Recreation Coordinator/ Rental Coordinator

	Capacity	Size	Hourly Rates/ Security Deposits	Food and Drink Allowed	Minimum # of Hours	Amenities
JENNIFER RUSSELL BUILDING (JRB)	Dining: 240 Theater: 325	72'x50'	Resident: \$120 Non Resident: \$150 Resident Non Profit: \$110 Non Res Non Profit: \$130 Security deposit: \$500	Yes	4	<ul style="list-style-type: none"> • Adjoining Restrooms • Non Adjoining Kitchen (\$200) • Two 80" Flat Screen TVs • Available Microphone P.A. System • Portable Stage (\$130) • Rear Patio • Side Patio & Deck (\$75) • Indoor Seat Walls
LIVE OAK ROOM (LO)	Dining: 225 Theater: 300	64'x55'	Resident: \$100 Non Resident: \$130 Resident Non Profit: \$90 Non Res Non Profit: \$110 Security deposit: \$500	Yes	4	<ul style="list-style-type: none"> • Adjoining Foyer • Adjoining Kitchen (\$200) • Stationary Stage • Available Microphone P.A. System • Large Patio & Deck (\$75)
Arts and Crafts	Max: 45	27'x32'	Resident: \$65 Non Resident: \$85 Resident Non Profit: \$60 Non Res Non Profit: \$75 Security deposit: \$200	Yes	2 Self set up required	<ul style="list-style-type: none"> • In room sink • Counter Tops • White Board/Black Board
SEQUOIA ROOM	Classroom: 45 Theater: 75	27'x32'	Resident: \$65 Non Resident: \$85 Resident Non Profit: \$60 Non Res Non Profit: \$75 Security deposit: \$200	No	2 Self set up required	<ul style="list-style-type: none"> • Carpeted Floor • Projector Screen (no projector) • Adjoining Foyer
KITCHEN			\$200 Flat Rate	Yes	Only Available with LO or JRB	<ul style="list-style-type: none"> • Commercial Refrigerator/ Freezer • Ice maker • Coffee Pots • Microwave • Stove/Oven • No utensils available

Facility Restrooms/ Drinking Fountain: Centrally Located

Times and Days Available: Friday: 6:00pm - 11:30pm

Parking Spaces: 117 and 6 Handicap

Saturday: 9:00am - 11:30pm Sunday: 9:00am - 10:30pm

Please Note: Rental time must include deliveries, decoration, set-up & clean-up. Music/entertainment must stop 1hr. prior to the end of the rental.

Room Rates - Hourly

	<u>Lafayette Resident</u>		<u>Non-Resident</u>	
	<u>Non Profit</u>	<u>Private</u>	<u>Non Profit</u>	<u>Private</u>
Live Oak Room (4 hr. minimum)	\$90	\$100	\$110	\$130
Jennifer Russell (4 hr. minimum)	\$110	\$120	\$130	\$150
Sequoia Room (2 hr. minimum)	\$60	\$65	\$75	\$85
Cedar Room (2 hr. minimum)	\$60	\$65	\$75	\$85

Live Oak Patio, Kitchen and Stage are only available with room rental at an additional flat rate. See flat rates below.

Flat Rates For Kitchen, Live Oak Patio and Portable Stage

Kitchen*: \$200 flat rate **Live Oak Patio****: \$75 flat rate **Portable Stage*****: \$130 flat rate

**Kitchen is Available Only with Live Oak and Jennifer Russell Room Rentals*

***Use of patio does not change maximum number of attendees allowed in room.*

****Six 4'x 8' sections. Max 16'x12'. A 12'x8' Live Oak Stationary stage included with L.O. Rental*

2018-19 Special Event Liability Insurance Premiums

Attendance	1 - 25	26 - 50	51 - 150	151 - 250	251 - 500
Base Premium	\$66.12	\$100.18	\$107.40	\$125.98	\$148.68
Liquor Premium	+\$15.48	+15.48	+20.64	+20.64	+20.64

Annual insurance rates are subject to change. For full insurance details please refer to the 'Special Event Liability Insurance Program: 2016 Member Rate Schedule', that can be found in the Lafayette Rental Packet.

Calculate Your Estimated Rental Cost

1. Hourly rate based on room, residency and non- profit status Line 1: _____
2. Multiply Line 1 by **number of hours** _____ = Line 2 **Line 2:** _____
Rental time must include deliveries, decoration, set-up & clean-up.
3. Enter your **Security deposit** in Line 3.
\$200 for Cedar or Sequoia
\$1,000 for Jennifer Russell or Live Oak Line 3: _____
4. Determine your **insurance premium** based on attendance.
Insurance Premium = Line 4
Annual rates are subject to change Line 4: _____
5. If alcohol is being served determine your **Liquor Insurance Premium** based on attendance. Premium = Line 5 Line 5: _____ (Liquor?)
Annual rates are subject to change
6. If you plan to use the **Kitchen**, enter the \$200 flat rate in Line 6 Line 6: _____ (\$200)
7. If you plan to use the **Live Oak Patio**, enter the \$75 flat rate in Line 7 Line 7: _____ (\$75)
8. If you need the **portable stage** enter \$130 in Line 8.
Stationary Stage Included with Live Oak Line 8: _____ (\$130)
9. Sum of Line 2 through Line 8 = Line 9 = Estimated Cost **Line 9:** _____ **TOTAL**

City of Lafayette Community Center Facility Application
500 Saint Mary's Road, Lafayette, CA 94549 * (925) 284-2232**
All required paperwork & fees must be received no less than 30 days before rental date.

Title/Type of Function: _____

Room(s) Requested: **JRB:** **Live Oak:** **Arts and Crafts:** **Sequoia:**
Jennifer Russell Building No food or Drink

Kitchen Requested (\$200 flat Rate) _____ **Live Oak Patio** (\$75 flat Rate) _____
Note: This is an empty kitchen with no cooking/eating utensils.

Portable Stage Requested (\$130 flat Rate) _____
Six, 4'x 8' sections. Max 16'x12'. A 12'x8' Stationary Stage is included with Live Oak Room Rental

Date(s) Requested: _____

Entire Rental Time Requested (*Must end by 11:30 Fri/Sat, 10:30 Sun*): **From** _____ **To** _____
Rental Time Must Include Set up and Take Down

Guest Arrival Time _____ **Music/Entertainment Off Time** _____
Please allow for set up and take down time. Music/entertainment must stop 1hr. prior to the end of the rental.

Estimated Attendance: # Adults _____ # Minors _____ **TOTAL** _____

Will alcohol be consumed? Yes ___ No ___ **Sold?** Yes ___ No ___ **Hours:** From: ___ To: ___

Types of Alcohol **Beer:** **Wine/Champagne:** **Hard Alcohol/Mix Drinks:**

<u>Applicant Information</u>	
Private Resident: <input type="checkbox"/>	Private Non Resident: <input type="checkbox"/> Resident Non Profit: <input type="checkbox"/> Non Resident Non Profit: <input type="checkbox"/>
Name of Applicant (over 21 yrs): _____	
Address: _____	City/Zip: _____
Wk. phone: _____	Hm. Phone: _____
Mobile: _____	E-mail: _____
Organization: _____	Non Profit Tax ID: _____
Address/Phone of Business or Organization: _____	
Person in Charge on Day of Rental _____	Phone _____

Will live entertainment be provided? Yes ___ No ___ Describe: _____
No exotic dancers allowed. Noise must not exceed levels set by city ordinance.

Will an admission fee be charged for your function? No ___ Yes, Amount: \$ _____

Continued on next page

Will there be decorations? Yes _____ No _____ Describe: _____
Only painters tape, gaffers tape, or twine may be used for decorations. No pins, nails, screws, duct tape or staples.

Kitchen Use:

Person &/or company who will be responsible for kitchen use: _____

Arrival Time _____ Day Phone _____

Renter is responsible for returning a Kitchen Checklist at least 10 days before the rental date. Please consult the caterer if you are using a caterer. Note: This is an empty kitchen with no cooking/eating utensils.

Is this a Crab feed? Yes _____ No _____ *Additional Facility/Clean Up Rules will apply for Crab feed events.*

Anything else we should know about your event: _____

Insurance – All rentals are required to use the City of Lafayette Special Event insurer with the following exception. Non-Profit organizations may submit proof of adequate insurance naming the City of Lafayette as additionally insured along with proof of non-profit status *at least 90 days prior to the rental date.* Any insurance requests must be submitted with the initial application.

The City of Lafayette grants to renter, permission to use the facility(ies)/equipment as indicated on application form. Use of facility(ies)/equipment shall begin and terminate on the date(s)/time(s) indicated on the pervious page. Renter agrees to pay the City of Lafayette the total fee stated for the use of said facility(ies)/equipment in accordance with the Community Center's policies and procedures. Renter hereby agrees to hold harmless, defend and indemnify the City of Lafayette and its Officers, Agents and Employees from any loss, damage, cost of expense that might arise during, or be caused by, the use or occupancy by renter of rented facility(ies)/equipment.

I, the undersigned, hereby certify that I, or on behalf of the renter, agree to be responsible for any damages to the grounds, furniture, floors, walls or equipment occurring through occupancy of use of said facility(ies)/equipment by renter. Any and all damages shall be compensated within ten (10) days of notification of cost of damages.

It is acknowledged that all reservations are granted with the understanding that the City of Lafayette may cancel such reservations should the facility(ies) be required for City activities.

I hereby certify that I have read and understand the City of Lafayette's policies, rules and procedures and agree that they are made a part of this permit by reference and that I shall abide by the same. The Facility Application/Permit has been filled out completely and accurately. In the event there is a significant change in the permit, I will notify the City, in writing, no later than 7 days prior to the event. Failure to so notify the City will subject my event to cancellation or immediate shut down by the City.

Signature of Applicant _____ **Date** _____

Printed Name of Applicant _____



**RULES & PROCEDURES FOR RENTING FACILITIES AT THE
CITY OF LAFAYETTE COMMUNITY CENTER**

Reservations

Reservations are not accepted more than one year or less than 30 days, prior to rental date.

- ❖ Reservations are accepted for 72hr review with a completed rental application and initialed rules & procedures form. The \$100 reservation deposit will be accepted once the application has been tentatively approved and credited to the rental fee.
- ❖ **The applicant must be 21 years or over, directly connected to the event and fully responsible for payment and conduct of guests. A copy of valid photo ID must be on file with the City.**
- ❖ **All rental fees must be paid no later than 30 days prior to the event or your reservation will be cancelled.**
- ❖ In addition to rental fees, a security deposit ranging from \$200 to \$1,000 must be paid no later than 30 days prior to the event. The amount is determined by City Staff.
- ❖ Any rental exceeding the time noted on the permit will be charged double the hourly published rental rate.

Violation of any facility rule (see list below) may result in a forfeiture of entire security deposit.

I have read and understand all information pertaining to Reservations. **INITIAL HERE** _____

Cancellations

- ❖ **The \$100 reservation deposit is non-refundable.**
- ❖ It may be necessary to reschedule, relocate or deny an approved application. As much advance notice as possible will be given to the renter. The *City of Lafayette* assumes no responsibility for damages/expenses incurred by the renter should their reservation be canceled by the City. Any paid rental fees will be refunded within 30 days.

I have read and understand all information pertaining to Cancellations. **INITIAL HERE** _____

General Facility Rules

1. **Fees are charged from the moment anyone connected with the event occupies the rented area(s) and until the last person leaves (i.e. decorators, delivery people, caterers, entertainment, etc.).** In most cases a minimum of 1-hour before and 1-hour after is required for renter to decorate and clean-up. Music and live entertainment must cease one hour before ending time as indicated on rental application/permit.
2. For City staffed rentals, Building Attendants will set up tables and chairs prior to start time, if diagram provided, and open and lock the facility at the times indicated on the rental application/permit.
3. For non-staffed rentals renters will set up tables and chair and the facility must be left in the condition it was found. Furniture must be returned to locations labeled on the walls and on room diagrams.
4. Renter may not enter the facility prior to the time reserved on the permit. City staff will supervise use during the entire rental period.
5. Renter must provide own plates, cups, utensils, napkins, tablecloths, decorating supplies, cookware, dish towels, pot holders and cleaning supplies.
6. No alcoholic beverages are allowed in hallways, parking lots, playground, and restrooms or anywhere outside of the rented room/patio. Renter is responsible for making sure no alcoholic beverages leave the rental areas or are consumed by minors.
7. Alcoholic beverages can be brought into the building with advance approval only. Contact the Alcoholic Beverage Control office at (510) 622-4970 to purchase a one day liquor license if you plan to *sell* alcoholic beverages or if your event is *open to the public* or if any alcohol was *donated* or if your event falls under the Department of Alcohol Beverage Control requirements for license. The renter is responsible for obtaining the license and submitting a copy to the City at least 10 days prior to the event.
8. Decorate with painter's tape and twine only (no tape on windows and no duct tape, nails, staples or tacks anywhere.) Remove all traces of decorations after the event. Decorations must be flame retardant. No confetti, glitter, rice or birdseed. Bubbles are permitted outside only.
9. Deposit all trash and recyclables in appropriately labeled cans. Restrooms and parking lots should be checked for litter and debris. Return the facility to its original condition. Tables must be wiped off and decorations removed. Rented areas, including kitchen, must be thoroughly cleaned. All kitchen surfaces, including the floor must be cleaned and mopped.
10. If kitchen is used, renter must complete and return the Kitchen Checklist provided by the City at least 10 days prior to the event. Please consult your caterer/person in charge of kitchen to ensure they understand that the kitchen is an empty kitchen without cooking/eating utensils or cleaning supplies. All kitchen surfaces, including the floor must be cleaned and mopped.
11. Per City Ordinance 5-304, smoking is prohibited on all city-owned property, whether indoors or outdoors which includes the Lafayette Community Center.
12. Storage is not available either before or after the event.
13. Advance approval required for barbequing and placement of exterior decorations.
14. Noise levels may not exceed levels set by the City's noise ordinance. All music will end 1 hour prior to permitted rental time.
Continued on Next Page
15. Entertainment must be reviewed and approved by Community Center staff. Typically, unamplified music will be allowed outside during reasonable hours. No exotic dancers, i.e. strippers, allowed. DJ selections, live music or announcements that contain obscene language are not permitted.

- 16. Renter is responsible for protecting the floors. No dragging of heavy objects or sharp-edged objects across the floor (including tables, chairs, plant stands, etc. Please request on site staff to move furniture). Liquids of any kind must be immediately wiped off the floor. To avoid charges to the Security Deposit, please notify staff of any/all spills.
- 17. Any Outside vendor(s) contract(s) submitted 30 days prior to rental.
- 18. The City may hire security guards for large scale events that have alcohol and/or high risk activities and events with over 30 minors in attendance.
- 19. Set-up and take-down of portable 16' x 12' stage in the Jennifer Russell Room must be requested in advance. \$130 additional fee.
- 20. No food or drink allowed in the Sequoia Room

21. If the rented facilities are not left as they are found, items for which you will be charged include, but are not limited to: clean-up of left-over decorations, repair or replacement of broken furniture/ equipment, kitchen cleaning, floor spills, broken glass or other discarded materials from the event whether inside or outside the buildings, staff overtime costs required to repair the facility and any other costs incurred by the City to restore the facility to its original condition.

I have read and understand all General Facility Rules. INITIAL HERE _____

Insurance

❖ The City of Lafayette requires renter to hold an insurance certificate in an amount no less than \$1 million dollars to cover all liability arising from your event and naming the City and its employees and agents as additionally insured. The insurance shall be obtained by the City of Lafayette special event insurer at fees published by the insurer. At the time of initial application, a non-profit agency may submit their insurance coverage information for review and approval by the City's Risk Management Authority. The non-profit's insurance coverage information must be received at least 90 days prior to rental date. If denied, coverage must be purchased through the City's special event insurer.

I have read and understand all information pertaining to Insurance. INITIAL HERE _____

***Please review all rules carefully before completing your application.
If any of the above rules are broken, the entire security deposit
may be forfeited and your event could be shut down.***

STAFF USE: ATTACH COPY OF PHOTO I.D.

Rental Finalization Checklist

1 **Completed Rental Application with a copy of Photo I.D.** (Minimum 30 days prior)

2 **Initialed Rules and Procedures Form** (30 days prior)

3 **\$100 non-refundable reservation deposit (credited to your rental fee)**

4 **Payment received in full** (30 days prior)

Room Rental Rate, Security Deposit, Insurance, Kitchen, Patio, Security Guard, Portable Stage

5 **Special Event Insurance Payment** (30 days prior)

Proof of Adequate Insurance (non-profit only. 90 days prior)

6 **Any outside vendor(s) contract(s)** (30 days prior)

7 **ABC Permit to sell alcohol** (10 days prior)

8 **Room Set-Up Diagram** (minimum 10 days prior)

9 **Kitchen Checklist** (minimum 10 days prior)

Please deliver Kitchen Information Sheet to Caterer or person in in charge of kitchen.

Note: This is an empty kitchen with no cooking/eating utensils or cleaning supplies. Kitchen must be thoroughly cleaned & mopped (mop available onsite).

10 **Obtain final approved permit and copy of rules from the City**