Amador Recreation Center
4455 Black Avenue

Features:

- Capacity: 80 (inside); 130 (inside & outside)
- Available: Monday-Thursday, 10:00am-10:00pm (limited)
  Friday-Saturday, 10:00am-midnight
  Sunday, 10:00am-9:00pm
- One large room, approximately 1,056 square feet
- Small kitchen
- 100 folding chairs
- Ten, 8-ft. rectangular tables
- Private, fenced patio with barbeque, and a lawn area
- Eight outside picnic tables

Also Available:

- LCD projector: $75

Please Note: Due to Summer Camps, Amador Recreation Center is not available to rent from June 15 – August 15

THE CITY OF PLEASANTON

Facility and Picnic Rental Rates

Rental Facilities

Senior Center Main Hall (Capacity 320)			Veterans Memorial Building Main Hall (Capacity 220)		Amador Recreation Center (Capacity 130 – 80 inside plus 50 outside)		
Group	Hourly Rate (4 hour min) Includes Building Attendant	Cleaning/ Damage Deposit	Hourly Rate (4 hour min) Includes Building Attendant	Cleaning/ Damage Deposit	Hourly Rate (4 hour min)	Staff Fee for building opening and closing	Cleaning/ Damage Deposit
Co-Sponsored	$145	$1,000	$80	$1,000	$30	$30	$500
Resident	$185	$1,000	$105	$1,000	$40	$30	$500
Non-Resident	$240	$1,000	$135	$1,000	$50	$30	$500
Commercial	$310	$1,000	$175	$1,000	$65	$30	$500
$200 due at contract signing applied toward rental fee					**$100 due at contract signing applied toward rental fee**		

NOTE: Liability insurance is required for ALL facility rentals, and may be secured through Homeowner's Policy or the City of Pleasanton at renter's expense.

NOTE: Security Guard services must be secured at renter's expense for rentals where alcohol is served.

City Insurance Rates			Security Guard Rate
	1-50 people	51+ people	$28.00 per hour/per guard for duration of time alcohol is served at event, plus 30 minutes thereafter to ensure proper safety
No Alcohol Served	$135	$167	
Alcohol Served	$151	$182	

Meeting Rooms

Cultural Arts Building (Capacity 49)				Senior Center Classroom (Capacity 50) Senior Center Meeting Room (Capacity 25)	
Group	2-Hour Rate (2 hour minimum) Includes Staff fee to open and close building)	Each Additional Hour	Cleaning/ Damage Deposit	Hourly (2 hour minimum) Includes Building Attendant	Cleaning/ Damage Deposit
Co-Sponsored	$60	$15	$100	$35	$100
Resident	$80	$25	$100	$45	$100
Non-Resident	$100	$35	$100	$55	$100
Commercial	$130	$50	$100	$65	$100

Picnic Areas

Amador Valley Community Park Ken Mercer Sports Park (Capacity 200)				Val Vista Community Park (Capacity 250)		
Group	Flat 6-hr Rate	Each Additional Hour	Cleaning/ Damage Deposit	Flat 6-hr Rate	Each Additional Hour	Cleaning/ Damage Deposit
Co-Sponsored	$60	$10	$100	$90	$15	$100
Resident	$110	$20	$100	$120	$20	$100
Non-Resident	$150	$25	$100	$160	$30	$100
Commercial	$200	$35	$100	$210	$35	$100

Co-Sponsored: A local Non-Profit Organization that has partnered with the City of Pleasanton to provide an activity or service that benefits the Community that the City cannot provide.

Resident: Living within Pleasanton's Property Tax Limits

Non-Resident: Not living within Pleasanton's Property Tax Limits.

Commercial: Use of City facilities for business purposes.

Effective January 1, 2015

Facility Reservation Procedure

1. **Call Office for Availability of Facility (925-931-5340) -** A tentative hold will be placed on date requested and an appointment will be scheduled to process paperwork, collect reservation deposit, and if desired, view the facility.

   Pleasanton Residents - may submit a Facility Rental Application no less than three (3) weeks, not more than one (1) year, in advance of the planned event. *Proof of residency is required*. (For a wedding and/or reception, a parent of the bride or groom residing within the Pleasanton property tax limits qualifies for residency status.)

   Nonresidents - may submit a Facility Rental Application no less than three (3) weeks, not more than six (6) months, in advance of the planned event.

2. **Complete an Agreement** - A duly authorized representative of the organization, or person responsible for the rental, must sign the completed agreement. Renter must be eighteen (18) years of age. Proof of residency is required at the time of booking.

3. **Pay Reservation Deposit -** A nonrefundable reservation deposit ($200 for the Senior Center Main Hall and Veterans Memorial Building Main Hall, and $100 for the Amador Recreation Center) is required at time of application submittal.

4. **Cleaning/Damage Deposit -** A cleaning/damage deposit is required for use of the facilities, and is due 30 days prior to use. The cleaning/damage deposit will be returned within three (3) weeks if the facility is left in satisfactory condition. Additional cleaning costs are charged at $50 per hour for labor. Any damage repairs will be charged at the actual cost. Applicant will forfeit entire cleaning/damage deposit and may be charged for costs related to Police or Fire response due to public safety intervention.

5. **Rental Fee Balance -** All fees are due **30 days prior** to your scheduled use. Checks should be made payable to: City of Pleasanton. Cash, VISA and MasterCard are also accepted.

6. **Holiday Rentals** - City facilities are not available for rent on the following holidays: New Year's Eve, New Year's Day, Martin Luther King's Day, President's Day, Memorial Day, Easter Sunday, 4th of July, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day.

7. **Other Required Permits/Licenses** - If applicable, copies of the following permits/licenses must be submitted ten (10) business days prior to the scheduled use:

   a) ***Sale of Alcoholic Beverages or Exchange of Any type of Monetary Consideration that includes Alcohol, i.e. meal ticket***
   This requires a permit from the Department of Alcoholic Beverage Control (ABC), 510-622-4970. Non-Profit groups are the <u>only</u> organizations properly permitted by the ABC to sell or exchange alcohol for monetary consideration.

   b) ***Business License***
   A City of Pleasanton Business License is required of all businesses (caterers, DJs/bands, photographers, etc.) performing a service at an event. Contact the Business License Division at 925-931-5440.

   c) ***Fire Department Permits***
   A permit is required for use of candles, clay ovens, fryers or any open flame devices. Sterno canisters and approved BBQ's are allowed in designated areas without a Fire Permit. If you have any questions, please check with facility coordinator. Permits may be obtained from the Livermore-Pleasanton Fire Department, 925-454-2361.

8. **Insurance Certificate** - Each renter is required to provide the City of Pleasanton with a valid Certificate of Liability Insurance, written through an acceptable carrier. Such certificate shall provide Bodily Injury and Property Damage Liability protection at a limit of $1,000,000. The Certificate shall name the City of Pleasanton as an Additional Insured, in conformance with the Hold Harmless Agreement in the Facility Rental Application. If providing alcohol, the certificate must contain "host liquor liability." The Endorsements page must be included with the insurance certificate. Typically, homeowners insurance can be extended to cover such events. Additionally, the City has third party inclusion/policy insurance coverage available for purchase if needed.

   Insurance Rates:

   No Alcohol 1-50 people $135, 51+ people $167

   With Alcohol 1-50 people $151, 51+ people $182

9. **Alcohol Use/Security**– If alcohol will be served, a uniformed security guard will be required, at the renter's expense. The City of Pleasanton will secure guards on behalf of renter for the duration of time alcohol is being served, plus 30 minutes thereafter. For rentals of up to 149 guests = 1 security guard, 150-250 guests = 2 security guards, and 251+ guests = 3 security guards. No alcohol may be served beginning one (1) hour prior to the end of the rental. **Alcoholic beverages may not be sold nor consumed at an event where the honoree is under 21 years of age.**

10. **Additional Fees** - are required for specific uses and equipment. See facility descriptions for more details.

11. **Cancellation Policy -** All cancellations must be in writing, and received at least 30 days prior to the event. The Reservation Deposit will be forfeited, but any other fees will be refunded. Reservations cancelled less than 30 days prior to a scheduled use will forfeit 50% of the Rental Fee; 10 days prior will forfeit 100% of the rental fee. Cleaning/Damage deposit will be fully refunded. Reservations may not be transferred, assigned, or sublet.

The City of Pleasanton reserves the right to reschedule, relocate, or deny a request previously approved. In those cases, the renter will be given as much notice as possible, and all fees paid will be refunded.

Facility General Rules

Advertising
No advertising may be posted, petitions circulated, or solicitations or sales made in the building or on the facility grounds without written permission from the Director of Community Services.

Air Conditioning/Heating
The Department will provide a comfortable temperature in all buildings. Buildings will not maintain temperature with doors repeatedly opened or left standing open.

Alcohol Use/Security
If alcohol will be served, a uniformed security guard will be required, at renter's expense. Up to 149 guests = 1 security guard, 150-250 guests = 2 security guards, and 251+ guests = 3 security guards. No alcohol may be served beginning one (1) hour prior to end of the rental (including clean up). ***Alcoholic beverages may not be sold nor consumed at an event where the honoree is under 21 years of age***.

Banners or Signs
Banners and/or signs may not be hung on the exterior of the facility or on the grounds unless previously approved by the Director of Community Services. All signs must comply with the City Sign Ordinance.

Bar (locations and conditions)
Use leak-free ice containers and mats to absorb condensation and protect the floor. Metal containers (i.e., buckets, tubs) are not allowed. No alcohol may be served beginning 1 hour prior to the end of the rental (including clean up).

Senior Center Main Hall - Kegs are only allowed in the south patio or the sink in the back of the main hall.
Veterans Memorial Hall - Kegs and ice chests/tubs are only allowed on the side patio or in the south side foyer.

Candles, Clay Ovens, Fryers or Open Flames
These may not be used in/around any City facility without a Fire Permit. Cooking devices/BBQs must be placed in designated area of patio. Oil used at event must be removed from the premises; it cannot be dumped in City dumpsters, trash cans, or down any drains. Sterno canisters are allowed without a Fire Permit. If you have any question, please check with facility coordinator. For permit contact Livermore-Pleasanton Fire Department 925-454-2361.

Chaperones
When the guest of honor is under 18 years of age, chaperones must be provided at a ratio of one (1) adult per every 20 minors. Names, addresses, and phone numbers of chaperones must be furnished at least 36 hours prior to the scheduled use.

Clean Up
You are responsible for the clean-up and condition of the facility at the end of your rental. You will be charged for damage/abuse beyond normal wear and additional clean-up, if required.

The renter's responsibilities for clean-up include:

- All food removed.
- All garbage cans emptied and disposed of in dumpster.
- All kitchen surfaces must be free of grease, food particles, and spills.
- Floor swept and mopped, if needed.
- All spills and debris cleaned from tables and chairs.
- All spills from floors or rugs cleaned. Spot mop and sweep, if necessary.
- All toilets flushed and floors cleared of toilet paper and paper towels.
- Bar cleaned and wiped down.
- Coffee Urn cleaned and turned off. (Senior Center)
- Dishwasher cleaned and turned off. (Senior Center)
- Freezer and refrigerator cleaned and wiped down.
- Return chairs and tables to the original setup in all rooms used during the rental.

Coffee Urn Use (At Senior Center Main Hall only)
The coffee urn is available for a fee. The City will provide coffee filters. You must supply coffee and service items for urn. The urn requires three (3) cups of coffee per 80 cups brewed.

Decorations
All decorations must be either non-combustible or treated with State-approved flame-retardant solutions or processes. Some decorations, such as straw or cut holiday trees require a Certificate of Flame Retardance. Contact Livermore-Pleasanton Fire Department at (925) 454-2361. Do not conceal or otherwise obstruct any exit light, fire alarm, hose cabinet, fire extinguisher, or other fire protective device or system. Please note the following:

- Plants - live plants must be in waterproof, non-metal containers.
- Nails/Staples - are not allowed in any facility.
- Tacks - may be used on tack boards only (*Senior Center only*)
- Tape - Blue painters tape may be used on painted surfaces only (excluding *Veterans Memorial Hall)*.
- *Senior Center Main Hall* and *Veterans Memorial Hall* - a room-decorating plan must be submitted (plan does not need to include table decorations).
- *Veterans Memorial Hall* - cannot attach decorations to any stage, curtain, batten, fixture, wall, and ceiling or cross beams. Veterans Organizations' banners are on permanent display and may not be removed.

Designated Representatives
Identify two (2) representatives authorized to make decisions or respond to questions/problems on the day of the event.

Equipment/Supplies/Ice Machine
Kitchen storage cabinets, closets, kitchenware and ice machine (Senior Center) are not available for use. Storage of supplies before or after event is not allowed.

Exit Doors and Paths
Do not block or obstruct any stairway, hallway, corridor, vestibule, aisle, or exit door.

Hand Cart/Dolly
Must have large, clean rubber wheels, with all projecting edges protected, to move heavy objects (i.e., speakers, plants, or cases of food). You will be charged for any damage to the floor, stairs, or walls.

Inappropriate Uses

- Any party or organization, political or otherwise, that advocates the overthrow of the government of the United States or the State of California by force, violence, or other unlawful means.
- Consecutive time use of more than three months at a time.

Kitchen Use

Senior Center Main Hall – Food needs to be prepared off site; kitchen is available for re-heating and serving only. You will have access to: stove, oven, steam trays and right side of the refrigerator and freezer. No kitchen utensils will be available for your use. The building attendant will provide directions regarding the stove, oven, steam trays and coffee urn. Cleaning towels will be provided. You will be charged $5 for each towel not returned. When leaving the kitchen it should look the same as you received it.

Veterans Memorial Hall -- Food needs to be prepared off site; kitchen is available for re-heating and serving only. You will have access to: stove, oven, and refrigerator/freezer. No kitchen utensils will be available for your use. The building attendant will provide directions regarding the stove and oven. When leaving the kitchen it should look the same as you received it.

Kitchen Cleaning
It is your responsibility to clean the kitchen. The building attendant will not clean for you after your event.

Senior Center Main Hall - Since the kitchen is used as a meal site during the week, it is imperative that you dispose of trash in dumpster. All surfaces must be wiped down, including steam trays, stove, oven, refrigerator/freezer, and floors must be swept (mopped if necessary). All food residues need to be cleaned.

Veterans Memorial Hall - It is imperative that you dispose of trash in dumpster. All surfaces must be wiped down, including but not limited to stove, oven, refrigerator/freezer, and floors must be swept (mop if necessary). All food residues must be cleaned.

Ladders
City ladders are not available for public use. Please do not stand on tables or chairs. Any equipment brought into the facility must have protected feet (rubber or felt).

Leftover Food/Beverage
Any leftover food and/or beverage must be removed from the premises.

Loading/Unloading

Senior Center Main Hall - Must use the service bay and patio at the south end of the building ONLY (vehicles must be moved to the parking lot). Direct all deliveries to the service bay. The main entrance may not be used.

Veterans Memorial Hall - Must use the south side entry ramp and stairs (Old Bernal Ave). Direct all deliveries to the south entrance.

Office Supplies/Equipment
You must provide your own supplies (stapler, tape, scissors, etc.) and equipment (ladders with rubber feet, easels, etc.) to complete decorating and registration for your event.

Overcrowding
Events are limited to the number of attendees stated on the rental agreement. If an event exceeds the limit, the Fire Department may be called to reduce the overcrowded conditions. You will be billed for all costs related to a service call for the Fire Department, and will risk losing your damage/cleaning deposit.

Parking

Senior Center Main Hall - Paratransit vehicles remain in the lot, leaving 130 spaces available. The parking lot across the street is not considered overflow parking.

Veterans Memorial Hall - Limited street parking is available. The bank parking lot across the street is not considered overflow parking. Please direct your attendees to use the City Hall parking lot located at 200 Old Bernal Avenue. Other public parking can be found between Main and First street.

Prohibited Items

Do not use confetti, glitter, sequins, rice, birdseed, or rose petals in or around the building (including patios and porches). Smoke/fog machines of any kind are not allowed in City facilities.

Rental Time

You must enter and leave within the time specified on your agreement which includes set-up and clean-up (we recommend allowing one (1) hour for each).

- Rentals are limited to no more than ten (10) consecutive hours.
- Events that exceed the scheduled rental time will be billed at twice the hourly rental rate for the additional time.
- Rentals that continue beyond 12am will be charged $100 for every fifteen minutes.
- Only one (1) rental per day is permitted for facilities (excluding meeting rooms).
- Renters reserve and pay for a continuous time block. Renters will not receive a refund or credit for time reserved, but not used.

Smoking

Smoking is prohibited inside buildings. Smoking is allowed at a reasonable distance from doorways and open windows.

Sound System

A sound system is available with a built-in CD player at the *Senior Center Main Hall* and *Veterans Memorial Hall* only. The system has microphones (one is wireless) with one (1) output line to use for a sound mixer, guitar, amp, IPOD, laptop or additional CD player.

Stage Use

Stage use at the *Veterans Memorial Hall* is limited, as set wings and dressing rooms do not exist. A handicap lift is available, but not for moving equipment. See Building Attendant regarding lift operating instructions.

Storage

Storage is not available, either before or after your event. At the conclusion of the event, all materials and supplies must be removed from the facility. The City is not responsible for items left after designated rental times.

Tables/Chairs

Do not slide tables of stacked chairs across the floors. Do not stand, sit, or lie on tables.

Vehicles

Driving or parking on sidewalks, pathways, patios, or turf areas is prohibited.

THE CITY OF PLEASANTON

Staff
Facility Booking Code:

Facility Rental Agreement

200 Old Bernal Ave. Pleasanton, CA 94566
Mailing address: P.O. Box 520 Pleasanton, CA 94566
Phone: 925-931-5340 Fax: 925-931-5477

FACILITY/DATE/TIME INFORMATION:

(Check one): ☐ Amador Recreation Center ☐ Senior Center ☐ Veterans Memorial Building

Date of Event:_____ **Day of Week:** Su M T W Th F Sa

Set up: _____am/pm _____am/pm

Event Hours: _____am/pm _____am/pm

Clean up: _____am/pm _____am/pm

Note: Rental Hours must include all time needed for Decorating/Set up, Main Event, and Clean up

RENTER INFORMATION:

Name of Responsible Party:_____ **Email:** _____

Name of Organization/Company:_____

Address:_____**City/State**_____**Zip:**_____

Phone Number: Home_____ **Cell**_____ **Work**_____

EVENT INFORMATION:

Type of Event: _____ **Guest of honor under 21? yes** ☐ **no** ☐

Estimated Attendance: _____

Please circle all that apply:

Admission/Donation:	Yes/No	Proceeds for: _____
Alcohol Served:	Yes/No	If yes, security must be on site
Security Guard:	Yes/No	If yes, 1-149 guests=1 guard, 150-250 guests=2 guards, 251+guests=3 guards
Alcohol Sold (Non-Profit only):	Yes/No	If yes, must provide ABC license and security guard(s)
Food Catered:	Yes/No	Caterer: _____
Music:	Yes/No	Type: ☐ Amplified ☐ Acoustic ☐ DJ ☐ Live
		Name of Band/DJ:_____
Photographer:	Yes/No	Name:_____

Insurance provided by: ☐ Own Policy ☐ Organization/Company Policy ☐ Purchase from City of Pleasanton

FACILITY GENERAL RULES:

Initial _____ I have read the Facility General Rules, and agree to, and will abide by those rules before, during, and after the event.

FACILITY RESERVATION PROCEDURE:

Initial_____ I have read and understand the Facility Reservation Procedure.

HOLD HARMLESS AND COMPLIANCE AGREEMENT:

I certify that the above information is accurate. I certify that I have read the Rules and Regulations pertaining to facility use and agree to comply with the Rules and Regulations. I further agree to be personally responsible for informing those using the facility as scheduled in the Agreement of the rules and regulations of the City. I, or organization, through me, agree to be responsible for any damage sustained by the facility, equipment, or furniture during use of the facility and further agree to release and hold harmless the City of Pleasanton from any and all liability for damage or injury to person or property of the undersigned due to use of said facility. Evidence of this Hold Harmless and Compliance Agreement shall be provided through a Certificate of Liability Insurance from any insurance carrier, or, if available, through special facilities insurance purchased through the City of Pleasanton.

_____ _____ _____

Signature of Renter **Date** **Organization**

CERTIFICATE OF INSURANCE
SPECIAL EVENT LIABILITY GROUP INSURANCE TRUST, A RISK PURCHASING GROUP

Certificate #

FACILITY OWNER: (Additional Insured)	PRODUCER:	CA License #0757776
City of Pleasanton P.O. Box 520 Pleasanton, CA 94566		

Sample

EVENT HOLDER: (Named Insured)	EVENT INFORMATION			
Jane Smith	TYPE OF EVENT:	Wedding Reception		
123 First St.	EVENT DATE(S):	8/9/2010		
Pleasanton, CA 94566	EVENT LOCATION:	Pleasanton Senior Center 5353 Sunol Blvd., Pleasanton CA 94566		
	ATTENDANCE:	250	CLASS:	1

This is to certify that the policies of insurance listed below have been issued to the insured named above for the event date(s) indicated above. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

INSURER A: COLONY INSURANCE COMPANY

INSR LTR	Type of Insurance	Policy Number	Effective	Expiration	Policy Limits	
A	Commercial General Liability	AR6360147	1/1/2014	1/1/2015	Each Occurrence	$1,000,000
					General Aggregate	$2,000,000
					Personal & Advertising Injury	$1,000,000
					Products/Completed Operations Aggregate	$2,000,000
					Damage to Premises Rented to You	$1,000,000
					Medical Payments	$5,000
					Liquor Liability Each Occurrence	$1,000,000
					Liquor Liability Aggregate	$1,000,000

COVERAGE TERMS:

Occurrence Form (CG 0010) Host Liquor Liability Included. Full Liquor Liability Included when a separate premium has been charged. All participants in athletic activities are required to sign Release and Waiver of Liability forms.	The coverage afforded by this insurance is primary and not contributing with any insurance held by the "ADDITIONAL INSURED", WHEN REQUIRED BY WRITTEN CONTRACT. The limits of insurance apply separately to each event insured by this policy as if a separate policy of insurance has been issued for that event. Who is an insured is amended to include as an additional insured the "Facility Owner – Additional Insured" above and any person or organization shown in the schedule below. This insurance does not apply to: any "occurrence" which takes place after the event holder ceases to be a tenant in that premises. This insurance applies only to: an "occurrence" which takes place during the dates indicated under "Event Information" above.

COVERAGE EXCLUSIONS: (REFER TO POLICY FOR COMPLETE LISTING OF EXCLUSIONS)

-- Sexual Abuse & Molestation	Specific Events are excluded from coverage. Please see second page for list of excluded events.
-- Terrorism	On behalf of the Risk Purchasing Group and each Member, the Trustee has declined coverage for the Terrorism Risk Insurance Act (TRIA).

OTHER ADDITIONAL INSUREDS:

CANCELLATION: *Should the above described policy(s) be canceled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the insured event holder and additional insureds listed.*

AUTHORIZED REPRESENTATIVE:		DATE ISSUED:	

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 10 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

SAMPLE

A. **Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

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C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

SAMPLE

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OFFICE USE ONLY:

Facility Booking Code Number:_____

EVENT DATE: _____

ORGANIZATION: ☐ **City/PUSD** ☐ **A-Co-Sponsored** ☐ **B-Resident** ☐ **C-Non-Resident** ☐ **D-Commercial**

AUTHORIZED SIGNATURE: _____ **Approved/Denied**

FEES:

Rental Fee (minimum 4 hours): $_____per hour x _____ hours **$**_____

Damage/Cleaning Deposit:** Amador Recreation =$500 Senior Center/Veterans Hall= $1000 **$**_____

Insurance Fee: (No alcohol: 1-50 = $135; 51+ = $167 / Alcohol: 1-50 = $151; 51+ = $182) **$**_____

Security Guard: # Guards: _____ x # hours:_____ x $28.00 per hour **$**_____
(Up to 149 guests=1 guard; 150-250 guests=2 guards; 251+= 3 guards)

Staff Fee: **$**_____

Extra Fees: ☐ Bar(s) $25 ea #:____ ☐ Microphone (PA system) $25 ☐ Park Fee $100
☐ Projector $75 ☐ Coffee Urn (Senior Center) $50 #:_____ **$**_____

No fee charged: ☐ No Chairs ☐ Podium ☐ Screen Down **Total $**_____

Special Notes:_____

Description	Amount Paid	Account #	Date/Staff	Balance Due
Reservation Deposit*	$_____	3701	_____/_____	$_____
Damage/Cleaning Deposit**	$_____	3706	_____/_____	$_____
Security Guard	$_____	3701	_____/_____	$_____
City Insurance	$_____	3711	_____/_____	$_____
_____	$_____	_____	_____/_____	$_____

***Required at time of reservation. This is deducted from Rental Fee Balance.**
**** Refundable, 2-3 weeks after the event.**

OTHER REQUIRED PERMITS/CERTIFICATES:

		Due Date	Date received
Certificate of Insurance	City/Private	_____	_____
Alcohol Beverage Control License (Non-Profit Only)	Yes/No	_____	_____
Room Set-Up Plan	Yes/No	_____	_____
Fire Permit	Yes/No	_____	_____
Security Guard	Yes/No	_____	_____
Business License Information	Yes/No	_____	_____

Caterer: City of Pleasanton Business License Number _____

DJ/Band: City of Pleasanton Business License Number _____

Photographer: City of Pleasanton Business License Number_____

Notes:

Amador Recreation Center

4455 Black Avenue

Large Grass Area **Direct Access to Pool**

BBQ

Outside Picnic Tables **Indoor Seating**

Horseshoe Pit

Open Turf

Open Turf

Picnic Area

Playground

Restrooms

Playground

Parking Area C

Parking Area B

Pool

4455

Recreation Center

Pool

Pool

Pool

Mechanic Room

Aquatic Center

4455

Cultural Arts Center

4477

Parking Area A

Black Ave

1 Block to Santa Rita

N
W
E
S

60 30 0 60 Feet

Amador Valley Community Park
4301 Black Ave

THE CITY OF PLEASANTON

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