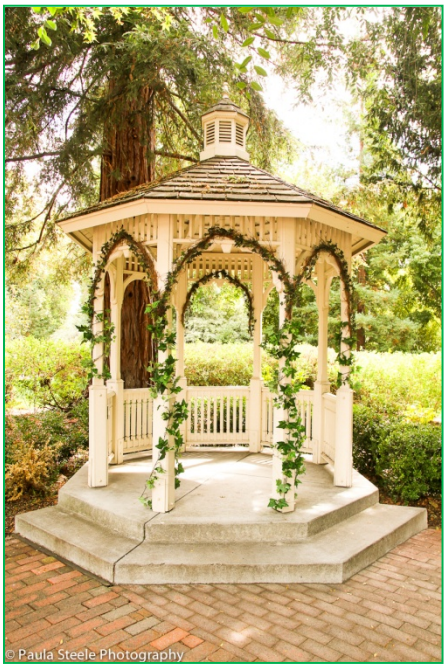
Century House
2401 Santa Rita Road

Features:

- Capacity: 40 (inside); 100 (inside & outside)
- Available: Monday-Thursday, 10:00am-10:00pm (limited)
  Friday-Saturday, 10:00am-10:00pm
  Sunday, 10:00am-9:00pm
- 1870's era Victorian Farmhouse
- Large Lawn, Patio Area, Gazebo
- Wrap-around, Covered Porch
- Small Kitchen
- 100 folding chairs
- Seven, 6-ft. rectangular tables
- Two, 8-ft. rectangular tables
- One, 4-ft. round table

Also Available:

- LCD Projector: $75
- Baby Grand Piano No Charge



THE CITY OF PLEASANTON

Facility and Picnic Rental Rates

Rental Facilities

Senior Center – Main Hall (Capacity 320)				Veterans Memorial Building – Main Hall (Capacity 220)		
Group	6-hour Rate	Additional Hourly rate	Cleaning/ Damage Deposit	6-Hour Rate	Additional Hourly Rate	Cleaning/ Damage Deposit
Co-Sponsored	$800	$125	$1,000	$400	$100	$1,000
Resident	$1,000	$125	$1,000	$550	$100	$1,000
Non-Resident	$1,500	$250	$1,000	$650	$125	$1,000
Commercial	$1,750	$300	$1,000	$750	$150	$1,000
Rental Deposit of $200 is due at time of contract				**Rental Deposit of $200 is due at time of contract**		
Amador Recreation Center (Capacity 130 - 80 inside plus 50 outside)				Century House (Capacity 100 - 40 inside plus 60 outside)		
Group	6-hour Rate	Additional Hourly rate	Cleaning/ Damage Deposit	6-Hour Rate	Additional Hourly Rate	Cleaning/ Damage Deposit
Co-Sponsored	$160	$80	$500	$230	$110	$500
Resident	$230	$80	$500	$430	$110	$500
Non-Resident	$380	$100	$500	$580	$125	$500
Commercial	$480	$100	$500	$680	$125	$500
Rental Deposit of $100 is due at time of contract				**Rental Deposit of $100 is due at time of contract**		

NOTE: Liability Insurance is required for all 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.

Meeting Rooms

Cultural Arts Center (Capacity 49)				Senior Center Classroom (Capacity 50) Senior Center Meeting Room (Capacity 25)		
Group	2-hour Rate	Additional Hourly rate	Cleaning/Damage Deposit	2-Hour Rate	Additional Hourly Rate	Cleaning/Damage Deposit
Co-Sponsored	$60	$15	$100	$70	$35	$100
Resident	$70	$20	$100	$90	$45	$100
Non-Resident	$80	$25	$100	$110	$55	$100
Commercial	$90	$30	$100	$130	$65	$100

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

Picnic Areas

Amador Valley Community Park Sports and Recreation Community Park (Capacity 200)				Val Vista Community Park (Capacity 250)		
Group	6-hour Rate	Additional Hourly rate	Cleaning/Damage Deposit	6-Hour Rate	Additional Hourly Rate	Cleaning/Damage Deposit
Co-Sponsored	$50	$30	$100	$90	$30	$100
Resident	$100	$30	$100	$120	$30	$100
Non-Resident	$150	$35	$100	$150	$35	$100
Commercial	$200	$35	$100	$200	$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 November 1, 2013

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 necessary, view the facility.

2. **Complete an Agreement** - A duly authorized representative of the organization, or person responsible for the rental, must sign the completed agreement.

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 Century House and 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. **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* - Requires a permit from the Department of Alcoholic Beverage Control (ABC), 510-622-4970. Non-Profit groups are the only 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. <u>Under no circumstances are any of the above listed devices allowed inside at the Century House.</u> Contact the Livermore-Pleasanton Fire Department 925-454-2361.

7. **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." 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.

8. **Alcohol Use** – If alcohol will be served, a uniformed security guard will be required from a reputable security firm, at renter's expense. Up to 149 guests = 1 security guard, 150-200 guests = 2 security guards, and 201-300 guests = 3 security guards. The security personnel are required to be present from the beginning of the event to the end of your clean-up. Proof that a security firm has been retained must be submitted thirty (30) days prior to the scheduled use. Only City of Pleasanton approved security may be used. No alcohol may be served beginning 1 hour prior to the end of the rental (including clean up). **<u>Alcoholic beverages may not be sold nor consumed at an event where the honoree is under 21 years of age</u>.**

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

10. **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.

11. **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. Building will not maintain temperature with doors repeatedly opened or left standing open.

Banners 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 - Use leak-free ice containers and mats to absorb condensation and protect the floor. Metal containers (i.e., buckets, tubs) are not allowed.

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 - May not be used in/around any City facility without a Fire Permit. Under no circumstances are any of the above listed allowed inside at the Century House. Cooking devices/BBQ's must be placed in designated area of patio and oil must be removed in proper container from premises. Sterno canisters are allowed without a Fire Permit. If you have any question, please check with facility coordinator. Contact the Livermore-Pleasanton Fire Department 925-454-2361.

Clean Up - You are responsible for clean-up and the 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.

All renters must:

- Place filled garbage containers outside in designated area.
- Pick up litter inside and outside the facility and restrooms.
- Clean spills and debris from tables and chairs.
- Clean all spills, gum, and wax from floors or rugs.
- Return chairs and tables to the original setup in all rooms used during the rental.
- Provide chaperones at a ratio of one (1) adult per every 20 minors, when the guest of honor is under 21. Names, addresses, and phone numbers of chaperones must be furnished at least 36 hours prior to the scheduled use. Alcoholic beverages may not be sold nor consumed at an event where the honoree is under 21 years of age.

Coffee Urn Use - At *Senior Center Main Hall* Only (available for a fee); you must supply coffee and service items for urn. The City will provide coffee filters. 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.
- 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 (not 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. 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 - The building attendant will provide information and directions regarding the kitchen/ equipment.

Senior Center Main Hall - Chemicals for the dishwasher and cleaning towels will be provided. You will be charged $5 for each towel not returned. Access to the right side of the refrigerator and freezer is available.

Kitchen Cleaning - It is your responsibility to clean the kitchen. The building attendant will not serve your event, or clean dishes, steam trays, refrigerator/freezer, and floors. Oil used for cooking must be removed from the premises; it cannot be dumped in City dumpsters, trash cans or down any drains.

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 but not limited to steam trays, stove, oven, refrigerator/freezer and floors must be swept (mop if necessary).

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).

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 - 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.

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.

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 - Is prohibited in buildings. Smoking is allowed at a reasonable distance from doorways and open windows.

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

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 - 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 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 Information:

(Check one): ☐ Amador Recreation Center ☐ Century House ☐ 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, must provide security: 1-150 guests 1 guard, 151-200 guests 2 guards, 201-300 guests 3 guards

Alcohol Sold: Yes /No If yes, must provide ABC license and security guard(s).

Name of Caterer:_____ City of Pleasanton Business License Number_____

Music :

Type: ☐ Amplified ☐ Acoustic ☐ DJ ☐ Live

Name of Band/DJ: _____ City of Pleasanton Business License Number_____

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

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:

Basic Rental Fee (six hour use): $_____

Additional Hours: _____ Hours at $_____/hr $_____

Damage/Cleaning Deposit (refundable, 2-3 weeks after event): $_____

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

Staff Fee: Set-Up Fee $_____ $_____

Extra Fees: Bar $_____ Microphone $_____ Coffee Urn $_____ Park Fee $_____ Projector $_____ $_____

☐ No Chairs ☐ Podium ☐ Screen Down Total $_____

Special Notes:_____

Description	Amount Paid	Account #	Date/Staff	Balance Due
Reservation Deposit*	$_____	3701	_____/_____	$_____
Damage/Cleaning Deposit**	$_____	3706	_____/_____	$_____
_____	$_____	_____	_____/_____	$_____
_____	$_____	_____	_____/_____	$_____
_____	$_____	_____	_____/_____	$_____

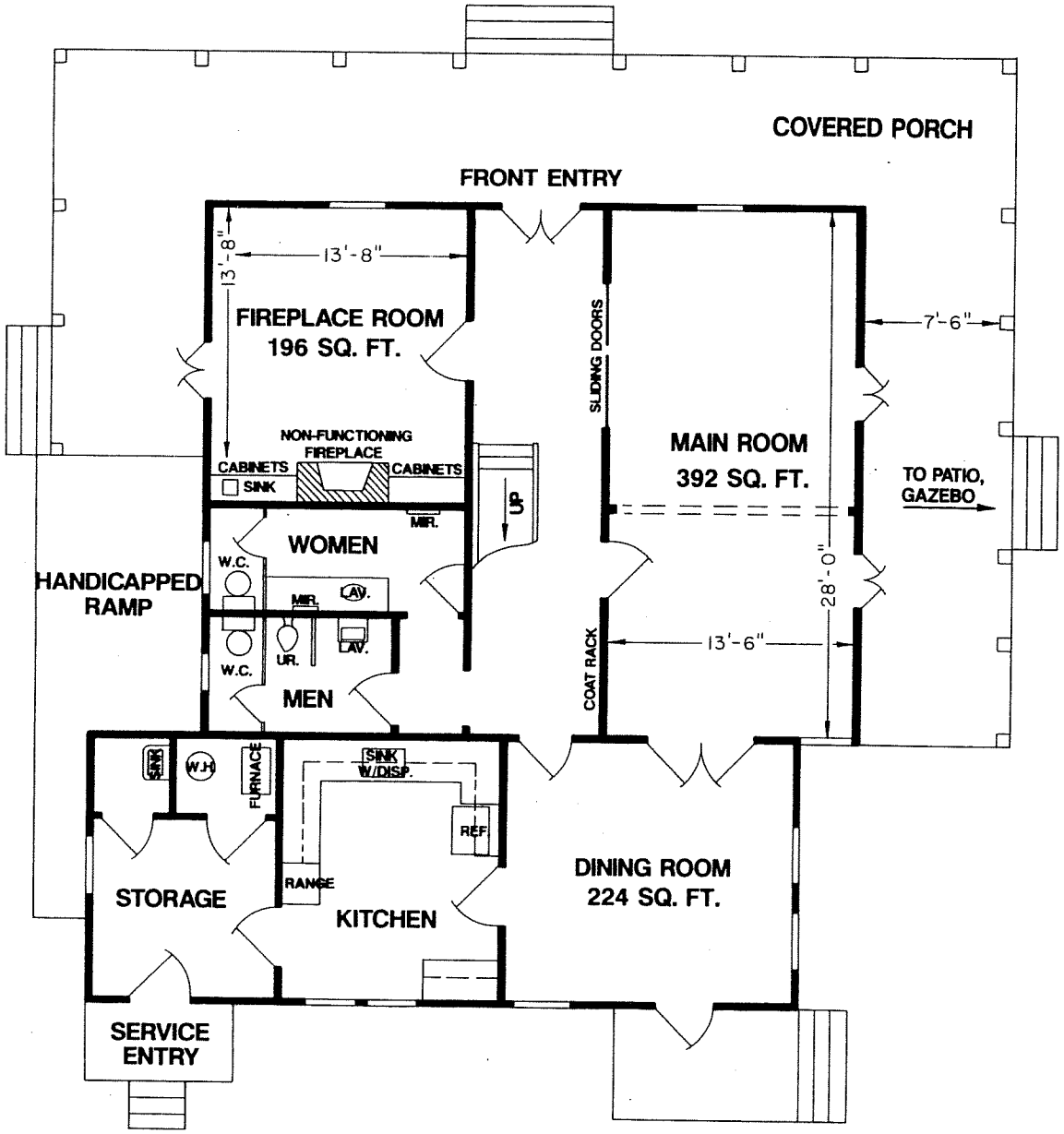
*Required at time of reservation. This is deducted from Rental Fee Balance.
** Refundable, 2-3 weeks after the event.

Rental - 3701
Deposit - 3706
Insurance - 3711

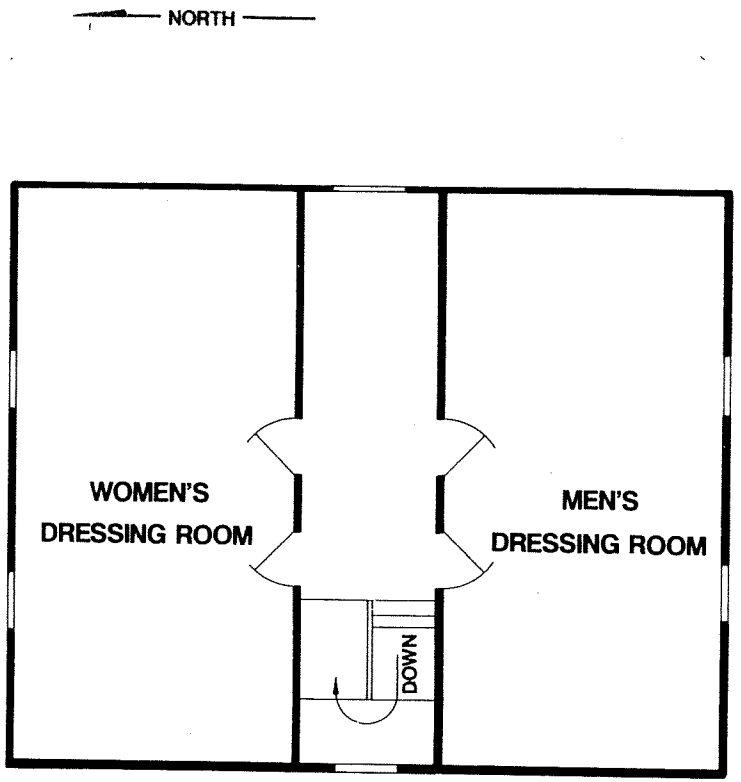
OTHER REQUIRED PERMITS/CERTIFICATES:

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

Notes:

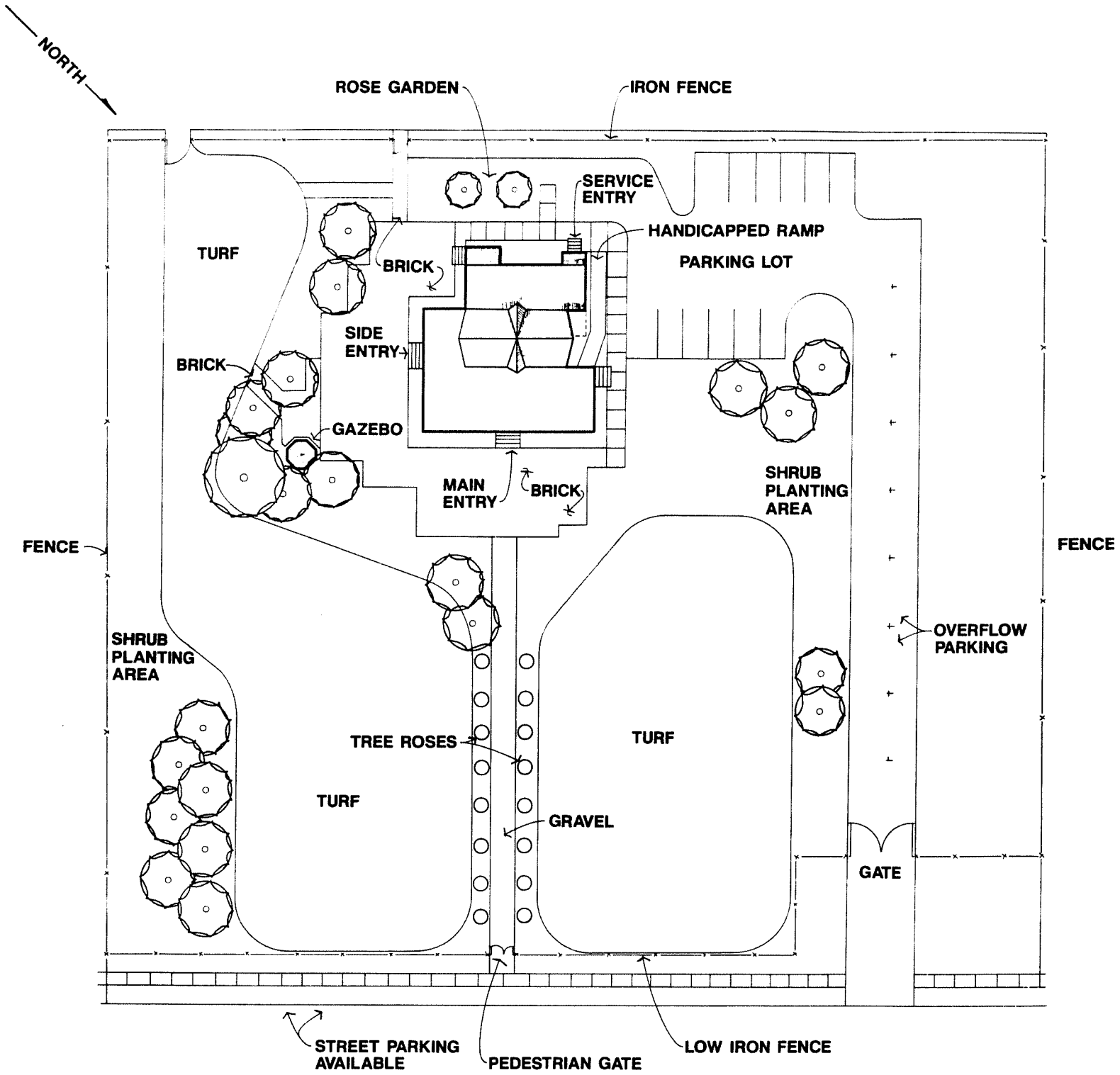


FIRST FLOOR



SECOND FLOOR

CITY OF PLEASANTON
CENTURY HOUSE
IN
BICENTENNIAL PARK
2401 SANTA RITA RD.



CITY OF PLEASANTON

CENTURY HOUSE

IN

BICENTENNIAL PARK

2401 SANTA RITA RD.

Bi-Centennial Park
2401 Santa Rita Road

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THE CITY OF PLEASANTON

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