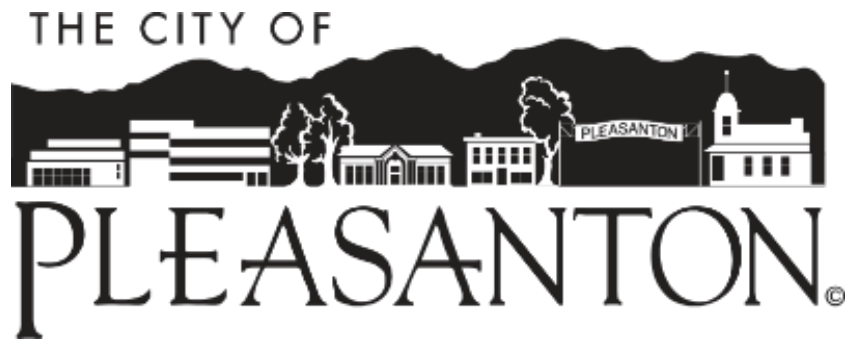




RENTAL PACKET

Recreation Office:

400 Old Bernal Ave. Pleasanton, CA 94566

(925) 931-5340

recreation@cityofpleasantonca.gov

www.cityofpleasantonca.gov/

FACILITY RENTAL PROCEDURES

1. Rental Availabilities

Facility rentals are not available on City-observed holidays.

2. Rental Categories and Priority Use

I	PUSD / Co-Sponsored Groups	III	Pleasanton Residents (Private Use)
II	Non-Profit Organizations	IV	Non-Residents (Private Use)/Businesses

- Categories I, II, and III can reserve one (1) year in advance.
- Category IV can reserve nine (9) months in advance.
- Firehouse Arts Center Theater rentals are subject to availability, regardless of category.

3. Responsible Party (RP) /Authorized Person(s) (AP)

The Responsible Party (RP) must be the authorized representative for the rental and sign the full Rental Agreement. At least one additional Authorized Person (AP) must also be listed as a secondary contact for day-of-event decisions or questions. The RP and all APs must be at least 18 years old.

At the start of the rental, the RP must check in with staff and is responsible for communicating any changes or issues during the event. The RP must also remain available at the end of the event to check out with staff and sign the checkout sheet. Failure to sign the checkout sheet may delay the return of the security deposit. Checkout is complete only after all equipment has been properly accounted for and all guests have exited the building, except for the RP, who must remain to complete the checkout process with staff.

4. Security Deposit

Full security deposit is required to secure the reservation. This deposit is refundable but may be withheld upon cancellation of the event (see 10. Cancellation Policy).

5. Rental Fee Balance

Full payment is due **30 days prior** to the scheduled event. Checks should be made payable to the City of Pleasanton. Cash, VISA, Mastercard, Discover and AMEX are subject to a 2.5% transaction fee. Payments not received by the deadline may result in the cancellation of the rental and forfeiture of fifty percent (50%) of the security deposit.

6. Changes/Updates to Rental

All changes to the rental (rental times, selected amenities, etc.) must be sent to the City of Pleasanton no later than 30 days prior to the scheduled event. All changes must be made by the Responsible Party or Authorized Person(s) in writing to be considered. The City of Pleasanton will not accept requests that come from other vendors. The City of Pleasanton reserves the right to approve or deny any requests made by the Responsible Party or Authorized Person(s). Applications, modifications, or changes submitted less than **30 days before** the requested rental date will be subject to review before approval.

7. Rental Time/Fees

Rentals that exceed the scheduled hours will be charged **twice the hourly rate** for any additional time, billed in half-hour increments. The facility will not open earlier than the permit start time, and renters must book sufficient time to accommodate all necessary preparation, event activities, and cleanup. Renters must enter and exit within the contracted rental period. Renter's reserve and pay for a continuous time block. Renters will not receive a refund or credit for time reserved but not used. For consecutive rental dates, the renter is responsible for clearing out all rented areas. The City is not responsible for any items left behind.

8. Insurance

Due **30 days prior** to the scheduled event. Each renter is required to provide the City of Pleasanton with a valid Certificate of Liability Insurance and Additional Insured Endorsement page written through any insurance carrier.

Such a certificate shall provide **General Liability Coverage at a limit of \$1,000,000 per occurrence and \$2,000,000 aggregate**. 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 serving alcohol, the certificate must contain a "host liquor liability." The Endorsements page must be included with the insurance certificate.

The **Certificate Holder** should be listed as:

City of Pleasanton
400 Old Bernal Avenue
Pleasanton, CA 94566

The **Additional Insured** should be listed as:

The City of Pleasanton, its officers, agents, employees, and volunteers are named as an additional insured.

Suggested carriers:

- www.hubinternational.com/programs-associations/event-insurance/buy-now/
- <https://www.theeventhelper.com#cl1wux>

9. Other Required Permits/Licenses

If applicable, copies of the following permits/licenses must be submitted 10 days prior to the scheduled event:

- **ABC License** – Sale of alcoholic beverages or exchange of any type of monetary consideration that includes alcohol (i.e., meal ticket, admission fee, etc.) requires a permit from the Department of Alcoholic Beverage Control (ABC), <https://www.abc.ca.gov/licensing/apply-for-a-new-license/>. Non-Profit groups are the only organizations permitted to sell or exchange alcohol for monetary consideration
- **Business License** – A City of Pleasanton Business License is required for all businesses (caterers, DJs/bands, photographers, etc.) performing a service at an event. Contact the Business License Division at 925-931-5440
- **Caterer License** if applicable

10. Cancellation Policy

All cancellations must be in writing by the Authorized Representative and received at least **30 days prior** to the event by emailing facilityrentals@cityofpleasantonca.gov.

- 50% of Security Deposit will be forfeited if a cancellation is requested 30 days or more prior to the scheduled event.
- 100% of the total hourly rate fee will be forfeited if a cancellation is requested less than 30 days prior to the scheduled event.

11. Police or Fire Response

If police or fire personnel must be dispatched during the rental, the renter will be responsible for any fees associated with that response. This includes costs related to emergency or non-emergency service calls deemed necessary during the rental period.

12. 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 RENTAL RULES

Advertising

No posting of advertising, petitions circulated, or solicitations can be made in the building or grounds.

Air Conditioning/Heating

Buildings are kept at a comfortable temperature. City Staff and building monitors will not maintain the temperature when doors are repeatedly opened or left standing open.

Alcohol Use

- No alcohol may be served if alcohol consumption was not noted/selected on the Rental Agreement
- Alcohol consumption must end one hour prior to the end of the rental (including clean up)
- Alcohol must be consumed inside the facility and/or patio areas adjacent to the building. Alcohol is not permitted in the parking lots or adjacent parks
- Metal containers (i.e., buckets, tubs) are not permitted at the Senior Center and Veterans Memorial Building
- Beer kegs are not permitted on hardwood floors. Kegs can be set up outside on the courtyard/patio areas adjacent to the building, on available counters within the hall, or side foyers with hard-surface flooring
- Use leak-free ice containers and mats to absorb condensation and protect the floor

Building Monitors/City Staff

A building monitor(s) may be on duty in the facility during your rental. The monitor(s) will be available to open the facility, answer questions, and periodically check in with the person in charge of the event. Monitors are not available for cooking, decorating, waiting tables, serving food, or cleaning up. Questions regarding damage or cleanup after the rental can be directed to the building monitor. **Building monitors cannot assure a full refund of your security deposit.**

Candles, Clay Ovens, Fryers, Open Flames

Candles, clay ovens, fryers, and other open-flame devices may not be used in or around any City facility without an approved Fire Permit. Caterers preparing or cooking food on-site are required to obtain a Fire Permit. To obtain a permit, contact the Livermore-Pleasanton Fire Department at **925-454-2361**. Please allow up to four weeks for permit approval. Cooking devices and BBQs may only be used in areas designated by the Fire Permit. Used cooking oil must be removed from the premises and may not be disposed of in City dumpsters, trash cans, or drains. Sterno canisters may be used without a Fire Permit.

Coffee Urn (Senior Center Only)

The coffee urn is available for an additional fee. The City will provide coffee filters; however, the renter is responsible for supplying the coffee and any service items, such as cups, stirrers, sugar, and cream. The urn brews approximately 80 cups per batch and requires three cups of ground coffee per batch. City staff will assist with turning on and preheating the urn, brewing the coffee, and cleaning and disposing of the coffee grounds after use.

Dumpster Fee

A dumpster fee of \$175 may be required for events serving food with 150+ (Vets Hall) / 250+ (Senior Center).

Clean Up

Renter is responsible for the clean-up and condition of the facility at the end of the rental. Renter will be charged for damage beyond normal wear and additional clean-up, if required. **Building monitors will not clean for the renter after the event.** Clean-up includes:

- All food removed

- All waste cans emptied and disposed of in the appropriate dumpster
- All surfaces (tables, chairs, floors, rugs) must be free of grease, food particles and spills. Spot mop and sweep if needed
- All toilets flushed and floors cleared
- Freezer and refrigerator cleaned and wiped down
- Return tables and chairs to the original setup in all rooms used during the rental
- Bar (VH & SC) wiped down

Sorting Garbage - Veterans Memorial Building and Senior Center

Renter is required to dispose of garbage inside the building using the provided bins that are labeled:

- **Garbage (black or grey)** – all items that cannot be placed in the mixed recycling or organics/food waste bins
- **Mixed Recycling (blue)** – bottles, cans, clean paper – items must be “clean and dry”. No plastic bags may be placed in the cart or dumpster. Empty the contents of bags so items are loose in the cart or dumpster
- **Organics/Food Waste (green)** - food waste or food-soiled paper. NO compostable utensils or cups are allowed. No plastic bags are allowed in cart or dumpster, empty contents loose in the cart or dumpster. If the facility provides a compostable bag for organic/food waste, you may place that in the cart or dumpster

After your event, the garbage in each of these waste stream receptacles must be placed in the appropriate dumpster or cart which are clearly labeled or color-coded.

Decorations

All decorations must be either non-combustible or treated with State-approved flame-retardant solutions. Some decorations, such as straw or cut holiday trees require a Certificate of Flame Retardance. Do not conceal or otherwise obstruct any exit light, fire alarm, hose cabinet, fire extinguisher, etc.

- Mylar (Foil) Balloons with helium are not allowed. Foil balloons with still air are acceptable
- Nails/Staples - are not allowed in any facility
- Tacks - may be used on tack boards at the Senior Center only
- Tape - Blue painters' tape may be used at the Amador Recreation Center and Senior Center only. *Veterans Memorial Building is a “no tape zone.”*
- Parking signs or “Event This Way” signs are permitted on free-standing devices only. Signs may not be staked into the grass fields or sidewalk area.

Prohibited items:

Aerosol streamers	Birdseed	Bounce houses	Dry Ice	Sand
Confetti / confetti guns (plastic, paper, metal, etc.)	Hay	Rice	Sequins	
Flower petals	Glitter	Tacks/Nails	Smoke/Fog machines	
Sparklers (of any kind, including cold sparklers)	Colored packets / powder / dye			

Equipment/Supplies

Renter must provide their own supplies and equipment (tape, scissors, easels, etc.) to complete decorating and registration for their event. City ladders are not available for public use. Any equipment brought into the facility must have protective feet (rubber or felt).

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). The renter 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 is deemed inappropriate use.

Kitchen/Kitchenette Use

All food needs to be prepared off-site. Kitchens may **not** be used for anything other than food preparation. The kitchen/kitchenette is available for re-heating and serving only and must be left clean at the end of the event. Utensils are not provided. Any leftover food and/or beverages must be removed from the premises. Kitchen storage cabinets, closets, kitchenware, and ice machine are not available for use.

	Amador Rec	Vets Hall	Senior Center
Refrigerator	x	x	x
Freezer	x	x	x
Stove		x	x
Oven		x	x
Steam Trays			x
Microwave	x		x

Loading/Unloading/Parking

Reserved parking is not provided nor permitted. Vehicles parked illegally will be cited. Parking in an area designated as a fire zone is strictly prohibited.

- **Amador Recreation Center** – Parking is available in the back and front of the Aquatic Center and street parking on Black Avenue and Santa Rita Road
- **Veterans Memorial Building** – Limited street parking is available. Guests may use the City Hall parking lot located at 200 Old Bernal Avenue during non operational hours. Additional public parking can be found between Main and First Streets
- **Senior Center** – 130 parking spaces are available. Cars may not be parked at the service bay
 - The Raley's parking lot is not considered overflow parking
 - All deliveries, loading, and unloading must be through the service bay and patio at the south end of the building. The main entrance may not be used.

Overcrowding

Events are limited to the number of attendees stated on the rental agreement. If an event exceeds the limit, the Fire Department and/or Police may be called to reduce the overcrowded conditions.

Rental Time

Caterers, vendors, or rental members will not have access to the facility before the contracted rental time. The City of Pleasanton recommends allowing at least one (1) hour each for set up and clean up. Friday and Saturday: all facilities must be completely cleaned and vacated no later than midnight. The renter will be charged **\$125 for every fifteen minutes** beyond midnight.

Smoking

Smoking is prohibited inside and around any City buildings.

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 behind.

Supervision/Chaperones

When the guest of honor is under 18 years of age, chaperones must be provided at a ratio of one adult per every 20 minors. Names, addresses, and phone numbers of chaperones must be submitted in writing **30 days prior** to the scheduled event.

Tables/Chairs

Tables and chairs are included in all facility rentals. Please do not slide tables or stacked chairs across the floors. Do not stand, sit, or lie on tables. Any damage to tables or chairs will be deducted from the security deposit.

- **Senior Center Main Hall & Veterans Memorial Building** – Tables and chairs will be set up prior to the rental start time. Minor adjustments may be requested during setup hours for the event. Once guests arrive and the event has begun, no more changes may be made.

Tap/Irish Dance

Due to the damage that tap dance/shoes cause, this type of activity is not allowed.

Dressing Rooms/Bridal Rooms (Senior Center Only)

The Classroom and Meeting Room are available for rent to serve as a dressing/bridal room or activity room. Food or drinks are not permitted in these rooms.

Sound System (Vets Hall and Senior Center Only)

A sound system (PA) is available for rent, which includes access to the speakers for music through Bluetooth or wired connections and up to two (2) microphones to use. Additional microphones or sound setups may not be connected to our system. If a mixing board or other professional sound equipment is required, the renter must provide their own speakers and sound system.

Stage Use (Vets Hall and Senior Center Only)

An ADA-accessible lift is available but is not to be used for moving equipment.

I certify that I have read the Event Venue Rental Procedures and Rules pertaining to facility use and agree to comply with the Rules. Violation of any of the above rules will result in the loss of the full Security Deposit. 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 the 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.

Signed: _____ Date: _____

Name (print): _____ Organization Represented: _____



EVENT VENUES RENTAL RATES

Fee Categories			
I	II	III	IV
PUSD Co-Sponsored Groups	Non-Profit Organizations	Pleasanton Residents (Private Use)	Non-Residents (Private Use) Businesses

Certificate of Liability Insurance

Required for ALL Event Venues and Meeting Rooms

Each renter is required to provide the City of Pleasanton with a valid Certificate of Liability Insurance. Typically, homeowners' insurance can be extended to cover such events, or you can purchase insurance through one of the links:

- 1) <https://www.hubinternational.com/programs-associations/event-insurance/buy-now/>
- 2) <https://www.theeventhelper.com/cl1wux>

Event Venues

	Amador Recreation Center <i>4443 Black Ave.</i> Capacity: 80 inside, 120 including patio	Veterans Memorial Main Hall <i>301 Main St.</i> Capacity: 220	Senior Center Main Hall <i>5353 Sunol Blvd.</i> Capacity: 320	
Fee Categories	Hourly Rate (4-hour min.)	Hourly Rate (4-hour min.)	Hourly Rate (4-hour min.)	
I	\$72	\$150	\$240	
II	\$84	\$175	\$280	
III	\$96	\$200	\$320	
IV	\$120	\$250	\$400	
Add Ons Daily Rate	Projector (\$75) Screen (\$25) Game Pack – 3 games (\$30) Game Pack – 7 games (\$50)	PA System/Mic (\$30) Projector (\$75) Dumpster (\$175) Bar (\$25) Podium	PA System/Mic (\$30) Projector (\$75) Dumpster (\$175) Bar (\$25) Coffee Urn (\$50) Podium	Meeting Room (\$100) Classroom (\$100) Piano (\$100) Centennial Park (\$200, up to 6 hours)
	Security Deposit: \$500 (refundable after event; due at time of booking) Staff Fee: Not serving alcohol: \$50/day Serving alcohol: \$25/hour	Security Deposit: \$1000 (refundable after event; due at time of booking)		
Cancellation Fees: 30 days or more prior to scheduled date: 50% of the security deposit Less than 30 days prior to scheduled date: 100% of the total hourly rental fees.				



Staff Use ONLY:

☐ W2W

Event Venue Rental Agreement

400 Old Bernal Ave. Pleasanton, CA 94566

Mailing address: P.O. Box 520 Pleasanton, CA 94566

Email: recreation@cityofpleasantonca.gov

Phone: 925-931-5340

Permit #: 8

Final Due Date: _____

☐ Booking Deposit
☐ Final Payment
☐ Insurance
☐ Set-Up
☐ Other: _____

VENUE / DATE / TIME INFORMATION

Facility Requested: ☐ Amador Recreation Center (ARC) ☐ Senior Center (SC) ☐ Veterans Memorial Building (VMB)

Date of Event: _____ Day of Week: ☐ Su ☐ M ☐ Tu ☐ W ☐ Th ☐ F ☐ Sa

Set up: _____ am/pm to _____ am/pm

Event Hours: _____ am/pm to _____ am/pm

Clean up: _____ am/pm to _____ am/pm

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

RENTER INFORMATION

Name of Organization/Company: _____ ☐ Non-Profit

Renter Contact Information: _____

Phone: _____ Email: _____

Address: _____ City/State: _____ Zip: _____

Event Day Coordinator/Contact: _____ / _____

Phone 1: _____ Phone 2: _____

Check Refund Information: (Organization/Company Use Only)

☐ Same as above

Pay To: _____ Mail To: _____

EVENT INFORMATION

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

Estimated Attendance: _____ *Serving of alcohol is not permitted if guest of honor is under 21.

Please mark all that apply: ☐ Admission/Donation

Alcohol Served? ☐ yes ☐ no

☐ Food/Caterer: _____ Music: ☐ Amplified ☐ Live/DJ

ADD ONS *additional fees apply

Amador Recreation Center

☐ Projector (\$75)
☐ Screen (\$25)
☐ Game Pack – 3 games (\$30)
☐ Game Pack – 7 games (\$50)

Senior Center

☐ PA System (\$30) ☐ Bar (\$25) ☐ Meeting Room (\$100)
☐ Projector (\$75) ☐ Coffee Urn (\$50) ☐ Classroom (\$100)
☐ Podium ☐ Piano (\$100) ☐ Dumpster (\$175)
☐ Centennial Park Fee (\$200, up to 6 hours)

Veterans Memorial Building

☐ PA System (\$30)
☐ Projector (\$75)
☐ Dumpster (\$175)
☐ Bar (\$25) ☐ Podium

EVENT VENUE RESERVATION PROCEDURE AND GENERAL RULES

Initial _____ By submitting a facility rental agreement, you agree to be bound by the facility rental procedure and rules.

Initial _____ You agree to pay the facility rental in full no later than 30 days before your event date.

Initial _____ You agree to provide valid insurance coverage and event set-up (SC & VMB) no later than 30 days before your event date.

HOLD HARMLESS AND COMPLIANCE AGREEMENT

I certify that the information provided herein is correct. If I am renting the facility on behalf of an organization, I certify that I am authorized to execute this agreement on behalf of the organization. I certify that I have read the Facility Procedures and Rules pertaining to facility use and agree to comply with the Rules.

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.

Signature of Renter

Date

Organization

Refund Date/Staff: _____ Comments: _____