



## EVENT VENUE RENTAL PROCEDURES AND RULES

Recreation Office:  
400 Old Bernal Ave. Pleasanton, CA 94566  
(925) 931-5340  
[recreation@cityofpleasantonca.gov](mailto:recreation@cityofpleasantonca.gov)  
[www.cityofpleasantonca.gov/](http://www.cityofpleasantonca.gov/)

### 1. Rental Availabilities

Facilities are available for booking except for the following Holiday closures: New Year's Eve, New Year's Day, Martin Luther King's Day, President's Day, Easter Sunday, Memorial Day, July 4th, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day.

### 2. Rental Categories and Priority Use

- PUSD, Co-Sponsored Groups, Pleasanton Residents, All Non-Profits can reserve *one (1) year in advance*
- Non-Pleasanton Residents (private use) and Businesses can reserve *six (6) months in advance*.

### 3. Responsible Party/Authorized Person(s)

The Responsible Party is the duly authorized representative of the organization or person responsible for the rental and must sign the completed agreement. Identify at least one additional Authorized Person(s) to act as a secondary contact person who is authorized to make decisions or respond to questions on the day of the event. Authorized Person(s) must be added to the Facility Rental Agreement. Any changes to your Authorized Person(s) must be made in writing no later than **30 days prior** to your scheduled event. Responsible Party and Authorized Persons must be eighteen (18) years of age or older.

### 4. Booking Deposit

A non-refundable booking deposit is required at the time of application submittal.

### 5. Security Deposit

A security deposit is required for the use of the facilities. The security deposit will be returned within three (3) weeks if the facility is left in satisfactory condition. Additional cleaning costs are charged at \$75 per hour for labor. Any damage repairs will be charged at the actual cost.

**Renter will forfeit all fees paid and may be charged for costs related to Police or Fire response due to public safety intervention.**

### 6. 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 this deadline may result in the cancellation of the rental and forfeiture of the booking deposit**
- Applications, modifications, or changes submitted less than 30 days before the requested rental date will be subject to review before approval and charged a \$25 late charge/change fee.

### 7. 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/](http://www.hubinternational.com/programs-associations/event-insurance/buy-now/)  
<https://www.theeventhelper.com/cl1wux>

## 8. Event Set Up (Senior Center & Veterans Memorial Building)

Due **30 days prior** to the scheduled event. Event setup should include a detailed drawn description of the table/chair and other decoration setup. Building monitors will set up and take down tables and chairs as per the provided floor plan by the rental start time. If you are bringing your own tables/chairs, monitors will not be available to assist you with your equipment.

## 9. 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 in writing and emailed to [recreation@cityofpleasantonca.gov](mailto:recreation@cityofpleasantonca.gov) to be considered. The City of Pleasanton will not accept requests that come from other vendors including caterers, DJs, decorators, etc. The City of Pleasanton reserves the right to approve or deny any change requests made by the Responsible Party.

## 10. 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
- **Fire Department Permits** – A permit is required for use of clay ovens, fryers, or any open flame devices. Sterno canisters and approved BBQs are allowed in designated areas without a Fire Permit. If you have any questions, please check with the facility coordinator. Permits may be obtained from the Livermore-Pleasanton Fire Department, 925-454-2361.

## 11. Cancellation Policy

All cancellations must be in writing by the Authorized Representative and received at least **30 days prior** to the event by emailing [recreation@cityofpleasantonca.gov](mailto:recreation@cityofpleasantonca.gov). The Booking Deposit will be forfeited, but any other rental fees will be refunded as follows:

- Requests received less than 30 days prior to a scheduled event will be refunded 50% of the Rental Fee
- Requests received less than 10 days prior will forfeit 100% of the Rental Fee
- The Security Deposit will be fully refunded
- Reservations may not be transferred, assigned, or sublet.

## 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)
- **Alcoholic beverages may not be provided/sold nor consumed at an event where the honoree is under 21 years of age**
- **Alcohol must be consumed inside the facility and/or patio areas adjacent to the building. Alcohol is not permitted in the parking lots**
- 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
- Mats must be used to absorb condensation and to protect the floor.

***Violation of this rule will automatically forfeit all fees paid and Pleasanton Police Department will be called to shut down the event. Renters will be charged for costs related to Police or Fire response due to public safety intervention.***

### 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 or Sparklers

These may not be used in or around any City facility without a Fire Permit. For a Fire Permit contact Livermore-Pleasanton Fire Department at 925-454-2361. Cooking devices/BBQs must be placed in designated areas only. Used oil 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.

### Clean Up/Sorting Garbage/Dumpster Fees

A dumpster fee of (\$175) may be required for events serving food with 150 (VH) or 250 (SC) or more guests. You are responsible for the clean-up and condition of the facility at the end of your rental. You 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
- Coffee Urn (SC) cleaned and turned off
- Dishwasher (SC) cleaned and turned off

### ***Properly Sorting Garbage (Veterans Memorial Building and Senior Center)***

You are 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.

***Violation of this rule will result in the automatic forfeiture of the full Security Deposit.***

### **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, or other fire protective device or system.

- 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                                      | ○ Glitter                 |
| ○ Birdseed   | ○ Hay                     |
| ○ Bounce houses  | ○ Rice                    |
| ○ Colored packets / powder / dye                         | ○ Sand                    |
| ○ Confetti / confetti guns (plastic, paper, metal, etc.) | ○ Sequins                 |
| ○ Dry Ice  | ○ Smoke/Fog machines      |
| ○ Flower petals  | ○ Sparklers (of any kind) |

***Violation of this rule will result in the automatic forfeiture of the full Security Deposit.***

### **Equipment/Supplies**

You must provide your own supplies and equipment (tape, scissors, easels, etc.) to complete decorating and registration for their event. City ladders are not available for public use. Please do not stand on tables or chairs. 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.

***Violation of this rule will automatically forfeit all fees paid and Pleasanton Police Department will be called to shut down the event. Renters will be charged for costs related to Police or Fire response due to public safety intervention.***

### 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 your 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
Coffee Urn*			x*

\*The coffee urn is available for a fee. The City will provide coffee filters. You must supply coffee and service items for the urn. The urn requires three cups of coffee per 80 cups brewed.

### 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. 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. Renters will be billed for all costs related to a service call for the Fire or Police Department.

***Violation of this rule will automatically forfeit all fees paid and Pleasanton Police Department will be called to shut down the event. Renters will be charged for costs related to Police or Fire response due to public safety intervention.***

### Rental Time

- *Caterers, vendors, or rental members will not have access to the facility before the contracted rental time.* Rentals that exceed the scheduled hours will be charged **twice the hourly rate** per hour for any increment of extra time
- The facility will not open earlier than the permit start time. The renter must rent enough time for all necessary rental preparation, events, and complete clean-up
- Renter's reserve and pay for a continuous time block. Renters will not receive a refund or credit for time reserved, but not used
- Renters can submit a request to change the rental time up to (30) days prior to the event. All changes must be in writing and emailed to [recreation@cityofpleasantonca.gov](mailto:recreation@cityofpleasantonca.gov)
- The City of Pleasanton recommends allowing at least one (1) hour each for set up and clean up
- The facility is not available for the storage of items either before or after the event. Any items rented from an outside vendor must be picked up prior to the event's end time
- 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.

***Violation of this rule will result in the automatic forfeiture of the Security Deposit.***

### 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 and/or chairs will be deducted from the renter's 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.

### Other Amenities

#### 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.**

***Violation of this rule will result in the automatic forfeiture of the Security Deposit.***

#### 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 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: \_\_\_\_\_



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](mailto:recreation@cityofpleasantonca.gov)

Phone: 925-931-5340

Permit #: \_\_\_\_\_

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)
- ☐ Projector (\$75)
- ☐ Podium
- ☐ Bar (\$25)
- ☐ Coffee Urn (\$50)
- ☐ Piano (\$100)
- ☐ Meeting Room (\$100)
- ☐ Classroom (\$100)
- ☐ Dumpster (\$175)

#### 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: \_\_\_\_\_