



City of Antioch Recreation Department

(925) 776-3050 Facility Rental Application

Permit # (office use only)

| | | | | | |
|---|--|---|---|--|---|
| Facility <i>Check all that Apply</i> Antioch Community Center 4703 Lone Tree Way, Antioch CA 94531 <input type="checkbox"/> Community Hall (Full Ballroom) 300 <input type="checkbox"/> Hall A (1/2 Ballroom) 150 <input type="checkbox"/> Hall B or C (1/4 Ballroom) 75 <input type="checkbox"/> West Island Room 58 <input type="checkbox"/> Kitchen <input type="checkbox"/> Other _____ Antioch Water Park 4701 Lone Tree Way, Antioch CA 94531 <input type="checkbox"/> Multi-Use Room 120 Prewett Park Outdoor Use Partially covered picnic area between the Antioch Community Center & Water Park (Please fill out the additional questionnaire) <input type="checkbox"/> Grand Plaza 120 Nick Rodriguez Community Center 213 F Street, Antioch CA 94509 <input type="checkbox"/> Multi-Use Room 220 <input type="checkbox"/> Theater 190 <input type="checkbox"/> Arts & Crafts Room 35 <input type="checkbox"/> Conference Room 30 <input type="checkbox"/> Other _____ | Date(s) Requested Day of Week: Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> | | | | |
| | Mo/Day/Yr: _____ | Rental Start Time <small>(enter facility/begin decorating)</small> | Function Start Time <small>(guests arriving)</small> | Function End Time <small>(guests left/begin clean-up)</small> | Rental End Time <small>(clean-up complete/exit facility)</small> |
| | Estimated Attendance: _____ # of children expected: _____ <small>(included in the total estimated attendance)</small> | | Note: No early arrival and no storage of items before or after rental allowed. | | |

| | | | |
|-------------------------------------|--|---|---|
| Type of Function | | <input type="checkbox"/> Adult Birthday | <input type="checkbox"/> Youth Birthday - Age _____ |
| <input type="checkbox"/> Baptism | <input type="checkbox"/> Family Reunion | <input type="checkbox"/> Meeting | |
| <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Wedding/Reception | <input type="checkbox"/> Other: _____ | |

Rental Details *use additional sheet if necessary*

Will this event be open to the public? **Yes** **No** *If yes, please explain* _____

Will an admission fee be charged? **Yes** **No** *If yes, amount & purpose of fee?* _____

Will there be decorations? **Yes** **No** *If yes, please explain* _____

Will food be served? **Yes** **No** Will food be sold? **Yes** **No** Catered? **Yes** **No**

Will alcohol be served? **Yes** **No** *If yes, an alcohol permit is required (beer & wine only/4 hours max)*

Will alcohol be sold? **Yes** **No** *If yes, ABC liquor license & liquor liability insurance will be required*

Event Insurance (required for all rentals) **Buy** (\$126 to \$146) **Provide** **On File** **Exp:** _____

Rental Equipment

Projector & Screen: \$77 (Ballroom) \$52 (West Island Room) \$42 (Antioch Water Park)

Screen Only: \$26 (Ballroom) \$21 (West Island Room) (Antioch Water Park) (Nick Rodriguez Community Cntr)

Wired Microphone: \$11 (All Locations) **Wireless Microphone:** \$16 (only available in Ballroom & West Island Room)

Podium: \$16 (All Locations-if available) **Portable Bar:** \$26 (Ballroom, Water Park, and West Island Room-if available)

Applicant Information *Note: The Renter must be the main point of contact for the event, sign all documents required for the event, and be in attendance for the duration of the event.*

| | | | |
|------------------------|---|--------------------------------|----------|
| Applicant's First Name | Applicant's Last Name | Applicant's Date of Birth | |
| Address | City | State | Zip Code |
| Phone 1 | Phone 2 | Email Address | |
| Emergency Contact Name | Emergency Contact's Relationship to Applicant | Emergency Contact Phone Number | |

Organization Information (if applicable) Non-Profit 501(c)(3) **Documentation Attached**

| | | | |
|-------------------|----------------------------|----------------------|----------|
| Organization Name | Organization Email Address | Organization Website | |
| Address | City | State | Zip Code |
| Phone 1 | Phone 2 | Fax | |

I understand that the date requested above is not booked until a contract is signed and deposit paid. The charges are estimates only and will be finalized at the contract signing meeting. All agreements must be in writing, no verbal approvals or agreements.

Signature: _____ Date: _____

THIS IS A WAIVER AND RELEASE. READ IT CAREFULLY BEFORE YOU SIGN IT. My signature certifies that I have read the conditions as set forth by the City of Antioch Recreation Department governing the use of the items specified above; that I will take full responsibility for seeing that the use of these facilities/area by the organization/group I represent is in full adherence and compliance with these conditions; that I will hold the City harmless from any damage, claim for damage for personal injury or death, damage to or loss of property incurred in the use of these facilities/area; that if there are any minors in the group using these facilities/area, I will accept full responsibility for them throughout the period covered by this Department Applicant Permit. I HAVE READ THIS RELEASE AND I UNDERSTAND AND ASSUME THE RISKS INVOLVED. BY SIGNING, I GIVE UP MY RIGHT TO SUE.

Signature: _____ Date: _____



FACILITY RENTAL RULES & REGULATIONS

City of Antioch Recreation Department

The City's recreation facilities are primarily intended for recreational and cultural use in conjunction with the recreation department activities and for approved public use. The policy regarding the use of these facilities and the proper procedure for its reservation are important so that all prospective users may recognize their important responsibilities in using the facilities.

Applicants shall be permitted and encouraged to make use of the recreation facilities for recreational, educational, cultural and other worthwhile purposes regardless of race, color, creed or religion when such uses do not conflict with the regularly scheduled programs. The use of the facility shall be governed by the following rules and policy regulations; whenever action by the "City" must be taken, the City Manager or his designated representative shall act on behalf of the City. No exception to these rules shall be allowed by any applicant unless specifically authorized by the City Council after recommendation from the Parks and Recreation Commission.

Section I – RESERVATIONS OF FACILITIES

- A. Reservations for use of the facilities may be made by contacting the Antioch Community Center, 8:30 a.m. to 5:00 p.m., Monday through Friday to make an appointment. A room rental application/contract and facility deposit must be filed in person and approved by the Facility Manager and/or designee a minimum of thirty (30) days prior to the requested date of use. Memorials or Celebration of Life events may be scheduled less than thirty days in advance dependant on availability and staffing. If scheduled less than thirty days in advance, all fees are due, in cash only at time of scheduling.
- B. The application form must be signed by an adult (21 years of age or older) responsible for the event. All charges for the use of the facility or deposits required (\$500) must be paid to the City of Antioch prior to approval of the facility use. Balance is due 30 days prior to the event. All checks shall be made payable to the City of Antioch. Future reservations by any group or individual will not be accepted until their outstanding bills from prior uses have been paid in full.
- C. In addition to the above deposits and at the discretion of the Facility Manager and/or designee, a \$500 refundable Police Response deposit may be required for the event. The Police Response deposit must be paid to the City of Antioch 30 days prior to the event. The applicant(s) shall be responsible for maintaining public safety and security for all activities related to the application's event. If a Police Response is required within or outside the facility to quell a threat to the public peace, health, safety or general welfare of those in attendance, then the \$500 Police Response deposit shall be forfeited by the applicant(s). The City of Antioch reserves the right to close down or cancel any event that is in violation of any city ordinance. The City also reserves the right to close down or cancel the event if public safety or affected department supervisors deem the event unsafe for public participation. The applicant(s) shall not be responsible nor held liable for incidents or activities unrelated to the applicant's event.
- D. At the time the application for use of the recreation facility is approved by the City, the person or organization requesting the use must execute an agreement between the City of Antioch and that applicant. Said agreement shall specify the nature of the use, the extent of the use and the conditions under which the use will be permitted. The applicant must agree to abide by all rules and regulations governing the use of the facility, including these. Any failure to so abide may result in revocation of this permit by the Facility Manager and the forfeiture of all fees or deposits that have been paid.
- E. No applications for use of the recreation facility will be taken more than one (1) year in advance and no reservations will be taken on a continuous year-to-year basis, except when Recreation Department or City-sponsored programs may be so scheduled. Recreation Department or City-sponsored activities have priority over any and all other requested uses of the facility and may pre-empt applications for such facility use.

Section II – INELIGIBLE APPLICANTS OR ACTIVITIES

- A. Commercial business or professionals engaged in an activity for private gain or profit may use the facilities of the City, but all noncommercial activities shall take precedence over these uses. Private gain is specifically defined as a use for the principal purposes of making a profit not pledged to be used for public or charitable purposes.
- B. No group or individual, political or otherwise, that advocates the immediate overthrow of the United States Government or the government of the State of California by force or violence or other unlawful means may use the City's recreation facilities for such purposes.
- C. No activity shall be allowed which will cause a substantial danger of damage to the facility, grounds or neighborhood, nor shall any activity be allowed which is deemed not to be in the best interest of the City. Decisions regarding this shall be made by the Facility Manager, or his designee.
- D. All approved youth events/activities are by invitation only; public advertising by any means, including e-mails, blogs, internet publications or public postings will result in immediate cancellation of the event. See Section IV "Rescheduling and Cancellations."

Section III – USE OF THE FACILITY

- A. The individual or organization granted use of any portion of the facility will be held responsible for any loss or damage to the property caused by such use. Such individuals or organization must pay the City of Antioch an amount to be determined by the City equal to the cost of repairing or replacing the damaged or lost property.
- B. The applicant shall indemnify and hold the City of Antioch, its officers, agents, and employees, harmless from any damage, claims for damage, or judgments for injury to persons or damage to property, which is not the result of negligence of the City or its employees or agents. The Facility Manager, or his designee, may require an applicant to provide an endorsement of comprehensive liability insurance if he deems the activity to be conducted by the applicant to contain unusual risk or damage or injury to participants or the public. Such endorsement shall name the City of Antioch as additional insured, and shall be approved as to form and amount by the City Attorney.
- C. No equipment may be removed from the facility. No equipment other than that which is ordinarily used at, or found within, the facility may be used without the permission of the Facility Manager. All equipment use must be requested at the time of reservation.
- D. After the facility has been used, it must be left in a clean and orderly condition. All equipment moved must be returned to its original position and location.
- E. Additional charges may be assessed against the applicant resulting from use of the facility beyond the time specified, damage to the facility, or additional services in the nature of janitorial work which may be required due to the use of the facility. The determination of the assessment of additional charges shall be at the sole discretion of the City.
- F. Use of the lights, heating and cooling system, public address system, and other equipment within the facility is the responsibility of the City and their use must specifically be authorized by the City prior thereto.
- G. Extra personnel charges may be assessed by the City for such use. No part of the facility may be operated beyond midnight, which is the facility's closing time. No advertising shall be exhibited and no solicitation or sales made in the building or on the grounds without the prior written permission of the Facility Manager.

Section III - Use of the Facility continued on next page

Section III – USE OF THE FACILITY *(continued)*

- H. Decorations anywhere within the facility must be approved by the Facility Manager in writing prior to their being installed. All decorations must be removed before the premises are vacated. All decorations must conform to the following regulations:
1. Cellophane adhesive, duct tape, nails, screws, staples and all other similar material in walls, floors, woodwork or on windows is strictly prohibited unless specifically allowed by the Facility Manager. (Only Blue 3-M Painter's tape is accepted)
 2. All decorations must be fire proofed or of fire retardant materials. Candles allowed in hurricane vase or water only (except on cakes).
 3. No Bubble Gum/Chewing Gum of any kind permitted as part of decorations, favors or candy table.
 4. At no time shall exits be covered or obstructed nor shall signs regarding exits be covered or obstructed.
 5. The City will not provide supplies of any kind to groups or individuals using the facility. All such supplies must be provided by the requesting applicant.
 6. No rice, confetti, glitter, bubble machine, smoke/fog machine or other similar material shall be distributed either inside or outside the Community Center unless specifically authorized by the Facility Manger. A violation of this rule will result in no less than a Fifty and No/100ths (\$50.00) Dollar surcharge being placed against the applicant.
 7. Following the event, the renter must remove all decorations.
- I. At all times the facility is being used, a Recreation Department employee shall be on duty to insure the enforcement of these Rules & Regulations. Additional staff may be required due to the size/or nature of the event. No storage of equipment before or after event. The City of Antioch reserves the right to close down or cancel any event that is in violation of any city ordinance. The City also reserves the right to close down or cancel the event if public safety or affected department supervisors deem the event unsafe for public participation.
- J. Security Officers may be required to be on duty during events as needed. Request must be confirmed prior to booking. The determination as to whether the Officers will be required and their numbers will be made by the Facility Manager on the basis of the nature of the activity and the number of people in attendance. The services of these Security Officers will be paid for by the applicant requesting use of the center and deposit for said payment shall be made at the time the application is approved.
- K. When any non-City sponsored activity is being conducted at the facility, the individual or organization granted use of the facility shall procure and maintain the full force and effect, during the use of the facility, a comprehensive personal liability and property damage insurance policy covering such individual's or the organization's use of the facility in an amount not less than One Hundred Thousand and No/100ths (\$100,000) Dollars for injury for any one person in any single accident; One Million and No/100ths (\$1,000,000) Dollars for more than one person and Fifty Thousand and No/100ths (\$50,000) Dollars for property damage. It is further understood and agreed that the City of Antioch, its officials, officers and employees shall be named as additional insured under this policy and that the applicant shall hold the City, its officers and employees, harmless for any damage caused by the use of said facility. An endorsement of insurance satisfactory to the City Attorney evidencing approval of the use of the facility. (Requirement is at the discretion of the Facility Manager.)
- The applicant has the option of purchasing a one-day insurance policy through the City of Antioch.
- L. Kitchen use is strictly limited to catering or food warming unless in conjunction with an approved class. Dishes and utensils will not be made available to the applicant, but rather must be provided by the user. Children under the age of 12 are not permitted in the kitchen at any time.
- M. Drinks with red or orange dye or food coloring are not allowed in the Community Center.

Section III – USE OF THE FACILITY *(continued)*

- N. Alcoholic beverages may be consumed only with advance approval and payment of an Alcoholic Beverage Service Fee (\$15). Advance approval may be obtained by indicating your intention to serve alcohol on your application. Alcoholic beverages are strictly prohibited anywhere on the Community Center premises unless an alcohol permit has been issued by the City of Antioch.

Alcoholic beverages are limited to: bottled and canned beer, wine, and champagne. NO HARD ALCOHOL IS PERMITTED. Alcoholic beverages must be consumed only if served with food and stored in designated areas. No alcohol may be brought into the event once it has started.

If the applicant schedules a "beer and wine event" and the applicant or any guest brings hard alcohol to the event, it will result in forfeiture of 1/2 of the security deposit and potentially the forfeiture of the full security deposit if there are more than one violation and any damage done to the facility. Initial Here .

If applicant schedules a non-alcohol event and the applicant or any guest brings alcohol to the event, it will result in the forfeiture of the full security deposit. Initial Here .

To sell alcoholic beverages at your event, a valid alcohol permit from the California Department of Alcoholic Beverage Control (A.B.C.), must be obtained. Alcohol permit must be on file in the Recreation Department 14 days prior to your event. Alcohol permit must be prominently displayed during your event. City staff is required to check your license prior to allowing the sale or distribution of alcohol at the event. Alcohol may be consumed without a permit from A.B.C. when there is no monetary exchange for the beverages or admission charged to the event. Events involving the exchange of monetary consideration (example: purchase of meal or meal ticket with any form of alcohol being served as part of the meal) require an A.B.C. permit. A.B.C. will issue one-day permits to 501(c)3 non-profit groups who wish to sell admission tickets, beer or wine at a fundraising event. A.B.C. applications are available at the Parks and Recreation office. A.B.C. is located at: Eihu N. Harris State Office Bldg. 1515 Clay Street, Suite 2008, Oakland, CA 94612, (510) 622-4970.

- O. No use of the recreation facility shall be free, but rather all uses shall be charged on the basis of hourly rates established in schedules attached hereto, unless expressly authorized by the Facility Manager.
- P. For every ten (10) minors using the facility, one (1) adult chaperone shall be present, and names and phone numbers of such chaperones shall be furnished to the Recreation Department one (1) week prior to the use of the facility. Furthermore, all adult chaperones must be present prior to the start of the event. Youth events must provide a guest list with names and phone numbers listed and shall be furnished to the Recreation Department one (1) week prior to the event. There may not be more than one controlled entrance/exit. If required, you may be asked to monitor the entrance/exit during your event.
- Q. If money-raising events are held within the recreation facility, a financial report shall be submitted to the Recreation Department within ten (10) days of the conclusion of the event. The financial report shall contain the following:
1. Names of persons or group conducting the project.
 2. Amount of money raised at the specific function.
 3. Additional funds collected, including where and how.
 4. Disbursement of funds.
- R. No tickets shall be sold at the door or admission charges made, without the prior written permission of the Facility Manager.

Section III – USE OF THE FACILITY *(continued)*

- S. The Recreation Department staff shall have the power to make any decisions on any matters not expressly covered by these rules and policy regulations and may require the applicant to provide, submit or do anything which the Recreation Department determines to be in the best interest of the City in order to protect the facility.
- T. Minor children under the age of 12 must be supervised at all times during the event.
- U. Smoking is not permitted in any City facility or within 20 ft of the entrance or exit.
- V. Parking is only permitted in designated parking spaces. Furthermore, no commercial or private vehicles will be allowed on pedestrian walkways for any reason.
- W. All activities of the recreation facility shall be conducted according to law, and shall conform to the policies of the City of Antioch and the Recreation Department.

Section IV – RESCHEDULING AND CANCELLATIONS

- A. If any activity which has been reserved at recreation facility is cancelled for any reason, one hundred (100%) percent of the deposit, less a cancellation processing fee of \$35 will be returned to the applicant if the notice of cancellation is received, in writing, by the Recreation Department at least 6 months prior to your rental date.

If your cancellation is less than 6 months, but more than 4 months prior to your rental date, **15% of your total deposit** will be retained *in addition to the cancellation processing fee*.

If your cancellation is less than 4 months, but more than 1 month prior to your rental date, **25% of your total deposit** will be retained *in addition to the cancellation processing fee*.

Cancellations less than 30 days prior to your rental, 40% of the **entire rental fee** is retained in addition *to the cancellation processing fee*.

- B. On some occasions, it may become necessary to reschedule or relocate certain scheduled activities, which were authorized within the facility due to scheduling conflicts. If this is to occur, the applicant will be given advanced notice by the Recreation Department in order that the change does not greatly inconvenience the party or parties involved. In any event, the Recreation Department reserves the right to reschedule or cancel any event in its sole discretion without liability, subject to refund of all monies deposited by the applicant with the Recreation Department.
- C. If prior to the event the Facility Manager, designated Manager or the Antioch Police Department determines that the applicant has misrepresented the true purpose of the planned event, then the Recreation Department reserves the right to cancel the event at its sole discretion, without liability and subject to refund of all monies deposited by the applicant with the Recreation Department.
- D. Rates are subject to change.

I have read and agreed to the above information.



Applicant's Signature



RENTAL CLEAN-UP AGREEMENT

City of Antioch Recreation Department

Renter's Name _____ Event Date _____

Rental Begin Time _____ Rental End Time _____

The Renter agrees to walk the facility, including restrooms, kitchen and rooms used with facility staff prior to and after event to review any current or new damage to facility that may have occurred during your rental.

The Renter agrees to perform the following:

- Pick-up and discard all decorations (e.g. table coverings, wall décor, center pieces, etc.)
- Pick up all trash, both inside and outside, and place in lined trash cans that the City has provided.
- Insure caterers clean kitchen area (i.e. stoves, counters, sinks, remove all items from the refrigerator, etc.)
- Report all spills to facility staff immediately for clean up, and allow staff access to area.
- Remove all equipment brought in for the event (i.e. by the DJ, decorator, caterer, etc.)
- Leave walls, floors, and restrooms undamaged.

By signing below, I agree that at the conclusion of my event I will leave the facility in the same condition as when the event began. I further understand that non-compliance to this Agreement will result in the forfeiture of some, if not all, of my deposit, as well I may be invoiced for any additional cost to provide for the clean-up of my event.

Renter's Signature: _____ Date: _____



RENTAL AGREEMENT CHECKLIST

City of Antioch Recreation Department

Renter's Name _____ Event Date _____

Rental Begin Time _____ Rental End Time _____

SUBJECT DISCUSSED, ITEM PROVIDED, QUESTIONS ASKED:

Initial next to each item.

- _____ I have had the opportunity to read the Rules & Regulations and have a copy.
- _____ I will be in attendance throughout the event and I am responsible for the conduct and control of the group.
- _____ I have reviewed the rules about decorations. (*Rules & Regulations, Page 3, Section III, Item H, 1-7*)
- _____ Facility Walk-Thru: I agree to walk through the rented areas with the building attendant before and after the event (no one will be allowed in the facility before the walk-thru).
- _____ The maximum number of people allowed at my event is _____. It is my responsibility to control the number of people admitted and not allow more than the capacity.
- _____ Insurance Endorsement Criteria (Reviewed) BUY PROVIDE
- _____ Police response fee and security services criteria reviewed. *Required:* YES NO
- _____ Alcohol Permit? YES NO *If yes; no hard liquor, no keg, 4 hours only, end by 10pm*
- _____ Chaperone List (youth 12-21 rentals) *Required:* YES NO
- _____ Additional Staff / Special Equipment Needs: _____
- _____ All contract modifications must be in writing. (*date, time, place, attendance, youth, and alcohol*)
Contract modification fees are as follows:
 7 days or more after contract approval = \$35
 7-14 days prior to event = \$50
 *No contract modification less than 7 days prior to the event.
- _____ Fees must be paid 30 days prior to event or you risk cancellation of your event.
Late Fee \$50 (less than 30 days, all fees must be paid in cash)
- _____ **All paperwork, fees, and insurance are due on _____.**
(After the event, deposit refunds can take several weeks to process)

Renter's Signature: _____ Date: _____



INSURANCE INFORMATION

City of Antioch Recreation Department

Please Give This Information to Your Insurer

The City of Antioch requires permit users to provide a **Certificate of Liability Insurance** naming the “City of Antioch its officers, officials, and employees” as an **additional insured**. To be acceptable the certificate must include the **additional insured endorsement**. The total must be a **minimum of \$1,000,000 of personal liability** insurance.

The certificate shall include the following language as additional insured:

City of Antioch its officers, officials and employees
and the address of the facility rented (see addresses below)

**City of Antioch its officers,
officials and employees**
Antioch Community Center
4703 Lone Tree Way
Antioch, CA 94531

**City of Antioch its officers,
officials and employees**
Antioch Water Park
4701 Lone Tree Way
Antioch, CA 94531

**City of Antioch its officers,
officials and employees**
Nick Rodriguez Community Center
213 F Street
Antioch, CA 94509

Please send the certificate to:

Antioch Community Center
Attn: Facility Coordinator
4703 Lone Tree Way
Antioch, CA 94531
Fax: 925-776-3079
Email: ssimmons@ci.antioch.ca.us

This certificate must be received by the Facility Coordinator 30 days prior to the date of the event. Please note: **The facility will not be opened for the event without this certificate.**

If you have any questions, please call 925-776-3050 Ext. 0

If you are unable to provide this certificate through your homeowners' insurance, you may purchase special event insurance through the City of Antioch.