

City of Antioch Recreation Department



Facility Rental Information



Creating lasting memories for your family and friends

The City of Antioch's professional staff is dedicated to making your event a memorable one.

Whether your event is indoor or outdoor, large or small, elegant or casual, there is a venue to fit your needs.

Weddings, birthdays, meetings, recitals, anniversaries, charity fundraisers, fairs, reunions, seminars and more!

OPEN HOUSE to view rental facilities

Antioch Community Center (sign in at front desk)
Saturdays 12:30-1pm

Antioch Water Park (to the left of Water Park entrance)
Thursdays 3:30-4pm

Nick Rodriguez Community Center (thru Senior Center)
Tuesdays 2:00-3:00pm

Antioch Community Center

4703 Lone Tree Way
Antioch, CA 94531

Antioch Water Park

4701 Lone Tree Way
Antioch, CA 94531

Nick Rodriguez Community Center

213 F Street
Antioch, CA 94509

FACILITY RENTALS

- All rentals are on a first come, first served basis
- Applicant must be at least 21 years old
- Minimum of 4 hours required for all rentals
- Reservations must be made 30 days in advance
- Reservations up to one year in advance
- All facilities close at midnight
- No storage allowed prior to or after the rental
- All facility rentals require insurance
- Deposit refunds are processed after the event and may take several weeks to process

Insurance Certificate

- Renters may provide their own event insurance or purchase insurance from the City of Antioch.
- To be acceptable the certificate must name the City of Antioch as an additional insured and include the additional insured endorsement.
- The total must be a minimum of \$1,000,000 of personal liability insurance.
- The certificate should include the following language as additional insured: "City of Antioch its officers, officials and employees" and the address of the facility rented.

Rental Times

- Rental hours must include all time needed for decorating/set-up and clean-up (minimum of one hour clean-up required for all parties). No courtesy time is offered outside of rental hours.
- Full Ballroom rentals on Saturdays begin no earlier than 2pm and end no later than 11pm to leave 1 hour for renters to clean-up before the facility closes at midnight.

Tables and Chairs are Provided

- **Community Hall Ballroom** - 72" round tables (10 chairs at each table)
- **West Island Room** - 60" round tables (8 chairs at each table)
- **Antioch Water Park** - 60" round tables (8 chairs at each table)
- A limited amount of 6' rectangle tables are also available at the facilities listed above.
- **Nick Rodriguez Center** - 6' rectangular tables (6 chairs at each table). A limited amount of 60" round tables are also available.

Set up

Tables and chairs will be set up to Renter's specification prior to the rental time and trash cans, recycle bins, and liners will be provided.

Clean up

At the end of the event, the Renter is responsible for placing all trash in the bins provided and for removing all decorations and anything else brought in to the facility. City staff will take down the tables and chairs, sweep, and mop.

ALL RENTALS REQUIRE:

\$500 Refundable Facility Deposit

Hourly Rental Rates - 4-hour minimum

The hourly rate includes set up & clean up time.

Liability Insurance - Refer to Insurance Certificate section for more information.



FACILITY RENTAL PLANNING

Step-1 Choose the location.

Find the facility that best fits the event needs.
Room viewing available during Open House only.

Step-2 Check date availability.

Start early; reservations must be made at least 30 days, but not more than one year in advance.

Step-3 Make a contract appointment.

An approved, signed contract with the \$500 facility deposit will hold the event date. Contract appointments may take 30-60 minutes and are done at the Antioch Community Center during business hours.

**To check for date availability or to schedule contract appointment, call:
(925) 776-3050 ext. 0**

Depending on the type of event, additional permits may be required.

PAYMENTS

After contract approval, payments for the rental are accepted at the Antioch Community Center front desk during business hours. Payments:

- **must be paid in full 30 days prior to event.**
Payments may be made by cash, credit or check (*Checks payable to City of Antioch. Credit cards cannot be processed over the phone.*)
- **made less than 30 days prior to the event must be paid in cash and late fees will be applied.**

EVENTS SERVING ALCOHOL

Police Response Fee

\$500 Refundable Deposit (in addition to Facility Deposit). Will be held only if police are called.

Security Guards

\$38 per hour/per guard
(*required while guests are present*)
1-100 people = 1 guard
101-200 people = 2 guards
201-300 people = 3 guards

Alcohol permit

\$200 Beer, wine and champagne only (no hard liquor). *Cans & bottles only—No kegs.* Served from a controlled bar by a person over 21 for no more than 5 hours; must end no later than 10pm.

YOUTH EVENTS (12-21 years old)

Police Response Fee

\$500 Refundable Deposit (in addition to Facility Deposit). Will be held only if police are called.

Security Guards

\$38 per hour/per guard
(*required while guests are present*)
1-100 people = 1 guard
101-200 people = 2 guards
201-300 people = 3 guards

Chaperone List

All youth events must have one adult chaperone for every 10 minors. Minors must be supervised.

Online Information:

<https://www.antiochca.gov/recreation/facility-rentals/>



VENUE OPTIONS & PRICING

ANTIOCH COMMUNITY CENTER

Community Hall Full Ballroom - Capacity 300

(Outdoor patio included — Add Kitchen for flat fee of \$105)
Mon-Thu \$218/hr

Fri-Sun \$260/hr · Special 10-Hour Rate \$2,320
(Saturday rentals start no earlier than 2pm)

Community Hall A ½ Ballroom - Capacity 150

(Outdoor patio included)

Mon-Thu \$124/hr (No Saturday rentals available)

Fri & Sun \$147/hour · Special 10-Hour Rate \$1,310

Community Hall B or C ¼ Ballroom - Capacity 75

Mon-Thu \$78/hr (No Saturday rentals available)

Fri & Sun \$91/hr · Special 10-Hour Rate \$810

West Island Room - Capacity 58

(Small outdoor patio included — Add Kitchen for \$52/hr)
Mon-Sun \$73/hr

Full Service Catering Production Kitchen

Mon-Sun \$52/hr for individual rental

Amphitheater - Capacity 300

Mon-Sun \$135/hr

With Ballroom: \$100/hr; 2 hr minimum

Gymnasium for Non-Sport Use

Full-day rental (up to 12 hours) \$3,620

ANTIOCH WATER PARK

Multi-Use Hall - Capacity 120

Open Season (May 15th–Sept 15th)

Mon-Sun \$150/hour · Special 10-Hour Rate \$1,350

Closed Season (Sept 16th–May 14th)

Mon-Sun \$130/hour (Small patio & kitchen included)

NICK RODRIGUEZ CENTER

Multi-Use Room - Capacity 220 (No kitchen available)

Mon-Sun \$112/hr · Special 10-Hour Rate \$1000

Arts & Crafts Room - Capacity 35

Mon-Sun \$54/hr (Sink, microwave & refrigerator)

Conference Room - Capacity 30

Mon-Sun \$54/hr

Physical Fitness Room - Capacity 25

Mon-Sun \$54/hr (Mirrors and ballet bar)

Theater - Capacity 190 (May require Technician \$55/hr)

Weekdays 8am-4pm \$30/hr

Evenings & Weekends \$112/hr

OUTDOOR USE AREA

Grand Plaza - Capacity 120

Located between the Antioch Community Center and the Water Park

Full Day 8am-Dusk \$200 or \$45/hr (2 hr minimum)

Refundable Deposit \$100

Outdoor/Picnic Area Alcohol Permit \$20

ADDITIONAL INFORMATION

Register and create an account at:

<https://apm.activecommunities.com/antiochrecreation/Home>

Submit application in advance

Submitting an application prior to the contract appointment does not hold the event date.

Non Profit Rates

25% off room rental rates for organizations that qualify as a nonprofit per the Federal guidelines.

All contract modifications

Changes such as *date, time, place, attendance, youth, and alcohol* must be made in writing.

Contract modification fees:

- 24 hours after contract approval = \$75

- Less than 14 days prior to event = \$100

- Modifications not available less than 7 days prior to event

- Event/Contract Cancellation Fee: \$75, plus applicable fees as outlined in Contract.

FULL BALLROOM RENTAL ADD-ONS

Reception Lobby - Capacity 140

\$77/hr

Amphitheater

\$100/hr; 2 hr minimum

West Island Room

Changing Room - \$73/hr

Rehearsal/Dance Practice

A one-hour room rental may be added to the contract.
(Hourly room rental rates apply)



EQUIPMENT RENTAL

Community Hall & West Island

Portable Bar \$26 (if available)

Podium \$16 (if available)

Microphones: wired \$11/wireless \$16 (if available)

Community Hall Full or Half Ballroom Only

Projector & Screen \$77 · Screen only \$26

West Island Room

Projector & Screen \$52 · Screen only \$21

Antioch Water Park

Projector & Screen \$42 · Podium \$16

Wired Microphone \$10

Nick Rodriguez Community Center

Grand Piano \$77/1 day, \$108/2 days,

\$45/each additional day

Theater Technician (lighting & sound) \$55/hr

**** Prices are subject to change ****

