

FACILITY RENTAL INFORMATION



West Island Room



Ballroom Portable Bar



Riverview Room



Amphitheater Arbor



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!**

ADDITIONAL INFORMATION

All contract modifications

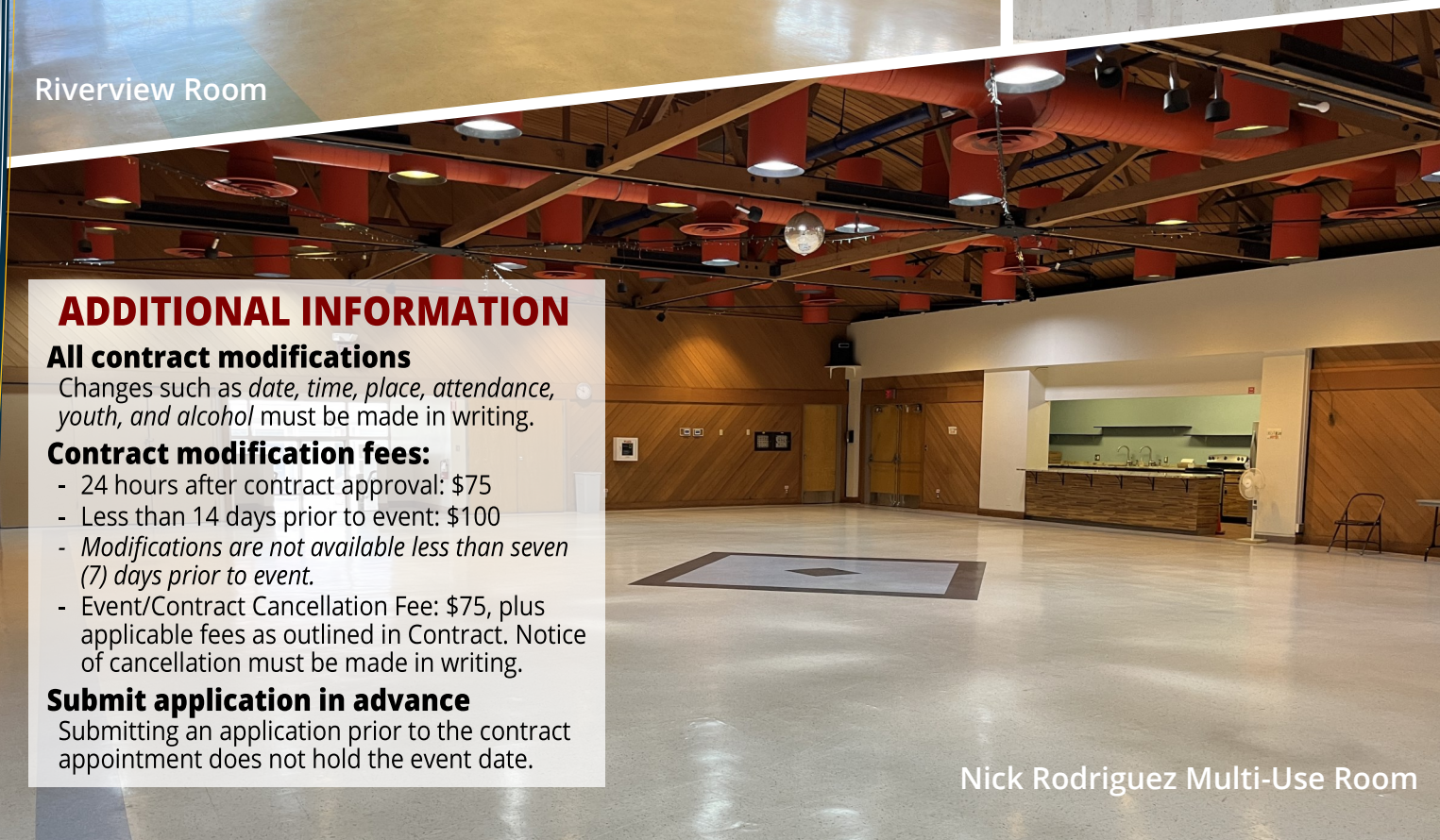
Changes such as *date, time, place, attendance, youth, and alcohol* must be made in writing.

Contract modification fees:

- 24 hours after contract approval: \$75
- Less than 14 days prior to event: \$100
- *Modifications are not available less than seven (7) days prior to event.*
- Event/Contract Cancellation Fee: \$75, plus applicable fees as outlined in Contract. Notice of cancellation must be made in writing.

Submit application in advance

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



Nick Rodriguez Multi-Use Room

FACILITY RENTALS

- All rentals are on a first come, first serve 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 taken 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

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 allow 1 hour for renters to clean-up before the facility closes at midnight.

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.

ALL RENTALS REQUIRE:

\$500 Refundable Facility Deposit* - refundable at full contract compliance.

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.

*Rooms with dining capacity of 70 and less, have a \$200 deposit.

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)
- **Senior Center Dining Hall** - 70" 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 and Senior Center Riverview Room** - 6' rectangular tables (6 chairs at each table).

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.

YOUTH EVENTS (12-21 years old)

Chaperone List

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

Additional Deposit Required

\$500 Refundable Deposit (in addition to Facility Deposit). Refundable at full contract compliance.

Security Guards

Guard services shall be contracted with one of our approved vendors no later than 30 days prior to the event date. A copy of the contract must be submitted to Recreation.



FACILITY RENTAL PLANNING

Step-1 Choose the location

Find the facility that best fits the event needs.
Please call 925-776-3050 for room viewing information.

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 facility deposit payment will hold the date. Contract appointments may take 30-60 minutes and are completed at the Antioch Community Center during business hours.

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

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

⇒ *No play equipment or barbecues allowed without City approval.*

⇒ *Entertainment information must be provided two weeks before event date.*

PAYMENTS

After contract approval, payments for the rental are accepted at the Antioch Community Center front desk during business hours or may be made online through our reservation system.

- **Payments must be paid in full 30 days before the event date.** Payments may be made by cash, credit or check (*checks made payable to City of Antioch.*)
- **Payments made less than 30 days before the event** Late fess will apply. No personal checks accepted.

EVENTS SERVING ALCOHOL

Alcohol Permit Required

\$200 Beer, wine and champagne only - **no hard liquor or mixed drinks using hard liquor.** Served from a controlled bar by a person over the age of 21 for no more than 5 hours; alcohol service must end by 10pm.

Additional Deposit Required

\$500 Refundable Deposit (in addition to Facility Deposit). Refundable at full contract compliance.

Security Guards

Guard services shall be contracted with one of our approved vendors no later than 30 days prior to the event date. A copy of the contract must be submitted to Recreation.

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CONTACT US
to view rental facilities
(925) 776-3050



FACILITY LOCATIONS

Antioch Community Center

4703 Lone Tree Way
Antioch, CA 94531

Antioch Water Park

4701 Lone Tree Way
Antioch, CA 94531

Nick Rodriguez Community Center and Senior Center

213 F St. / 415 2nd St.
Antioch, CA 94509



Online Information:

[www.antiochca.gov/
recreation/facility-rentals](http://www.antiochca.gov/recreation/facility-rentals)

