

Event Date: (Month/Day/Year)	Rental Start Time (enter facility/begin decorating)	Function Start Time (guests arriving)	Function End Time (guests left/begin clean-up)	Rental End Time (clean-up complete/exit facility)
Day of Week:				
Estimated Attendance: _____ # of children expected: _____		Type of Function: <input type="checkbox"/> Meeting <input type="checkbox"/> Fundraiser <input type="checkbox"/> Adult Birthday <input type="checkbox"/> Youth Birthday: Age _____ <input type="checkbox"/> Baby Shower <input type="checkbox"/> Memorial/Repass <input type="checkbox"/> Wedding/Reception <input type="checkbox"/> Other: _____		
Facility (check all that apply) 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 (1/4 Ballroom) 75 <input type="checkbox"/> Hall 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		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 _____ Antioch Senior Center 415 W. 2nd Street, Antioch CA 94509 <input type="checkbox"/> Mno Grant Dining Hall 130 <input type="checkbox"/> Riverview Room 70 <input type="checkbox"/> Arts & Crafts Room 20		
Rental Equipment Projector & Screen: <input type="checkbox"/> \$59 (West Island) <input type="checkbox"/> \$86 (Full Ballroom & Hall A) <input type="checkbox"/> \$47 (Hall B/C, Water Park, Nick Rodriguez, & Senior Center) Screen Only: <input type="checkbox"/> \$26 (West Island) <input type="checkbox"/> \$29 (Full Ballroom & Hall A) <input type="checkbox"/> \$23 (Hall B/C, Water Park, Nick Rodriguez, & Senior Center) Wired Mic: <input type="checkbox"/> \$15 (Full Ballroom/Hall A) Wireless Mic: <input type="checkbox"/> \$19 (Full Ballroom/Hall A/B/C) Mic & Speaker: <input type="checkbox"/> \$18 (Water Park, Nick Rodriguez, Senior) Podium: <input type="checkbox"/> \$23 (All Locations-if available) Portable Bar: <input type="checkbox"/> \$37 (Antioch Community Center and Antioch Water Park rooms only) Arbor & Topiaries: <input type="checkbox"/> \$111 (Amphitheater)				
Rental Details use additional sheet if necessary 1. Will this event be open to the public? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please explain _____ 2. Will an admission fee be charged? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, amount & purpose of fee? _____ 3. Will there be decorations? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please explain _____ 4. Will food or beverage be served (given away or sold)? Yes <input type="checkbox"/> No <input type="checkbox"/> NOTE: If the event is open to the public and food or beverage is being sold or given away, a CCC Environmental Health Temporary Food Permit is required. 5. Will beer, wine or champagne be served? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, an alcohol permit is required. (5 hours max; must end by 10pm) NO HARD ALCOHOL/SPIRITS ALLOWED 6. Will beer, wine or champagne be sold? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, ABC liquor license and liquor liability insurance will be required. 7. Event Insurance (required for all rentals) Buy <input type="checkbox"/> Provide <input type="checkbox"/>				
Applicant Information → NOTE: The Applicant 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. NOTE: No early arrival and no storage of items before or after rental allowed.				
Applicant's First Name		Applicant's Last Name		Applicant's Date of Birth
Home Address		Antioch Resident? Yes No	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) <input type="checkbox"/> Non-Profit <input type="checkbox"/> 501(c)(3) Documentation Provided				
Organization Name		Organization Email Address		Organization Website
Physical 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. 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. <div style="text-align: right;"> Signature: _____ Date: _____ </div>				

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 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 regulated 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. There are no exceptions to these Rules and Regulations.

Section I – RESERVATIONS OF FACILITIES

Initial:

- A. Reservations for use of the facilities may be made by contacting the Antioch Community Center to schedule a contract appointment. A facility rental application/contract and facility deposit must be filed in person and approved by the City a minimum of 30 days prior to the requested date of use. Reservations may not be made more than one (1) year in advance. Memorials or Celebration of Life events may be scheduled less than 30 days in advance, dependent on availability and staffing. If scheduled less than 30 days in advance, all fees must be paid in person at the time of reservation (no personal checks accepted).
- B. All rentals must be a minimum of four (4) hours and rental hours shall include time for preparation and clean-up. Refunds will not be given for unused time. The application form must be signed by an adult (21 years of age or older) responsible for the event. A completed facility rental application/contract and a Facility Deposit must be paid to the City of Antioch prior to approval of the facility use; space will not be reserved until these are processed. Balance is due 30 days prior to the event; a late fee will be assessed if all fees are not paid in full 30 days prior to the event. Future reservations by any group or individual will not be accepted until their outstanding bills from prior uses have been paid in full.
- C. Applicant shall specify the nature and extent of the facility use, including but not limited to event/activity type, attendance, entertainment, recreation amenities, decorations, food, alcohol, and admission/ticket fees. Reservations utilizing the non-profit discount must be directly related to the business of the non-profit organization; a copy of non-profit designation is required. Applicants may not use non-profit organizations to obtain a discount for private events, such as wedding receptions, quinceañeras, or other private, non-fundraising events.
- D. In addition to the facility deposit, another \$500.00 refundable deposit may be required for youth events and events serving alcohol. This additional deposit must be paid to the Antioch Recreation Department 30 days prior to the event. The applicant shall be responsible for maintaining public safety and security for all activities related to the applicant's event. If Police are called to control a threat to the public peace, health, safety or general welfare of those in attendance within or outside the facility, then the deposit shall be forfeited by the applicant. The City 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 shall not be responsible nor held liable for incidents or activities unrelated to the applicant's event.
- E. 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. Exclusive use of recreation facilities is not promised.
- F. No use of the recreation facility shall be free, but rather all uses shall be charged based on rates established in the City's Master Fee Schedule, unless expressly authorized by the City.

Section II – INELIGIBLE APPLICANTS OR ACTIVITIES

Initial:

- 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 or 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 City.
- D. All approved youth events/activities are by invitation only; public advertising by any means, including emails, social media, internet publications or public postings will result in immediate cancellation of the event. See Section V "Rescheduling and Cancellations."

Section III – USE OF THE FACILITY

Initial:

- A. City 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 City determines to be in its best interest in order to protect the facility.
- B. At all times the facility is being used, a City employee shall be on duty to ensure the enforcement of these Rules & Regulations. 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, damage to the facility, behavior of the event guests, or affected department supervisors deem the event unsafe for public participation. Additional staff may be required due to the size or nature of the event.
- C. All activities of the facility shall be conducted according to law and shall conform to the policies of the City of Antioch and the Recreation Department.
- D. The Applicant is responsible for the supervision and conduct of all guests, caterers, musicians, and any other contracted service providers, and ensure that all adhere to the City's policies and procedures. Minor children under the age of 12 must be supervised at all times during the event. For every ten (10) minors using the facility, one adult chaperone shall be present, and names and phone numbers of such chaperones shall be furnished to the Recreation Department one 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 and shall be furnished to the Recreation Department one 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.
- E. The individual or organization that is granted use of any portion of the facility will be held responsible for any loss or damage to the property caused by such use. Extra personnel charges may be assessed by the City for such use. Any damages, extra cleaning needs or policy violations discovered by Facility Staff will be noted and applicable fees deducted from the facility deposit; the applicant will be billed by the City of Antioch for any additional expenses not covered by the facility deposit. The determination and assessment of additional charges shall be at the sole discretion of the City.
- F. All Recreation facilities close at midnight; no part of the facility may be operated beyond that time. Additional charges may be assessed to the applicant for use of the facility beyond the specified rental contracted time. The determination of assessed charges shall be at the sole discretion of the City.
- G. No tickets shall be sold at the door or admission fees charged without the prior written permission by the City. Applicant shall notify the City at the time of contract signing if tickets will be sold at the door.
- H. If applicant is holding a fundraising event within a recreation facility, the applicant must demonstrate to the City that the funds are being used for community or public purposes. For example, by submitting an event flyer or a letter from the organization president outlining the purpose of the fundraiser.
- I. No advertising shall be exhibited, and no solicitation or sales made in the facility or on the grounds without the prior written permission of the City.

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

Initial:

- J. The facility maximum capacities are strictly enforced. The maximum capacity for an event includes all adults and children, caterers, DJ's, bands, party planners, etc. Violation of the capacity limits will result in immediate termination of the event and forfeiture of some or all of the facility deposit.
- K. 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.
- L. When any non-City sponsored activity is being conducted, the individual or organization shall procure insurance against claims for injuries to persons or damages to property that may arise from or in connection with the use of the facility. Renter shall provide insurance as follows:
 - 1. Certificate of Liability Insurance with the Certificate Holder as "City of Antioch, 200 H Street, Antioch, CA 94509," location of event listed in Description of Operations/Locations, and with coverage limits as described below. An Additional Insured Endorsement and a Waiver of Subrogation Endorsement must also be provided, specifically naming "The City of Antioch, its officers, officials, employees, and volunteers" on the endorsements.
 - 2. Typically, the City of Antioch receives and accepts Acord 25 as standard practice. Coverage shall be at least as broad as Insurance Services Form CG 00 01 covering CGL on an "occurrence" basis, including property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000* per occurrence. **A \$2,000,000 policy may be required based on event details.*
 - 3. Applicant has the option of purchasing a one-day insurance policy through the City of Antioch.
- M. Security Officers may be required to be on duty during events as needed. The determination as to whether security officers will be required and how many required will be made by the City on the basis of the nature of the activity and the number of people in attendance. Security services shall be contracted with City-approved security providers and paid for by the Applicant (See Approved Vendors list).
- N. Smoking (including e-cigarettes and marijuana in any form) is not permitted on any City facility or property.
- O. Parking is only permitted in designated parking spaces. Furthermore, commercial, or private vehicles are not allowed on pedestrian walkways for any reason.
- P. Decorations anywhere within the facility must be approved by the City prior to being installed. The applicant must make sure all decorations are removed before leaving the facility. A violation of these regulations will result in fees charged to the applicant. All decorations must conform to the following:
 - 1. Cellophane adhesive, duct tape, nails, screws, staples, and all other similar materials (including Command® hooks) in walls, floors, woodwork or on windows is strictly prohibited unless specifically authorized by the City. Only blue painter's tape is acceptable.
 - a. No items may be attached to or hung from the terra cotta glazed wall in the Ballroom at the Antioch Community Center (wall by the sinks, nearest to the Lobby).
 - 2. All decorations must be fire proofed or of fire retardant materials. Candles are allowed only in a hurricane vase or water (except on cakes). Balloons of any type must be tied down.
 - 3. Chewing/Bubble Gum of any kind is not permitted as part of decorations, favors or candy table.
 - 4. Doorways, hallways, exits/exit signs, and fire extinguishers shall not 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 applicant.
 - 6. No rice, confetti, glitter, bubble machines, smoke/fog/dry ice machines or other similar materials shall be distributed either inside or outside the facility unless specifically authorized by the City prior to the date of use.
- Q. Applicant shall inform the City of all forms of entertainment occurring during Applicant's event/activity. Items/equipment brought on site requires prior approval from the City (e.g., use of photo booths, backdrops, audio/visual equipment, ice sculptures, etc.). Play equipment is not allowed inside or outside any of the facilities without prior City approval (such as bounce houses, inflatables, soft play, ball pits, gymnastics equipment, game trucks, etc.).

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

Initial:

- R. Applicant and their representatives/guests shall not move/remove any City-owned furniture, items, or equipment. City staff will setup and take down City-owned tables, chairs, equipment, and furniture and will control the facility lighting, heating/cooling system, a/v system, public address system, and any other equipment within the facility. Furniture and equipment must be treated with care and respect; do not move/slide tables and do not stand, sit, or lie on furniture. Recreation Staff are available to make reasonable adjustments to table set-up if needed. The facility must be left in a clean and orderly condition. See Rental Clean-Up Agreement.
- S. Rental equipment must be requested and paid for prior to use date. It is the applicant's responsibility to check their equipment's compatibility with the facility's equipment (example: laptop connection to a/v system). Any equipment rented/borrowed shall be returned to City staff prior to rental end time.
- T. Storage of items/equipment before or after event is not allowed; City staff cannot sign for or receive deliveries on behalf of Applicant. City reserves the right to remove any unauthorized items/equipment left behind at the cost of the Applicant.
- U. 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 Applicant. Children under the age of 12 are not permitted in kitchen areas at any time.
- V. Cooking outside of kitchen areas requires prior approval by the City (e.g., BBQs, food carts/trucks, etc.).
- W. If any food is served at a public/community event, a Temporary Food Facility permit must be obtained by the applicant from Contra Costa County Environmental Health. The permit process requires that the event organizer fill out the Temporary Food Event Application, pay the fee, and attach applicable documentation. The completed application must be submitted to County Health 14 days before the event. Proof of submitted application may be requested by the Recreation Department prior to date of use. Contact County Health or visit their website for further information.

Section IV – ALCOHOL CONSUMPTION/USAGE

Initial:

- A. **Alcoholic beverages are limited to beer, wine, and champagne.** HARD ALCOHOL IS NOT PERMITTED. Alcoholic beverages must be served from a controlled bar by a person over 21 years old and must be served with food. No alcohol may be brought into the event once it has started. **Alcohol may only be served for a total of 5 hours and service must end by 10:00pm.**
- B. Alcoholic beverages may be consumed only with advance approval and payment of an Alcohol Permit. If applicant intends to serve alcohol, it must be indicated on the rental application and applicant must complete the Alcohol Usage Agreement. Alcoholic beverages are strictly prohibited anywhere on Recreation Department facility premises, unless an Alcohol Permit has been approved by the City.
- C. If applicant schedules an event with alcohol and the applicant or any guest brings hard alcohol to the event, it will result in forfeiture of at least \$250 from deposits and potentially the forfeiture of additional deposit funds if there is more than one violation and/or damage to the facility. *Initial here* .
- D. If applicant schedules a non-alcohol event and applicant or any guest brings any type of alcohol (including beer or wine) to the event, it will result in the forfeiture of at least \$500 from deposits. *Initial here* .
- E. Alcohol may be consumed without a license from the California Department of Alcoholic Beverage Control (ABC) when there is no monetary exchange for beverages or admission charged to the event. Events involving monetary exchange for alcoholic beverages will require an ABC License (example: purchase of meal or meal ticket with any form of alcohol being served as part of the meal).
 - a. To sell alcoholic beverages (or tickets for alcohol), a valid license from ABC must be obtained. The ABC License must be on file in the Recreation Department 14 days prior to the use and the License must be prominently displayed during the event. City staff is required to check the License prior to allowing the sale or distribution of alcohol at the event. ABC will issue a one-day license to 501(c)(3) non-profit groups who wish to sell admission tickets, beer or wine at a fundraising event. Visit abc.ca.gov/licensing for further information and ABC locations.

Section V – RESCHEDULING AND CANCELLATIONS

Initial:

A. Any cancellation of any reservation at a Recreation facility must be provided to the Recreation Department in writing by the Applicant. All cancellations will be charged a cancellation a processing fee of \$75.00. Contract modification fees (if applicable) are not refundable. Refunds due to Applicant may take several weeks to process.

1. If Applicant submits a written notice of cancellation after the contract is approved, the City will retain the cancellation processing fee plus **5% of the entire permit rental fee (deposits and charges)**. Initial here .
2. If Applicant submits a written notice of cancellation less than 30 days prior to the reservation date, the City will retain the cancellation processing fee plus **40% of the entire permit rental fee (deposits and charges)**. Initial here .

If an act occurs beyond the control of the applicant and/or the City, which prevents the applicant's event from taking place, the Recreation Director can review this cancellation policy on a case-by-case basis.

B. All contract modifications must be in writing. These include changes/additions to date, time, location, attendance, type of event, and adding alcohol. Once a contract has been approved and permit issued, the Applicant has 24 hours to make any contract modifications at no additional cost. After 24 hours, modification fees apply to changes or additions to date, time*, or location.

1. Modifications made 24 hours after contract approval will be charged a \$75.00 fee per request.
2. Modifications made less than 14 days prior to the reservation date will be charged a \$100.00 fee per request.
3. Contract modifications are not available within seven (7) business days of the reservation date.
4. Contract modification fees are not refundable.

**Minor adjustments to rental hours within 2 hours before or after the existing contracted hours will not incur a modification fee. Adding an hour for dance rehearsal to a full ballroom rental will not incur a modification fee.*

C. 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.

D. If prior to the event the City determines that the applicant has misrepresented the true purpose of the planned event, then the City 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.

E. Rates are subject to change.

I agree to abide by all rules and regulations for use of the facility. Any failure to abide to the rules may result in revocation of the approved permit by the City and the forfeiture of all fees or deposits that have been paid.

Applicant's Signature

Today's Date

RENTAL AGREEMENT CHECKLIST

City of Antioch Recreation Department

Applicant's Name _____ Event Date _____

SUBJECT DISCUSSED, ITEM PROVIDED, QUESTIONS ASKED:

Write your initials 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 all persons at my event. Children under the age of 12 must be supervised at all times.
- _____ Chaperone List (for youth events 12-21 years old) required: YES NO
- _____ I have reviewed the rules about decorations. *(Rules & Regulations, Section III, Item P.)*
- _____ Facility Walk-Thru: I agree to walk through the rented area(s) with Recreation Staff before and after the event (no one will be allowed in the facility before the walk-thru).
- _____ The maximum number of people (including guests, DJ/band, caterers, etc.) allowed at my event is _____. It is my responsibility to control the number of people admitted and not allow more than capacity.
- _____ Insurance Endorsement Criteria reviewed. BUY PROVIDE
- _____ Additional Deposit and Security Services criteria reviewed. *Required:* YES NO
- _____ I have been provided a list of Approved Vendors for Security Services. If required, I will hire one of the listed security providers for my event, no later than 30 days prior to my event date.
- _____ I will be serving alcohol: YES NO *If yes; no hard liquor, 5 hours max, must end by 10pm. If alcohol or tickets for alcohol will be sold, a license must be obtained from CA Dept. of Alcoholic Beverage Control.*
- _____ I am scheduling an event open to the public: YES NO *If yes and food/beverage is included, a permit must be obtained from Contra Costa County Environmental Health.*
- _____ I agree to test my equipment prior to the event to make sure it is compatible with the equipment in the facility. Call Facility Coordinator to schedule an appointment to test equipment.
- _____ All contract modifications must be in writing. These include changes to date, time, location, attendance, type of event, and adding alcohol. Modifications are not available less than 7 days prior to the event. Modification Fees apply to changes or additions to date, time*, or location.
**Minor adjustments to rental hours within 2 hours before or after the existing contracted hours will not incur a modification fee. Adding an hour for dance rehearsal to a full ballroom rental will not incur a modification fee.*
- Contract modification fees are as follows: 24 hours after contract approval = \$75;
Less than 14 days prior to event = \$100
- _____ I have read and understand the cancellation policy and fees *(Rules & Regulations, Section V).*
- _____ Fees must be paid 30 days prior to my rental date or I risk cancellation of my event.
Late Fee \$100 (personal checks not accepted for payments made less than 30 days before event)
- _____ **All paperwork, fees, and insurance are due on _____.**
(After the event, deposit refunds can take several weeks to process.)

Applicant's Signature: _____ Date: _____

RENTAL CLEAN-UP AGREEMENT

City of Antioch Recreation Department

Applicant's Name _____ Event Date _____

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

The Renter agrees to perform the following:

- Pick-up and discard/remove all decorations (e.g. table coverings, wall décor, center pieces, balloons, etc.)
- Pick up all trash, both inside and outside, and place in lined trash cans provided. See information about 3-sort trash, organics and recycling requirements below.
- Ensure 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.

Trash, Organics, and Recycling Requirements

The State of California has implemented Mandatory Recycling Laws: A.B. 1826 and A.B. 341. These laws require all commercial and city locations that generate a certain amount of waste to recycle and compost.

- As a user of City facility, Applicant is required to recycle items such as cardboard, clean paper, clean plastics, tin, aluminum, and glass. It is essential that only CLEAN items go in the recycling containers. Any items that have liquid, food residue or is garbage will contaminate the entire recycling container.
- As a user of a City facility, Applicant is required to recycle organic waste, such as food scraps, food-soiled paper, green waste, landscape and pruning waste (i.e. floral arrangements).
- Applicants are required to only equip reusable, compost, or recycled utensils which include plates, bowls, platters, forks, and spoons, etc.

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 as I may be invoiced for any additional cost to provide for the clean-up of my event.

Applicant's Signature: _____ Date: _____

ALCOHOL USAGE AGREEMENT

City of Antioch Recreation Department

Applicant's Name _____ Event Date _____

- A. Alcoholic beverages are limited to beer, wine, and champagne. Alcoholic beverages must be stored and consumed in designated areas only. No alcohol may be brought into the event once it has started.

1) ALCOHOLIC BEVERAGES ARE TO BE SERVED FROM A CONTROLLED BAR, BY AND TO ADULTS OVER THE AGE OF 21.

2) HARD ALCOHOL (INCLUDING MIXED DRINKS CONTAINING HARD ALCOHOL) IS PROHIBITED. For example: tequila, margarita mix, vodka, Moscow Mule, rum, etc.

If hard alcohol is found on the premises during your event, it will result in forfeiture of at least \$250 your deposits. Initial Here

- B. The consumption of alcoholic beverages is limited to functions at which food is served.
- C. Alcoholic beverages may be sold and/or consumed for only five (5) hours per scheduled activity, and **not beyond 10:00pm**.
- D. Applicants renting a City facility for events/activities during which alcoholic beverages will be served shall pay a non-refundable **Alcohol Use Permit fee** as outlined by the City's Master Fee Schedule.
- E. When an activity takes place at which alcoholic beverages are sold and/or consumed, the City may require security guard(s) and/or additional Recreation Department staff be present for the event. The cost of security guards/additional staff shall be paid for by the applicant.
- F. If alcohol is to be sold, Liquor Liability coverage is required along with the Certificate of Liability Insurance. See insurance requirements in the Rules & Regulations and the Event Insurance Information sheet for further.
- G. To sell alcoholic beverages (or tickets for alcohol), a valid License from the California Department of Alcoholic Beverage Control (ABC), must be obtained. The ABC License must be on file in the Recreation Department 14 days prior to the use date and the License must be prominently displayed during the event. City staff is required to check the license prior to allowing the sale or distribution of alcohol at the event. Visit abc.ca.gov for further information.
- H. All laws pertaining to alcohol possession and consumption shall be adhered to. Municipal Code 5-8.03 prohibits possession of open alcoholic beverage containers in any street, municipal or private parking lot, public walkway, alley or sidewalk, on or within any park, school ground or other public owned property.

The City reserves the right to cancel, reassign or otherwise adjust reservations to comply with the demands of its own programs, community programs, or emergency requirements.

I, the undersigned, have read the above, and agree to be responsible for all individuals attending my function. This includes the responsibility to make sure all individuals attending the function understand and adhere to all Facility Rules & Regulations. Recreation Department Staff will not chaperone my event.

Applicant's Signature: _____ Date: _____
(must be at least 21 years old)

Please Give This Information to Your Insurer

The City of Antioch requires facility users to have insurance coverage for their event(s).
Applicant shall provide insurance as follows:

Certificate of Liability Insurance with the **Certificate Holder** as "City of Antioch, 200 H Street, Antioch, CA 94509," location of event listed in Description of Operations/Locations, and with coverage limits as described below. An **Additional Insured Endorsement** and a **Waiver of Subrogation Endorsement** must also be provided, specifically naming "The City of Antioch, its officers, officials, employees, and volunteers" on the endorsements.

Typically, the City of Antioch receives and accepts Acord 25 as standard practice. The following are Insurance Requirements for Rental of Facilities from our liability claim manager:

Minimum Scope and Limit of Insurance – *Coverage shall be at least as broad as Insurance Services Form CG 00 01 covering CGL on an "occurrence" basis, including property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000* per occurrence.*

Additional Insured Status – *"The City of Antioch, its officers, officials, employees, and volunteers" are to be covered as additional insureds on the CGL policy with respect to liability arising out of the rental of the facility/location.*

Waiver of Subrogation Endorsement – *"The City of Antioch, its officers, officials, employees and volunteers" are to be listed on a Waiver of Subrogation Endorsement.*

**A \$2,000,000 policy may be required based on event details or features. It is at the City's discretion when this is required.*

The facility being rented must be listed as **Description of Operations and/or Location** (see below for appropriate event site address):

Antioch Community Center
4703 Lone Tree Way
Antioch, CA 94531

Antioch Water Park
4701 Lone Tree Way
Antioch, CA 94531

Antioch Senior Center
415 W. 2nd Street
Antioch, CA 94509

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

Email: IndoorEvents@antiochca.gov
Fax: 925-776-3079

This certificate must be received by the Facility Coordinator 30 days prior to the date of the event. **The facility will not be opened for your 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. Fees dependent upon event details and not all types of events may be covered. **Please note:** If you cancel your event, \$25 will be retained by the insurance carrier for processing.*

Any event requiring guard services **must** contract with one of the following companies, **any other guard service will not be accepted:**

AUTHORITY PATROL, INC.

(925) 809-0101

www.authoritypatrol.com

FALCONS BAY AREA SECURITY

(510) 453-2312

www.falconssecurityguards.com

LEGACY PROTECTION SERVICE

(707) 474-4800

www.legacyprotectionservice.com

TAC FLEET SECURITY

(925) 477-6851

www.tacfleetsecurity.com

PLEASE NOTE:

Customer must hire 1 guard for every 100 guests (i.e., 150 guests = 2 guards) and contracted hours must match *actual party times* (i.e., the hours on your guest invitations).

Guards must be unarmed and are required for all events **serving alcohol and all events honoring youth** between the ages of 12 and 21 (i.e., Quinceañera, Sweet 16, graduations, etc.).

****Customer is responsible for acquiring guards and Guard Services contract must be submitted to the Recreation Department a *minimum* of 30 days prior to the event date.**

For more information, please email: IndoorEvents@antiochca.gov or call (925) 776-3050 ext. 0.