

Facility *Check all that Apply*
Antioch Community Center
 4703 Lone Tree Way, Antioch CA 94531
 Community Hall (Full Ballroom) 300
 Hall A (1/2 Ballroom) 150
 Hall B or C (1/4 Ballroom) 75
 West Island Room 58
 Kitchen
 Other _____

Antioch Water Park
 4701 Lone Tree Way, Antioch CA 94531
 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)
 Grand Plaza 120

Nick Rodriguez Community Center
 213 F Street, Antioch CA 94509
 Multi-Use Room 220
 Theater 190
 Arts & Crafts Room 35
 Conference Room 30
 Other _____

Date(s) Requested Day of Week: Sun Mon Tue Wed Thu Fri Sat

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: _____
(included in the total estimated attendance) **Note: No early arrival and no storage of items before or after rental allowed.**

Type of Function
 Adult Birthday Youth Birthday - Age _____
 Baptism Family Reunion Meeting
 Fundraiser Wedding/Reception 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 or beverage be served (given away or sold)? **Yes** **No** **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.**
 Will alcohol be served? **Yes** **No** *If yes, an alcohol permit is required (beer & wine only/no kegs/5 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** (\$149) **Provide** **On File** **Exp:** _____

Rental Equipment
Projector & Screen: \$78 (Full Ballroom & Hall A) \$53 (West Island) \$43 (Antioch Water Park & Nick Rodriguez)
Screen Only: \$26 (Full Ballroom & Hall A) \$23 (West Island) \$20 (Antioch Water Park & Nick Rodriguez)
Wired Mic: \$12 (Full Ballroom/Hall A/Water Park/Nick Rodriguez) **Wireless Mic:** \$16 (Community Hall Full/A/B/C)
Podium: \$20 (All Locations-if available) **Portable Bar:** \$30 (Community Hall Full/A/B/C & West Island-if available)

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.**

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 Provided**

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: _____

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

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 are due in cash at time of the contract appointment.
- 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 \$500.00 facility deposit must be paid to the City of Antioch prior to approval of the facility use. 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 type of event/activity, attendance, entertainment, recreation amenities, decorations, food, alcohol, and admission/ticket fees. 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 the approved permit by the City and the forfeiture of all fees or deposits that have been paid.
- D. In addition to the facility deposit, a \$500.00 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 shall be responsible for maintaining public safety and security for all activities related to the applicant's event. If a police response is required within or outside the facility to control a threat to the public peace, health, safety or general welfare of those in attendance, then the full Police Response Deposit shall be forfeited by the applicant. 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 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. 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.
- B. The facility capacity maximums are strictly enforced. The maximum capacity for an event includes all adults and children, including 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.
- C. 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 City shall require an applicant to provide an endorsement of comprehensive liability insurance if it is deemed the activity to be conducted by the applicant contains 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.
- D. No items/equipment may be removed from the facility. Rental equipment use must be requested at the time of reservation. It is the applicant's responsibility to check their equipment's compatibility with the facility's equipment (example: laptop connection to AV system). Storage of items/equipment before or after event is not allowed.
- E. No items/equipment other than what is ordinarily used or found at the facility may be used without the permission of the City. Drinks with red or orange dye and/or food coloring are not allowed in the facility. Cooking outside of kitchen areas must be approved by the City (i.e. barbeques, food carts/trucks, etc.).
- F. After the facility has been used, it must be left in a clean and orderly condition. All equipment moved or borrowed must be returned to its original position and location.
- G. Additional charges may be assessed against the applicant resulting from use of the facility beyond the rental time specified. No part of the facility may be operated beyond midnight, which is the facility's closing time. The determination of additional charges shall be at the sole discretion of the City.
- H. Use of the lights, heating/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.
- I. 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 City.

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

Initial:

- K. 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 Antioch Recreation Department. Only blue painter's tape is acceptable.
 - 1a. No items may be attached to or hung from the terra cotta glazed wall located in the Ballroom at the Antioch Community Center (wall by the sinks, nearest to the Lobby area).
 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.
 7. Treat all furniture with care and respect; do not move/slide tables and do not stand, sit or lie on tables. Recreation Staff is available to make adjustments to table set-up if needed.
- L. At all times the facility is being used, a City employee shall be on duty to ensure the enforcement of these Rules & Regulations. Additional staff may be required due to the size or nature of the 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, damage to the facility, behavior of the event guests, or affected department supervisors deem the event unsafe for public participation.
- M. 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 security officers will be required and their numbers will be made by the City 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.
- N. When any non-City sponsored activity is being conducted, 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 organization's use of the facility in an amount not less than \$100,000.00 for injury for any one person in any single accident; \$1,000,000.00 for more than one person and \$50,000.00 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 is required. The applicant has the option of purchasing a one-day insurance policy through the City of Antioch.
- O. 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 kitchen areas at any time.
- P. 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 in Concord. The permit process requires that the event organizer fill out the Temporary Food Event Application, and attach, if applicable, the vendor's proof of non-profit or veteran status, as well as a site map showing the locations of booths, restrooms, and garbage. There must also be a list of all food/beverage vendors and a payment of all fees. The complete application must be submitted to County Health 14 days before the event and a copy of the approved permit must be submitted to the Recreation Department prior to date of use. Contact County Health or visit their website for further information.

Section III – USE OF THE FACILITY (continued)Initial:

- Q. Minor children under the age of 12 must be supervised at all times during the event. For every ten (10) minors using the facility, 1 adult chaperone shall be present, and names and phone numbers of such chaperones shall be furnished to the Recreation Department 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 and shall be furnished to the Recreation Department 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.
- R. 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.
- S. 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.
- T. Play equipment is not allowed inside or outside any of the facilities without City approval (such as bounce houses, inflatables, soft play, ball pits, gymnastics equipment, game trucks, etc.).
- U. Smoking (including e-cigarettes and marijuana in any form) is not permitted in any City facility or within 20 feet of an entrance or exit.
- V. Parking is only permitted in designated parking spaces. Furthermore, commercial or private vehicles are not allowed on pedestrian walkways for any reason.
- W. 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. Renter shall inform the City of all forms of entertainment occurring during renter's event/activity.
- X. 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.

Section IV – ALCOHOL CONSUMPTION/USAGEInitial:

- A. 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 Community Center/Water Park premises unless an Alcohol Permit has been approved by the City.
- B. Alcoholic beverages are limited to: bottled and canned beer (NO KEGS), 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 in to the event once it has started. Alcohol may only be served for a total of 5 hours and service must end by 10:00pm.
- C. If applicant schedules an event with alcohol and the applicant or any guest brings hard alcohol or kegs to the event, it will result in forfeiture of one-half of the facility deposit and potentially the forfeiture of the full facility deposit if there is more than one violation or damage to the facility. *Initial here* .
- D. If applicant schedules a non-alcohol event and the applicant or any guest brings any type of alcohol to the event, it will result in the forfeiture of the full facility deposit. *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).
- F. 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. ABC Daily License applications are available at the Antioch Community Center. The local ABC Office is located at: 1515 Clay Street, Suite 2208, Oakland, CA 94612, (510) 622-4970.

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/renter. All cancellations will be charged a cancellation processing fee of \$75.00. Refunds due to applicant/renter may take several weeks to process.
 - 1. If applicant/renter submits a written notice of cancellation more than 24 hours after contract approval, the City will retain the cancellation processing fee plus **10% of the entire permit rental fee (deposits and charges)** from the Facility Deposit.
 - 2. If applicant/renter 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 Director can review this cancellation policy on a case-by-case basis.
- B. Once a contract has been approved and permit issued, the applicant/renter has 24 hours to make any contract modifications (such as date, time, place, attendance, alcohol, etc.) at no additional cost.
 - 1. Any modifications made 24 hours after contract approval will be charged a \$75.00 fee per request.
 - 2. Any 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.
- 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 have read and agree to the above information.

Applicant's Signature

Today's Date

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 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.
- 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.

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.

Renter's Signature: _____ Date: _____

Renter's Name _____ Event Date _____

Rental Begin Time _____ Rental End Time _____

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 the group. Children under the age of 12 must be supervised at all times.
- _____ I have reviewed the rules about decorations. *(Rules & Regulations, Page 3, Section III, Item K, 1-7)*
- _____ 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
- _____ Police Response fee and security services criteria reviewed. *Required:* YES NO
- _____ I will be serving alcohol: YES NO *If yes; no hard liquor, no kegs, 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.*
- _____ Chaperone List (for youth events 12-21 years old) required: YES NO
- _____ I agree to test my equipment prior to the event to make sure it is compatible with the equipment in the facility. Equipment testing may occur during the facility's Open House.
- _____ All contract modifications must be in writing. *(date, time, place, attendance, youth, and alcohol)*
Contract modification fees are as follows:
 24 hours after contract approval = \$75
 Less than 14 days prior to event = \$100
 *Modifications are not available less than 7 days prior to the event.
- _____ Fees must be paid 30 days prior to my rental date or I risk cancellation of my event.
Late Fee \$100 (any payments made less than 30 days 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: _____

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@antiochca.gov

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.