



City of West Sacramento

Facility Reservation Application

Galleria and Community Center

FACILITY

Galleria

Room 157 Room 160 Overflow

Community Center

Bridge Room River Room Community Room

EVENT INFORMATION

Date of Event _____

Time of Event (include set up and clean up time) _____ am/pm TO _____ am/pm

Times guests ARRIVE _____ am/pm DEPART _____ am/pm

Estimated attendance _____

Type of event _____

RENTERS INFORMATION

Renters Name _____

Organization _____

Address _____

City _____ State _____ Zip _____

Phone _____

PRIMARY CONTACT*

Name _____ Role in the event _____

Phone (Day) () _____ (Evening) () _____

Email _____

SECONDARY CONTACT*

Name _____ Role in the event _____

Phone (Day) () _____ (Evening) () _____

Email _____

*Details regarding this rental will only be discussed with these people



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EVENT DETAILS

- Are you a non-profit agency? Yes No
- If yes, please provide your 501C3 number _____
- Will admission be charged for your event? Yes No
- Is this a fund-raising event? Yes No
- Will you be using the kitchen? Yes No
- Will this event be catered? Yes No
- Do you plan to *have* alcohol at this event? Yes No
- If yes, will you be *selling* it? Yes No
- Will there be minors at your event? Yes No
- Do you plan to have amplified music? Yes No
- If yes, what type (DJ, band,etc) _____
- Will your event be open to the public? Yes No
- Will you need internet access? Yes No
- Will you need City microphone equipment? Yes No

FEE SCHEDULE

	Non-Profit & Government	Private Party
Security Deposit (refundable)	\$250	\$500
Hourly Room Rental Fee (per hour/per room used)	\$20	\$50
Facility Attendant (per hour)	\$25	\$25
Security (per hour with a 4 hour minimum)	\$25	\$25
Event Cleaning Fee (Mandatory for any event that has 75 people or more <i>and</i> is serving food and/or alcohol)	\$125	\$125
I.T. Staff (per hour for internet or advanced AV access)	\$31	\$31
Overflow Parking Lot (Mandatory for events of 30 or more that take place Mon-Fri, 8am -5pm)	\$50	\$50



City of West Sacramento Facility Reservation Application Galleria and Community Center

Please read and sign below;

I, (print name of renter) _____, certify that by affixing my signature hereto that [I am an authorized representative of _____], I am over twenty one (21) years of age; and that [on behalf of said organization] I have read and understand the City of West Sacramento recreation facilities' policies, rules and regulations, and above terms and additional conditions, if any, and that I [said organization] shall abide by them; I am fully aware that responsibility for the safety and well-being of all persons who participate or observe in said [organizations'] activities is ours; and , I agree that the City of West Sacramento, its City Council, Officers, Agents, and Employees are released, indemnified, and held harmless from any and all claims, causes of action, losses, costs, expenses, damages, or other liabilities for personal injury or death or property by any person or person connected with said activities that may be sustained, caused by or alleged to have been caused by or arising out of the use of the above facility [by said organization.] I further agree that I/said organization will leave said facility in same or better condition in which it is presented to myself/said organization. If the facility is not cleaned or damage occurs, the deposit will be used to restore the facility to the condition in which it was presented to myself/said organization. If damage exceeds the deposit amount, I/said organization will be billed for the remainder.

_____ I understand that if I pay my rental deposit with a credit card more than 90 days in advance of rental date I will be refunded by check with in 2-4 weeks following my rental.

RESPONSIBLE PERSON (Print) _____

SIGNATURE _____ DATE _____

City of west Sacramento Parks & Recreation Action: Signature below indicated approval of application and authorization of use based on information provided on application.

SIGNATURE _____ DATE _____

TITLE _____

GALLERIA & COMMUNITY CENTER FACILITY USER REGULATIONS

1. RESERVATIONS:

- Reservations for use of the facilities must be made in person and approved by the City Parks & Recreation Department. Reservations can be made Monday through Friday from 8:00 a.m. to 4:00 p.m. Please call prior to coming in so that we may assure that a staff member is available to speak with you.
- Reservations will be accepted as early as one year prior to the requested date of usage and **not less than 60** days prior to the event.
- Consecutive day use is limited to two (2) days. Additional consecutive days will require City Manager Office approval.

Any re-accruing rental for any amount of time will require pre-approval from the City Manager's Office.

- The rental contract must be signed by a responsible adult, 21 years of age or older.
- The insurance that is required for the rental must be in the name of the person who has signed the rental contract.
- All groups, organizations, and individuals who sign a contract to rent the facility shall agree to indemnify and hold harmless the City, its elected and appointed boards, commissions, officers, agents and employees harmless from any liability for damages and claims for damages or personal injury, as well as for claims for property damage and/or loss, including personal property, which might arise from the use of the Galleria. **Users shall sign a waiver of liability at the time the contract is signed.**
- A deposit of \$500.00 (\$250.00 for non-profit and Governmental agencies) is required to reserve the room(s). The balance (i.e., outstanding rental, staff, security charges) are due and payable **no less than thirty days (30) prior to the event. All fees must be paid thirty days prior to the date of the event, or the function will be canceled and all fees forfeited.**
 - If you pay your rental deposit with a credit card more than 90 days in advance you will be refunded by check within 2-4 weeks following your rental.
- Storage facilities are not available to users before or after functions. Set up of equipment is allowed only during the hours for which the facility has been reserved.
- Documentation is required for all non-profit rentals.

2. HOURS OF OPERATION:

- The Galleria and Community Center are available for use (including setup and cleanup) Monday through Sunday, 7:00 a.m. until 11:00 p.m. *subject to availability.
- Although the City offices are normally closed on holidays, reservations may be accepted for those dates. Requests for usage on City-recognized holidays are subject to 200 percent of regular fees. Contracts for these days shall be approved only if adequate staffing can be arranged.

- A City representative shall be available at all times. The representative has authority to enforce all rules governing the facility.

3. GENERAL:

- The individual or group reserving the facility assumes full responsibility for the conduct of the guests at their function.
- Fights, vandalism, or destructive behavior are grounds for immediate cancellation of the contract (and all future contracts). The party will be asked to leave the facility immediately. No refund will be issued.
- If intentionally misleading information is provided by the user in the contract or through any other means regarding the nature of the event or the number of participants, the City will immediately cancel the contract and all fees will be forfeited.
- Persons responsible for decorating or preparing rooms for scheduled events will not be permitted in the rooms until the time specified on the contract as the start of the rental period. The applicant or specified responsible party should arrive at the time designated on the contract.
- There is no refund on unused reservation time or equipment.
- The City requires security to be on site for all function that take place after 5:00 pm, Monday thru Friday and at all times on Saturday and Sunday. All security fees will be paid by renter.
- The City is not responsible for any property lost or stolen during an event, or any items left behind.
- Applicants will be billed additional charges for unsatisfactory clean-up or damages, and/or when the event or activity exceeds the specified time.

4. EQUIPMENT:

Available to renter:

Galleria: Room 157 (1193 sq ft), Room 160 (1134 sq ft), Overflow (3013 sq ft)

*Can be combined into one room large room.

• Tables:

30 - 6' rectangular tables

- seat 4 comfortably

12 – 72" round tables

- seat 8 comfortably

Chairs:

125 brown sled type plastic chairs

Kitchen Equipment Inventory:

- Double wide refrigerator, ice machine, microwave oven, small convection oven, large sink, garbage disposal, warming rack, hand washing station, counter prep space trash and recycling cans

Community Center: Bridge Room (Capacity- 40), River Room (Capacity-35), Community Room (Capacity-125)

Tables:

34 - 6' rectangular tables

- seat 4 comfortably

15 – 72" round tables

- seat 8 comfortably

Chairs:

300 black plastic chairs

Kitchen Equipment Inventory:

- Double wide refrigerator, ice machine, microwave oven, small convection oven, large sink, garbage disposal, warming rack, hand washing station, counter prep space trash and recycling cans

Audio video

Bridge Room-	Audio only (available if River Room not in use)
River Room-	2- Wireless microphones Built in projector and screen CD/DVD player
Community Room-	2- Wireless microphones Built in projector and screen CD/DVD player

- Operations and adjustment of all fixed equipment, including lighting, sound, and temperature control systems are the responsibility of the City staff. Users are not to adjust or operate any piece of equipment, and will be held liable for any damage occurring from unauthorized usage.
- ***** Under no circumstances shall City-owned equipment be removed from the facility. Users will be liable for the cost of necessary repairs and/or replacement of any equipment lost or damaged while in their care and control.**

5. DECORATIONS:

- Cellophane tape, adhesives, nails, screws, staples, tacks, or any other devices, which may mar or leave a residue, are prohibited on walls, woodwork, windows, fixtures, furniture and floor. Carpenter and painters tape is acceptable.
- All balloon decorations must be weighed down.
- Exits must remain clear at all times.
- Open flames are prohibited (including but not limited to candles, torches, and hibachis).

- Throwing birdseed, rice, confetti or other similar materials inside or outside the building is prohibited.
- Users must remove all decorations from tables, walls, windows, woodwork, and fixtures prior to leaving the building.
- Users are subject to a charge for decorations that have not been removed from the facility within the time frame stated in this contract. This cost will be taken from the cleaning deposit.
- User must furnish their own decorating supplies (i.e., scissors, helium etc. ladders)

6. CLEANUP:

It is expected that the renter of the facility will return the facility in the same condition it was received and is responsible for all cleaning duties including sweeping, mopping, and vacuuming all the floors as well as cleaning the bathrooms of any debris on the floor and counter as well as ensuring all trash items are properly disposed of.

- The City does offer a cleaning service that will take care of all cleaning responsibilities mentioned above. Renter must still all trash is inside the trash receptacles and that all the tables and chairs are put away. The service must be arranged at least one week prior to the rental and the fee will come out of the security deposit. Please arrange service with Parks and Recreation rental staff.
 - If your event has over 75 people in attendance and is serving food and/or alcohol you will be required to pay for the cleaning service. Self-cleaning will not be an option.

IF YOU CHOOSE TO CLEAN UP THE FACILITY YOURSELF PLEASE READ THE FOLLOWING

- Time for cleanup must be included in the hours specified in the contract. Users will be billed for staff and facility rental for cleanup extending past the ending time specified in the contract. No event may go past 12 midnight.
- All spills must be mopped up. Cleaning supplies are available in the kitchen area.
- All soiled tables and chairs must be wiped down.
- All bathrooms must be cleared of paper products on the floor and sinks. Counters will be wiped.
- The City supports a comprehensive recycling program that includes paper, bottles, cans, and cardboard. All recyclables should be kept separate from trash and placed in designated receptacle. All trash and recyclables must be picked up from the room, lobby, and parking lot and placed in outdoor receptacles located at the west end of the parking lot.
- ***All or a portion of the cleaning/damage deposit will be withheld if the facility is not adequately cleaned, or if damage occurs.***

7. CHANGES, CANCELLATIONS, RESCHEDULING AND REFUNDS:

- Changes to contract, such as the nature of the event or the number of participants, shall be made to the City's Parks & Recreation Department, in writing, not less than 30 days prior to the scheduled event. Changes must be approved and if necessary, fees will be adjusted. The city reserves the right to deny changes.
- Cancellation of the event **must be submitted in writing** and is subject to the following fees:

- 60 or more days prior to event – Full refund, **minus a \$50 processing fee**
 - 30-59 days prior to event – 50% of required deposit, **minus \$50 processing fee**
 - 0-29 days prior to event – **Full deposit forfeited**
- Users should receive a refund check within 30 days.

8. ALCOHOLIC BEVERAGES:

- No event that is for a minor will be permitted to have alcohol.
- Consumption of alcoholic beverages is prohibited within the facility without specific written permission. The City must approve the serving of alcohol sixty (60) days prior to function date, or at the time a contract is signed with proper insurance.
- An Alcohol Declaration form must be submitted.
- It is the permit holder's responsibility to comply with the Alcoholic Beverage Control (ABC) Board regulations. Failure to comply with ABC regulations will result in the immediate cancellation of the contract, and/or termination of the event.
- Alcohol may be served by an employee of the catering company or license bartender only. Any kegs must be approved prior to the event. City staff reserves the right to limit the amount of alcohol allowed on the premises.
- The individual or group reserving the Galleria assumes full responsibility for the conduct of the guests at the function.
- Security officers and City staff are required at any event. Security is arranged by the City, and charges paid by the user at the time the contract is signed or thirty (30) days prior to function date.
- Users who charge a fee for alcohol must obtain approval from the West Sacramento Police Department at 550 Jefferson Blvd. West Sacramento, CA 95605, signed by the Chief of Police or his/her designee. A copy of the sales permit (license) must be on file at the City's Parks & Recreation Office no less than ten (10) working days and no more than thirty (30) days prior to the event. The license must be posted on-site during the event. All license fees are the responsibility of the user.
- ***Consumption of alcoholic beverages by minors is prohibited AT ALL TIMES. Consumption of alcoholic beverages by minors will result in immediate termination of the event.***

9. LIABILITY AND LIABILITY INSURANCE:

- Lessees shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property that may arise from or in connection with the Lessee's operation and use of the leased premises. The cost of such insurance shall be borne by the lessee.

- The options for providing liability insurance are as follows:
 - o You may provide your own insurance through your insurance agency.
 - o The City has a contact that may be able to sell you a one-day special event policy. Information will be forwarded to the company if you wish a quote from them. This policy may be paid for in the Parks and Recreation office.
 - o If verification of your own insurance is not received, your event will be canceled. The City will provide contact information for coverage the event the individual does not have access.

- **Minimum Limits of Insurance** – Lessee shall maintain limits no less than:

- o General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, the general aggregate limit shall be twice the required occurrence limit.
- o **Deductibles and Self-Insured Retentions** – Any deductibles or Self-insured retentions must be declared to and approved by the City.
- o Lessee shall provide a certificate of insurance with an attached endorsement to contain the following as additional insured. *“The City of West Sacramento, it’s, officers, elected officials, employees, agents and volunteers.”*
- o The certificate of insurance must include:
 - Applicant's name
 - Amount of coverage
 - Location and date(s) the event is being held.

- The general liability policy is to contain, or be endorsed to contain, the following provisions:

- o The City, its officers, officials, employees, agents and volunteers are to be covered as additional insured as respects:
 - Liability arising out of activities performed by or on behalf of the Lessee; from or in connection with the Lessee's operation and use of the leased premises, premises owned, occupied or used by the Lessee. The coverage shall contain no special limitations of the scope of protection afforded to the City, its officers, officials, employees, agents or volunteers.
- The Lessee's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or volunteers shall be excess of the Lessee's insurance and shall not contribute with it.

- Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled except after thirty (30) days' prior written notice has been given to the entity.

- Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII.

- Lessee shall furnish the City with certificates of insurance and original endorsements effecting coverage required by this clause. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by the City not less than thirty (30) days prior to use of the facility.

Alcoholic beverages require additional insurance unless provided and served by a licensed caterer. The caterer's insurance will be considered adequate if the amount of coverage is sufficient and there is a rider specifying the date(s) and location of the event being covered.

The caterer's insurance only covers the alcohol beverages, not the facility.

I have read the Facility User Regulations above and understand that I am responsible for ensuring that my event falls within them.

Primary Rental Contact Signature

Date

Alcohol Declaration

Serving alcohol beverages at events on the City of West Sacramento's Property requires compliance with state laws and sensitivity to the public's perception of our City. It is the City's desire to provide a safe and secure environment for everyone. All persons who consume alcohol beverages will do so in a responsible manor. No additional alcohol is to be brought onto the premises during your rental. No alcohol is to be consumed in the parking lot(s) of City buildings.

There will be no selling of alcohol beverages during any event without an ABC license.

Name of Primary Contact: _____

Date of Rental: _____

Please Indicate the Alcoholic Beverages you will have present on the dates provided above:

Type of Alcohol Beverage	Will you be serving this at the event?	Will you be selling this at the event?	How much will you be bringing to the event?
Wine			
Beer			
Liquor			

Please sign and date below that you understand the terms stated above and that ensure that the quantities listed are accurate.

Primary Contact
Signature: _____ Date: _____

City Staff: _____ Date: _____