



## **ITEMS NEEDED TO RESERVE A FACILITY & STEPS TO RESERVE A FACILITY**

### **ITEMS THAT MAY BE REQUIRED WHEN RESERVING A FACILITY:**

- Facility Application & Use Policies (completed, initialed & signed)
- Alcohol Policy (signed)
- Private Security Policy (signed)
- Deposit Paid
- Fees Paid
- Insurance
- Security
- ABC Permit

### **STEPS TO RESERVE A FACILITY**

#### DAY OF BOOKING:

- Complete **Facility Application**
- Initial and Sign **Facility Use Policies**
- Sign **Alcohol Policy** (if serving alcohol)
- Sign **Private Security Policy** (if required)
- Pay **Facility Deposit** (if required) and/or rental **Fees in Full**

#### DUE 60 DAYS PRIOR TO EVENT:

- Pay rental **Fees in Full**
- Complete and turn in **Facility Diagram**
- Turn in **Insurance Certificate**
- Turn in copy of **Security Contract** (if required)

#### DUE 30 DAYS PRIOR TO EVENT:

- Turn in **ABC Permit** (if required)

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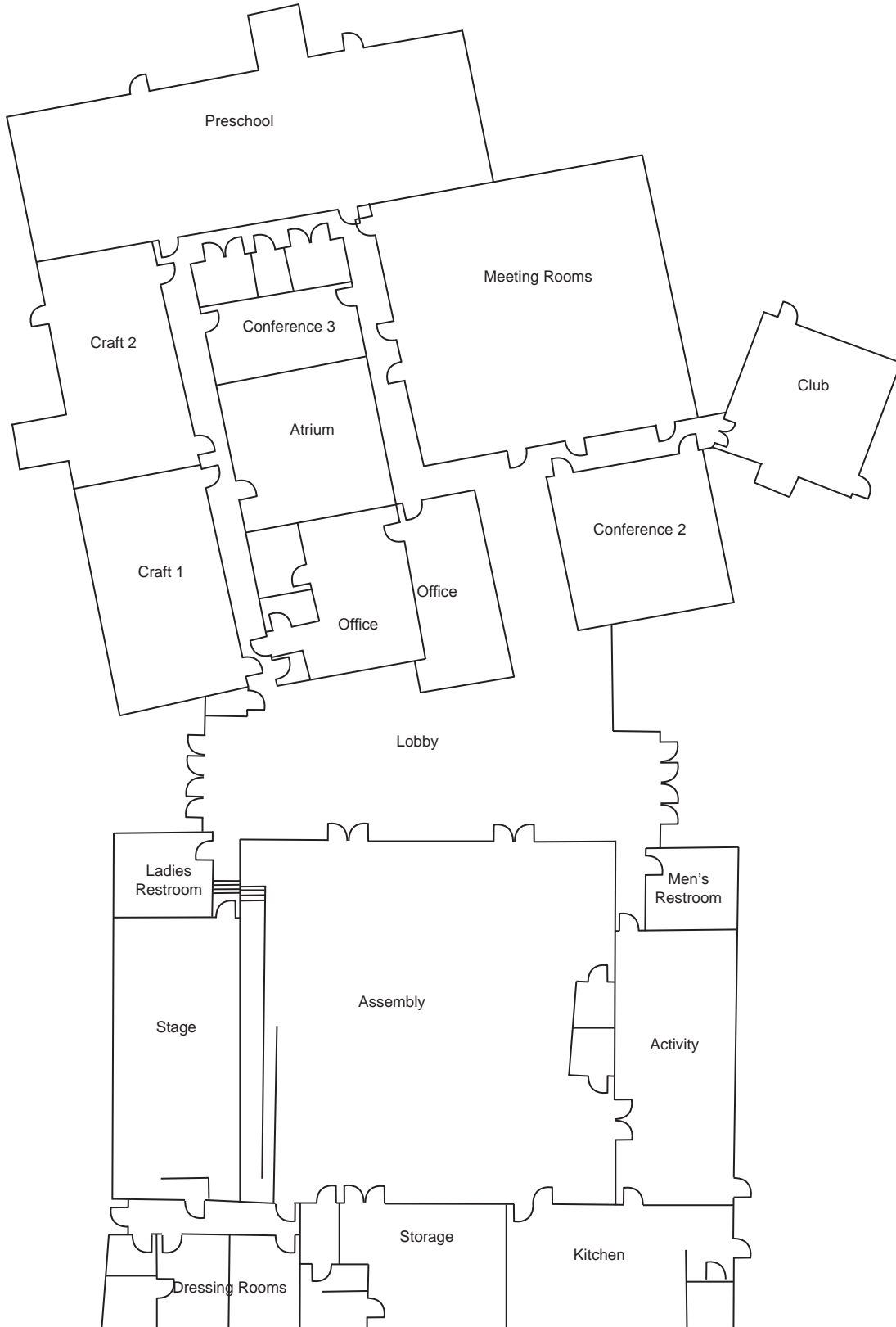


RECREATION SERVICES  
WWW.CITYOFPETALUMA.NET/PARKSNREC

# Petaluma Community Center

## ENTIRE FACILITY

320 N. McDowell Blvd. • Petaluma • CA • 94954 • ph 707.778.4380 • fax 707.778.4473



## City of Petaluma, Recreation Services

320 North McDowell Blvd. ☎ Petaluma ☎ CA ☎ 954 ☎ 707.778.4380 ☎ Fax 707.778.4473

### FACILITY DESCRIPTION

*Wifi available throughout the facility for an additional charge.*

*Round Tables available upon request and availability.*

#### ASSEMBLY HALL

4473 Square Feet

4 hour minimum

Maximum Occupancy: 150 Classroom (seating 1 side of tables) ☎ 300 Banquet ☎ 37 Theater ☎ 50 Standing

The Assembly Hall has a combination of hardwood and carpet flooring, and it was architecturally designed for optimum acoustics. It has a private unisex restroom, 1/2 dressing room and stage.

*Options at an additional fee:* a full-service kitchen, theatrical stage lighting, sound system with one microphone, and light/sound technician is available upon request.

The Dressing Room is available for use with the rental of the Assembly Hall and can be used for performances or wedding parties. It includes a restroom, a counter, lighted mirror, shelves, and coat racks.

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#### KITCHEN

The Kitchen is fully equipped with six (6) convection ovens, twelve (12) burners, two (2) microwaves, refrigerator, dishwasher, disposal, and icemaker. The Kitchen is laid out for efficient operation—"a caterer's delight." Note: dishware, flatware, & coffee urns are available at an additional charge. Dishware includes 300 place settings of silverware, dinner and salad plates, soup bowls, cups and saucers, two 100-cup coffee makers, salt and pepper shakers, and water pitchers. Glassware is the responsibility of the permittee.

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#### ACTIVITY ROOM

1050 Square Feet

2 hour minimum

Maximum Occupancy: 70 Banquet ☎ 20 Standing ☎ 50 Theater ☎ 50 Classroom ☎ 6 Rounds Tables

The Activity Room is suitable for small social gatherings, wedding receptions, meetings, lectures, etc., includes projection screen.

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#### LOBBY

3200 Square Feet

Maximum Occupancy: 200 Standing

The Lobby is designed for art/photo displays. It has overhead lighting as well as an enclosed display case. This area can be rented for events. No food or alcohol permitted.

## CLUB ROOM

702 Square Feet

2 hour minimum

Maximum Occupancy: 48 Banquet **CE30** Standing **CE25** Theater **CE30** Classroom **CE20** Rounds Tables

The Club Room accommodates small, social gatherings and meetings. Its fireplace (decorative only) and panoramic windows create a relaxed atmosphere.

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## MEETINGS ROOMS (Section A-D)

2662 Square Feet

4 hour minimum

Maximum Occupancy: 200 Banquet **CE25** Theater **CE50** Standing **CE25** Classroom

The Meeting Rooms A-D are suitable for social gatherings, receptions, meetings, lectures, etc. Rooms have linoleum floors and may be divided into two separate areas. The rooms open onto a covered patio next to a small lake. Activities may be held outside on the patio, but you must provide chairs for patio use. The room is equipped with a sink, a small counter, four burner stove top, refrigerator, microwave and an outlet suitable for a coffee urn.

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## 1/2 MEETING ROOMS (Section A or B)

Section A&D: 1,555 Square Feet

4 hour minimum

Section B&C: 1,295 Square Feet

Section A&D: Maximum Occupancy: 80 Banquet **CE58** Standing **CE30** Theater **CE30** Classroom

Section B&C: Maximum Occupancy: 104 Banquet **CE15** Standing **CE20** Theater **CE30** Classroom

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## CONFERENCE 2

805 Square Feet

2 hour minimum

Maximum Occupancy: 52 Banquet/Meeting **CE30** Theater **CE30** Standing **CE30** Classroom **CE30** Round Tables

Conference Room 2 may be used for small receptions, lectures, committee meetings, etc. Room includes projection screen and dry erase board. It is recommended when using projector it be tested out to ensure compatibility with your computer.

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## CONFERENCE 3

2 hour minimum

Maximum Occupancy: 24 Meeting

This conference room has a large stationary table and comfortable chairs for up to 24 people. Room includes screen and dry erase board. A conference call pod is available at an additional cost.

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## CRAFT ROOM 1

1000 Square Feet

2 hour minimum

Maximum Occupancy: 64 Banquet/Meeting **CE30** Theater **CE20** Standing **CE5** Classroom **CE30** Round Tables

The Craft Room is designed for art classes and community meetings. A sink and counter space are available.

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\*Classroom seating has chairs on 1 side of tables. Banquet seating has seating on both sides of tables.

## DESCRIPTION OF FEES

The Petaluma Community Center is an ideal facility for fundraisers, trade shows, performing arts, dances, exhibits and special events. With its large commercial kitchen, the Community Center is fully equipped to handle anniversary parties, banquets, and wedding receptions for up to 300 guests. A number of medium-sized meeting rooms accommodate anywhere from 20-200 guests. These rooms are perfect for a variety of functions, including workshops, dinners, seminars, small receptions and luncheons.

The Kenilworth Recreation Center can accommodate up to 100 guests. It is perfect for a variety of functions including workshops, dinners, seminars, small receptions, and luncheons. Kitchen is not available at this time. (Square footage: 1,833)

Hourly except where flat fee indicated 20% surcharge on holidays	Non-Profit (No-Fees to Attendees)	Non-Profit (Fees to Attendees)	Private Resident	Private Non-Resident	Commercial
Assembly	73*	83*	88*	103*	155*
Kitchen/Flat Fee	129	134	129	139	165
Meeting A-D	52*	67*	73*	93*	109*
½ Meeting Room	21	31	41	52	72
Activity, Club, Conference 2, Craft 1	26	31	36	41	57
Conference 3, Craft 2	21	26	31	36	46
Lobby/Flat Fee	62	72	75	93	119
<b>Kenilworth Recreation Center</b>	31				
<b>Current rental rates subject to change</b> *Room Rates include \$21/hour Building Attendant charge. Additional Building Attendant Fees may be charged based on the nature of your event.					

**DEPOSIT:** A \$200 deposit is required for the Assembly and Meeting Rooms and is due at the time of reservation. Kenilworth Recreation Center Deposit is \$100. For small rooms all fees are due at the time of booking. An additional \$100 deposit will be required when serving alcohol. Deposit does not apply toward room reservation. Deposit will be refunded in its entirety within 3-4 weeks after the event if there is no property damage and/or additional cleaning required.

**CLEANING FEE:** A \$130 cleaning fee is required (Kenilworth Recreation Center only) at the time of reservation. It includes floor cleaning and emptying of the trash. Users are responsible for their own set-up and break-down of tables and chairs.

**KEY DEPOSIT:** A \$100 key deposit may be required (Kenilworth Recreation Center only).

### RENTAL CATEGORIES

**NON-PROFIT:** For events sponsored by non-profit organizations, a non-profit number is required.

**PRIVATE RESIDENT:** Any event, program or activity, being held by an individual(s) with no charge to the public or donations and/or contributions made by those attending.

**PRIVATE NON-RESIDENT:** Any event, program or activity being held by an individual(s) who lives outside the City limits, with no charge to the public or donations and/or contributions made by those attending.

**COMMERCIAL:** Any business that does not qualify as a non-profit.

**GOVERNMENT:** Any school, federal, state, county or local government agency requesting use of facilities for a public hearing, meeting, conference, either of an educational or recreational nature.

- **Exceptions:** Any governmental agency requesting use of facilities from 12 noon Friday through 1 a.m. Sunday will be charged the appropriate non-profit rate. Any governmental agency requesting use of facilities, resulting in direct compensation or income will be charged the appropriate non-profit fees.
- Reservations at the government rate will be accepted up to 6 months prior to the proposed activity. All established policies and procedures apply including cancellation and rescheduling fees.
- Government rates:  
 \$25/hr. for Assembly and Meeting Rooms A-D                      \$20/hr. for all other rooms                      \$15/hr. for Conf. Room 3

## Petaluma Community Center – EQUIPMENT LIST

ITEM	DESCRIPTION	AMOUNT AVAILABLE	RENTAL FEE
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TABLES			
Rectangular, 3'x 8'	8 people per table	53	N/C
Rectangular, 3' x 12'	10 people per table	12	N/C
Round, 60" diameter	8 people per table	40	N/C
8' x 2.5'	8 people per table	6	N/C
6' x 2.5'	6 people per table	10	N/C
Card Table, 3' x 3'	4 people per table	6	N/C

Dishes	Dinner plates, salad plates, cups, saucers, soup bowls, silverware (Assm & Act Rm only)	Settings for 300	\$125
Coffee Pot Rental	100-cup capacity / 50-cup capacity	4 / 4	\$10/ea
Coffee Set-up	1 pot with cups, cream, sugar, sweetener, and stir sticks	See above	\$30/ea
Bar	6' Plastic	1	\$10

Podium	1 Large	1	\$10
Podium/Microphone		2	\$10/ea
Portable White Board	4' x 6'	2	N/C
Flip Charts with Paper		6	\$15/ea
Metal Easels		4	\$10/ea
Piano	Available in Assembly Room only	2	\$25

Extension Cords	15', 25', 50'	30	N/C
Power Strips		8	N/C
Microphones	Omnidirectional-4, Regular-4	8	1 <sup>st</sup> free \$10 ea additional
Microphone Stand	Only available in Meeting/Assembly Room	5	\$10/ea
Wireless Lapel Microphone		1	\$40
Data Projector	(be certain to check for compatibility)	1	\$40
TV/VCR or TV/DVD	27"/19"/40" flat screen	4/2/1	\$25
Overhead Projector		4	\$10
Projector Screen	5' x 5' - 5' 10" x 6'	2/2	N/C
Desktop Speakers		1 Set	\$10
Wireless Internet (Wifi)	All Rooms		\$5/day
Theatrical Lights Stage Equipment*	2 spots free (basic)		\$10/100 max

Display Case	Lighted, enclosed glass case		\$25/wk
Wall Space	Wall located in front of registration desk		\$25/wk

\*Where applicable, stage equipment included in base rent consists of the stage house curtains, 2 spot lights, and room sound system including one microphone. If the building's light and sound system are used, a union stage hand or City of Petaluma lighting technician paid directly by the applicant may be required to do all hook ups and operate the equipment.

## CERTIFICATE OF INSURANCE VERBIAGE

Please provide this page to your insurance agent. Additional requirements may be requested.

### CLASS I & II: CERTIFICATE OF INSURANCE VERBIAGE

<b>Description Block</b>	Name and Event Date
<b>Certificate Holder</b>	City of Petaluma Office of the City Clerk c/o 320 N. McDowell Blvd Petaluma, CA 94954
<b>Cancellation</b>	Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named above.
<b>Liability Amounts</b>	\$300,000 - \$500,000 based on the type and size of the event.  <i>07-04 Insurance not accepted.</i>

### CERTIFICATE OF INSURANCE WITH ADDITIONALLY INSURED VERBIAGE

<b>Description Block</b>	Name and Event Date
<b>Additional Insured</b>	The City of Petaluma, its officials, officers, employees, agents, and volunteers are listed as additional insured.
<b>Certificate Holder</b>	City of Petaluma Office of the City Clerk c/o 320 N. McDowell Blvd Petaluma, CA 94954
<b>Cancellation</b>	Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named above.
<b>Liability Amounts</b>	\$300,000 - \$500,000 based on the type and size of the event.  <i>07-04 Insurance not accepted.</i>
<b>Also Include</b>	Additionally Insured Endorsement

\*If serving/selling alcohol "Host Liquor Liability" must be included.



## FACILITY USERS & PRIVATE SECURITY RESPONSIBILITIES & POLICIES

**A copy of the ABC License (if selling alcohol) and Private Security Contract must be on file with the City of Petaluma (60) sixty days prior to scheduled event.**

1. Private Security Companies are not permitted to carry guns on the premises of the Petaluma Community Center, 320 N. McDowell Blvd., Petaluma, CA, while hired to provide security services for private or public events.
2. All security guards are to possess a guard card and be bonded by the State of California. Security guards are required to complete the facility Security Event Report upon arrival and when leaving the premises.
3. Security guards must be willing to assist other events in the facility if needed although they may not be contracted for services by other facility events.
4. The number of security required for an event with alcohol is determined by size and type of event. Our Assembly Room, with a capacity 300, requires minimum 4 private security. The Meeting Room, with a capacity 200, requires a minimum of 2 security guards.

We ask that security monitor the number of people in a room and not exceed room capacity by limiting and controlling the number of people entering an event.

Keep in mind that the capacity of the room changes based on the set up of tables and type of event. The above room capacity is based on banquet style set ups for weddings, party's, dances, and not theater style events.

5. Groups where the majority (51%) of participants is under 21 years of age will not be permitted to drink or have alcohol in the facility.
6. Beer – Only 1 keg per 100 adults is permitted. If a party has 101-199 there is still only one keg permitted. 200 adults =2 kegs, 300 adults=3 kegs.

Hard alcohol is permitted at this time but use may be limited due to the nature of the event.

7. All alcohol must be brought in and inventoried by building staff and private security prior to the event. Once alcohol is inventoried no further alcohol will be permitted to enter the premises for consumption.
8. No alcohol shall be served or sold prior to the arrival of security. All alcoholic beverage service must be terminated one hour before scheduled end of the event.
9. No alcohol shall be allowed outside the areas designated by the contract between the City of Petaluma and the permittee/leasee including outside the building.
10. Standing on tables or chairs is prohibited.

11. Modification of electrical systems or hook up is prohibited unless prior approved is given by City personnel and or Maintenance Department.
12. Dining and food service is prohibited in the Lobby area.
13. The following is **strictly prohibited**:
  - Smoking inside the building or within 20 feet of the facility.
  - Open flame candles (prior approval required).
  - Pyrotechnics or fireworks.
  - Blocking of exits or exit lights with curtain or booths, tables, chairs, or other objects.
  - Propane or flammable gas cylinders of any type.

**Additional Fees** – Form to be signed by renter the day of event. Form available at the front desk.

14. Additional fees will be charged for any time necessary for cleanup, caterers, bands, DJ's, and permittee to depart facility. The hourly rate for any occupancy of the building past the contracted ending time will be charged to the permittee.
15. California State Law prohibits the sale or service of alcoholic beverages to persons less than 21 years of age.

Minors who are in the possession of alcohol may result in the event being canceled and closed immediately. We recommend a security guard stand next to the bar and monitor all sales and distribution of beverages and alcohol.

Persons serving alcohol to minors during events held at Petaluma Community Center are solely responsible for any criminal or civil penalties imposed.

16. City shall have the absolute right to enter premises herein specified or any portion thereof at all times.
17. Fights, vandalism or unacceptable behavior during an event shall cause immediate cancellation of the permit and no refund of fees and/or deposit.

Concern for the safety of those at an event, participants, public drunkenness, and minors being served alcohol or damaged to the Petaluma Community Center, equipment and grounds may result in canceling and closing the event by the City of Petaluma Police Department and or private security company.

## Effects of Increased BAC Levels on a Typical Person

Blood Alcohol Concentration (BAC)	Effects
.02%	Reached after approximately one drink; light or moderate drinkers feel some effect; e.g. warmth and relaxation.
.04%	Most people feel relaxed, talkative, happy. Skin may flush.
.05%	First sizeable changes begin to occur. Lightheadedness, giddiness, lowered inhibitions, and less control of thought may be experienced. Both restraint and judgment are lowered; coordination may be slightly altered.
.06%	Judgment somewhat impaired; normal ability to make a rational decision about personal capabilities is affected; e.g. concerning driving ability.
.08%	Definite impairment of muscle coordination and a slower reaction time; driving ability suspect. Sensory feelings of numbness of the cheeks and lips. Hands, arms, and legs may tingle and then feel numb. (Since 1/1/90, it has been illegal in California to drive with a BAC of .08% or more.)
.10%	Clumsy; speech may become fuzzy. Clear deterioration of reaction time and muscle control.
.15%	Definite impairment of balance and movement. The equivalent of a half pint of whiskey is now in the bloodstream!
.20%	Motor and emotional control centers measurably affected; slurred speech, staggering; loss of balance, and double-vision.
.30%	Lack of understanding of what is seen or heard; individual is confused or stuporous. Consciousness may be lost at this level; i.e. individual "passes out."
.40%	Usually unconscious; skin clammy.
.45%	Respiration slows and can stop altogether.
.50%	Death can result.

### Drink Chart Guide

Body Weight	Number of drinks over a two hour period. One drink= 1 ¼ oz. 80 proof liquor, 12 oz. can of beer, or 4 oz. of wine							
90-109	1	2	3	4	5	6	7	8
110-129	1	2	3	4	5	6	7	8
130-149	1	2	3	4	5	6	7	8
150-169	1	2	3	4	5	6	7	8
170-189	1	2	3	4	5	6	7	8
190-209	1	2	3	4	5	6	7	8
210-229	1	2	3	4	5	6	7	8
230 & up	1	2	3	4	5	6	7	8

(.01%-.04%) May be DUI

(.05%-.07%) Likely DUI

(.08%-up) Definitely DUI



## City of Petaluma, Recreation Services

320 North McDowell Blvd. • Petaluma • CA • 94954 • 707.778.4380 • Fax 707.778.4473

### LOCAL VENDORS

*We, the City of Petaluma, cannot recommend any of the following companies. We have assembled this list for your convenience.*

#### CATERERS

- Preferred Sonoma Caterers, 707-769-7208  
www.sonomacaterers.com
- \*Sally Tomatoes, 707-665-9572  
www.sallytomatoes.com
- Jimmy Maestretti Catering, 707-763-4111
- Lombardi's BBQ, 707-773-1271  
www.lombardisbbq.com
- Angelos Meats, 707-763-9586  
moregarlic@aol.com,  
www.angelossmokehouse.com
- Adobe Harvest Catering, 707-795-2222  
bill@adobeharvest.com,  
www.adobeharvest.com
- Jim Braga Catering, 707-762-5282
- \*Ray's Catering, 415-883-4939  
[www.rayscatering.com](http://www.rayscatering.com)
- \*Traxx Bar & Grill, 707-781-3121  
chris@traxxbarandgrill.com  
[www.traxxbarandgrill.com](http://www.traxxbarandgrill.com)

*(\* denotes bar service)*

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#### EVENT PLANNER

- Chemas Events, 707-758-3890 (Spanish), 707-338-3529 (English)

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#### EVENT SUPPLIES

- Cal West, 707-763-5665  
www.calwestrentals.com
- Lace House Linens, 707-763-1515
- Big 4 Party, 707-588-7960  
www.big4party.com
- ATL, 707-528-3557  
www.atlevents.com

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#### BOUNCE HOUSE COMPANIES

*(companies are required to provide the department a copy of their insurance certificate, 60 days prior to event)*

- Jubilee Jumps, 707-836-9200  
www.jubileejumps.com
- Party Jump, 707-528-7529  
www.partyinteractive.com
- Jumpin' Jacks, 707-578-1140  
www.jumpinjacks.com
- Astro Events of the North Bay  
707-202-9590, www.astrojump.com

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#### AUDIO/VISUAL

- Thomas Savelli, 415-472-7201  
thomas@focusav.com, www.focusav.com
- ATL, 707-528-3557  
www.atlevents.com
- Corporate Media Systems  
415-457-9550  
www.cmsrents.com
- Crossfire Northwest, John Storck,  
800-844-1818  
info@crossfirenw.com, [www.crossfirenw.com](http://www.crossfirenw.com)
- Mosaic Entertainment,  
Music for All Occasions  
Peter Kelly Barrett, 707-971-9162  
peterbarrett@comcast.net

## PHOTOGRAPHY

- Lynette Joy Photography, 707-769-8587  
lynnelofgren@comcast.net  
www.lynettejoyphotography.com
- Jim Johnson, 707-778-2155  
www.studio7photo.com

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## INSURANCE

- State Farm Insurance, Jovita Resendiz (*Se Habla Español*)  
620 State Farm Drive, Rohnert Park, CA 94928  
707-584-7585 • Fax 707-584-7598
- Larry Tencer Insurance, Larry Tencer  
55 Maria Drive, Suite 840, Petaluma, CA 94954  
707-763-7000 • www.tencerinsurance.com • larry@tencerinsurance.com
- Don Ramatici Insurance  
731 A Southpoint Blvd., Petaluma, CA 94954  
707-782-9200 • www.ramaticiins.com
- State Farm Insurance, Andre Morrow (*Se Habla Español*)  
7500 Commerce Blvd., Cotati, CA 94931  
707-794-8100 • Fax 707-794-7083 • andre.morrow.jyk4@statefarm.com
- Aslan Insurance Agency, Linda L. Sinkay  
2455 Bennett Valley Road., Ste 103C, Santa Rosa, CA 95404  
707-576-1713 • Fax 707-576-1728 • linda.sinkay@pacbell.net
- State Farm Insurance, Miguel Alfaro (*Se Habla Español*)  
1310 Commerce Street, Ste A, Petaluma, CA 94954  
707-763-9722 • www.sfalfaro.com • Miguel@sfalfaro.com

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## SECURITY

(charge per hour varies)

- Security Code 3 707-206-0840 • www.securitycode3.com
- Praetorian Protective Services 707-780-8020 • www.praetorianprotectiveservices.com
- Nickerson Security Services 707-265-0504
- Weinstein Security Services 707-836-1022

## FACILITY USE APPLICATION

This reservation/contract is issued in accordance with the policies as established by the City Council, City of Petaluma. Failure to comply by any group/individual may cause reason to revoke this agreement. Reservations are on a first-come, first-served basis. Your reservation date is not confirmed until reviewed by the Recreation Supervisor.

**CUSTOMER INFORMATION**

Contact Person \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Email \_\_\_\_\_  
 Home Phone \_\_\_\_\_  
 Cell Phone \_\_\_\_\_  
 Work Phone \_\_\_\_\_

**COMPANY INFORMATION**

Company Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Email \_\_\_\_\_  
 Work Phone \_\_\_\_\_  
 Website \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> Commercial                       | <input type="checkbox"/> Government/School    |
| <input type="checkbox"/> Private, Resident                | <input type="checkbox"/> Private, NonResident |
| <input type="checkbox"/> Non-profit, with fees # _____    |   |
| <input type="checkbox"/> Non-profit, without fees # _____ |   |

*Please include a brief description of your event. If your event is a fundraiser or community event please include a complete agenda/description of your event.*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EVENT INFORMATION**

Name of Event \_\_\_\_\_  
 Date of Event \_\_\_\_\_  
 Attendance \_\_\_\_\_ Adults (over 21)  
 \_\_\_\_\_ Under 21 years old  
 \_\_\_\_\_ Total # of Guests (include participants, guests, exhibitors, volunteers, performers, employees)

**FACILITY**

- |   |  |
|---|--|
| <input type="checkbox"/> Lobby                | <input type="checkbox"/> Conference Room 2   |
| <input type="checkbox"/> Assembly Room        | <input type="checkbox"/> Conference Room 3   |
| <input type="checkbox"/> Kitchen              | <input type="checkbox"/> Club Room           |
| <input type="checkbox"/> Activity Room        | <input type="checkbox"/> Craft Room 1        |
| <input type="checkbox"/> Meeting Rooms A&B    | <input type="checkbox"/> Craft Room 2        |
| <input type="checkbox"/> Meeting Rooms A or B | <input type="checkbox"/> Other _____         |
|   | <input type="checkbox"/> Kenilworth Teen Ctr |

**SPECIAL EQUIPMENT**

- |   |  |                                       |
|---|--|---------------------------------------|
| <input type="checkbox"/> Round Tables       | <input type="checkbox"/> Coffee Set Up | <input type="checkbox"/> Stand & Mic  |
| <input type="checkbox"/> Bar                | <input type="checkbox"/> Tea Set Up    | <input type="checkbox"/> Sound        |
| <input type="checkbox"/> Dishes             | <input type="checkbox"/> Podium        | <input type="checkbox"/> Stage Lights |
| <input type="checkbox"/> TV/VCR/DVD         | <input type="checkbox"/> Podium & Mic  | <input type="checkbox"/> Piano        |
| <input type="checkbox"/> Overhead Projector | <input type="checkbox"/>               | <input type="checkbox"/> Other        |

**RESERVATION DATE**

Arrival time to set up \_\_\_\_\_ am/pm  
 Departure time after cleaning \_\_\_\_\_ am/pm  
 Total Hours \_\_\_\_\_  
 Arrival Time for guests \_\_\_\_\_ am/pm  
 Departure time for guests \_\_\_\_\_ am/pm

**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

	YES	NO
Is this open to the public?	<input type="checkbox"/>	<input type="checkbox"/>
Is this a fund-raiser?	<input type="checkbox"/>	<input type="checkbox"/>
Commercial Caterer?	<input type="checkbox"/>	<input type="checkbox"/>
Name / Number	_____	
Vendor/Booth Fee?	<input type="checkbox"/>	<input type="checkbox"/>
Entertainment Activities?	<input type="checkbox"/>	<input type="checkbox"/>
Admission charged / Tickets sold?	<input type="checkbox"/>	<input type="checkbox"/>
Donations requested?	<input type="checkbox"/>	<input type="checkbox"/>
Describe Donations	_____	
Will alcohol be served?	<input type="checkbox"/>	<input type="checkbox"/>
Will alcohol be sold?	<input type="checkbox"/>	<input type="checkbox"/>
Type of alcohol:	Beer / Wine / Hard Alcohol	
ABC Permit Number:	_____	

# City of Petaluma, Recreation Services

320 North McDowell Blvd. ☎ Petaluma ☎ CA ☎ 94954 ☎ 707.778.4380 ☎ Fax 707.778.4473

## FACILITY USE POLICIES

This reservation/contract is issued in accordance with the policies as established by the City Council, City of Petaluma. Failure to comply by any group or individual may cause reason to revoke this agreement. Reservations are on a first-come, first-served basis. Your reservation date is not confirmed until reviewed by the Recreation Supervisor in charge of facilities

### A. FACILITY USE MINIMUMS

1. The Assembly and Meeting Rooms have a 4 hour minimum charge, the small rooms and the Kenilworth Teen Center have a 2 hour minimum charge. If the event goes beyond the scheduled hours, the permittee will be charged at 1 ½ times the normal hourly rate for overtime in 15 minute increments.
2. NO EVENTS CAN EXTEND BEYOND 12 a.m.
3. Holiday rates (1 ½ times the normal hourly rate) apply to City authorized holidays and include Christmas Eve, New Year's Eve and Easter.
4. All individuals associated with your event will not be allowed to enter or remain in the facility before or after times reserved.
5. All permittees must accept the facilities and areas in the condition found. The City makes no warranty as to safety and usability of any facility beyond that afforded to the general public.

### B. RESERVATION/DEPOSIT/REFUND

1. A \$200 deposit is required for the Assembly and Meeting Rooms and is due within two weeks of applying for use. For small rooms all fees are due at the time of booking. An additional \$100 deposit will be required when serving alcohol.
2. The deposit will be refunded in its entirety within 3-4 weeks after the event if there is no property damage and/or additional cleaning required.

### C. RENTAL FEES

1. All fees are due and payable 60 days prior to scheduled use.
2. Failure to meet this deadline may result in cancellation of the permit and forfeiture of deposit and/or fees paid.

### D. LIABILITY/INSURANCE COVERAGE

1. Each permittee shall take out, at their expense, and keep in force during the period covered by the agreement, broad form comprehensive general liability insurance, naming the City of Petaluma, its officials, officers, employees, agents and volunteers as additional insured, at least 60 days prior to the event. Amounts of required insurance will be based on the type and size of the event with limits of coverage between \$300,000 and \$500,000
2. The certificate holder should be City of Petaluma, Office of the City Clerk, c/o 320 North McDowell Boulevard, Petaluma, CA 94954 and permittee agrees to hold harmless from any liability of damages and claim for damages for personal injury including death as well as for claims of property damage which might arise from the use of the rental facilities or furnishings.

Initials

### E. CANCELLATIONS/RESCHEDULING

1. A \$25 processing fee will be charged for any cancellation, refund, and/or re-scheduling of an event.
2. If the nature of the event or the number of participant's changes, the City of Petaluma, Recreation Services staff must be notified at least 10 days in advance, and if necessary, fees will be charged in accordance with applicable rates. The department reserves the right to disapprove of any such changes.
3. Cancellation Policy
  - Cancellations made 61 or more days prior to the event will result in forfeiture of 100% of the deposit. All rental fees will be refunded, less \$25 processing fee.
  - Cancellations made less than (60) days prior to the event will result in forfeiture of 100% of all fees (including deposit and rental fees), regardless of when the event was reserved and the permit was issued, including regular renters who have ongoing files.

Initials

### F. CANCELLATION BY CITY

1. In addition to the right to terminate this rental agreement upon permittee's default, the Supervisor shall have the right to terminate part or all of this agreement at any time in the following circumstances:
  - Upon 30 days written notice.
  - Immediately without notice if the City Council, City Administrative Officer, the County Emergency Services Director, supervisor, or local, state or federal official determines that the facility is required for public necessity or emergency use.
  - Immediately without notice if the facility is destroyed or damaged.

- Neither City nor any of its officers, agents or employees shall be liable to permittee for any damages that may be sustained by permittee through exercise by City of any of its rights to cancellation pursuant to this section. Upon such cancellation, any deposit and fees paid by permittee shall be refunded.

Initials

**G. ALCOHOL/SMOKING**

1. Intent to serve and/or sell alcoholic beverages must be noted on the application and must receive departmental approval and limited to 5 hours per event.
2. Serving alcohol to minors is strictly prohibited and it is the responsibility of the permittee to ensure that minors are not permitted to consume alcoholic beverages at the park or facility.
3. Groups where majority (51%) of participants are under 21 years of age will not be permitted to serve, consume or have alcohol. No alcohol shall be served or sold prior to the arrival of security and/or one hour prior to departure. Permittees who charge an admission fee or accept donations and serve alcohol must obtain a temporary alcohol sales permit from the State of California Alcoholic Beverage Control Board. A copy of the license must be on file at the Department's office 30 days prior to the event. The original ABC license must be posted on site during the entire event.
4. No glass bottles permitted. Beverages must be served in plastic cups.
5. Only one keg of beer per 100 adults is permitted.
6. Per City Ordinance, SMOKING IS NOT PERMITTED INSIDE ANY FACILITY. A \$100 fine will be assessed for each infringement.

Initials

**H. STAFF/SECURITY/CHAPERONES**

1. Based on the size and type of the event, additional staff/private security may be required. Arrangements and costs are the responsibility of permittee. Private security may be obtained from any security agency licensed and bonded by the State of California. A copy of the security contract must be provided at least 30 days prior to the event.
2. When applicable, the City of Petaluma, Recreation Services may require adult chaperones for youth activities. A list of chaperones must be submitted to the Department at least 30 days prior to the event, including addresses and phone numbers.
3. City shall have the absolute right to enter premises herein specified, or any portion thereof, at all times.

Initials

**I. CLEAN-UP/DECORATING RESPONSIBILITIES/BASIC CUSTODIAL**

1. Permittee is responsible for leaving the facility & kitchen in a clean condition in accordance with the "Facility Clean-Up Check List." If extra cleaning is necessary, the fee will be taken out of the deposit and/or will be charged a commercial hourly rate.
2. All items brought into the building by permittee must be removed upon departure.
3. Use of confetti, rice, glitter, candles, and fog machines are prohibited.
4. Dispose of all loose trash (cans, glasses, paper products).
5. Empty the trashcans. The dumpsters are located behind the kitchen.
6. All cardboard boxes are to be broken down and placed in the cardboard recycling container outside.
7. Wipe off all table surfaces and counter areas.
8. Mop all liquid spills (including kitchen, stage and dressing room areas if applicable).
9. Remove all decorations, tape and equipment belonging to your group.
10. Return all property belonging to the City of Petaluma. This includes microphones, extension cords, etc.
11. Report all damages or injuries to the building attendant.
12. Advise building attendant of final departure time. It is your responsibility to leave promptly at the time indicated on your permit. If you do not leave on time, you will be charged overtime at 1 ½ times the rental rate.
13. Do not leave the sinks full. If there is any stoppage, please report it to the building attendant.
14. Do not dump ice or grease on landscaping or grass.
15. Do not leave trash outside the kitchen.
16. Clean coffee pot(s) and return with all parts to staff.
17. If Community Center dishware and utensils are used, it is your responsibility to run them through the dishwasher and have the building attendant check them.
18. Remove all food items from refrigerators and freezer. Any items remaining will be removed by city staff.

Initials

**J. DAMAGE OR LOSS**

1. Any damage or loss to facility or equipment is the responsibility of the permittee. The permittee shall be liable for costs associated with call outs of public safety officials and restoring and/or replacing any damages or losses.
2. The permittee's additional liability insurance shall not be limited to the amount of the deposit. If the permittee refuses to pay, legal action may be taken. In any case, the permittee will not be allowed to use any city facilities until full payment has been made.

Initials

**K. PERMIT REVOCATION**

1. A permit may be revoked for failure to observe any rules, regulations, and ordinances of the City of Petaluma, for improper conduct or cancellation by City (see "F. CANCELLATION BY CITY" section).
2. If incomplete or incorrect information regarding the nature of the event or expected attendance on application is given to department staff, immediate cancellation of permit may result with no refund of fees and/or deposit.

3. Any publication of the proposed activity that occurs prior to the permit being approved shall cause the permit to be denied.
4. Not being in possession of their ABC license/permit, if applicable, will result in the immediate cancellation of the permit/and or event with no refund of fees and/or deposit.
5. Events that exceed expected attendance capacity may be immediately cancelled with no refund of fees and/or deposit.
6. Fights, vandalism or unacceptable behavior occurring during an event shall cause immediate cancellation of the permit and no refund of fees and/or deposit.

**L. OTHER**

1. In compliance with the Americans with Disabilities Act of 1990, renters are prohibited from discriminating against individuals with disabilities in any events, programs, or activities. RECREATIONAL OPPORTUNITIES FOR PERSONS WITH DISABILITIES: We welcome persons with disabilities to participate in any class or activity offered by the Petaluma Parks and Recreation Department. We will make reasonable effort to accommodate the participants' special needs so that they may enjoy the recreational opportunities offered by our department.
2. The City of Petaluma prohibits discrimination in all its programs, facilities, activities, on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program.
3. No animals, except seeing-eye dogs, canine companions, and certified service dogs are permitted in the building.

**M. ROOM SETUP**

1. Room diagrams must be submitted at least 30 days prior to the event and are subject to revision by management staff. Staff will set up the room according to the diagram submitted provided it is a workable seating arrangement. The Department reserves the right to change the set-up if it is not in accord with Fire Marshall regulations and/or is not in compliance with posted occupancy load.
2. If multiple set-ups are required during an event, they must be specified on the application and the patron will be charged at \$15 per hour for the building attendants needed.
3. Guidelines for Set-Ups
  - Doorways may not be blocked.
  - Aisles must be 4 to 6 feet wide.
  - Exit pathways must be the same width as the doors.
4. If no diagram has been submitted, staff will use a standard set-up based on the estimated attendance on the application.
5. **KENILWORTH TEEN CENTER:** Customers are responsible for their own set-up and break-down. 12 tables and 110 chairs will be provided. (Replacement Costs: Tables - \$150, Chairs - \$40)

**HOLD HARMLESS AND RELEASE AGREEMENT**

In consideration of participation in this rental, the Permittee agrees to indemnify and hold harmless, and to release, waive, and discharge, the City of Petaluma, and its agents, officers and employees, and any community organization co-sponsoring the program, from any and all liability to any person or entity for any injury, including death, or property damage, arising out of or in any way connected with participation by the undersigned and/or other persons pursuant to this permit, including injuries or property damage, except those arising from the established active sole negligence or sole willful misconduct of the City or the City's officials or employees.

**I have read the above Hold Harmless and Release Agreement and fully understand that I assume all risks for any injuries and property damage suffered.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Printed Name

**My signature below signifies that: I am 21 years old or older; I agree to abide by all the conditions of this Facility Use Policy; and I also agree to pay to the City of Petaluma all costs the City may incur as a result of any failure to fully comply with all of these conditions.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature, Recreation Supervisor

\_\_\_\_\_  
Today's Date

## ALCOHOL POLICY

### ALCOHOLIC BEVERAGES:

**Alcoholic beverages may only be served at City Parks and Recreation facilities upon City approval in accordance with this policy. Alcohol is strictly prohibited at events attended predominately by minors.** Approval to sell liquor at City facilities must be obtained from the Director of Parks and Recreation or authorized representative and the Petaluma Police Chief or authorized representative. An **ABC** license is also required to sell alcohol at City facilities.

### THE USE OF ALCOHOL AT CITY PARKS AND RECREATION FACILITIES IS ALSO SUBJECT TO THE FOLLOWING:

- Giving, serving or selling alcoholic beverages to any person under age 21 is illegal. In addition to any sanctions under this policy, providing alcohol to minors is subject to criminal enforcement.
- The use of alcohol is restricted to five hours per event.
- All alcoholic beverage services must terminate one hour before the scheduled end of the event unless the event is 4 hours or less in duration.
- Beverage servers/sellers must refuse service/sale to anyone who appears to be intoxicated or under age 21.
- Proof of age must be required for anyone appearing to be 30 years of age or younger. Acceptable forms of identification are Military I.D., Passport, or Driver's License and must include date of birth, physical description, and photograph. Servers must confirm that the I.D. is that of the presenter.
- All beverages must be served in plastic cups. Alcoholic and non-alcoholic beverages must be served in distinctly different containers. Glassware may be used only with permission of the facility manager.
- Beer- Only one keg per 100 adults is permitted. (200 adults= 2 kegs, 300 adults = 3 kegs, etc.).
- For purposes of this policy, a **standard drink** is a 12-ounce beer, a 4-ounce glass of wine or a 1¼-ounce glass of distilled spirits. Serving practices will reflect this equivalency.
- Alcoholic beverage sales/services are not to exceed 2 standard drinks per person per visit to the point of service.
- Non-alcoholic beers and wines may not be sold or served to minors.
- No alcoholic beverages may be brought into or taken out of the event by guests or participants.
- Upon such cancellation or closure, all fees and deposits paid for the event will be forfeited and may be retained by the City.
- Possession of alcohol by minors may result in the event being canceled and closed immediately.
- The license holder/person(s) serving alcohol to minors during events held at the City Parks and Recreation Facilities are solely responsible for any criminal or civil penalties imposed.

**NON ALCOHOLIC BEVERAGES:**

- 1. Non-alcoholic beverages (sodas, juices, waters, etc.) will be promoted and made available for the duration of any event where alcoholic beverages are sold or served.

**FACILITY:**

- All alcohol must be presented to and inventoried by City staff and private security prior to the event. Once alcohol is inventoried no further alcohol will be permitted at the facility.
- No alcohol may be served or sold prior to the arrival of security.
- No alcohol may be allowed outside the area where alcohol is permitted as designated in the contract between the City of Petaluma and permittee.
- Alcohol is prohibited in the parking lot.

**STAFFING/SERVERS:**

- All events with 100 or more guests distributing alcohol, must either utilize the services of a caterer who is licensed and insured to serve alcohol at their client’s event or at least one person trained in **Responsible Beverage Service (RBS)** must be present for the duration of the event to assist servers and monitor the event. Depending on the type and size of event, all servers may be required to participate in **RBS** training. The **RBS** trained personnel will assume responsibility for insuring that alcohol related policies are enforced. The names (s) of the designated (**RBS**) person (s) will be submitted to facility management before the event.  
Contacts for RBS training can be obtained through the Parks and Recreation Department.
- Volunteers are not allowed to drink alcohol while working at the event.

**TRANSPORTATION:**

- At least one person present for the duration of the event will be designated to assist with arrangements for alternative transportation for alcohol impaired individuals, if requested by City staff or event participants. The name of this person will be submitted to City facility management before the event.

**ENFORCEMENT:**

- City facility management reserves the right to close any event that violates this policy or that poses a health or safety risk.
- A uniformed security guard must stand beside the bar and monitor all sales and distribution of alcoholic beverages.
- Uniformed security personnel must be posted at the alcohol serving area.
- Alcoholic beverage servers must be identified as such through the use of badges, buttons, pins, vests, etc.
- Conditions of sale including the ABC Permit if required must be posted in a conspicuous place visible to the public and available upon request by any peace officer.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date of Event

## PRIVATE SECURITY

Based on the nature, size and type of event, private security may be required and may be obtained from any security agency licensed and bonded by the State of California. It is up to each user group or renter to decide for themselves which security company they prefer to use.

**Arrangements and costs are the responsibility of the renter with all security arrangements confirmed in writing at least sixty days prior to your event.** Your signed security contract for paid services may be faxed to 707.778.4473.

When applicable, the City of Petaluma, Recreation Services may require adult chaperones for youth activities. A list of chaperones must be submitted to the City of Petaluma, Recreation Services staff at least 60 days prior to your event, including their addresses and phone numbers.

On the day of the event, our staff will be responsible for informing the security company of what their responsibilities will be during the event and what is expected of those renting the facility (See Facility Use Contract). The security company will furnish the City of Petaluma incident reports and make them available upon our request. Each security person will be required to complete the Incident Report Form, provide a guard card number prior to the event, and sign form prior to leaving the premises.

In an effort to ensure a safe environment throughout the facility, security officers from one event or security company may be requested to assist, by their presence, with another event in the same facility. A security company's purpose within the facility is to provide a safe environment for all individuals and to assist with the enforcement of the City of Petaluma's facility use policies and procedures, including use of alcohol. Armed security offices are not permitted on the premises.

All Security Companies must be able to do the following:

1. Provide a valid driver's license, insurance, and valid licensing for each guard.
2. Provide individual guard cards and license number must be presented to the Building Attendants upon arrival at each event.
3. All guards must be identifiable by being in a guard uniform.
4. A supervising guard must be present at event.
5. All guards must be unarmed and weapons are not permitted.
6. The number of security required for an event with alcohol is determined by the size and type of event. Our Assembly Room, with a capacity of 300, required minimum 4 private security. The Meeting Room, with a capacity of 200, requires a minimum of 2 security guards.

Alcohol will not be permitted unless security services have been acquired.

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Permittee Signature

Date

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Date of Event

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Authorized Signature for Security Company

Date