

Pinole Youth Center-Meeting Room Reservation Application

For Office Use Only

Fee(s)
 Paid: _____
 Deposit Paid: _____
 Date Paid:
 Receipt #:
 Copies Sent to:
 PD PW Applicant
 Key #:
 Refund Requested: _____

Rental Fees

Securing Space

Booking Fee (non-refundable) **\$50**
 Refundable Deposit **\$250 (non alcohol events)** **\$500 (alcohol events)**

Pinole Resident Rental Rates (proof of residency required)

2 Hour Minimum Rental **\$70**
(Includes set-up & take down)
 Additional Hours **\$35 per hour**
 Set-up/Clean-up Time **\$25 per hour**
(2 hours max.)

Non-Resident Rental Rates

2 Hour Minimum Rental **\$100**
(Includes set-up & take down)
 Additional Hours **\$50 per hour**
 Set-up/Clean-up Time **\$25 per hour**
(2 hours max.)

Applicable Fees

Late Application (less than 30 days)/change of date **\$50**
 Alcohol Permit (if needed - Non-refundable) **\$75**
 Minimum Primary Insurance (may vary - Non-Refundable) **\$160**
 Host Liquor Liability Insurance **\$35**
May only be purchased in conjunction with the City of Pinole Primary Insurance
 Holiday Rental Fee **10% Increase on Rates**

A minimum deposit and booking fee is required to book all events. Remainder is due Thirty (30) days prior to event. All reservations must be made online and approved by the Pinole Youth Center Coordinator.

Cancellation/Time Change Policy

Cancellations within two weeks of rental date 50% of total fees
 Cancellations within one week of rental date 100% of total fees

Cancellations must be in writing. The cancellation date is the postmarked date of the signed letter or the date the Youth Center Coordinator or designee receives the letter by personal delivery. Cancellation letter must be received from the original applicant.

***Any time change requests must be made in writing 45 days prior to the scheduled event. Time changes cannot be guaranteed and are dependent on availability.**

Facility Information

- 40 in Meeting Room
 - Outside Patio Available in warmer months (No Grilling allowed)
 - 16 (6') rectangular tables
 - 2 (4') rectangular tables
 - 70 folding chairs, 30 grey stacked chairs (dependent on need)
 - Commercial kitchen (Use of City of Pinole cooking utensils is prohibited – only Sink, Designated Refrigerator and Freezer Space, Stove, and Ovens are available for use)
- * Please refer to the Facility Rental Agreement and Clean-up Agreement for further information and limitations.**



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Applicant/Reservation Information and Contract:

Name of Applicant (Required): _____

Name of Organization/Group: _____

Address (Required):

Street: _____

Address Line 2: _____

City, State, Zip: _____

Phone (Required): () - _____

Email (Required): _____

Rental Date: _____

Activity (Required) _____

Insurance Requirements (Required - Select at least one option):

Will purchase Minimum Primary Insurance from The City of Pinole (\$160 without alcohol)

Will purchase Minimum Primary and Host Liquor Liability Insurance from The City of Pinole (\$160 + \$35 with alcohol)

Will provide proof of insurance 45 days prior to event

Decoration Hours: _____

Decoration time includes table, chair and kitchen set up. ex. 2:00pm-3:00pm

Event Hours: _____

ex. 3:00pm-8:00pm

Clean-Up Hours: _____

Facility must be Cleaned and Vacated by 12:00am. ex. 8:00pm-9:00pm

Total Attendance (Required): _____

Adults (Required): _____

Teens (Required): _____

Children (Required): _____

Is Event Open to the Public? (Required - Select at least one option):

Yes

No

Is Admission Charged? (Required - Select at least one option):

Yes

No

If Yes, Admission Cost: _____



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Name of Band or DJ: _____

Music Contact Name: _____

Phone: () - _____

Check one option (Required - Select at least one option):

Self-Catered Commercial

Caterer Contact Name: _____

Phone: () - _____

Alcohol Served (Required - Select at least one option):

Yes No

Alcoholic Beverages Served: *(check one option if applicable)*

Beer/Wine Mixed

Alcoholic Beverages Sold: *(check one option if applicable)*

Beer/Wine Mixed

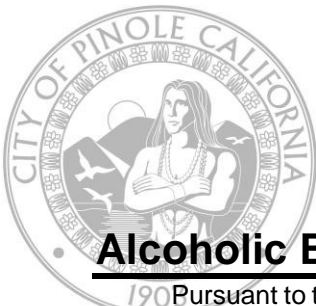
*** Alcohol permit required 30 days prior to event start date.**

Facility Use Restrictions

- Activities may not continue past 11:00p.m. and the facility must be cleaned and vacated no later than 12:00a.m.
- No smoking in the facility or within 20 feet of the facility.
- The City of Pinole is not responsible for lost or stolen items during the rental period.
- An adult must attend children at all times. One (1) adult must be present for every Fifteen (15) minors.
- Clean up food and beverage spills immediately and report to the Facility Attendant. Discard all trash.
- Facility Deposit is required. Provided there is no damage to the facility or any exceptional cleaning, maintenance or security is required as a result of use, the deposit will be fully refunded. If for any reason the Pinole Police are called to secure the event or if the event is shut down for any reason, the applicant will forfeit the full security deposit.
- Certificate of Liability Insurance for \$1 Million is required. This can be obtained through the City of Pinole.
- The applicant must properly clean the facility and all additional time spent by City Staff over basic rental period will be charged an hourly cleaning fee.
- The applicant nor anyone else involved shall be admitted to nor remain in the facility prior to or after the designated rental time.
- No storage is available before or after the event.
- Applicant is responsible for set up of chairs and tables. Facility rental does not include access to or use of offices, lounge areas, non-authorized sound equipment or borrowing furniture from other areas.

Decorations

- Only masking tape is permitted for decorations. Do not use tacks, nails, pins, other tapes or staples. Glitter and confetti is prohibited.
- Balloons must be confined to the rental area and must be anchored.
- The building or equipment may not be altered in any way without consent of the facility attendant, such as moving existing equipment.
- Decorations must be flame retardant. No candles, lanterns or open flames are allowed (except birthday cake candles).



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Alcoholic Beverage Use

Pursuant to the City of Pinole Municipal Code, Sec. 9.08.030, all individuals/organizations wishing to possess or consume alcoholic beverages must receive a permit from the City of Pinole Police Department and submit with payment Thirty (30) days prior to such intended use. Without the review and approval of the Police Chief, no alcoholic beverages may be possessed or consumed within a City Facility or in a City Parking Lot. If alcoholic beverages are to be SOLD, an additional Alcohol and Beverage Control (ABC) license must be procured from the ABC office in Oakland. Serving or selling alcohol must cease one hour prior to the event end time as stated in the permit.

Alcohol must not be served or sold to minors under the age of 21 at any function.

Alcohol permits are not issued to groups with:

- 1) More than 50% attendance are participants under the age of 21
- 2) Activities oriented for those under the age of 21 (such as birthday parties, dances or presentations)

The Youth Services Coordinator or his/her designee has the authority to designate an activity as a youth oriented activity.

If alcohol is being served at the event, the organizers must include Proof of insurance covering "Host Liquor Liability" or purchase it through the City. In the occurrence that alcohol is used without a permit the event will be ended immediately without warning and the entire facility deposit will be forfeited. If necessary the police will be contacted.

Reservation Information

Reservations accepted on a first-come, first-served basis. Booking fees and completed reservation application are due upon reservation request. It is the responsibility of the applicant to clean the area after use (please see Clean-Up Agreement for details). It is the responsibility of the user to take all necessary precautions to maintain a safe environment for the planned activity. Refundable facility deposits are returned in check within two weeks following each event, assuming there is no damage or reason for deduction. Deposit check will be issued to the person in charge of the event, and mailed to the address on the application. Additional fees incurred by Renter and not paid for in advance of the event will be deducted from deposit.

The City of Pinole retains the right to withhold use if individuals or organizations have rented in the past and had incidences of significant damage, vandalism or security issues OR if the Recreation Manager and his/her designee determines the use may not be in the best interests of the City of Pinole.

The facilities can be reserved no more six months in advance. Meeting rentals occurring on a regular basis, such as monthly, can reserve no more than six months in advance. Required for rental: 1) Rental Application and Required Documents 2) Security Deposit and Rental Fees 3) Certificate of Insurance 4) Proof of residency via a utility bill within the past two months.

Reservations must be made in person. Applicants must be 1) 21 years of age 2) Primary sponsor of the event 3) Present during the entire duration of the event. Resident rates are for people who live or own property in Pinole and identification confirming residence will be required.

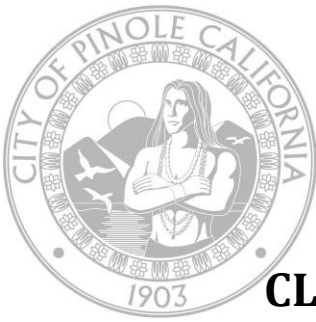
The applicant hereby agrees to hold the City of Pinole, its City Council and commissions, the Pinole Youth Club Board of Directors, the individual members thereof and all the officers, agents and employees free and harmless from any loss, damage, liability, cost or expense that may arise during, or caused in any way by, such use or occupancy of facility.

Applicant further agrees to furnish such liability or other insurance for the protection of the public and the City and any officer and employee thereof, as the City may require. Applicant agrees to be personally responsible for and to reimburse the City for any damage to the facility including furniture or equipment occasioned by or growing out of the use or occupancy herein requested.

Please sign and date below to acknowledge receipt of Pinole Rental Facilities information. I have read and understand the Rules & Regulations and agree to comply.

Applicant's Signature: _____

Date (Required): _____



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FACILITY RENTAL CLEAN-UP REQUIREMENT/AGREEMENT

I understand that I must be present at the beginning of the rental, when guests or other persons are present, and at the end of the rental for inspection. I agree to walk the facility including restrooms with facility staff prior to and after event to review any current or new damage to facility, which may have occurred during my rental.

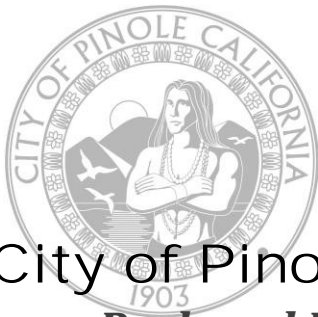
The following are required of me:

- Wipe and clean all tables, chairs, bar areas, used during your event.
- Breakdown tables and chairs (unless break-down is paid for), and breakdown any outside/rented furniture.
- Remove and dispose of all decorative material including outdoor signage.
- Sweep the facility floors. Spot mopping facility kitchen, main floor, bar areas, hallways, lobby and restrooms to remove debris and spills.
- Remove all litter from facility area, bagging and carrying trash to dumpsters.
- Thoroughly clean kitchen including all counter areas, steam tables, refrigerator, ovens and stove, floor and sinks.
- Ensure that restroom areas are cleaned and no materials are left on the floor, or graffiti on stalls.
- If a caterer is being utilized, the applicant is responsible for ensuring that the caterer is advised of the necessary cleaning requirements.
- You will be responsible for the clean-up and condition in which you leave the facility. In cases where indoors and outdoors property has been damaged or abused beyond normal wear, you will be billed for all damage and additional clean up.
- No furniture, dishes, food, beverages or decorations may be left in the facility overnight.
- Only masking tape permitted. Use of nails, pins, scotch tape, duct tape, or staples is PROHIBITED.
- Smoke or mist machines are prohibited in all City facilities.
- Absolutely no confetti, glitter, sequins, rice or birdseed allowed in any City facility.
- Lit candles, lanterns or open flames are NOT allowed in any City facility.
- If for any reason that the Pinole Police needs to be called you will forfeit the full deposit.
- Only the number of guests stated on contract shall be admitted.
- Pinole Senior Center Main Hall Maximum 250
- Parking availability is not guaranteed and on occasion may be limited.
- No alcohol is permitted in City parking lots. Alcohol is only allowed inside facilities with a City of Pinole alcohol permit.

You are personally responsible for and will reimburse the City for any damage to the facility, parking lot and immediately surrounding areas including furniture or equipment You are responsible to take all necessary precautions to maintain a safe environment for the planned activity to ensure there is no misconduct. . You are responsible for guests and ensuring they follow all rules.

I understand that failure to comply with this agreement may lead to losing portions and/or all of my rental deposit, which in some case may exceed the deposit amount. I have read and understand the cleaning requirements of the City of Pinole Recreation Department. I further understand that even if I delegate these responsibilities to other members or service agencies for which I have contracted, such as caterers, etc., I still have the ultimate responsibility to return the facility to its original rental conditions. I will report any concerns or issues that arise during my event immediately (within 1 week of rental).

Applicant's Signature: _____ Date: _____



Pinole Youth Center-Meeting Room Reservation Application

City of Pinole

Park and Facility

Sound Permit Application

A City of Pinole Park Reservation must be complete before the Sound Permit Application will be approved. All approvals are at the discretion of the Recreation Manager or his/her designee.

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Permit Issued By: _____

Date: _____

Copies Sent to:

PD PW Rec.

Applicant

Special Conditions of Permit: _____

Applicant

Name of Applicant/Designated Person(s) in Charge: _____

Name of Organization/Group: _____

Phone: _____

Home

Work

Cell

Activity

Check Type of Activity: Private Party Fundraising Event Community Event

Expected Number of People: Children Teens Adults

Date: _____ Day of Week: _____ Hours: _____ to ***

****Pinole Valley Park and Fernandez Park rentals are limited to 5 hours. Multiple blocks of time may be rented.*

(Park hours shall be based upon the amount of light available for the safety of park users. It is unlawful for anyone to be in any City park between 9 p.m. and 6 a.m.)

Location of Event: Fernandez Park Pinole Valley Park Picnic Grove Recreation Facility

Type of Sound Amplification: Live Band DJ Portable Stereo Other Explain _____

SOUND PERMIT POLICY

The following policies have been developed to assure that amplified music and/or sound at City of Pinole parks and facilities is maintained at a reasonable level and is not disruptive to the residential neighborhood.

1. A permit must be issued by the Recreation Department for the use of amplified music and/or sound at any City park or facility. Permits will not be approved if the sound may interfere with Recreation programs or unreasonably disturb the residential neighborhood.
2. **The level of amplified music and/or sound must be limited to reach only the immediate audience.**
3. **Music and lyrics must be appropriate for all ages and not include any obscene language or references.**
4. Speakers must be positioned carefully in order to prevent sound from disturbing persons not in the immediate area. Atmospheric conditions, such as clouds and overcast, can greatly influence the effect of amplification. The set-up should be carefully checked before each event and monitored occasionally during the event by the Designated Person in Charge.
5. Amplified music and/or sound is generally permitted in Fernandez Park, Pinole Valley Park and Recreation Facilities in accordance with the conditions listed above. All other areas are by exception only from the Recreation Manager or his/her designee.

AS CONTACT PERSON FOR THIS EVENT, I HAVE READ ALL APPLICABLE SOUND PERMIT POLICIES AND AGREE TO BE PRESENT AT THE ENTIRE EVENT AND BE RESPONSIBLE FOR POLICY ADHERENCE.

I UNDERSTAND THAT IF ANY NOISE DISTURBANCE OR INAPPROPRIATE/OBSCENE MUSIC COMPLAINTS ARE RECEIVED FROM RESIDENTIAL NEIGHBORS, PARK USERS OR CITY STAFF, THE CITY OF PINOLE HAS THE AUTHORITY TO IMMEDIATELY SHUT DOWN THE AMPLIFIED MUSIC FOR THE DURATION OF THE EVENT AND THE EVENT MAY BE SHUT DOWN BASED ON THE SEVERITY OF COMPLAINTS.

Applicant's Signature: _____

Date: _____

Applicant's Printed Name: _____

SOUND PERMITS ARE ENFORCEABLE BY THE PINOLE POLICE DEPARTMENT

Pinole Youth Center • 635 Tennent Avenue, Pinole, CA 94564 • Phone 510-724-9004 • Fax (510) 724-1528 • youth@ci.pinole.ca.us



Pinole Youth Center-Meeting Room Reservation Application

STATEMENT OF CHARGES *(To be filled out by Pinole Youth Center Staff)*

Applicant Name: _____ Rental Date _____

Pinole Resident Non-Resident

Received by: _____ Booking Date _____

FEES:

- Booking Fee **\$50**
- Refundable Deposit **\$250 (non alcohol events)** **\$500 (alcohol events)**
- 2 Hour Rental **\$70** (resident) **\$100** (non-resident)
- Decorating/Set up hour **\$25**
- Clean up hour **\$25**
- Additional Hours
\$35 per hour (resident)
\$50 per hour (non-resident)

Cost of Additional Hours: _____

- Alcohol Permit **\$75**
- Minimum Primary Insurance **\$160**
- Host Liquor Liability Insurance **\$35**

TOTAL COST \$ _____

FINAL PAYMENT \$ _____

DUE DATE _____

PAYMENTS:

Amount Paid	\$ _____	Date _____	Received By _____	Remaining Balance \$ _____
Amount Paid	\$ _____	Date _____	Received By _____	Remaining Balance \$ _____
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