



Senior Center Main Hall Reservation Application

For Office Use Only	
Fee(s)	
Paid:	_____
Deposit Paid:	_____
Date Paid:	
Receipt #:	
Copies Sent to:	
	<input type="checkbox"/> PD <input type="checkbox"/> PW <input type="checkbox"/> Applicant
Key #:	
Refund Requested:	_____

Rental Fee Schedule and General Information

The Senior Center Main Hall offers Pinole Resident Fees, *Pinole Resident Non-Profit Fees, Non-Resident Rates and *Non-Resident Non-Profit Rates. **Proof of Non-Profit status is required for all Non-Profit rates.

Pinole Resident Rental Fees (proof of residence required)

5 Hour Minimum Rental	\$625
Each Additional Hour	\$90 per hour
Decoration or Clean Up Time	\$45 per hour (2 hours Maximum)

Non-Pinole Resident Rental Fees

5 Hour Minimum Rental	\$775
Each Additional Hour	\$120 per hour
Decoration or Clean Up Time	\$45 per hour (2 hours Maximum)

Pinole Non-Profit Rental Fees (proof of non-profit status required)

5 Hour Minimum Rental	\$400
Each Additional Hour	\$50 per hour
Decoration or Clean Up Time	\$45 per hour (2 hours Maximum)

Non-Pinole Non-Profit Rental Fees

5 Hour Minimum Rental	\$550
Each Additional Hour	\$70 per hour
Decoration or Clean Up Time	\$45 per hour (2 hours Maximum)

Deposit and Additional Fees for Pinole Resident and Non Resident Rentals

Refundable Deposit	\$500 without Alcohol
Refundable Deposit	\$ 750 with Alcohol
Non-Refundable Booking Fee	\$50
Table and Chair Set Up (optional)	\$50
*Table and Chair Break-Down (optional)	\$50

****RENTERS ARE RESPONSIBLE FOR ALL CLEANING, THIS FEE DOES NOT INCLUDE SWEEPING, MOPPING AND ANY CLEANING OF THE FLOORS AT THE END OF THE EVENT.**

Facility Deposit and Additional Fees for Pinole Non-Profits and Non-Pinole Non-Profit Rentals

Refundable Facility Deposit	\$250
Non-Refundable Booking Fee	\$50
Table and Chair Set Up (optional)	\$50
*Table and Chair Break-Down (optional)	\$50

****RENTERS ARE RESPONSIBLE FOR ALL CLEANING, THIS FEE DOES NOT INCLUDE SWEEPING, MOPPING AND ANY CLEANING OF THE FLOORS AT THE END OF THE EVENT.**



Senior Center Main Hall Reservation Application

Certificate of Liability Insurance

Certificate of Liability Insurance for \$1 Million is required. This can be obtained through the City of Pinole or by private insurance agencies. Classification is determined by event type,
Class I \$160 Class II \$300 Class III \$525

Host Liquor Liability Insurance

\$35 (May only be purchased in conjunction with the City of Pinole Primary Insurance. Required for serving alcohol)

Alcohol Permit (if required) \$75

Security Requirements

One Guard for every 1-74 Attendees
Two Guards for every 75-149 Attendees
Three Guards for every 150-250 Attendees
Maximum Occupancy for Rental Attendance: 250

All renters are required to have the appropriate number of security guards for the entire duration of the rental, with the exception of decorating time. Proof of security donning the number of guards, hours, certification, and contact information must be submitted 45 days prior to the event. Failure to provide security may result in deduction from security deposit.

Change of Date and Cancellation Policy

Change of Date	Fee \$200.00
Change of Date Fee 75 days or less	Fee \$300.00
Cancellations within two weeks of booking deposit	Fee: \$150
Cancellation 90 days prior to the event date	Fee: \$250
Cancellation 89 – 60 days prior to the event date	Fee: \$350
Cancellation 59 – 31 days prior to the event date	Fee: \$450
Cancellation 30 days or less prior to the event date	Fee: \$450 + half of rental fees

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

Facility Information

- 4,000 square feet.
- 250 person seated maximum (banquet accommodations)
- 24 (6') round tables maximum 10 chairs per table
- 14 (12') rectangular tables
- 2 (8') rectangular tables
- Commercial kitchen
- Movie screen (no projector)



Senior Center Main Hall Reservation Application

Reservation Information

Reservations are accepted on a first-come, first-served basis. The booking fee, facility deposit, and completed reservation application are required to make any reservation. No applications will be accepted unless deposit and booking fees are paid. **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. The person(s) in charge of the event, as determined by the name(s) on the application, must be present for the entire duration of the rental, including time of reservation, set-up, clean-up, and delivery times.

Refundable facility deposits are returned in check form within four weeks following each event, assuming there is no damage or reason for deduction. Deposit checks will be issued to the person in charge of the event, and mailed to the address provided on the application. Changes to the application must be submitted in writing, and made 45 before the rental date. Additional fees incurred by Renter and not paid for in advance of the event will be deducted from the deposit.

The City of Pinole retains the right to withhold use if individuals or organizations have rented in the past and had incidents 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 City of Pinole also retains the right to cancel an event if all fees are not paid 45 days prior to the event or if the renter fails to meet the requirements of this Agreement.

The facility can be reserved no more than one year in advance.

Required for Rental:

- 1) Rental Application
- 2) Booking Fee, Security Deposit, and Rental Fees
- 3) Certificate of Insurance and Proof that Security will be present.

All fees must be paid and documents submitted and finalized forty-five (45) days in advance of rental date.

Applicants must be:

- 1) 21 years of age
- 2) Primary sponsor of the event
- 3) Present during the entire duration of the event, including set-up and clean-up.

Resident rates are for applicants who live or own property in Pinole (within zip code 94564).

Identification confirming residence will be required.

The applicant hereby agrees to hold the City of Pinole, its City Council and commissions, the Pinole Senior 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. Failure to reimburse City may result in deduction from deposit.



Senior Center Main Hall Reservation Application

Applicant/Reservation Information and Contract:

Name of Applicant (Required): _____

Name of Organization/Group: _____

Rental Date: _____ - _____

Address (Required):

Street: _____

Address Line 2: _____

City, State, Zip: _____

Phone (Required): () - _____

Email (Required): _____

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: _____

ex. 8:00pm-9:00pm

Facility must be Cleaned & Vacated by 12:00am. At least 1 hour must be designated for clean up.

**Final price of rental is dependent on total number of hours utilized*

Times must be provided at the time of booking. Changes can be made up to 45 days before event.

No time changes or hour additions will be allowed with less than 45 days notice.

Total Attendance: _____ (Adults: _____ Teens: _____ Children: _____)

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: _____

Name of Band or DJ: _____ **Music Contact Name:** _____ **Phone:** () _____

Self-Catered or Commercial (circle one) **Caterer Contact Name:** _____ **Phone:** () _____

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

Yes

No



Senior Center Main Hall Reservation Application

Alcoholic Beverages Served: (check one option if applicable)

- Beer/Wine Mixed

Alcoholic Beverages Sold: (check one option if applicable)

- Beer/Wine Mixed

Will you be paying to have the Senior Center set up tables and chairs for you? (Required - Select at least one option):

- Yes No

Will you be paying to have the Senior Center put away tables and chairs for you? (Required)

RENTERS ARE RESPONSIBLE FOR ALL CLEANING, THIS FEE DOES NOT INCLUDE SWEEPING, MOPPING AND ANY CLEANING OF THE FLOORS AT THE END OF THE EVENT.

- Yes

- No

- Please check here if you plan to use outside or rented chairs. By checking here you acknowledge that the Pinole Senior Center CAN NOT set up or breakdown outside or rented chairs, and that you are responsible for setting them up upon your arrival. There is NO discount to the set up and break down fee if you choose to rent outside chairs. All chairs must be picked up by the time the event concludes.

Facility Use Restrictions

- Activities may not continue past 11:00 p.m. and the facility must be cleaned and vacated no later than 12:00 a.m.
 - If hiring caterer, entertainment, or any other vendors please provide a list of names and contact information.
 - No smoking in the facility, parking lot or any city property.
 - The City of Pinole is not responsible for lost or stolen items during the rental period.
 - Adults must supervise 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.
 - 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 fee.
 - Facility attendants are required at all times during a rental period, as well as security guards hired by the renter during the times guests are present.
 - The applicant nor any other person or organization involved shall be admitted to the facility prior to the designated rental time. Further, no storage is available before or after the event.
 - If applicant pays for table and chair set up, AND a facility use diagram is provided at least two (2) weeks prior to the event, the required number of chairs, tables can be arranged prior to the arrival of the renter. Applicant is responsible for set up of chairs and tables unless paying the set-up fee. No refunds granted if diagram is not submitted on time. Applicant is responsible for setting up any outside and/or rented furniture.
 - Facility rental does not include access to or use of offices, lounge areas, non-authorized sound equipment or borrowing furniture from other areas.
- Deposit is required. The deposit will be fully refunded provided there is no:
- Damage to the facility as determined by the City
 - Exceptional cleaning or maintenance required
 - Failure to provide security
 - Excess time used
 - Other serious facility use violations
 - Cancellation, reschedule, or other unpaid fees

If for any reason the Pinole Police are called to secure the event, the event will be shut down and the applicant will forfeit the full security deposit.



Senior Center Main Hall Reservation Application

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 Forty-Five (45) 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 of 21 and under participants
- 2) Activities oriented for those under the age of 21 (such as birthday parties, dances or presentations)

The Recreation Manager or his/her designee has the authority to designate an activity as a youth oriented activity.

Decorations

- Only masking tape is permitted for decorations. Do not use tacks, nails, pins, other tapes, or staples.*
- Glitter and confetti are prohibited.*
- Decorations must be flame retardant.*
- Balloons must be confined to the rental area (Senior Center Main Hall), 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.*
- No candles, lanterns or open flames are allowed.*

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 (Required): _____

Date (Required): _____



Senior Center Main Hall Reservation Application

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: _____



Senior Center Main Hall 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.

For Office Use Only

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 Adults Teens

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



Senior Center Main Hall Reservation Application

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

Applicant Name: _____ Rental Date _____

Pinole Resident Non-Resident

Received by: _____ Booking Date _____

FEES:

Booking \$ _____

Facility Deposit \$ _____

Rental (5 hours) \$ _____

Decorating Hours \$ _____

Clean-Up Hours \$ _____

Extra Hours \$ _____

Liability Insurance \$ _____

Host Liquor Insurance \$ _____

Alcohol Permit \$ _____

Set Up \$ _____

Break Down \$ _____

TOTAL COST \$ _____

FINAL PAYMENT \$ _____

DUE DATE _____

PAYMENTS:

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

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

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

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

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

Change in Fees \$ _____ Reason _____