

Community Services Department
FACILITY FEE SCHEDULE AND LISTING
 (RENTAL FEES LISTED ARE BASED ON A 100% RENTAL RATE)



FACILITY	DETAILS	APPROVED FEE	APPROVED DEPOSIT FEE
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CONVENTION CENTER				
NOTE: OTHER AGREEMENT FOR CONCERT PROMOTERS MAY BE REQUIRED		DISCOUNTS BY PERCENTAGE -Applies to Base Rate/Packaged Rate only. Extra Fees- No Discount.		
PACKAGED RENTAL RATES	INCLUDES JANITORIAL SUPPLIES INCLUDES FROM 1 – 3 ATTENDANTS	50% DISCOUNT		
ADDITIONAL FACILITIES EQUIPMENT/SERVICES REQUESTED	EXTRA FEES WILL APPL (Non Adjustable Fees)	<ul style="list-style-type: none"> - RICHMOND CITY DEPT - WCCUSD - GOVERNMENT 		
SPECIAL EVENT PERMIT	SEE SPECIAL EVENTS PERMIT GUIDELINES	25 % DISCOUNT		
SPECIAL EVENT PERMIT		<ul style="list-style-type: none"> - NON PROFIT ORGANIZATIONS 		
CONVENTION CENTER COMPLEX - MAIN FLOOR, LOBBY, BERMUDA ROOM, AND TERRACE ROOMS (C/D/E/F/G/H) INCLUDED PACKAGE RATE INCLUDES 3 ATTENDANTS AND JANITORIAL SUPPLIES	RENTAL FEES/ PER HOUR MINIMUM- 4 HRS (EVENT TIME) TO RENT...	SET-UP & BREAK-DOWN FEES- \$205.00 PER HOUR- EXTRA FEES WILL APPLY. (Minimum requirement of 4 hours to rent excludes Set-Up/ Break Down Time)		
HOURLY RATE		MON- THU	\$ 848.00	\$3,081.00
WEEKEND RATE - 25% MORE		FRI- SUN	\$1,061.00	\$3,081.00
CONCERTS		TBD	\$5,135.00
MAIN FLOOR PACKAGE RATE : INCLUDES 3 CONTRACTED ATTENDANTS AND JANITORIAL SUPPLIES	RENTAL FEES/ PER HOUR MINIMUM- 4 HRS (EVENT TIME) TO RENT...	SET-UP & BREAK-DOWN FEES \$205.00 PER HOUR- EXTRA FEES WILL APPLY (Minimum requirement of 4 hours to rent excludes Set-Up/ Break Down Time)		
HOURLY RATE		MON-THU	\$ 514.00	\$3,081.00
WEEKEND RATE - 25% MORE		FRI- SUN	\$ 642.00	\$3,081.00
BERMUDA/CATALINA ROOMS PACKAGE RATE: INCLUDES 2 CONTRACTED ATTENDANTS AND JANITORIAL SUPPLIES	RENTAL FEES/ PER HOUR MINIMUM- 4 HRS (EVENT TIME) TO RENT...	SET-UP & BREAK-DOWN FEES \$205.00 PER HOUR- EXTRA FEES WILL APPLY (Minimum requirement of 4 hours to rent excludes Set-Up/ Break Down Time)		
HOURLY RATE		MON-THU	\$ 251.00	\$ 514.00
ADDITIONAL RM RATE/HOUR			\$ 163.00	\$ 167.00
WEEKEND RATE - 25% MORE		FRI- SUN	\$ 313.00	\$ 514.00
ADDITIONAL RM RATE/HOUR			\$203.00	\$207.00
TERRACE ROOMS C/D/E/F/G/H PACKAGE RATE: INCLUDES 1 CONTRACTED ATTENDANTS AND JANITORIAL SUPPLIES	RENTAL FEES CHARGED PER HOUR 3 HOURS MINIMUM TO RENT			
HOURLY RATE		MON-THU	\$ 124.00	\$ 257.00
ADDITIONAL RM RATE/HOUR			\$ 52.00	
HOURLY RATE		FRI- SUN	\$ 155.00	\$ 257.00
ADDITIONAL RM RATE/HOUR			\$ 66.00	

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CONVENTION CENTER LOBBY	RENTAL FEES/ PER HOUR MINIMUM- 4 HRS (EVENT TIME) TO RENT...	SET-UP & BREAK-DOWN FEES \$ 205.00 PER HOUR- EXTRA FEES WILL APPLY (Minimum requirement of 4 hours to rent excludes Set-Up/ Break Down Time)			
PACKAGE RATE: INCLUDES 2 CONTRACTED ATTENDANTS AND JANITORIAL SUPPLIES	HOURLY RATE	MON-THU	\$ 251.00	\$ 514.00	
	ADDITIONAL RM RATE/HOUR		\$ 163.00	\$ 167.00	
	WEEKEND RATE - 25% MORE	FRI- SUN	\$ 313.00	\$ 514.00	
	ADDITIONAL RM RATE/HOUR		\$203.00	\$ 207.00	
CONVENTION CENTER KITCHEN	CHARGED PER UNIT SHARED USE WITH EVENT BOOKING Extra Fees will Apply	MON- THU	\$ 106.00		
		FRI- SUN	\$ 132.00		
	SOLE USE WITH EVENT BOOKING Extra Fees will Apply	MON- THU	\$ 165.00		
		FRI- SUN	\$ 206.00		
	SOLE USE WITHOUT EVENT BOOKING (COMMERCIAL USE) 6 HOURS MAX	MON- THU	\$ 514.00	\$ 514.00	
		FRI- SUN	\$ 642.00		
DRESSING ROOMS	CHARGED PER UNIT WITH EVENT BOOKING BAND/ CHORUS ROOM Extra Fees will Apply	MON- THU	\$ 65.00		
		FRI- SUN	\$ 81.00		
	INDIVIDUAL DRESSING ROOM Extra Fees will Apply	MON- THU	\$ 34.00		
		FRI- SUN	\$ 42.00		
	MARQUEE	PER WEEK Extra Fees will Apply		\$ 51.00	
TICKET BOOTH	PER UNIT Extra Fees will Apply	MON- THU	\$ 52.00		
		FRI- SUN	\$66.00		
NOTE: <ul style="list-style-type: none"> EXTRA FEES OF \$205.00 WILL BE ASSESSED PER EVENT DURING THE MONTH OF DECEMBER AFTER HOLIDAY DECORATIONS HAS BEEN PLACED IN THE RICHMOND CONVENTION CENTER SPECIAL EVENT PERMIT REQUIRED AND PENDING APPROVAL BY THE POLICE DEPARTMENT AS FOLLOWS: <ul style="list-style-type: none"> - ANY RENTAL WITH ATTENDEES OVER #200 - IF ALCOHOLIC BEVERAGES ARE SERVED OR SOLD 					

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COMMUNITY CENTER FACILITIES				
NOTE: RENTALS FOR PROFIT IS NOT ALLOWED, THE USE OF THE CONVENTION CENTER IS AN OPTION.				
BASE RATE/ PACKAGED RENTAL RATES	- INCLUDES JANITORIAL SUPPLIES - INCLUDES 1 RENTAL ATTENDANT	- INCLUDES AVAILABLE CHAIRS AND TABLE		
OTHER - REQUESTED EQUIPMENT/SERVICES	EXTRA FEES WILL APPLY (Non-Adjustable Fees) \$31 application fee \$51 kitchen/day			
- NON PROFIT GROUPS	25% Discount - minimum rental of 2 hours to qualify	DISCOUNT – Apply to Base Rate/ Packaged Rate only. Extra fees – No Discount / not applicable.		
- CITY DEPARTMENTS	50% Discount - minimum rental of 2 hours to qualify			
- WCCUSD - GOVERNMENT				
SOCIAL HALL	PACKAGED RATE (Up to 190 ATTENDEES)			\$ 514.00
NEVIN COMMUNITY CENTER		PER HOUR	\$ 139.00	
PARCHESTER COMMUNITY CENTER		PER HOUR	\$ 119.00	
RICHMOND RECREATION COMPLEX		PER HOUR	\$ 158.00	
SHIELDS REID COMMUNITY CENTER		PER HOUR	\$ 119.00	
CONFERENCE ROOM	PACKAGED RATE (Up to 30 ATTENDEES)			\$ 257.00
NEVIN COMMUNITY CENTER		PER HOUR	\$ 83.00	
BOOKER T ANDERSON COMMUNITY CENTER		PER HOUR	\$ 83.00	
PARCHESTER COMMUNITY CENTER		PER HOUR	\$ 83.00	
PT. RICHMOND COMMUNITY CENTER		PER HOUR	\$ 83.00	
SHIELDS REID COMMUNITY CENTER		PER HOUR	\$ 83.00	
MULTI PURPOSE ROOM	PACKAGED RATE (Up to 50 ATTENDEES)			\$ 257.00
BOOKER T ANDERSON COMMUNITY CENTER		PER HOUR	\$ 104.00	
NEVIN COMMUNITY CENTER		PER HOUR	\$ 104.00	
PT. RICHMOND COMMUNITY CENTER		PER HOUR	\$ 104.00	
SHIELDS REID COMMUNITY CENTER		PER HOUR	\$ 104.00	
GYMNASIUM	PACKAGED RATE INCLUDES JANITORIAL SUPPLIES AND 1 RENTAL ATTENDANT/ STAFF			
BTA/RRC	FOR SOCIAL EVENTS	PER HOUR	\$ 259.00	\$ 514.00
BTA/RRC	FOR SPORTS	PER HOUR	\$ 152.00	\$ 257.00
AQUATICS	- PACKAGED RATE INCLUDES JANITORIAL SUPPLIES & 2 LIFEGUARDS AND UP TO 25 ATTENDEES			
*LIFEGUARD RATE	- EXTRA FEE (XF) ASSESSED FOR ADDITIONAL LIFEGUARDS OVER 25 ATTENDEES AS REQUIRED, AND/OR AS DETERMINED NECESSARY PENDING RISKS INVOLVED			
XF \$31.00 /HR/ ADDITIONAL 25 ATTENDEES				
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**\$16.00/HR	INDOOR POOL * OR	MON-THU	PER HOUR	\$ 154.00 *
PER ADDITIONAL LANE	OUTDOOR POOL+PICNIC AREA *	FRI-SUN	PER HOUR	\$ 193.00 *
(FRI-SUN 25% MORE	INDOOR POOL-	MON-THU	PER HOUR	\$ 47.00 **
\$20.00/HR)	PER LANE **	FRI-SUN	PER HOUR	\$ 60.00 **
	OUTDOOR PICNIC	MON-THU	PER HOUR	\$ 92.00 *
	AREA- NO POOL*	FRI-SUN	PER HOUR	\$ 116.00 *

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PARKS AND FIELDS RESERVATION				
BASE RATE/ PACKAGED RENTAL RATES	<ul style="list-style-type: none"> - INCLUDES TRASH CANS BASED ON THE NUMBER OF ATTENDEES - 1 Trash Can per #25 attendees - DISCOUNTS NOT APPLICABLE EXCEPT FOR THE CITY OF RICHMOND DEPARTMENT USE 			
SPECIAL EVENT PERMIT	REQUIRED FOR AMPLIFIED SOUND REQUIRED FOR JUMPERS FESTIVALS, FAIRS, ETC. (SEE SPECIAL EVENT PERMIT GUIDELINES)			
STANDARD FEES	FOR GENERAL USE: BASE RATE/ PACKAGED RATE			
	GROUPS OF 50 OR LESS 2 TRASH CANS INCLUDED	PER HOUR	\$ 31.00	\$ 103.00
	GROUPS OF 51 – 100 4 TRASH CANS INCLUDED	PER HOUR	\$ 63.00	\$ 154.00
	GROUPS OF 101-199 8 TRASH CANS INCLUDED	PER HOUR	\$ 83.00	\$ 154.00
	GROUPS OF 200 OR MORE	PER HOUR	\$ 124.00	\$ 154.00
CIVIC CENTER PLAZA	FOR ALL USERS	PER HOUR	\$ 205.00	\$1,027.00
PICNIC AREAS	BASE RATE/ PACKAGED RATE INCLUDES <ul style="list-style-type: none"> - MINIMUM OF TWO (2) TRASH CANS. NOTE: ADDITIONAL TRASH CANS WILL BE ASSESSED EXTRA FEES			
NICHOLL PARK COUNTRY CLUB VISTA BARBARA & JAY VINCENT	MINIMUM OF 3 HOURS REQUIRED. *PARK STANDARD FEES (PER NUMBER OF ATTENDEES) WILL APPLY IN ADDITION TO TABLE FEES.	PER HOUR	\$ 39.00	\$ 103.00 \$155.00
MARINA BAY PARK * SHIMADA PARK *		PER TABLE PER DAY	\$ 27.00	\$ 103.00 \$ 154.00
NOTE: <ul style="list-style-type: none"> • ALL PARK/PICNIC RESERVATIONS FEES NOT COVERED BY THIS SCHEDULE WILL BE DONE BY SPECIAL ARRANGEMENT WITH THE COMMUNITY SERVICES DEPARTMENT. • THE DEPARTMENT RESERVES THE RIGHT TO INCREASE DEPOSIT FEES DEEMED NECESSARY TO RECOVER COSTS ASSOCIATED WITH RISKS INVOLVED. 				
SPORTS FIELD	BASE RATE/ PACKAGED RATE INCLUDES ONE (1) TRASH CAN PER BOOKING NOTE: FEES DO NOT INCLUDE BAGS, GOALS OR FIELD MARKING- EXTRA FEES WILL APPLY			
	YOUTH SPORTS	PER HOUR	\$ 28.00	\$ 103.00- NON LEAGUE
EXCLUDING BASEBALL	ADULT SPORT	PER HOUR	\$ 41.00	
	ADULT BASEBALL	PER HOUR	\$ 73.00	
	TENNIS COURTS	PER HOUR	\$ 16.00	
MLK TURF FIELD	YOUTH	PER HOUR	\$ 41.00	\$ 308.00 - LEAGUES
	ADULT	PER HOUR	\$ 51.00	
MLK TURF/TRACKS	YOUTH	PER HOUR	\$ 31.00	
	ADULT	PER HOUR	\$ 41.00	

FACILITY FEE SCHEDULE- EXTRA FEES



DESCRIPTION OF CHARGES	DETAILS	APPROVED FEES
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0 ADMINISTRATION FEES		
- NON REFUNDABLE FEES		
APPLICATION FEES	EACH	\$31.00
APPLICATION- SHORT NOTICE FEE		
- APPLICATION RECEIVED IN LESS THAN 30 DAYS NOTICE	EACH	\$26.00
GROSS CONCESSIONS (Standard)- ASSESSED PER NUMBER OF ATTENDEES	EACH/Per Attendee	\$1.00
GROSS CONCESSIONS (ALCOHOL)- ASSESSED PER NUMBER OF ATTENDEES	EACH/Per Attendee	\$1.00
GROSS TICKET SALES- ASSESSED PER NUMBER OF ATTENDEES	EACH/Per Attendee	\$1.00
MARQUEE	PER WEEK	\$51.00
RENTAL AMENDMENT FEE- ANY CHANGES ON APPROVED CONTRACT	EACH	\$26.00
RENTAL EVENT DATE CHANGE FEE	EACH	\$31.00
RENTAL SET-UP/ LATE NOTICE & CHANGE FEE-	EACH	\$150.00
- WHEN RECEIVED IN LESS THAN 7 DAYS NOTICE		
EQUIPMENT AND SERVICE FEES		
ALCOHOL SERVED (SEE- SEP PERMIT FEES)	EACH	\$67.00
ALCOHOL SOLD (SEE- SEP PERMIT FEES)	EACH	\$132.00
ATTENDANT FEE	PER HOUR/ Per Attendant	\$31.00
CHAIRS	EACH	\$1.00
CLEANING FEE- CONVENTION CENTER COMPLEX	EACH	\$514.00
ELECTRICAL PEDESTAL	EACH/ PER USE	\$26.00
FIELD- DRAG & LINE	EACH	\$103.00
FIELD- GOAL SET-UP	EACH	\$62.00
FIELD- LIGHTS	PER HOUR	\$21.00
FIELD MAINTENANCE- LONG RANGE	PER LEAGUE/ 6-12 Months Rental	\$205.00
FIELD MAINTENANCE- SHORT RANGE	PER LEAGUE/Rentals Under 6 Months	\$21.00
JUMPER PERMIT (SEE- SEP PERMIT FEES)	EACH/Per Day	\$41.00
KITCHEN USE- COMMUNITY CENTERS	EACH/ Per Rental	\$51.00
KITCHEN USE- SENIOR CENTER	EACH/ Per Rental	\$106.00
LIFEGUARD- AQUATICS	EACH/ Per Hour	\$31.00
MICROPHONE- CORDLESS	EACH	\$59.00
PIANO- BABY GRAND	EACH	\$65.00
PIANO- GRAND	EACH	\$126.00
PODIUM- WITHOUT SOUND	EACH	\$36.00
PODIUM- WITH SOUND	EACH	\$99.00
PROJECTOR	EACH	\$51.00
PROJECTOR SCREEN	EACH	\$31.00
RISERS- 4'x8'	EACH	\$21.00
TABLES- RECTANGLE/ ROUND	EACH	\$4.00
TICKET BOOTHS (CONV CENTER)	EACH	\$52.00
TRASH CANS	EACH/ PER DAY	\$10.00



FACILITY FEE SCHEDULE- EXTRA FEES

DESCRIPTION OF CHARGES	DETAILS	APPROVED FEES
SCOREBOARD EQUIPMENT	EACH	\$15.00
SOUND PERMIT	EACH/ PER DAY	\$27.00
VENDOR BOOTHS/ RENTALS	20% of Vendor Rental Fees	TBD*
WET BAR- FIXED	EACH	\$103.00
WET BAR- PORTABLE	EACH	\$51.00
SPECIAL EVENT PERMIT FEES		
APPLICATION FEE (NON REFUNDABLE)	EACH	\$31.00
SHORT NOTICE/ LATE FEE (UNDER 30 DAYS NOTICE)	EACH	\$26.00
ALCOHOL SALES PERMIT	EACH/ PER DAY	\$132.00
ALCOHOL SERVICE PERMIT	EACH/ PER DAY	\$67.00
BARRICADES- A FRAME	EACH	\$2.00
BARRICADES- CONE	EACH	\$1.00
BARRICADES- CROWD CONTROL	EACH	\$10.00
BARRICADES- DELIVERY FEE	EACH	\$51.00
DIRECTIONAL SIGN	EACH	\$1.00
NO PARKING SIGN	EACH	\$0.50
ELECTRICAL PEDESTAL	EACH	\$25.00
FILM PERMIT	EACH/ Per Day	(SEE BELOW)
1. FILM PERMIT- Still Photography	EACH	\$51.00
2. FILM PERMIT- Music Videos, Industrial, Web Content	EACH	\$103.00
3. FILM PERMIT- Commercials, Corporate, Short Films, Features, Television	EACH	\$154.00
4. FILM PERMIT- Student Project- fees waived. Must produce letter from school	EACH	FEES WAIVED
JUMPER PERMIT	EACH	\$41.00
SOUND	EACH	\$27.00
TRASH CANS	EACH	\$10.00
VENDOR BOOTHS AND FESTIVALS		
NON- PROFIT INFORMATION AND CRAFTS BOOTH	EACH	\$56.00
NON- PROFIT FOOD VENDOR BOOTH- INCLUDES PERMIT	EACH	\$243.00
COMMERCIAL FOOD VENDOR BOOTH	EACH	\$359.00
COMMERCIAL MERCHANDISE BOOTH	EACH	\$113.00
NOTE: ANY ITEM NOT LISTED HERE IS *TBD- To Be Determined		