

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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<h2 style="margin: 0;">CONVENTION CENTER</h2>

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	50% DISCOUNT - RICHMOND CITY DEPT - WCCUSD - GOVERNMENT 25 % DISCOUNT - NON PROFIT ORGANIZATIONS
INCLUDES JANITORIAL SUPPLIES INCLUDES FROM 1 – 3 ATTENDANTS	
ADDITIONAL FACILITIES EQUIPMENT/SERVICES REQUESTED	
SPECIAL EVENT PERMIT	SEE SPECIAL EVENTS PERMIT GUIDELINES

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- \$200.00 PER HOUR- EXTRA FEES WILL APPLY. (Minimum requirement of 4 hours to rent excludes Set-Up/ Break Down Time)	
	HOURLY RATE	MON- THU	\$ 826.00 \$3,000.00
	WEEKEND RATE - 25% MORE	FRI- SUN	\$1,033.00 \$3,000.00
	CONCERTS	TBD \$5,000.00

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 \$200.00 PER HOUR- EXTRA FEES WILL APPLY (Minimum requirement of 4 hours to rent excludes Set-Up/ Break Down Time)	
	HOURLY RATE	MON-THU	\$ 500.00 \$3,000.00
	WEEKEND RATE - 25% MORE	FRI- SUN	\$ 625.00 \$3,000.00

BERMUDA/CATALINA ROOMS 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 \$200.00 PER HOUR- EXTRA FEES WILL APPLY (Minimum requirement of 4 hours to rent excludes Set-Up/ Break Down Time)		
	HOURLY RATE	MON-THU	\$ 244.0 \$ 500.00	
	ADDITIONAL RM- Extra Fees will Apply		\$ 163.00	
	WEEKEND RATE - 25% MORE	FRI- SUN	\$ 305.00 \$ 500.00	
	ADDITIONAL RM- Extra Fees will Apply		\$203.00	

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	\$ 121.00 \$ 250.00	
	ADDITIONAL RM- Extra Fees will Apply		\$ 51.00	
	HOURLY RATE	FRI- SUN	\$ 151.00 \$ 250.00	
	ADDITIONAL RM- Extra Fees will Apply		\$ 64.00	

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CONVENTION CENTER LOBBY	RENTAL FEES/ PER HOUR MINIMUM- 4 HRS (EVENT TIME) TO RENT...	SET-UP & BREAK-DOWN FEES \$ 200.00 PER HOUR- EXTRA FEES WILL APPLY <i>(Minimum requirement of 4 hours to rent excludes Set-Up/ Break Down Time)</i>		
PACKAGE RATE: INCLUDES 3 CONTRACTED ATTENDANTS AND JANITORIAL SUPPLIES	HOURLY RATE	MON-THU	\$ 244.00	\$ 500.00
	WEEKEND RATE - 25% MORE	FRI- SUN	\$ 305.00	\$ 500.00
CONVENTION CENTER KITCHEN	CHARGED PER UNIT			
	SHARED USE WITH EVENT BOOKING <i>Extra Fees will Apply</i>	MON- THU	\$ 103.00	
		FRI- SUN	\$ 129.00	
	SOLE USE WITH EVENT BOOKING <i>Extra Fees will Apply</i>	MON- THU	\$ 161.00	
		FRI- SUN	\$ 201.00	
	SOLE USE WITHOUT EVENT BOOKING (COMMERCIAL USE) 6 HOURS MAX	MON- THU	\$ 500.00	\$ 500.00
		FRI- SUN	\$ 625.00	
DRESSING ROOMS	CHARGED PER UNIT WITH EVENT BOOKING			
	BAND/ CHORUS ROOM <i>Extra Fees will Apply</i>	MON- THU	\$ 63.00	
		FRI- SUN	\$ 79.00	
	INDIVIDUAL DRESSING ROOM <i>Extra Fees will Apply</i>	MON- THU	\$ 33.00	
		FRI- SUN	\$ 41.00	
MARQUEE	PER WEEK <i>Extra Fees will Apply</i>		\$ 50.00	
TICKET BOOTH	PER UNIT <i>Extra Fees will Apply</i>	MON- THU	\$ 51.00	
		FRI- SUN	\$64.00	
NOTE: <ul style="list-style-type: none"> • EXTRA FEES OF \$200.00 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	<ul style="list-style-type: none"> - INCLUDES JANITORIAL SUPPLIES - INCLUDES 1 RENTAL ATTENDANT 	- INCLUDES AVAILABLE CHAIRS AND TABLE			
OTHER - REQUESTED EQUIPMENT/SERVICES	EXTRA FEES WILL APPLY (Non-Adjustable Fees)				
			\$30 application fee \$50 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)			\$ 500.00	
NEVIN COMMUNITY CENTER	PER HOUR		\$ 135.00		
PARCHESTER COMMUNITY CENTER	PER HOUR		\$ 116.00		
RICHMOND RECREATION COMPLEX	PER HOUR		\$ 154.00		
SHIELDS REID COMMUNITY CENTER	PER HOUR		\$ 116.00		
CONFERENCE ROOM	PACKAGED RATE (Up to 30 ATTENDEES)			\$ 250.00	
NEVIN COMMUNITY CENTER	PER HOUR		\$ 81.00		
BOOKER T ANDERSON COMMUNITY CENTER	PER HOUR		\$ 81.00		
PARCHESTER COMMUNITY CENTER	PER HOUR		\$ 81.00		
PT. RICHMOND COMMUNITY CENTER	PER HOUR		\$ 81.00		
SHIELDS REID COMMUNITY CENTER	PER HOUR		\$ 81.00		
MULTI PURPOSE ROOM	PACKAGED RATE (Up to 50 ATTENDEES)			\$ 250.00	
BOOKER T ANDERSON COMMUNITY CENTER	PER HOUR		\$ 101.00		
NEVIN COMMUNITY CENTER	PER HOUR		\$ 101.00		
PT. RICHMOND COMMUNITY CENTER	PER HOUR		\$ 101.00		
SHIELDS REID COMMUNITY CENTER	PER HOUR		\$ 101.00		
GYMNASIUM	PACKAGED RATE INCLUDES JANITORIAL SUPPLIES AND 1 RENTAL ATTENDANT/ STAFF				
BTA/RRC	FOR SOCIAL EVENTS	PER HOUR	\$ 252.00	\$ 500.00	
BTA/RRC	FOR SPORTS	PER HOUR	\$ 148.00	\$ 250.00	
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 \$30.00 /HR/ ADDITIONAL 25 ATTENDEES					
.....					
**\$15.00/HR					
PER ADDITIONAL LANE (FRI-SUN 25% MORE)					
	INDOOR POOL * OR OUTDOOR POOL+PICNIC AREA *	MON-THU	PER HOUR	\$ 150.00 *	\$ 250.00
		FRI-SUN	PER HOUR	\$ 188.00 *	\$ 250.00
	INDOOR POOL- PER LANE **	MON-THU	PER HOUR	\$ 46.00 **	\$ 250.00
		FRI-SUN	PER HOUR	\$ 58.00 **	\$ 250.00
	OUTDOOR PICNIC AREA- NO POOL*	MON-THU	PER HOUR	\$ 90.00 *	\$ 250.00
		FRI-SUN	PER HOUR	\$ 113.00 *	\$ 250.00

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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
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SPECIAL EVENT PERMIT	REQUIRED FOR AMPLIFIED SOUND REQUIRED FOR JUMPERS FESTIVALS, FAIRS, ETC. (SEE SPECIAL EVENT PERMIT GUIDELINES)
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STANDARD FEES	FOR GENERAL USE: BASE RATE/ PACKAGED RATE			
	GROUPS OF 50 OR LESS 2 TRASH CANS INCLUDED	PER HOUR	\$ 30.00	\$ 100.00
	GROUPS OF 51 – 100 4-8 TRASH CANS INCLUDED	PER HOUR	\$ 61.00	\$ 150.00
	GROUPS OF 101-199 4-8 TRASH CANS INCLUDED	PER HOUR	\$ 81.00	\$ 150.00
	GROUPS OF 200 OR MORE	PER HOUR	\$ 121.00	\$ 150.00

PICNIC AREAS	BASE RATE/ PACKAGED RATE INCLUDES - MINIMUM OF TWO (2) TRASH CANS. NOTE: ADDITIONAL TRASH CANS WILL BE ASSESSED EXTRA FEES			
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NICHOLL PARK COUNTRY CLUB VISTA BARBARA & JAY VINCENT	MINIMUM OF 3 HOURS REQUIRED.	PER HOUR	\$ 38.00	\$ 100.00 \$150.00
MARINA BAY PARK * SHIMADA PARK *	*PARK STANDARD FEES (PER NUMBER OF ATTENDEES) WILL APPLY IN ADDITION TO TABLE FEES.	PER TABLE	\$ 26.00	\$ 100.00
		PER DAY		\$ 150.00

NOTE:

- 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 INVOLDED.

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			
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	YOUTH SPORTS	PER HOUR	\$ 27.00	\$ 100.00- NON LEAGUE
EXCLUDING BASEBALL	ADULT SPORT	PER HOUR	\$ 40.00	
	ADULT BASEBALL	PER HOUR	\$ 71.00	
	TENNIS COURTS	PER HOUR	\$ 15.50	\$ 300.00 - LEAGUES
MLK TURF FIELD	YOUTH	PER HOUR	\$ 40.00	
	ADULT	PER HOUR	\$ 50.00	
MLK TURF/TRACKS	YOUTH	PER HOUR	\$ 30.00	
	ADULT	PER HOUR	\$ 40.00	

FACILITY FEE SCHEDULE- EXTRA FEES



DESCRIPTION OF CHARGES	DETAILS	APPROVED FEES
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ADMINISTRATION FEES		
- NON REFUNDABLE FEES		
APPLICATION FEES	EACH	\$30.00
APPLICATION- SHORT NOTICE FEE		
- APPLICATION RECEIVED IN LESS THAN 30 DAYS NOTICE	EACH	\$25.00
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	\$50.00
RENTAL AMENDMENT FEE- ANY CHANGES ON APPROVED CONTRACT	EACH	\$25.00
RENTAL EVENT DATE CHANGE FEE	EACH	\$30.00
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	\$65.00
ALCOHOL SOLD (SEE- SEP PERMIT FEES)	EACH	\$129.00
ATTENDANT FEE	PER HOUR/ Per Attendant	\$30.00
CHAIRS	EACH	\$0.75
CLEANING FEE- CONVENTION CENTER COMPLEX	EACH	\$500.00
ELECTRICAL PEDESTAL	EACH/ PER USE	\$25.00
FIELD- DRAG & LINE	EACH	\$100.00
FIELD- GOAL SET-UP	EACH	\$60.00
FIELD- LIGHTS	Per Day	\$20.00
FIELD MAINTENANCE- LONG RANGE	PER LEAGUE/ 6-12 Months Rental	\$200.00
FIELD MAINTENANCE- SHORT RANGE	PER LEAGUE/Rentals Under 6 Months	\$20.00
JUMPER PERMIT (SEE- SEP PERMIT FEES)	EACH/Per Day	\$40.00
KITCHEN USE- COMMUNITY CENTERS	EACH/ Per Rental	\$50.00
KITCHEN USE- SENIOR CENTER	EACH/ Per Rental	\$103.00
LIFEGUARD- AQUATICS	EACH/ Per Hour	\$30.00
MICROPHONE- CORDLESS	EACH	\$57.50
PIANO- BABY GRAND	EACH	\$63.50
PIANO- GRAND	EACH	\$123.00
PODIUM- WITHOUT SOUND	EACH	\$35.00
PODIUM- WITH SOUND	EACH	\$96.00
PROJECTOR	EACH	\$50.00
PROJECTOR SCREEN	EACH	\$30.00
RISERS- 4'x8'	EACH	\$20.00
TABLES- RECTANGLE/ ROUND	EACH	\$3.50
TICKET BOOTHS (CONV CENTER)	EACH	\$51.00
TRASH CANS	EACH/ PER DAY	\$10.00
SCOREBOARD EQUIPMENT	EACH	\$15.00
SOUND PERMIT	EACH/ PER DAY	\$26.00
VENDOR BOOTHS/ RENTALS	20% of Vendor Rental Fees	TBD*



FACILITY FEE SCHEDULE- EXTRA FEES

DESCRIPTION OF CHARGES	DETAILS	APPROVED FEES
WET BAR- FIXED	EACH	\$100.00
WET BAR- PORTABLE	EACH	\$50.00
SPECIAL EVENT PERMIT FEES		
APPLICATION FEE (NON REFUNDABLE)	EACH	\$30.00
SHORT NOTICE/ LATE FEE (UNDER 30 DAYS NOTICE)	EACH	\$25.00
ALCOHOL SALES PERMIT	EACH/ PER DAY	\$129.00
ALCOHOL SERVICE PERMIT	EACH/ PER DAY	\$65.00
BARRICADES- A FRAME	EACH	\$1.50
BARRICADES- CONE	EACH	\$1.00
BARRICADES- CROWD CONTROL	EACH	\$10.00
BARRICADES- DELIVERY FEE	EACH	\$50.00
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	\$50.00
2. FILM PERMIT- Music Videos, Industrial, Web Content	EACH	\$100.00
3. FILM PERMIT- Commercials, Corporate, Short Films, Features, Television	EACH	\$150.00
4. FILM PERMIT- Student Project- fees waived. Must produce letter from school	EACH	FEES WAIVED
JUMPER PERMIT	EACH	\$40.00
SOUND	EACH	\$26.00
STAGE- PORTABLE	EACH	\$2,500.00
STAGE- PORTABLE, SET UP/BREAKDOWN	EACH	\$2,511.90
TRAFFIC IMPACT FEE	EACH	\$45.00
TRASH CANS	EACH	\$10.00
VENDOR BOOTHS AND FESTIVALS		
NON- PROFIT INFORMATION AND CRAFTS BOOTH	EACH	\$55.00
NON- PROFIT FOOD VENDOR BOOTH- INCLUDES PERMIT	EACH	\$237.00
COMMERCIAL FOOD VENDOR BOOTH	EACH	\$350.00
COMMERCIAL MERCHANDISE BOOTH	EACH	\$110.00
NOTE: ANY ITEM NOT LISTED HERE IS *TBD- To Be Determined		