

COMMUNITY CENTER FACILITY USE REQUEST



Date of Application: _____

NOTE:

- Commercial use as well as Ticketed Events are **NOT ALLOWED**, refer to Richmond Convention Center.
- If alcoholic beverages are to be served, you will need to hire 1 security guard.
- All events/music must end by 9pm, breakdown/cleanup allowed until 10pm.
- General Liability Insurance is required for all rentals.

List of Available Facilities: Please call the Community Center and arrange for a site visit or guided tour of each facility	
BTA CC —960 So. 47th St, Tel: 510 620 6960 Nevin CC —598 Nevin Ave, Tel: 510 620 6813 Parchester CC —900 Williams Dr, Tel: 510 620 6793 RRC Social Hall —3230 MacDonald Ave, Tel: 510 620 6793 Shields Reid CC —1400 Kelsey St, Tel: 510 620 6822	Please visit our website www.richca-communityservices.org call our Registration Office at 510-620-6793 or email: CSDregistration@ci.richmond.ca.us for more information
<p>*Chairs and tables are limited; renter may have to arrange for additional chairs & tables or other equipment that may be adequate for their event at renters own expense. Additionally, renter is responsible for set-up and break down of their event.</p>	

Facility Requested:	_____
Approx. # of Attendees:	_____

Date(s)	Type of Event	Set-up Time Ex: 3-4pm	Event Time Ex:4-7pm	Breakdown Time Ex: 7-8pm

Details of Event (if the event is for a repass or similar nature please provide name of deceased):

Applicant Information:

Renter Name/Organization:				
Street Address:		City:	State:	Zip:
Home Tel:	Cell Tel:	Work Tel:		
Email:	Other:			
Representative or Contact Person:	Tel:			
Other:				

Note: Application form must be completed and filed at least 30 days prior to date of request. A tentative 'Permit' will then be issued to you indicating the availability of a facility for a date (s) requested and an estimate of associated costs. The actual costs may vary. Deposit is due once you receive an estimate from our office. If you accept, you MUST secure the rental facility and date with the required Rental Deposit. Facility Permit Reservation is confirmed only after the rental deposit is paid, contract signed and insurance submitted. All fees must be paid no later than thirty (30) days prior to first date of event. Permits are approved on a 'First Come, First Served' basis.



Community Services Department Rental Policy:

The City of Richmond, Community Services Department seeks to provide all applicants a suitable meeting space and community services in all facilities under our care. FOR-PROFIT EVENTS are not allowed- the use of the Convention center may be used instead. Community Center facilities may also be leased by non-profit organizations in accordance with Policies and Procedures for Facility usage. When not required for our recreation programs or lessee use, may be rented for meetings and social events.

Tentative Reservation Deposits and Cancellations:

Deposits:

Required for all rentals. The rental deposit will be refunded to the applicant after the conclusion of the rental activity if there are no additional fees assessed for any cost associated with the event, including but not limited to, additional security costs facility damage, and excessive clean-ups. All or portions of a facility use permit deposit may be withheld due to improper use and/or violation of use by the lessee or related permit use inclusive of cancellation procedures.

Tentative facility Rental Contract:

A tentative booking will be held for two (2) weeks and for a maximum of 30 days from the date of tentative booking. A signed contract and deposit will hold a reservation until 30 days prior to the first date booked for the contract. All Fees must be paid 30 days prior to the event.

Any unsigned contract by Lessee will remain tentative and subject to cancellation or changes until a deposit is received and rental date/time is confirmed.

Groups should plan to enter and leave the facility at the time specified on the permit, including time needed for decorating, set-up and clean up. For catered events, include the time they will need to enter the facility before your event as the facility will not be opened until the specified time on your contract.

Note: Community Centers may not have adequate chairs and tables available for your function, so make sure you make arrangements to secure needed chairs/tables from elsewhere.

Damage and Cleaning Deposits:

If damages or excessive clean-up is required, a delay receiving the rental deposit refund is likely in order for the City to collect full information on all costs incurred. *Refunds generally take a minimum of four weeks and will be mailed out by our Finance Dept by check only.*

Insurance Requirement:

Applicants and users of any city facility or city-owned property for rentals are required to furnish the City of Richmond, Community Services Department with a "Certificate of Liability Insurance" demonstrating a comprehensive general liability coverage listing "The City of Richmond, it's Council, Community Services Department and their officers, employees and agents" as additional insured, with a limit of liability not less than \$1,000,000.00 combined single limit for a personal injury and damage to property. Notification of cancellation of such insurance is required at least 30 days prior to event.

Cancellations:

Deposits and rental fees may be refunded if an event is cancelled based upon the following cancellation deadlines.

- 31 days or more prior to the event – If a cancellation is requested we will retain administrative costs.
- 30 days or less - NO REFUND WILL APPLY ! Deposit fees will NOT be refunded.

Completed form may be scanned and submitted to CSDregistration@ci.richmond.ca.us

Acknowledged by: _____

Date: _____

(Your signature confirms acceptance of above mentioned Rental Policy. Keep a copy for your file and return entire page)