

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	50% DISCOUNT - RICHMOND CITY DEPT - WCCUSD - GOVERNMENT
INCLUDES JANITORIAL SUPPLIES INCLUDES FROM 1 – 3 ATTENDANTS	
ADDITIONAL FACILITIES EQUIPMENT/SERVICES REQUESTED	25 % DISCOUNT - NON PROFIT ORGANIZATIONS
EXTRA FEES WILL APPL (Non Adjustable Fees)	
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 				

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
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		

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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)				
			\$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 - EXTRA FEE (XF) ASSESSED FOR ADDITIONAL LIFEGUARDS OVER 25 ATTENDEES AS REQUIRED, AND/OR AS DETERMINED NECESSARY PENDING RISKS INVOLVED				
*LIFEGUARD RATE					
XF \$30.00 /HR/ ADDITIONAL 25 ATTENDEES					
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**\$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

PACKAGED RENTAL RATES	- INCLUDES TRASH CANS BASED ON THE NUMBER OF ATTENDEES			
SPECIAL EVENT PERMIT	REQUIRED FOR AMPLIFIED SOUND REQUIRED FOR JUMPERS FESTIVALS, FAIRS, ETC. (SEE SPECIAL EVENT PERMIT GUIDELINES)			
STANDARD FEES	FOR GENERAL USE			
	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	\$60.50	\$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	- INCLUDES MINIMUM OF 2 TRASH CANS. - ADDITIONAL TRASH CANS WILL BE ASSESSED EXTRA FEES			
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 WILL APPLY IN ADDITION TO TABLE FEES	PER TABLE PER DAY	\$26.00	\$100.00 – \$150.00
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	- INCLUDES 1 TRASH CAN - FEES DO NOT INCLUDE BAGS, GOALS OR FIELD MARKING- EXTRA FEES APPLY			
EXCLUDING BASEBALL	YOUTH SPORTS	PER HOUR	\$27.00	\$100.00- NON LEAGUE
	ADULT SPORT	PER HOUR	\$40.00	
	ADULT BASEBALL	PER HOUR	\$71.00	
MLK TURF FIELD	TENNIS COURTS	PER HOUR	\$15.50	\$300.00 - LEAGUES
	YOUTH	PER HOUR	\$40.00	
	ADULT	PER HOUR	\$50.00	
MLK TURF/TRACKS	YOUTH	PER HOUR	\$30.00	
	ADULT	PER HOUR	\$40.00	