

Richmond Convention Center

403 Civic Center Plaza | Richmond, CA



MAIN FLOOR



BERMUDA ROOM



TERRACE RM D



LOBBY

CALL REGISTRATION OFFICE (510) 620-6793

CSDREGISTRATION@CI.RICHMOND.CA.US



Convention Center Room Rates

CONVENTION CENTER COMPLEX (CAP 3000) 4 HR MINIMUM (EXCLUDES SET-UP/BREAKDOWN TIME)	RENTER STATUS	WEEKDAY RATE (MON-THURS)	WEEKEND RATE (FRI-SUN)	DAMAGE DEPOSIT
INCLUDES—MAIN FLOOR, LOBBY, BERMUDA ROOM, TERRACE ROOMS (C,D,E,F,G,H), 3 ATTENDANTS, AND JANITORIAL SUPPLIES.	NON-PROFIT	\$ 636/HR	\$ 795.75/HR	\$ 3,000
	WCCUSD & GOVERNMENT	\$ 424/HR	\$ 530.50/HR	\$ 3,000
	RESIDENT/ PRIVATE/ COML.	\$ 848/HR	\$ 1,061/HR	\$ 3,000
	CONCERTS	\$ TBD	\$ TBD	\$ 5,000
MAIN FLOOR (CAP 800) 4 HR MINIMUM (EXCLUDES SET-UP/BREAKDOWN TIME) INCLUDES—3 ATTENDANTS AND JANITORIAL SUPPLIES.	NON-PROFIT	\$ 385.50/HR	\$ 481.50/HR	\$ 3,000
	WCCUSD & GOVERNMENT	\$ 257/HR	\$ 321/HR	\$ 3,000
	RESIDENT/ PRIVATE/ COML.	\$ 514/HR	\$ 642/HR	\$ 3,000
	CONCERTS	\$ TBD	\$ TBD	\$ 5,000
BERMUDA/CATALINA ROOMS (CAP 225) 4 HR MINIMUM (EXCLUDES SET-UP/BREAKDOWN TIME) INCLUDES—2 ATTENDANTS AND JANITORIAL SUPPLIES.	NON-PROFIT	\$ 188.25/HR	\$ 234.75/HR	\$ 500
	WCCUSD & GOVERNMENT	\$ 125.50/HR	\$ 156.50/HR	\$ 500
	RESIDENT/ PRIVATE/ COML.	\$ 251/HR	\$ 313/HR	\$ 500
	*ADDITIONAL ROOM RATE	\$ 163/HR	\$ 203/HR	\$ 500
TERRACE ROOMS—C,D,E,F,G,H (CAP 55/EACH) 3 HR MINIMUM (EXCLUDES SET-UP/BREAKDOWN TIME) INCLUDES—1 ATTENDANTS AND JANITORIAL SUPPLIES.	NON-PROFIT	\$ 93/HR	\$ 116.25/HR	\$ 250
	WCCUSD & GOVERNMENT	\$ 62/HR	\$ 77.50/HR	\$ 250
	RESIDENT/ PRIVATE/ COML.	\$ 124/HR	\$ 155/HR	\$ 250
	*ADDITIONAL ROOM RATE	\$ 52/HR	\$ 66/HR	\$ 250
CONVENTION CENTER LOBBY (CAP 400) 4 HR MINIMUM (EXCLUDES SET-UP/BREAKDOWN TIME) INCLUDES—2 ATTENDANTS AND JANITORIAL SUPPLIES.	NON-PROFIT	\$ 188.25/HR	\$ 234.75/HR	\$ 500
	WCCUSD & GOVERNMENT	\$ 125.50/HR	\$ 156.50/HR	\$ 500
	RESIDENT/ PRIVATE/ COML.	\$ 251/HR	\$ 313/HR	\$ 500
	*ADDITIONAL ROOM RATE	\$ 163/HR	\$ 203/HR	\$ 500
ADD-ON'S				
KITCHEN - SHARED USE WITH EVENT BOOKING		\$ 106/ DAY	\$ 132/DAY	-
KITCHEN - SOLE USE WITH EVENT BOOKING		\$ 165/DAY	\$ 206/DAY	-
KITCHEN - SOLE USE WITHOUT EVENT BOOKING (Flat rate 6hr max)		\$ 514	\$ 642	\$ 514
DRESSING ROOMS - BAND/CHORUS ROOM		\$ 65/DAY	\$ 81/DAY	-
DRESSING ROOMS - INDIVIDUAL DRESSING ROOM		\$ 34/DAY	\$ 42/DAY	-
TICKET BOOTH		\$52/DAY	\$ 66/DAY	-
EXTRA FEES				
SET-UP / BREAKDOWN RATE		\$ 205/HR		
CHAIRS		\$ 1/EACH		
TABLES (CIRCLE OR ROUND)		\$ 4/EACH		
PODIUM WITH SOUND		\$ 99/EACH		
*25% DISCOUNT—NON-PROFIT GROUPS. 50% DISCOUNT—COR DEPTS., WCCUSD, GOVT. AGENCIES				



FACILITY FEE SCHEDULE - EXTRA FEES



DESCRIPTION OF CHARGES	DETAILS	APPROVED FEES
ADMINISTRATION FEES - NON REFUNDABLE		
APPLICATION FEES	EACH	\$ 31.00
APPLICATION SHORT NOTICE FEE - APPLICATIONS RECEIVED UNDER 30 DAYS NOTICE	EACH	\$ 26.00
GROSS CONCESSIONS (STANDARD) - ASSESSED PER NUMBER OF ATTENDEES	PER ATTENDEE	\$ 1.00
GROSS CONCESSIONS (ALCOHOL) - ASSESSED PER NUMBER OF ATTENDEES	PER ATTENDEE	\$ 1.00
GROSS TICKET SALES - ASSESSED PER NUMBER OF ATTENDEES	PER ATTENDEE	\$ 1.00
MARQUEE	PER WEEK	\$ 51.00
Rental Amendment Fee	Each	\$26.00
RENTAL EVENT DATE CHANGE FEE	EACH	\$ 31.00
RENTAL SET-UP/LATE NOTICE & CHANGE FEE - WHEN RECEIVED LESS THAN 7 DAYS NOTICE	EACH	\$ 150.00
TRANSACTION FEE - CREDIT CARD PAYMENTS	EACH	2%
SPECIAL EVENT PERMIT FEES		
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	\$ 1.00
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
JUMPER PERMIT	EACH	\$ 41.00
SOUND PERMIT	EACH	\$ 27.00

SEE OTHER SIDE

NOTE: ANY ITEM NOT LISTED HERE IS TBD - TO BE DETERMINED



FACILITY FEE SCHEDULE - EXTRA FEES



DESCRIPTION OF CHARGES	DETAILS	APPROVED FEES
EQUIPMENT & SERVICE FEES		
ALCOHOL SALES PERMIT (SEE SPECIAL EVENT PERMIT FEES)	EACH/PER DAY	\$ 132.00
ALCOHOL SERVICE PERMIT (SEE SPECIAL EVENT PERMIT FEES)	EACH/PER DAY	\$ 67.00
ATTENDANT FEE	PER HR/PER ATTENDANT	\$ 31.00
CHAIRS	EACH	\$ 1.00
CLEANING FEE (CONVENTION CENTER COMPLEX)	EACH	\$ 550.00
ELECTRICAL PEDESTAL	EACH/PER USE	\$ 26.00
FIELD - DRAG & LINE	EACH	\$ 103.00
FIELD - GOAL SET-UP	EACH	\$ 20.00
FIELD - LIGHTS	PER HOUR	\$ 21.00
FIELD MAINTENANCE - LONG RANGE (6-12 MOS.)	PER LEAGUE	\$ 205.00
FIELD MAINTENANCE - SHORT RANGE (UNDER 6 MOS.)	PER LEAGUE	\$ 21.00
JUMPER PERMIT (SEE SPECIAL EVENT 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 - WITH SOUND	EACH	\$ 99.00
PODIUM - WITHOUT SOUND	EACH	\$ 36.00
PROJECTOR	EACH	\$ 51.00
PROJECTOR SCREEN	EACH	\$ 31.00
RISERS - 4'x8'	EACH	\$ 21.00
TABLES - RECTANGLE OR ROUND	EACH	\$ 4.00
TICKET BOOTHS (CONVENTION CENTER)	EACH	\$ 52.00
TRASH CANS	EACH/PER DAY	\$ 10.00
SCOREBOARD EQUIPMENT	EACH	\$ 15.00
SOUND PERMIT	EACH/PER DAY	\$ 27.00
VENDOR BOOTHS/RENTALS	20% OF VENDOR RENTAL FEE	TBD
WET BAR - FIXED	EACH	\$ 103.00
WET BAR - PORTABLE	EACH	\$ 51.00
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