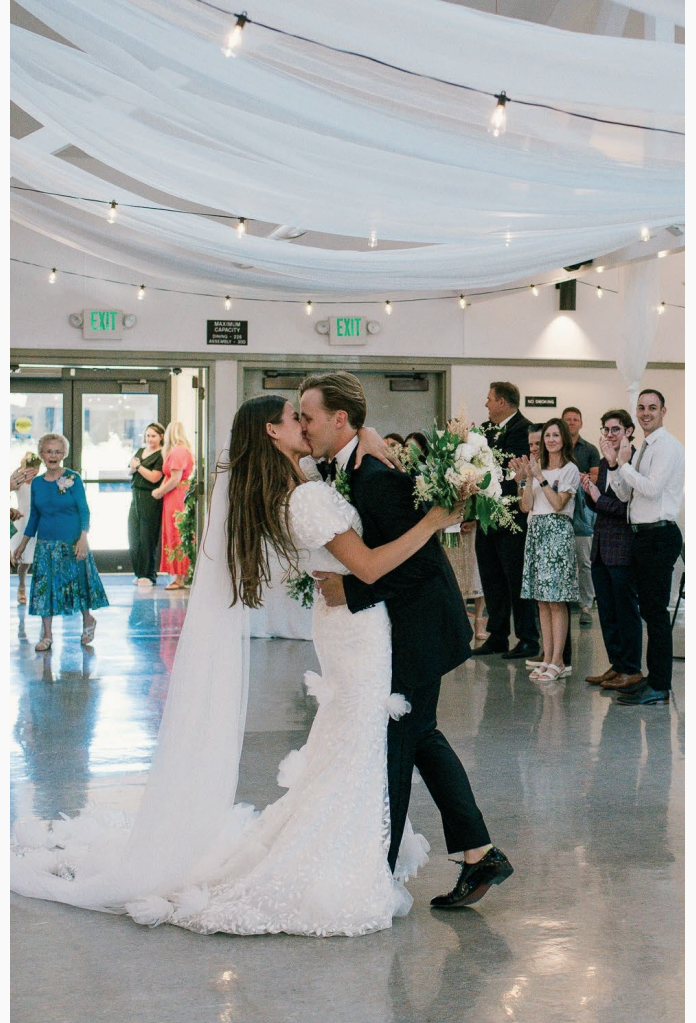


Facility Rental Information



MEETING & EVENT SPACES



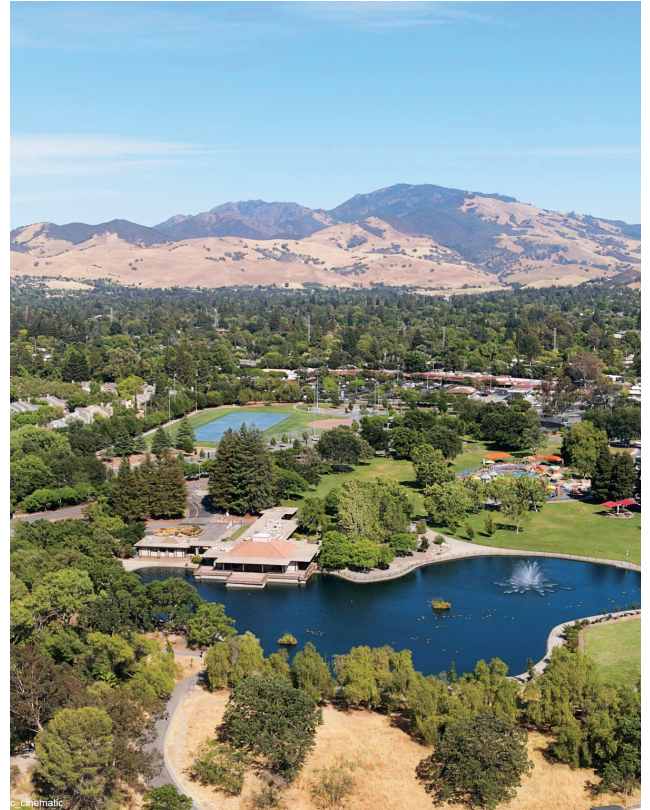
City of Walnut Creek Facility Rentals Office
301 N. San Carlos Drive, Walnut Creek, CA 94598
(925) 295-1490

www.WalnutCreekArtsRec.org/rentals

WELCOME

About Walnut Creek

Walnut Creek is located in Contra Costa County, 15 miles east of the city of Oakland, in the East Bay region of the San Francisco Bay Area. Walnut Creek has historically served as a social and business hub to its neighboring cities because of its location at the junction of (I-680) and San Francisco/Oakland (SR-24), and its accessibility by BART. Its active downtown neighborhood features hundred-year-old buildings, extensive retail establishments, restaurants, and entertainment venues.



WHO RENTS WITH US?

Walnut Creek Facilities are proud to have played an integral part in the success and operation of many local businesses, non-profit organizations, youth groups, youth and adult sports teams, religious organizations, and private rental groups. It has become a desired location for many different types of events, such as:

- Weddings
- Birthday Parties
- Celebrations of Life
- Anniversaries & Vow Renewals
- Baby Showers
- High School Sports Banquets
- Business Meetings
- Corporate Holiday Parties
- Fundraisers
- Wellness Retreats

RENTAL FEE CATEGORIES

Fees are applied based upon for whom, when, and for what purpose our facilities are being used.

Private / Commercial

Private/Commercial groups include private rentals for events such as wedding receptions, social events, anniversary parties, and those connected with a business or commercial venture who use the facility for events such as sales, product demonstrations, business or recruitment meetings, classes, staff, or training meetings.

Non-Profit

Non-profit includes public schools and non-profit, non-restrictive, clubs, civic, religious or service organizations with 501(c) status. A copy of the letter granting your organization its non-profit status from the IRS or Secretary of State's office is required.

Military Personnel

Active duty, reserve, and retired service members can receive the Non-Profit rate for their private, non-commercial general rental. The service member, spouse or their dependent children must be the guest of honor for the discount to apply. This discount can be used once a year per service member. You will need to present a Department of Defense (DOD) issued card or CA Driver License with the "Veteran" Designation. For information on receiving the "Veteran" designation, contact your local Veteran Services Office. We appreciate and thank you for your service.

Youth Events

Events where the guest of honor is between the ages of 12 and 21. Alcohol is not permitted--including, but not limited to, beer, wine champagne and all hard liquor. Security Guards are required at all youth events. City staff will make arrangements for security, and costs for security will be incorporated into the rental agreement.



Cancellations:

- If your event is taking place more than 90 days from time of cancellation, you will forfeit your holding/security deposit. Any rental fees paid early will be refunded.
- If your event is taking place less than 90 days from time of cancellation, you will forfeit all rental fees and the holding/security deposit of which has already been paid.
- A request to reschedule a date will be treated as a cancellation and is subject to forfeiture of your holding/security deposit and rental fees paid.
- Occasionally, it may be necessary for the City to re-schedule, relocate or deny a request previously approved. In this event, the group or individual will be given as much advance notice as possible.



RESERVATION Procedure

- **Complete and submit a rental application.**

Found online at: www.WalnutCreekArtsRec.org/rentals, in person at the Facility Rentals Office, or can be sent to you via email from our Rentals office. Submit it via email to Rentals@Walnut-Creek.org, or in person at the Rentals Office between 9:00am and 4:00pm Monday through Friday.

- Upon receipt of your application, a quote will be provided for you to see the full breakdown of pricing for your rental request. *Your date is not secure until the quote is approved and a deposit or all rental fees are paid.*

- Reservations will be accepted *at least* 45 days in advance of the event date.

- Weekday rentals at Heather Farm Community Center, Civic Park Community Center and the Walnut Creek Library are available one calendar quarter in advance due to City classes and activities. Friday rentals may have some flexibility on being booked further out. Please inquire on availability if you have interest in booking a Friday.

- Weekend rentals at Heather Farm Community Center, Civic Park Community Center, Center for Community Arts, and the Walnut Creek Library are available one (1) year in advance.

- **Submit \$500 deposit and pay any other fees due.**

All payments may be made by submitting a credit card authorization form either in person, via email, or via mail to the Rental Department. Alternatively, you may mail or bring a check or cash to the Heather Farm Community Center. Please make all checks payable to the "City of Walnut Creek".

The \$500 deposit and full rental fees are due when your proposed event is booked 90 days or less from the date that your contract is processed.

- **Contract documents will be sent to you for signature** once your initial payment and application are received. The contract must be signed and returned within seven (7) days of issuance. A fully executed copy of the contract will then be sent to you along with floor plan options.

- **Enjoy your event!**



Services Provided

- A City building attendant will be on duty in the facility during the entirety of your rental. The attendant will be available to open the facility, answer questions, and check-in periodically with the person in charge of the event. The services of the building attendant are not available for decorating, waiting tables, serving, performing facility clean-up, etc.
- Tables and chairs are provided and are set up and taken down by city staff if a completed floor plan with the equipment request list is submitted at least two weeks in advance of your event date. The facility will be set up according to this floor plan by the rental start time. City staff is unable to assist you with setup of furniture or equipment provided by a 3rd party vendor.
- The facility will not be open earlier than the contracted rental start time for you, your guests, caterers, DJ, decorators, etc. Time for set up of all indoor and outdoor décor, catering and vendors must be included in your rental hours. Vendors and/or members of your group will not be allowed access to the building outside of your contracted rental time. Likewise, all vendors must exit the facility prior to the end of your rental time, in addition to all cleaning duties being complete before the end of the contracted rental time.
- If you have any questions about your responsibility for damages or clean up, you may ask the building attendant at the conclusion of your event. *However, building attendants cannot assure a full refund of your damage deposit.*

Holding & Security Deposit

- A holding & security deposit of \$500 is required for all events, and is due at the time of booking.
- Any overtime charges or costs incurred for extra cleaning of the facilities and furnishings, both inside and outside, or damages to floors, walls, furnishings and landscaping will result in a deduction to or forfeiture of your security deposit. You will be billed for any damages not covered by your damage deposit.
- Your security deposit is forfeited should you cancel your event before rental fees are paid in full.
- Upon completion of your event, and if all rental fees are paid, a refund (less any necessary deductions) will be issued via your initial payment method, and can take up to 3 to 4 weeks after your event to return to you.

ALCOHOL CONDITIONS

- Alcoholic beverages may be consumed only with advance approval and payment of an Alcoholic Beverage Permit Fee. ONLY beer, wine, seltzers, and champagne are allowed. Distilled spirits (hard liquor) are not allowed. Alcohol may not be served at youth events where the guest of honor is between the ages of 12 and 21. No alcoholic beverages are allowed in the parking lots.
- **NOT ALLOWED:** Tequila, Whiskey, Rum, Vodka, Gin, Brandy, Soju etc.
- If alcoholic beverages will be sold or if purchase of a dinner or event ticket includes the service of alcoholic beverages, a license must be obtained from the Alcoholic Beverage Control Board(ABC) and a City business license, in addition to the City permit. This includes purchase of tickets that may be exchanged for alcoholic beverages. An approved copy of the ABC permit must be submitted before the date of your rental.



There may be times where it is necessary for our staff to request Walnut Creek Police assistance during your event in order to ensure the safety of all guests and our property.

✓ Renter Responsibilities

- You are solely responsible and answerable financially for any and all accidents or injuries to persons or property resulting from your use of City facilities. You shall be responsible for the control and supervision of all people in attendance during your usage of the facility and shall take care to see that no damage is done to the facility, and that everyone conducts themselves in an orderly manner.
- If damages or behavior of your group violates our policies, your function may be stopped in progress, and you may be denied further use of the facilities in addition to a forfeiture of security deposit.
- Renters are responsible for the set-up and removal of all decorations and outside equipment. Any extra or unusual cleaning left for the building attendant, or any damages to the facility due to the use of nails, tacks, pins, staples, tape other than painter's tape, etc. may result in the withholding of all, or a portion of the security deposit.
- Wipe down any City equipment used--tables, chairs, kitchen counter etc. Clean up spills & food off floors and remove all trash and decorative items brought in for the event.

CONDITIONS OF USE

& Policies

01 Decorating & Signage



- Storage is not available before or after your event or outside of your contracted rental time. This includes beverages, floral arrangements, equipment, vendors, etc.
- The following items are prohibited during your event as they can cause damages to our property:
 - Rice, Bird Seed, Glitter
 - Confetti (paper, plastic, or metal)
 - Loose Rose Petals, real or artificial
 - Hay, Sand
 - Aerosol Streamers (Silly String)
 - Fog Machines/Dry Ice Machines
 - Cold touch Sparkler Boxes
 - Candles or open flames of any kind
 - Sparklers & Fireworks are prohibited in Contra Costa County
- The use of any tape, nails, tacks, pins, staples, etc. is strictly prohibited on the walls or floors of all of our facilities. If you wish to bring a ladder or stepstool for the purposes of decorating, you may do so. Ladders and stepstools cannot be provided to you by City staff for liability purposes.
- Please do not hang signs advertising your event on trees, poles, walls, or other city property without previous approval. All signs must be on their own A-Frames or other stand-alone fixtures.

02 Facility & Equipment

- Parking availability is not guaranteed and on occasion may be limited to other events occurring in the City on the date of your event.
- Caterer vehicle access is to CURB ONLY and vehicles are not permitted to pull up directly to the kitchen.
- Use of patios or decks for additional set-up of tables and chairs requires prior approval.
- Barbecuing is permitted only with advance approval and may not be available at all facilities.
- The City of Walnut Creek is not responsible for the operation of the aerating fountains in the man-made lake at Heather Farm Park. Unfortunately, we cannot guarantee that the fountains will be functioning during your event.
- Smoking is prohibited inside all facilities.

03 Live Music, DJs & Entertainment

- Music must be off at least 1-hour prior to the end of your contracted rental "end time" for events with DJs, live bands, etc.

04 Commercial Use & Fundraising

- Gambling in any form will not be permitted unless the applicant has received prior written approval from the City of Walnut Creek Police Department.
- Certain users may be required to produce a City of Walnut Creek Business License at the time of application. Please check with the City of Walnut Creek Business License office at (925) 943-5821 for more information.





05 Contract

- All fees and use regulations are subject to change.
- Use permits cannot be transferred, assigned, sublet or issued to minors.
- A contract may be terminated or voided if the information provided on the application or contract is determined to be inaccurate and/or incorrect.
- Rehearsal time and space is not included with a facility rental and availability is not guaranteed. If requested, renting a facility for a rehearsal will be treated as a separate booking. Rehearsals may only be booked within 45 days of your main event and are subject to venue's availability.

Reminder:

Please make sure to allow enough time in your rental to setup and remove your decorations, clean up, and return the facility to the condition in which you had received it. Please remind your caterers, musicians, DJs, and all other vendors that they must be out of the building by the end of your contracted rental time.