

# CONVENTION CENTER RENTAL APPLICATION



Rented as follows:

1. **Entire Convention Center**- Main Floor, B, C,D,E,F,G&,H rooms- does not include Kitchen, Dressing Rooms, Chorus Band Room which are charged separately. Check with Booking Staff for details. For tours call (510) 620-6793
2. **Individual room or combined**: Main Floor, B, C, D, E, F, G & H Rooms, Kitchen, Lobby & Dressing Rooms.

**Note: The Sound System may not be adequate for your type of Event. We require that you arrange or provide your own Sound System especially for Large/Stage performances.**

\_\_\_\_\_ Please note our stage is currently inoperable. Our riser can be made available to you at no extra charge but have a weight  
(Initials) limit and is not suitable for performers.

## Applicant Information

Renter/Organization:					Application Date:		
Address:					Business Tel:		
Contact Person #1			Tel:		Cell:		
			Email:				
Contact Person #2			Tel:		Cell:		
			Email:				
Date(s):		Estimated Attendance Number			<b>Rental Information:</b>		
Facility (-ties) Requested:		Describe Event:			<input type="checkbox"/> Boxing/ <input type="checkbox"/> Banquet <input type="checkbox"/> Wrestling <input type="checkbox"/> Concert <input type="checkbox"/> Dance <input type="checkbox"/> Fair <input type="checkbox"/> Festival <input type="checkbox"/> Quinceañera /Wedding <input type="checkbox"/> Other:		
Set-up Time:		Event Time (4 hr minimum):			Breakdown Time:		
Equipment Desired	Chairs	Round Tables	Rectangle Tables	Podium with Sound	Other		
Quantity							
ALCOHOLIC BEVERAGES SERVED	YES [ ] NO [ ]	If YES, a fee is assessed. Additional Alcohol Liability insurance is required. Special Event Permit Required and Security Guard Fees may be required and a fee is assessed.					
ALCOHOLIC BEVERAGES SOLD	YES [ ] NO [ ]	If YES, a fee is assessed. ABC Permit required. Additional Alcohol Liability insurance required. Special Event Permit Required and Security Guard Fees may be required and a fee is assessed.					
TICKETS—Sold at the Door	YES [ ] NO [ ]	\$1.00 per ticket sold will be assessed or 10% of Gross Ticket Sales					
CONCESSIONS	YES [ ] NO [ ]	20% of Gross Concessions/Vendor Sales					
<b>Revenue:</b> The Venue will assess 10 percent (10%) of Gross Ticket or Admission prices or \$1.00 per ticket sold at the Convention Center or through TICKETMASTER and 20% of Gross Concessions and Vendor sales. \$1.00 per customer will be collected at the time of booking based on the estimated attendance. Additionally, Convention Center Staff will physically count all attendees and monitor all concessions to ensure customers are in compliance.							

**Note: Application form must be completed and filed at least within 30 days prior to date of request. A Permit will then be issued to you indicating the availability of a facility for a date(s) requested with an estimate of associated costs. The actual costs may vary. A Facility Permit Reservation is confirmed after a deposit and full payment is remitted and a computer generated Facility Use Permit is issued. All fees must be paid no later than thirty (30) days prior to event.**

Permits are approved on a 'First Come, First Served' basis.



### **A. Insurance Requirement:**

Applicants and users of any city facility 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 officers, employees and agents” as additional insured, with a limit of liability not less than \$1million combined single limit for a personal injury and damage to property. If alcohol has been approved for an event, additional Liquor Liability Insurance Coverage is required and must be endorsed on the Certificate of Insurance.

### **B. Tentative Reservation Deposits and Refunds:**

**Deposits-** An agreed amount to hold/secure a requested facility for a certain time and date, payable within 30 days from the initial date a ‘Rental Estimate’ was issued. All or portions of a facility use permit deposit may be withheld due to improper use and/or violation of use by the Renter or related permit use inclusive of cancellation procedures.

**Tentative facility Rental Contract-** Any unsigned contract by Renter will remain tentative and subject to cancellation or changes until a deposit is received and rental date/time is confirmed. After two weeks, a Tentative rental booking is cancelled without further notice if a rental deposit is not received to secure the requested date/time as agreed.

- 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 in the facility before your event as the facility will not be opened until the specified time on your contract.

**Damage and Cleaning Deposit Refund:** The deposit will be refunded to the person and address listed on the contract/permit after the conclusion of the rental activity, if there are no additional fees assessed for any costs associated with the event, including, but not limited to, additional security costs, facility damage, excessive clean -up, etc. 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 can take up to eight (8) weeks before it is mailed to you from our Finance Department, it will be by Check only.

### **C. Personnel Attendant:**

Renter will be required to pay for staff costs and / or Security guard(s) that may be required. These costs will be based upon a minimum of one employee and / or 1 security guard. Any event for 200 or more in attendance will be a minimum of two employees, if serving or selling alcohol – minimum of two security guards in addition to staff. The Renter will be required to pay the hourly rate per employee for a minimum of 2 hours and all applicable overtime and for security guards for a minimum of four hours.

### **D. Cancellations:**

Deposits and rental fees may be refunded if an event is cancelled based upon the following days and 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 !

**Acknowledged by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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



## SPECIAL EVENTS:

A Special Event Permit Application is required in addition to this application and will be reviewed by the Richmond Police Department prior to issuance of a Facility Rental Contract or Agreement for any of the following events:

1. Concerts
2. Events serving/selling Alcohol
3. Events with 200 or more attendees
4. Quinceañera
5. Festivals
6. Carnivals
7. Circus
8. Parade
9. Film Shooting
10. Public Performance
11. Park Reservations
12. Other Events which may affect Public Safety, Health or Welfare...

A. Events serving or selling Alcohol- additional liquor liability insurance coverage is required & must be endorsed on the Certificate of Insurance.

1. If alcohol has been approved for your event, liquor liability coverage required.
2. ABC Permit is required if selling Alcoholic Beverages.

B. If handling food, selling or serving food to the public, you must have a Permit from the Contra Costa County Health Department.

## ORDINANCE NO. 11-18 N.S.:

An ordinance of the City Council of the City of Richmond Municipal Code entitled "Food Ware Ordinance" updated the disposable food ware regulations to prohibit the use, distribution or sale of polystyrene, plastic straws and plastic stirrers.

**Acknowledged by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**Security Plan- Must be provided as required:**

The development of an adequate security plan and provision of event security personnel is the responsibility of the Renter. The plan must be approved in writing prior to or with the final rental payment by the manager of the auditorium.

Renter(s) will provide security guards or police protection for each day of use of the Premises if and when deemed necessary by our Richmond Police Department. Security provided by Renter must be licensed by the State of California. If deemed necessary by the City, the Renter will be required to defray the cost of one or more police officers and a sergeant as a part of the security requirement based upon the salary rates and requirements in effect for the Richmond Police Department. The cost of all ADDITIONAL security REQUIREMENTS is the sole responsibility of the renter.

**Alcohol Beverage Control Use Permit and Fee:**

If a Renter requests the option to serve or sell alcoholic beverages at an event a daily permit fee will apply. Alcohol may only be served or sold by permit at the Convention Center with the additional Liquor Liability Insurance coverage requirement. A Special Event Permit is now required in addition to the Rental Agreement, and additional security guards may be required. Additionally, ABC permit is required if selling alcohol.

**WARNING!!!**

ALL WALLS AND CEILINGS IN THE CONVENTION CENTER CONTAIN ASBESTOS.

DO NOT use/put nails, hooks, tapes, or any type of adhesive materials on the Convention Center Walls, Ceilings, or Floor.

CUSTOMERS MUST HAVE FREE STANDING ITEMS ONLY!

**Violation of this policy** will result in forfeiture of security deposit and suspension from use of the convention center.

PROHIBITED AREA: Violators will be towed without further notice.

No parking area:

1. Civic Center Plaza
2. Front Entrance of the Convention Center a. Vehicle entry, parking or unloading is NOT allowed at any time!

Designated Parking Areas:

1. At the rear/back of the Convention Center
2. Across the Richmond Library
3. Unloading Zone – at the rear/back of the Convention Center

Thank you for your cooperation. If you have any questions please call (510) 620-6793. Questions and applications can be emailed to [csdregistration@ci.richmond.ca.us](mailto:csdregistration@ci.richmond.ca.us)

**Acknowledged by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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Organization			
Representative	Name:		
	Tel/Cell #:		
	Email:		
Poste Date:		End Date:	

- \*Please print clearly.
- \* Fee is \$51 per week.
- \* Request must be made at least 1 week prior to the first day the message is to appear on the marquee.
- \* No ongoing displays and displays limited to following priority:

1. Richmond Memorial Auditorium Events
2. Richmond Memorial Auditorium Rentals
3. Community Services Department Activities
4. City of Richmond Special Events
5. City of Richmond Department Notifications
6. Community Partners
7. All other requests.


Please submit request to the Community Services Registration/Booking Office  
 3230 Macdonald Avenue  
 510-620-6793 or email to  
[csdregistration@ci.richmond.ca.us](mailto:csdregistration@ci.richmond.ca.us)

**Acknowledged by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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