

# 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
<b>MAIN FLOOR (CAP 800)</b> 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
<b>BERMUDA/CATALINA ROOMS (CAP 225)</b> 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
<b>TERRACE ROOMS—C,D,E,F,G,H (CAP 55/EACH)</b> 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
<b>CONVENTION CENTER LOBBY (CAP 400)</b> 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
<b>ADD-ON'S</b>				
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	-
<b>EXTRA FEES</b>				
SET-UP / BREAKDOWN RATE		\$ 205/HR		
CHAIRS		\$ 1/EACH		
TABLES (CIRCLE OR ROUND)		\$ 4/EACH		
PODIUM WITH SOUND		\$ 99/EACH		
<b>*25% DISCOUNT—NON-PROFIT GROUPS. 50% DISCOUNT—COR DEPTS., WCCUSD, GOVT. AGENCIES</b>				



# FACILITY FEE SCHEDULE - EXTRA FEES



DESCRIPTION OF CHARGES	DETAILS	APPROVED FEES
<b>ADMINISTRATION FEES - NON REFUNDABLE</b>		
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%
<b>SPECIAL EVENT PERMIT FEES</b>		
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
<b>EQUIPMENT &amp; SERVICE FEES</b>		
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 <b>OR</b> 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
<b>VENDOR BOOTHS AND FESTIVALS</b>		
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

# Richmond Community Centers



# Community Center Room Rates

<b>RICHMOND RECREATION COMPLEX</b> 2 HR MINIMUM	<b>ROOM TYPE</b>	<b>RATE</b>	<b>DAMAGE DEPOSIT</b>
INCLUDES—1 RENTAL ATTENDANT, CHAIRS, TABLES, AND JANITORIAL SUPPLIES.	SOCIAL HALL (CAP 190)	\$ 158/HR	\$ 500
	CONFERENCE ROOM (CAP 30)		
	GYMNASIUM - SOCIAL EVENTS	\$ 259/HR	\$ 500
	GYMNASIUM - SPORTS EVENTS	\$ 150/HR	\$500
<b>BOOKER T. ANDERSON (BTA) COMMUNITY CENTER</b> 2 HR MINIMUM	MULTIPURPOSE ROOM (CAP 50)	\$ 104/HR	\$ 250
INCLUDES—1 RENTAL ATTENDANT, CHAIRS, TABLES, AND JANITORIAL SUPPLIES.	CONFERENCE ROOM (CAP 30)	\$ 83/HR	\$ 250
	GYMNASIUM - SOCIAL EVENTS	\$ 259/HR	\$ 500
	GYMNASIUM - SPORTS EVENTS	\$ 152/HR	\$250
<b>NEVIN COMMUNITY CENTER</b> 2 HR MINIMUM	SOCIAL HALL (CAP 190)	\$ 139/HR	\$ 500
INCLUDES—1 RENTAL ATTENDANT, CHAIRS, TABLES, AND JANITORIAL SUPPLIES.	MULTIPURPOSE ROOM (CAP 50)	\$ 104/HR	\$ 250
	CONFERENCE ROOM (CAP 30)	\$ 83/HR	\$ 250
<b>SHIELDS REID COMMUNITY CENTER</b> 2 HR MINIMUM	SOCIAL HALL (CAP 190)	\$ 119/HR	\$ 500
INCLUDES—1 RENTAL ATTENDANT, CHAIRS, TABLES, AND JANITORIAL SUPPLIES.	MULTIPURPOSE ROOM (CAP 50)	\$ 104/HR	\$ 250
	CONFERENCE ROOM (CAP 30)	\$ 83/HR	\$ 250
<b>PARCHESTER COMMUNITY CENTER</b> 2 HR MINIMUM	SOCIAL HALL (CAP 190)	\$ 119/HR	\$ 500
INCLUDES—1 RENTAL ATTENDANT, CHAIRS, TABLES, AND	CONFERENCE ROOM (CAP 30)	\$ 83/HR	\$ 250
<b>POINT RICHMOND COMMUNITY CENTER</b> 2 HR MINIMUM	MULTIPURPOSE ROOM (CAP 50)	\$ 104/HR	\$ 250
INCLUDES—1 RENTAL ATTENDANT, CHAIRS, TABLES, AND JANITORIAL SUPPLIES.	CONFERENCE ROOM (CAP 30)	\$ 83/HR	\$ 250
<b>EXTRA FEES</b>			
KITCHEN		\$51/EACH	
MICROPHONE—CORDLESS		\$59/EACH	
PODIUM WITH SOUND		\$ 99/EACH	
PROJECTOR SCREEN		\$ 31/EACH	
<b>EXTRA FEE SCHEDULE AVAILABLE UPON REQUEST</b>			
<b>25% DISCOUNT—NON-PROFIT GROUPS. 50% DISCOUNT—COR DEPTS., WCCUSD, GOVT. AGENCIES</b>			

# Richmond Park and Fields

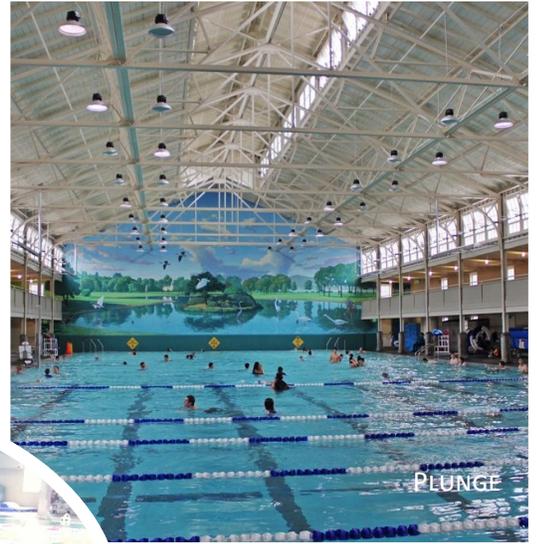
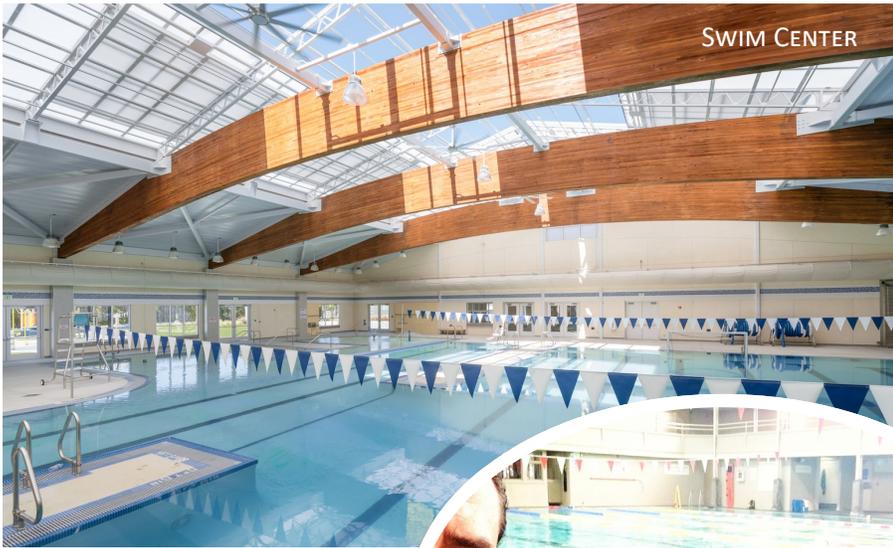
A large, semi-transparent background image of a modern building with large windows and a central fountain in the foreground.

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# Park and Field Rental Rates

STANDARD FEES	PACKAGE	RATE	DAMAGE DEPOSIT
INCLUDES—TRASH CANS BASED ON NUMBER OF ATTENDEES (1 PER/25 ATTENDEES)	GROUPS OF 50 OR LESS - 2 TRASH CANS INCLD.	\$ 31/HR	\$ 100
	GROUPS OF 51 - 100 - 4 TRASH CANS INCLD.	\$ 63/HR	\$ 150
	GROUPS OF 101 - 199 - 8 TRASH CANS INCLD.	\$ 83/HR	\$ 150
	GROUPS OF 200 OR MORE	\$ 124/HR	\$ 150
<b>CIVIC CENTER PLAZA</b>	FOR ALL USERS	\$ 205/HR	\$ 1,000
<b>PICNIC TABLE AREAS</b> 3 HR MINIMUM INCLUDES—MINIMUM OF TWO (2) TRASH CANS. ADDITIONAL TRASHCANS WILL BE ASSESSED	NICHOLL PARK, COUNTRY CLUB VISTA, AND BARBARA & JAY VINCENT	\$ 39/HR	-
	Marina Bay Park & Shimada Park *	\$ 27/TABLE	-
	* PARK STANDARD FEES (PER # OF ATTENDEES) WILL APPLY IN ADDITION TO TABLE FEE.		
<b>SPORTS FIELDS</b> INCLUDES—1 TRASH CAN PER BOOKING. FEES DO NOT INCLUDE BAGS, GOALS, OR FIELD MARKING. <b>EXTRA FEES WILL APPLY</b>	YOUTH SPORTS	\$ 28/HR	\$ 100 NON-LEAGUE
	ADULT SPORTS	\$ 41/HR	
	ADULT BASEBALL	\$ 73/HR	
	TENNIS COURTS	\$ 16/HR	
	MLK TURF FIELD - YOUTH	\$ 41/HR	\$ 300 LEAGUES
	MLK TURF FIELD - ADULT	\$ 51/HR	
	MLK TURF/TRACKS - YOUTH	\$ 31/HR	
	MLK TURF/TRACKS - ADULT	\$ 41/HR	
<b>SPECIAL EVENT PERMIT REQUIRED FOR - AMPLIFIED SOUND, JUMPERS, FAIRS, FESTIVALS, ETC.</b>			
<b>EXTRA FEES</b>			
JUMPER PERMIT		\$ 50/DAY	
SOUND PERMIT		\$ 27/DAY	
FIELD MAINTENANCE -SHORT RANGE (UNDER 6 MOS.)		\$ 21/EACH	
FIELD MAINTENANCE -LONG RANGE (6-12 MOS.)		\$ 205/EACH	
FIELD LIGHTS		\$ 21/HR	
FIELD - DRAG & LINE		\$ 103/EACH	
FIELD - GOAL SET-UP		\$ 20/EACH	
TRASH CANS		\$ 10/EACH	
<b>SPECIAL EVENT GUIDELINES AND EXTRA FEE SCHEDULE AVAILABLE UPON REQUEST</b>			
<b>DISCOUNTS NOT APPLICABLE EXCEPT FOR CITY OF RICHMOND DEPT. USE.</b>			

# Aquatics Pool Facilities



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# Aquatic Pool Rental Rates

<b>RICHMOND PLUNGE</b> 1 E. RICHMOND AVE  <b>RICHMOND SWIM CENTER</b> 4300 CUTTING BLVD  2 HR. MINIMUM UP TO 25 ATTENDEES INCLUDES—2 LIFEGUARDS AND JANITORIAL SUPPLIES  <b>EXTRA FEE (XF)</b> - ASSESSED FOR ADDITIONAL LIFE-GUARDS OVER 25 ATTENDEES AS REQUIRED AND/OR AS DETERMINED NECESSARY PENDING RISKS INVOLVED	PACKAGE	WEEKDAY RATE (MON-WED)	WEEKEND RATE (FRI-SAT)	DAMAGE DEPOSIT
	INDOOR POOL PER LANE **	\$ 47/HR	\$ 60/HR	\$ 250
	**ADDITIONAL LANE	\$ 16/HR	\$ 20/HR	-
	INDOOR POOL <u>OR</u> OUTDOOR POOL + PICNIC AREA *	\$ 154/HR	\$ 193/HR	\$ 250
	OUTDOOR PICNIC AREA—NO POOL *	\$ 92/HR	\$ 116/HR	\$ 250
*(XF) LIFEGUARD RATE - \$31/HR FOR ADDITIONAL 25 ATTENDEES ** UP TO 6 SWIMMERS PER LANE FOR LAP SWIM				
EXTRA FEES				
APPLICATION FEE		\$50/EACH		
APPLICATION SHORT NOTICE FEE - APPLICATIONS UNDER 30 DAYS NOTICE		\$50/EACH		
RENTAL AMENDMENT FEE - ANY CHANGES ON APPROVED CONTRACT		\$26/EACH		
RENTAL EVENT DATE CHANGE FEE		\$31/EACH		
TRANSACTION FEE - CREDIT CARD PAYMENTS		2%/EACH		
<b>25% DISCOUNT—NON-PROFIT GROUPS. 50% DISCOUNT—COR DEPTS., WCCUSD, GOVT. AGENCIES</b>				

