

## CLOCK TOWER FACILITY USE GUIDELINES

1189 Washington Street

This packet contains facility amenities, fees, reservation process, policies, etc. Please read this material carefully and ask the Parks and Community Services staff any questions you may have. Persons wishing to walk through the Clock Tower building may do so on Tuesdays from 5:00pm-7:00pm during "Open Viewing".

### **WEEKDAY – 4 hour minimum**

Monday - Thursday / 8:00am - 11:00pm

Resident	\$49/hour
Non-Resident	\$102/hour
<b>*Non-Profit (Benicia Based)</b>	
8:00am-5:00pm	No Charge
5:00pm-11:00pm	\$19/hour

### **WEEKEND - 4 hour minimum**

Friday - Sunday / 8:00am - 1:00am

Resident	\$82/hour
Non-Resident	\$118/hour
*Non-Profit (Benicia Based)	\$19/hour

### **ABOUT THE CLOCK TOWER ARSENAL BUILDING**

The Clock Tower is our largest Benicia facility. Constructed in 1859 of native sandstone, the Clock Tower was designed as a U.S. military arsenal. Originally built as a three-story building, it provided the military with a view of Suisun, San Pablo and San Francisco Bays. A fire and explosion in 1912 reduced the facility to the two-story structure of today. In 1964, the Clock Tower became the property of the City of Benicia and has since served as a multi-use facility for private parties, receptions, dances and community functions.

**Note:** Weekday rentals are very limited and scheduled around contracted classes and City functions.

**\*Non-Profit Organizations, Public/Private Schools, and Service Organizations must be located in Benicia and/or Benicia-based to qualify for hourly rates listed above. Proof of local non-profit status is required.**

### **MISCELLANEOUS FEES** [PER FUNCTION, WHEN APPLICABLE]

Alcoholic Beverage Service Fee:	\$42
Refundable Deposit ( <b>Private function</b> )	\$1,000
Refundable Deposit ( <b>Benicia Based Non-Profit function</b> )	\$200
Cleaning by Benicia Parks and Community Services (optional) parties of 0-400	\$473
Cancellation Fees	See page 3 for details

### **RENTAL CATEGORIES**

Restrictions are made and fees applied based upon who is using the facility, when and for what purpose.

- **"NON-PROFIT"** groups include **Benicia-based** non-profit organizations, civic, religious, service organizations and schools. Residency of organization is determined by location of the organization, not their members. Please bring copy of your by-laws and non-profit ID #.
- **"RESIDENT"** must reside or work in the city limits of Benicia or own property within the city limits.
  - To verify resident status, please bring picture ID and a City of Benicia utility bill, lease, or tax receipt. If you work in the City of Benicia, please provide a pay stub or other proof of employment.
- **"NON-RESIDENT"** does not reside or work in the City of Benicia. Non-profit groups not located in Benicia will be charged a non-resident rate.

### **RESERVATION PROCEDURE**

1. Reservations are accepted a maximum of 12 months in advance for private groups; a maximum of 13 months in advance for Benicia based non-profit organizations. All reservations must be made a minimum of six (6) weeks in advance.
2. Reservations must be made **in person** at the Parks and Community Services Department, 370 East "L" Street, between the hours of 8:30am and 4:30pm, Monday-Friday. It is suggested that you call 746-4285 in advance to confirm availability. A \$1,000 cleaning/damage deposit fee is required at the time of reservation for private functions, and a \$200 deposit for Benicia-based non-profit groups.
3. The person completing and signing the application must be the same person renting the facility and accepting liability for the rental. Applicants must be a minimum of 21 years of age and have a valid driver's license/ID at the time of application to reserve this facility.
4. Applications may be denied or revoked if the intended facility use or event is misrepresented or the application is incomplete, inaccurate, or contains false information.

5. Facility rental cannot be transferred, assigned, sublet or issued to minors. Renters cannot profit from renting the facility for another party. A resident may not rent the facility for a non-resident.
6. The City of Benicia requires applicants provide, or purchase, insurance for each event. Insurance can be purchased through the City of Benicia at the Parks and Community Services Department.
7. Completed applications are sent to the City of Benicia Police Department for review. Professional security is required for all events. You will receive a conditions letter in the mail indicating any outstanding balances, security requirement, and other requirements at least 60 days before your event. The renter is responsible to find a security company that is licensed and insured and provide the Parks and Community Services Department with a copy of the contract showing that security has been reserved in accordance with the conditions letter.
8. The estimated attendance should be an accurate estimate. This is the attendance approved for your event. A change in attendance may impact security requirements and insurance.
9. The balance of your rental fees must be paid (30) days before your event.
10. Only individuals listed on the rental application are authorized to make changes or communicate with City Staff. To authorize additional representatives, you may submit their names & phone numbers in writing or by e-mail to PCS Dept.
11. Changes or additions to reservations must be submitted in writing to the Parks and Community Services Department a minimum of 30 days prior to the event. No changes will be accepted by phone. In any correspondence and on checks, please refer to your date of use.

### **CANCELLATIONS**

Refunds and service fees are handled as follows:

- 60 DAYS or more prior to use date—\$100 processing fee charged. Refunds by check only; mailed to address on contract.
- Less than 60 BUSINESS DAYS prior to date of use—forfeit one third of the total charges listed on the facility rental form and a \$100 processing fee. Refunds by check only; mailed to address on contract.
- **Occasionally, it may be necessary 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.**

### **DAMAGES/DEPOSIT**

1. A deposit is due at the time of reserving the facility. Deposits are returned within 2-4 weeks following your facility rental, via check. If your scheduled hours of use exceed the designated time for any reason, additional fees will be deducted from your deposit at 1.5 the hourly rate of your rental (one hour minimum charge).
2. **Any cost of extra cleaning of the facilities and furnishings, both inside and outside, vandalism, theft or damages to floors, walls, furnishings and landscaping, staff time and/or repairs will result in a deduction or forfeiture of your deposit.** You will be billed for damages not covered by your deposit.
3. \$75 will be charged to you if the garbage has not been removed from the facility and placed in the provided dumpster at the back of the facility. (This fee is waived if renter has selected the provided cleaning option).

### **SERVICES PROVIDED**

***THE FACILITY ATTENDANT IS RESPONSIBLE FOR THE FACILITY AND MAY REQUEST POLICE ASSISTANCE AT ANY TIME TO PREVENT ABUSE OF PRIVILEGES AND TO ENFORCE FACILITY RULES AND REGULATIONS.***

1. A Facility Attendant will be scheduled at the Clock Tower during your entire use of the facility. The attendant is available to open the facility, answer questions, enforce policies, and check-in periodically with the person in charge of the event. The services of the Facility Attendant **are not available** for set up, waiting tables, serving, clean-up, etc.
2. Tables and chairs are available for your use. You are responsible for setting up and putting away all tables and chairs (tables and chairs will be put away by cleaning company if renter selects cleaning option). Tables & chairs may not be removed from the building or used outdoors. Table and chair dollies must remain upstairs in the facility at all times. We provide **50 – 8 ft x 2.5 ft tables, and 350 chairs.**

3. Your access to the facility and set-up begins at your rental start time. The facility will not be open prior to your rental time for you, your caterers, bands, decorator, etc. You must arrange for rental material/supplies to be picked up during your rented time. Consider renting the day before/after to assist with set-up & clean-up (4 hour minimum).
4. The Facility Attendant will check the condition of the facility with the person in charge prior to their event and after cleaning, to determine if additional damage, cleaning or overtime use has occurred. If the person in charge is not available at the end of the event, it is the renter's responsibility to identify a second individual as responsible for final check out and introduce them to the Facility Attendant.
5. The Facility Attendant is responsible for enforcing all of the facility use regulations. If necessary, they will stop the serving of alcohol, shut down music/entertainment, and/or clear the facility and end your event. They want to ensure your event is safe and that you have enough time to clean the facility, so your deposit is returned to you.

### **RESPONSIBILITIES OF RENTER**

1. Attendance may not exceed the maximum number of persons permitted in the facility. Your event will be terminated if you exceed the specified occupancy limit. **CAPACITY = 536 seated / 601 standing with no tables/chairs set up**
2. If damages or behavior of your group warrant, your function may be stopped in progress and you may be denied further use of any City facilities.

\_\_\_\_\_ As the Responsible Party (completing the Rental application) **you agree to be at the facility during the entire event** (set up & clean up included). If you will not be at the event for a period of time you will inform the Parks & Community Services Dept. of the hours you plan to be absent & name a Replacement Representative.

\_\_\_\_\_ You are responsible for **renting additional tables & chairs** from an outside vendor if your need exceeds our supply of 50 tables & 350 chairs. All rented equipment must be delivered and removed during your rented time. You may rent the facility for an additional day (min. 4 hours) if needed/available.

\_\_\_\_\_ As the Responsible Party you will **communicate our facility policies & procedures** with your group, contractors, caterers, planners, cleaners, etc. Ex: Cleaning takes 2 hours & includes sweeping & mopping all floors, no equipment may be stored at the facility before or after your event, smoking is not permitted on the staircases, children must be supervised at all times, and serving/selling alcohol must be approved in advanced.

\_\_\_\_\_ **Accidents/Injuries:** You are **solely responsible** and **answerable financially** for any and **all accidents or injuries to persons or property** resulting from your use of the Clock Tower. You are responsible for the control and supervision of all people in attendance during your use of the facility and shall take care to see that no damage is done to the facility, and that everyone conducts him/herself in an orderly manner.

\_\_\_\_\_ If **damages or behavior** of your group warrant, your function may be stopped in progress and you may be denied further use of any City facilities.

\_\_\_\_\_ **Police Assistance:** The Facility Attendant is responsible for the facility and may request police assistance at any time to prevent abuse of privileges and to enforce facility rules and regulations. You may ask The Facility Attendant to call Police on your behalf.

\_\_\_\_\_ **Children** are not permitted to be downstairs or outside the building unless accompanied by an adult for the duration of the rental, including set-up and clean up.

\_\_\_\_\_ **Children** are prohibited from playing or loitering on the stairs, in the downstairs corridor inside the building, entryway, parking lot or perimeter road or property. Children must remain upstairs inside the building during the event.

### **ALCOHOLIC BEVERAGE POLICY**

\_\_\_\_\_ Alcoholic beverages may be consumed only with advance approval and payment of **Alcoholic Beverage Service Fee** (\$42) on your application. Advance approval may be obtained by indicating your intention to serve alcohol on your application. For the safety of your guests, no alcohol is permitted downstairs or outside the facility. Alcohol may **ONLY** be served/consumed when security is present.

**Selling Alcohol (including a cash bar):** A license must be obtained from the Alcoholic Beverage Control Board in addition to the City service charge. This includes direct exchange of money for beverages, purchase of tickets that may be exchanged for beverages, or purchase of dinner or event ticket that includes the service of alcoholic beverages. **To obtain your permit please contact the Benicia Police Department- Secretary (707) 746-4265.**

Alcohol **cannot be served or sold** at events or rentals that are primarily designed for youth under the age of 21 years old. Alcoholic beverages may **NOT** be served to minors. Facility Attendant is directed to shut down events that violate the above.

### **DECORATING AND EQUIPMENT POLICIES**

**Candles, open flame, fog machines, dry ice, and pyrotechnics of any kind are PROHIBITED inside or outside of premises.** Sterno cannisters to heat chaffing dishes are permitted; use of propane is not allowed. When hosting an event like a crab feed, it is best to inform guests to bring battery operated or electrical butter warmers.

**Tape:** Blue commercial painters tape may be used inside and/or outside the facility. No tape of any kind may be used on the floors or painted surfaces, and all decorations must be **FLAME RETARDANT**. Use of **nails, screws, scotch tape, duct tape, glue, staples, pins etc. is not permitted.**

**No confetti (metal or paper), rice or birdseed is allowed.** If used, you may be fined.

Balloons filled with helium must be weighted down at all times. Use of washers or other weights are required for all balloons that have the potential to float to the ceiling. Balloons tied to chairs or other decorations must also have weights attached to string. Any balloons that float to the ceiling with require the discontinued use of ceiling mounted fans. The renter is responsible to get any balloons down from the ceiling during clean up. Renter will be charged for staff time to remove balloons from the ceiling, that are left behind.

Due to the age of the Clock Tower and the limited access to electrical outlets, only a limited amount of electric equipment may be used. Circuit breakers are easily overloaded. Chaffing dishes must be warmed using sternos and may not be plugged in.

The use of the extension cords should be minimal, may not cause a tripping hazard and may only be used to operate one electrical item. Power strips may not be attached to an extension cord.

The counters in the kitchen and the stage are considered permanent structures and cannot be moved or reconfigured.

### **FOOD WASTE AND RECYCLING POLICIES**

- Per California State Law AB 1826, all food waste is to be disposed of into proper receptacles.
- In the kitchen there will be several food waste bins and special compostable (green) bags that must be used to dispose of organic waste. There is information posted on the wall regarding what is acceptable organic waste. All other waste will go into a regular garbage receptacle.
- Also in the kitchen there will be recycle bins for recyclable items, such as bottles, cans and unsoiled paper products. These items should be placed in the blue recycle bins at the back of the Clock Tower. (clear bags)
- When removing waste from the facility, the compostable bags and organic waste must be placed in the green bins at the back of the Clock Tower.
- Garbage that is not recyclable or organic should be placed in the dumpsters. (black bags)
- As the renter, you are responsible to inform your caterer, and or food prep crew, about the policies regarding organic waste recycling, ensure the use of the appropriate can liners, and ensure the proper waste bins outside are used for disposal.

### **GENERAL POLICIES**

CITY OF BENICIA FIRE & BUILDING CODE REQUIREMENTS AND OCCUPANCY RESTRICTIONS ARE AS FOLLOWS:

- The Benicia Clock Tower is considered an assembly occupancy and must conform with the current edition of the California Fire Code. Specifically, the event set-up must conform with Chapter 10 - Means of Egress which includes specifics regarding occupant load, table and chair set-up, and aisle widths.

- TOTAL OCCUPANTS SHALL NOT EXCEED 750, including all service staff (i.e. band, caterers, etc.) – see occupancy rules below:
- Maximum capacity for concentrated use (dancing) w/no tables and very limited chairs is 750 persons.
- The maximum capacity for less concentrated use (dancing & dining) is 536 persons. This includes guests and caterers. If the facility attendant observes more people than the capacity allows, they are instructed to stop the event and call police.
- At no time shall any of the exits be blocked.
- No tables shall be placed within (5) feet of any exit or within (6) feet of the kitchen entrance.
- No tables or chairs may be placed within 3 feet of the wall. A 3 foot perimeter must be left around the entire floor area to allow for easy access to exits.
- Rows of tables shall be spaced no less than (48) inches long edge to long edge.
- Loose Chair Set-up: when chairs are set in rows without tables, they shall be in rows of no more than 13 chairs separated by aisles of 44 inches.
- Loose Chair Set-up: when chairs are set in rows without tables, they shall be bonded in groups of no less than three chairs.
- Loose Chair Set-up: when chairs are set in rows without tables, they shall be in rows with 12 min space from the front of one chair to the back of the next.

1. All fees and use regulations are subject to change.
2. The City of Benicia reserves the right to change, adjust or delete any of the rules and regulation found in these Facility Use Guidelines. The City also reserves the right to close down any event that poses a threat to the safety of the participants or the facility or violates any of the conditions stated.
3. Gambling in any form is not permitted unless the applicant has received prior approval from the City of Benicia Police Department. In that case, a copy of the contract made with the gaming company must be submitted to the Parks & Community Services Department at least 30 days in advanced.
4. Certain users may be required to produce a City of Benicia Business License at the time of application. Please check with the Business License office at 746-4325.
5. Other than service animals (as defined by the ADA), animals are not permitted in City buildings.
6. Parking availability is not guaranteed and on occasion may be quite limited.
7. Please monitor the restrooms and notify the Facility Attendant if supplies are needed or if there is an issue.
8. You must provide your own beverage service, cooking utensils, silverware, linens, etc.
9. People are not permitted in any storage areas of the building.
10. All cooking must be done in the kitchen. If wanting to BBQ or cook outdoors, prior approval - requested more than 60 days prior to the event, is required and the location will be determined by the Fire Department and Parks & Community Services Department.

#### **INITIAL ALL POLICIES BELOW**

\_\_\_\_\_ We suggest visiting the facility during **Open Viewing on Tuesdays from 5:00-7:00pm**. This gives you and anyone you contract with (caterer, wedding planner, lighting, DJ, etc.) to view the facility and plan set up and usage.

\_\_\_\_\_ There is **NO AIR CONDITIONING**. The facility can be warm during summer months. The facility is equipped with ceiling fans and attic vents to assist with air flow and removing warm air from the facility. Due to the age of the facility, a limited number of windows open.

\_\_\_\_\_ **Professional Cleaning** is suggested. It takes the average renter 2 hours to clean the facility. We suggest you take advantage of our cleaning option. You are not required to use our cleaning company, but must be present at the facility during the cleaning if you use any cleaning vendor other than the one we provide.

\_\_\_\_\_ You are responsible for **renting additional tables & chairs** from an outside vendor if your need exceeds our supply of 50 tables & 350 chairs, or if you prefer round tables. All rented equipment must be delivered and removed during your rented time. You may rent the facility for an additional day (min. 4 hours) if needed/available.

\_\_\_\_\_ Chair racks and table racks cannot be moved downstairs. **No furniture from downstairs may be used.**

\_\_\_\_\_ The renter must sign in and out on the facility event report form and take an initial and final walk through of the facility with the facility attendant.

\_\_\_\_\_ Tickets may not be sold at the door as an admission charge **unless approved in advance**. No more than 50 tickets may be sold at the door to ensure security requirements are met.

\_\_\_\_\_ Amplified music (band or D.J.) and caterers should begin removing equipment a minimum of 2 hours before the end of scheduled use to provide you or your cleaning company sufficient time to clean. The **City's sound system** is available for microphone use and background music, but **NOT** as a sole source of entertainment. DJs may not plug into the facility speakers. We suggest testing all your equipment in advanced during a Tuesday Open Viewing day.

\_\_\_\_\_ The A/V offered at the facility is a plug & play option. You may bring a thumb drive, DVD, or CD to play a slide show. Computers may not be plugged into the system. The system does not support powerpoint or user controlled presentations. Facility Attendant staff is not available to troubleshoot the system or make repairs to the A/V equipment if it is not working properly, therefore use of the A/V is not guaranteed. We recommend you test out your slideshow during an open viewing to ensure that it works properly.

\_\_\_\_\_ **Signs** with information or directions to your event may not be posted along Military East Street or other streets leading to the Clock Tower.

\_\_\_\_\_ **NO SMOKING** is allowed in the building or within 20 feet of the outside of the building. Please provide at least **two buckets or cans** filled with damp sand and place them outside in front of the building. You will be responsible for disposing of all cigarette butts.

\_\_\_\_\_ **Licensed Security Guards** is required for every event. Advanced notice will be given to you in your conditions letter. A copy of the security contract must be submitted to the Parks and Comm. Services Department **30 days** before event date. Security is required they must be present one hour prior to event, when guests arrive and up to 1 hour after the end of the event, as guests depart, or to end of rental if clean-up is done the next day.

\_\_\_\_\_ Alcohol may not be served until security is on-site.

\_\_\_\_\_ **Garbage:** Please empty the garbage cans when they are  $\frac{3}{4}$  full to avoid overfill. Please ensure food/organic waste is disposed of into the proper bins, using the compostable trash bags (per California Law AB1826). Dumpsters and food waste bins are located in the back of the building. \$75 fee charged for failure to deposit garbage bags in dumpster at the back of the facility. You are responsible for keeping the facility in sanitary condition during your event. Please take excessive garbage to the dumpster throughout the night; do not allow bags to pile up in the kitchen.

\_\_\_\_\_ **Storage is NOT AVAILABLE** either before or after your event. This includes alcoholic beverages, floral arrangements, equipment, chairs, tables, etc. **You will be charged for removal of items left behind.**

\_\_\_\_\_ **Lost or stolen items:** The City of Benicia is not responsible for lost or stolen items and is not responsible for any items delivered before or left after an event.

**I have read and understand the terms and conditions of renting the Clock Tower facility. I acknowledge that I may be fined for not following the terms and conditions listed above.**

\_\_\_\_\_  
Full Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date