

SENIOR CENTER BUILDING RESERVATIONS

1201 East 2nd Street

The Senior Center is used during weekdays for senior activities and also many weeknights for classes and programs offered by the Benicia Parks and Community Services Department. When the facility is not being utilized, it is available for rental on an “as available” basis.

The facility is located at East Second and East L Streets and has two rooms that may be reserved for meetings, seminars and private parties. The smaller room has a seating capacity of 69 persons and the larger room will seat up to 120 persons.

This brochure contains all of the information you will need: facility amenities, fees, reservation process, etc.

Please read this brochure carefully and feel free to ask the Parks and Community Services staff questions you may have.

WEEKDAY RATES

Monday – Thursday	
8:00am – 11:00pm	
* Local Non-Profit Organizations	
* Public/ Private Schools	
* Service Organizations	\$19/Hour
Resident	
Private Group	\$32/Hour
Non-Resident	
Private Group	\$65/Hour
Insurance Required	cost varies depending on # of attendees

WEEKEND RATES

Friday, Saturday, Sunday	
8:00am – 1:00am	
* Local Non-Profit Organizations	
* Public/ Private Schools	
* Service Organizations	\$19/Hour
Resident	
Private Group	\$49/Hour
Non-Resident	
Private Group	\$87/Hour
Insurance Required	cost varies depending on # of attendees

* Local 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.

ALL RENTALS HAVE A 4 HOUR MINIMUM

MISCELLANEOUS FEES: PER FUNCTION WHEN APPLICABLE

ALCOHOLIC BEVERAGE FEE:	\$42
REFUNDABLE CLEAN-UP/DAMAGE DEPOSIT NON-PROFIT	\$200
REFUNDABLE CLEAN-UP/DAMAGE DEPOSIT PRIVATE	\$200
CANCELLATION FEE:	SEE PAGE 3 FOR DETAILS

Updated 6/28/2019

RESERVATION PROCEDURE

1. Reservations will be accepted a maximum of **3 months** in advance for Benicia based non-profit organizations and private groups. All reservations must be made a minimum of four weeks in advance of event date.
2. Your reservation must be made **in person** at the Parks and Community Services Department, 370 East "L" Street, between the hours of 8:30am and 5:00pm, Mon – Fri, A \$200 cleaning/damage fee must be paid at the time of reserving the Senior Center for private functions.
3. The person filling out and signing the application must be the same person renting the facility. Applicants must be a minimum of 21 years of age and have a valid CA driver's license at the time of application to reserve this facility. Applications may be denied or revoked if the intended facility use is misrepresented. The City of Benicia reserves the right to require the applicant provide insurance for each event and may require professional security.
4. The balance of your rental fees must be paid (30) thirty days before your event.
5. The City of Benicia requires applicants provide insurance for each event.
6. Completed applications are sent to the City of Benicia Police Department for review. Professional security or additional requirements may be requested. You will receive a letter in the mail indicating any outstanding balances, security or other requirements at least 30-60 days before your event.
7. Changes or additions to reservations must be submitted in writing to the Parks and Community Services Department a minimum of 2 weeks prior to the event. No changes will be accepted by phone. In any correspondence and on checks, please refer to your date of use.

RENTAL CATEGORIES

Restrictions are made and fees applied based upon who is using the facility, when and for what purpose. Residents, non-residents, public groups and private groups may use the Senior Center.

- **"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 #.
- **"PRIVATE"** groups include events such as wedding receptions, social events, anniversary parties, etc.
- **"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, 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.

RESPONSIBILITIES

You are solely responsible and answerable financially for any and all accidents or injuries to persons or property resulting from your use of the Senior Center. You shall be 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. 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.

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.

CANCELLATIONS

Refunds and service fees will be handled as follows:

30 DAYS or more prior to use date—\$50 processing fee charged

- Less than 30 DAYS prior to date of use—forfeit one third of the total charges listed on the facility rental form and a \$50 processing fee.
- Refunds will be issued via Check only and mailed to the applicant and takes approximately three to four weeks to process.

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

A cleaning/damage deposit of \$200 is due at the time of reserving the facility. Return of this deposit will be made within 3-4 weeks following your facility use. If your scheduled hours of use exceed the designated time for any reason, additional fees will be deducted from your cleaning/damage deposit at 1.5 times the hourly rate stated on the rental application. **Any cost of extra cleaning of the facilities and furnishings, both inside and outside, or damages to floors, walls, furnishings and landscaping, or overtime charges, will result in a deduction or forfeit of your deposit.** You will be billed for damages not covered by your deposit.

SERVICES PROVIDED

A building attendant will open and close the facility at the time stated on the reservation form or a key pass will be issued. Be sure the time you request includes set up, take down and clean up time.

For certain events, an attendant will be on duty in the Senior Center during your entire use of the facility. The attendant will be available to open the facility, answer questions and check periodically with the person in charge of the event. The services of the building attendant **are not available** for waiting tables, serving, or your portion of the clean-up, etc.

Tables and chairs are provided. If tables and chairs are moved and reconfigured, you are responsible for the replacement of the tables and chairs to their original location

Your table and chair set-up will begin at your rental start time. The facility will not be open prior to that time for you, your caterers, decorator, etc.

The building attendant will check the condition of the facility with the person in charge prior to their event and then again prior to their departure, to determine if additional damage, cleaning or overtime use has occurred.

It is the responsibility of the building attendant to enforce all of the facility use regulations. If necessary, they will stop the serving of alcohol and/or clear the facility and end your event.

ALCOHOLIC BEVERAGE POLICY

Alcoholic beverages may be consumed only with advance approval and payment of Alcoholic Beverage Service Fee. Advance approval may be obtained by indicating your intention to serve alcohol on your application. The cost is \$42.

1. If you exchange money for, sell alcoholic beverages; a license must be obtained from the Alcoholic Beverage Control Board in addition to the City 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 (707) 746-4265. **Alcoholic beverages may NOT be served to minors. Your event will be immediately shut down.** Alcohol **cannot be served or sold** at events or rentals that are primarily designed for youth under the age of 21 years.

POLICIES

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

- The Maximum capacity for the large room is 120.
 - The maximum capacity for the small room is 69.
 - This includes guests and caterers. If the facility attendant observes that there are more than the capacity, they are instructed to call the police.
 - You are responsible for renting additional tables & chairs from an outside vendor if your need exceeds our supply.
 - Tables and chairs can be placed around the outside of the area against the wall. Tables shall be placed no more than two table lengths out from the wall.
 - 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.
 - There shall be a (44) inch wide aisle along all walls and there shall be (44) inches separating each additional aisle.
 - Rows of tables shall be spaced no less than (48) inches edge to edge.
 - All of the aisles shall lead towards exits.
 - With aisle requirements, the total number of occupants will be reduced from the dining occupant load of 120 (depending on the diagram set up provided by user)
1. All fees and use regulations are subject to change.
 2. Facility rental cannot be transferred, assigned, sublet or issued to minors. Renters cannot profit from renting the facility for another party.
 3. 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.
 4. 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 after cleaning is completed.
 5. 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.
 6. 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.
 7. Other than service animals, animals are not permitted in City buildings.
 8. 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.
 9. Amplified music (band or D.J.) must end a minimum of 1 hour before the end of scheduled use. We strongly advise budgeting 1.5 hours for clean-up.
 10. A contract may be terminated or voided if the information provided on the application is inaccurate and/or incorrect.
 11. **Candles, open flame, pyrotechnics of any kind are prohibited inside or outside of premises. Nails, screws, scotch tape, duct tape, glue, staples, pins etc. are not permitted.** Sterno chaffing dishes are permitted, please do not use propane.
 12. Commercial masking 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**.

13. **No confetti (metal or paper), rice, sand or birdseed is allowed.** If used, you may be fined.
14. Parking availability is not guaranteed and on occasion may be quite limited.
15. Signs with information or directions to your event may not be posted along Military or other streets leading to the Senior Center.
16. Storage is NOT AVAILABLE either before or after your event. This includes alcoholic beverages, floral arrangements, equipment, chairs, tables, etc.
17. **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.
18. Licensed Security Guards may be required at the event. Advanced notice will be given and a copy of the security contract must be submitted to the Parks and Community Services Department 2 weeks before event date. If security is required they must be present when guest arrive and up to 1 hour before the end of the event or to end of rental if clean-up is done the next day.
19. Please empty the garbage cans when they are $\frac{3}{4}$ full to avoid overflow. Dumpsters 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.
20. Please monitor the restrooms and notify the Facility Attendant if you supplies are needed or if there is an issue.
21. You must provide your own beverage service, cooking utensils, silverware, etc.
22. Chair racks and table racks cannot be moved.
23. People are not permitted in any storage areas of the building.
24. All food preparation must be done in the kitchen. If wanting to BBQ or cook outdoors, prior approval is required and location will be determined by the Fire Department and Parks & Community Services Department.
25. 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.

FACILITY CLEAN-UP/DAMAGES CHECK LIST

Please be aware that you are responsible for leaving the Senior Center in the same condition you found it before your event. You also need to finish your portion of the clean up WITHIN your rental hours.

Charges against your cleaning/damage deposit will be made from any costs including, but not limited to, damage to the floors, walls, furnishings and landscaping, extra cleaning of the facility and furnishing inside, overtime charges, and any other unusual costs incurred. You will be billed for any damages not covered by your deposit.

The following checklist is similar to one that will be used by the building attendant to report the condition of the facility after your event and the conduct of your group. Please use this checklist as a guide for your

cleanup. If you have any questions about your responsibility for damages or clean up, ask the Building Attendant at the conclusion of your event before you leave.

YOU are responsible for the set-up and removal of all decorations and special physical arrangements. Decorations must be flame retardant material. The use of nails, tacks, staples, etc. is prohibited. Masking tape may be used except on floors or painted surfaces.

Be sure to start your cleanup at least 1 hour before your rental end time.

1. YOUR CLEANING RESPONSIBILITIES ARE:

IN RENTAL HALL:

- If tables and chairs are moved and reconfigured, you are responsible for the replacement of the tables and chairs to their original location
- Wipe off tables, and chairs, and return designated locations
- Place trash in bags provided and remove from building to outside dumpster
- Sweep floors. Mop floors where spillage has occurred

IN KITCHEN

- Clean spills and stains from all kitchen surfaces, oven, refrigerator and mop floor
- Empty dishwashers after each use and leave open to air dry
- Place trash in bags provided and remove from building to outside dumpsters
- Make sure no food is left in oven or in refrigerators
- Clean sinks and drains of garbage

IN RESTROOMS

- Remove trash from building to outside dumpsters
- Wipe down sink areas and clean toilets with disinfectant provided
- Sweep floors. Mop floors where spillage has occurred

PARKING LOT/ OTHER

- Pick up any cups, garbage, etc from you event
- Check doors and windows to make sure they are locked before leaving the building
- Report any damaged or broken equipment to the Benicia Parks and Community Services Department at 746-4285. Any problems should be reported to the Department within 48 hours

2. \$75 will be charged to you if the garbage has not been removed from the facility and placed in the dumpsters.
3. Are there any damages to the facility including the use of nails, tape on painted surfaces, tack, staples, etc.? Any damage to the floors, walls, equipment, landscaping, etc.? Charges for any damage to the above mentioned items will be determined at the discretion of the facility manager.
4. Has any extra or unusual cleaning been left for the Building Attendant? An additional fee will be charged for floor cleaning if there are any soiled areas.
5. Payment for extra services, extra charges, damages, additional time, etc., MUST NOT be left with the building attendant. All financial transactions must occur through the Parks & Community Services office.

ANY DAMAGES DISCOVERED, OR EXTRA OR UNUSUAL CLEANING FOUND NECESSARY BY THE BUILDING ATTENDANT AFTER YOU LEAVE WILL BE NOTED IN HIS/HER REPORT.

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

APPLICANT'S SIGNATURE _____ DATE _____