

## Facility Conditions

- Parking availability is not guaranteed and on occasion may be quite limited. All parking is metered from 9 am–6 pm on Monday through Saturday and is \$1 per hour.

- Caterer vehicle access is to CURB ONLY.

- Storage is NOT AVAILABLE either before or after event. This includes food and beverages, floral arrangements, equipment, screens, etc.

## Damages/Deposit

\$750 for any event in the Oak View Room or with food or drink  
\$200 for Las Trampas Conference Room with no food or drink

A deposit for damages and cleaning is due 90 days in advance of the scheduled event. Return of this deposit will be made within 2-4 weeks following the facility use.

**Charges for extra cleaning, damages to the facilities and/or furnishings and overtime fees will result in a deduction or forfeit of the deposit. Renters will be billed for any damages not covered by the deposit.**

## Rental Categories

**Private/Commercial:** Private renters in this category include events such as wedding receptions, social events, anniversary parties, etc. Commercial renters are 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:** Groups include not-for-profit, non-restrictive clubs, civic, religious or 501(c)3 service organizations, and private/public schools. A copy of the letter granting organization's non-profit status from the Secretary of State's office will be required prior to booking.

Library rentals are not handled by library staff, please see below.

Rental Information and Reservations  
Monday-Friday, 9:00 am–4:00 pm  
925.256.3575

City of Walnut Creek  
Facility Rentals  
301 N. San Carlos Drive  
Walnut Creek, CA 94598  
[www.walnut-creek.org/rentals](http://www.walnut-creek.org/rentals)

## Rooms to Rent

### Walnut Creek Library Address:

1644 N. Broadway  
Walnut Creek, CA 94596

### Hours available for rent:

Monday – Thursday: 8:00 am – 10:00 pm  
Friday/Saturday: 8:00 am – 1:00 am  
Sunday: 8 :00 am – 12:00 midnight

### OAK VIEW ROOM

Private/Commercial - \$100/hour  
(required 2-hour minimum)  
Non-Profit - \$65/hour (required 2-hour minimum)  
Projector and screen - \$50/reservation

### Size/Capacity

1829 square feet  
150 auditorium seating  
54 classroom seating  
108 sit-down dining

### Equipment

24 rectangle tables (30"W x 72"L)  
150 chairs  
room divider for breakout sessions  
lecturn  
projector and screen  
microphone

Kitchenette with microwave, full size refrigerator and sink.

### LAS TRAMPAS CONFERENCE ROOM

Private/Commercial & Non-profit - \$35/hour  
(required 2-hour minimum)

### Size/Capacity

415 square feet  
16 seated

### Equipment

conference table for 16 (192" x 60")  
(conference table cannot be moved)  
phone with conference-calling capability  
LCD flat panel with laptop input  
tabletop lecturn

### Rental Information and Reservations

Monday-Friday, 9:00 am–4:00 pm  
925.256.3575  
[www.walnut-creek.org/rentals](http://www.walnut-creek.org/rentals)



City of Walnut Creek

# Walnut Creek Library Room Rental Information



Oak View Room



Las Trampas Conference Room



City of Walnut Creek  
Facility Rentals  
925.256.3575  
[www.walnut-creek.org/rentals](http://www.walnut-creek.org/rentals)

## Reservation Procedure

1. Complete an online inquiry at:  
<http://www.walnut-creek.org/rentals> or call 925.256.3575 between 9:00 am and 4:00 pm, Monday-Friday .
2. Reservations for bookings during non-library business hours may be accepted one year in advance. Requests for reservations during library business hours are accepted on a quarterly basis. Availability contingent upon staffing for rentals requested with less than 30 days notice.  
**Library Business Hours**  
Monday - Thursday 10:00 am - 8:00 pm  
Friday & Saturday 10:00 am - 6:00 pm
3. Payment:  
**Credit Card:** VISA or MasterCard in-person or by calling 925.256.3575  
Monday—Friday, 9:00 am—4:00 pm.  
**Cash:** In-person at  
Heather Farm Community Center  
301 N. San Carlos Drive  
Walnut Creek, CA 94598  
**Check (30 days+ prior to rental date):**  
Made payable to City of Walnut Creek, in-person or mailed to:  
Attn: Recreation Division  
301 N. San Carlos Drive  
Walnut Creek, CA 94598
4. A contract will be sent to the primary contact once the reservation is confirmed with the initial payment. The initial payment is \$500 or the entire rental fee, whichever is less. The contract must be signed and returned within 15 days of issuance. The balance of the rental fees and refundable damage deposit must be received no later than 90 days prior to the date of facility use.

## Cancellations/Changes

Cancellations will be handled as follows:  
- 90 days or more prior to use date—  
forfeit initial payment  
- Less than 90 days prior to date of  
use—**forfeit entire rental fee**  
Change Fee: \$25 for any change to rental  
contract within 90 days.

## Policies

- All fees and use regulations are subject to change.
- Rental agreements cannot be transferred, assigned, sublet or issued to minors.
- Amplified music is prohibited during Library business hours.
- Certain users may be required to produce a City of Walnut Creek Business License at the time of application. Please check with the Business License office at (925) 943-5821 for more information.
- Other than guide dogs, animals are not permitted in the building.
- Smoking is prohibited inside the Library.
- Walnut Creek Municipal Code Sec. 10-8.107 prohibits placement of any temporary signs advertising the event anywhere in the City of Walnut Creek.
- A contract may be terminated or voided if the information provided on the application is determined to be inaccurate and/or incorrect.
- Renters may be required to pay for security for the duration of the rental. The Facility Rental Coordinator will make arrangements for security, and costs for security will be incorporated into rental agreement.
- Gambling in any form will not be permitted unless the applicant has received prior approval from the City of Walnut Creek Police Department.

## Services Provided

Tables and chairs are provided and will be set up prior to rental start time based on a floor plan provided by the renter in advance. The facility will **NOT** be open prior to the rental start time for set up, caterers, bands, or decorators.

**RENTAL HOURS MUST INCLUDE TIME FOR ALL PREPARATION AND CLEAN UP.**

## Responsibilities

Renters are solely responsible and answerable financially for any and all accidents or injuries to persons or property resulting from the use of Library facilities. Renters shall be responsible for the control and supervision of all people in attendance during the usage 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 the group warrant, a function may be stopped in progress, and renter may be denied further use of the facilities.

**THE BUILDING 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.**

## Alcoholic Beverage Policy

Alcoholic beverages may be consumed only with advance approval and payment of an Alcoholic Beverage Service Fee (\$75). Advance approval may be obtained by indicating the intention to serve alcohol on the rental application.

**If alcoholic beverages will be sold**, a license must be obtained in advance from the Alcoholic Beverage Control Board (ABC) in addition to the Alcoholic Beverage Service Fee (\$75). This includes direct exchange of money for beverages, purchase of tickets that may be exchanged for beverages, or purchase of a dinner or event ticket that includes the service of alcoholic beverages.

To obtain an ABC permit, renters are required to have:

- Letter of permission from the Walnut Creek Police Department. Phone: (925) 943-5844

ABC will issue one day permits to groups who wish to sell beer or wine at fundraisers. ABC is located at: 1515 Clay Street, Oakland Phone: (510) 622-4970

**Alcoholic beverages may not be served to minors. Alcohol may not be served at youth functions where the guest of honor is under 21.**

## Clean-Up

Renter's cleaning responsibilities are:

**IN THE OAK VIEW ROOM AND CONFERENCE ROOM**

- Wipe off tables and chairs
- Place trash in receptacles provided
- Clean all spills and stains from floors

**IN THE KITCHENETTE**

- Clean and return facility equipment used
- Clean all spills and stains from all kitchen surfaces
- Place trash in receptacles provided

Renters are responsible for the set-up and removal of all decorations and outside equipment. Decorations must be of flame retardant material. The use of nails, tacks, staples, etc. is prohibited. Blue painter's tape may be used except on varnished surfaces.

**PROHIBITED ITEMS**

Confetti (paper, plastic or metal), rose petals, candles, glitter, aerosol streamers, sand, hay, etc., ARE PROHIBITED INSIDE OR OUTSIDE THE LIBRARY. Using any of these items may result in the termination of your event.

**RENTAL HOURS MUST INCLUDE TIME FOR ALL PREPARATION AND CLEAN UP.**