

CIVIC PARK COMMUNITY CENTER
HEATHER FARM COMMUNITY CENTER
SHADELANDS ARTS CENTER
WALNUT CREEK LIBRARY

RENTAL INFORMATION



City of Walnut Creek Facility Rentals Office
301 N. San Carlos Drive, Heather Farm Park
925.256.3575



RESERVATION PROCEDURE

1. Complete an online inquiry at www.walnut-creek.org/rentals or phone between 9:00 a.m. and 4:00 p.m. Monday-Friday: 925-256-3575
2. Reservations will be accepted a maximum of one year in advance for Shadelands Arts Center, and weekend rentals at Heather Farm Community Center, Civic Park Community Center and the Walnut Creek Library. Weekday rentals at Heather Farm Community Center, Civic Park Community Center and the Walnut Creek Library are only available one quarter in advance due to our City classes and activities. To reserve a date, you will need to mail or bring in the initial payment of \$500 or the entire amount of rental, whichever is less.
3. Mail your deposit addressed to the venue being reserved, to 301 N. San Carlos Drive, Walnut Creek, CA 94598. Make your check payable to: CITY OF WALNUT CREEK. Payment may also be made by MasterCard or VISA.
4. A contract will be sent to you for signature once your reservation is confirmed. You will also receive an additional form to sign if you are serving alcohol; an equipment request form; and a "Clean-up Check List". The contract must be returned within 15 days of issuance.
5. We will return your copy of the contract. Your contract will show the total amount due for your rental.
6. The balance of your rental fees must be received no later than 90 days prior to your date of facility use. In any correspondence, and on checks, please refer to your date of use.

RENTAL CATEGORIES

Restrictions are made and fees are applied based upon who is using the facilities, when and for what purpose. The Community Center may be used by residents, non-residents, public groups, private groups, and commercial groups.

- **"Non-Profit"** groups include non-profit, non-restrictive, clubs, civic, religious or 501(c) service organizations, and schools. A copy of the letter granting your organization non-profit status from the Secretary of State's office may be required.
- **"Private/Commercial"** groups include 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 or private rentals for events such as wedding receptions, social events, anniversary parties, etc.

RESPONSIBILITIES

You are solely responsible and answerable financially for any and all accidents or injuries to persons or property resulting from your use of City facilities. You shall be responsible for the control and supervision of all people in attendance during your 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 your group warrant, your function may be stopped in progress, and you 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.

CANCELLATIONS

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 the entire amount of the rental.

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 is due with all other rental fees. Return of this deposit will be made within 2-4 weeks following your facility use. **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 any damages not covered by your deposit.

SERVICES PROVIDED

A building attendant(s) will be on duty in facility during the entirety of your rental. 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, performing your portion of the clean-up, etc.

Tables and chairs are provided. We will set them up and put them away for you, but only if you provide us with a floor plan showing the arrangement you want in advance.

Your tables and chairs will be set-up when you arrive at your rental start time. The facility will not be open prior to that time for you, your caterers, bands, decorators, etc.

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

If you have any questions about your responsibility for damages or cleanup, you may ask the Building Attendant at the conclusion of your event. However, Building Attendants cannot assure a full refund of your security/damage deposit.

FACILITY CONDITIONS

- The City of Walnut Creek is in no way responsible for the operation of the aerating fountains in the man-made lake at Heather Farm Park, and cannot guarantee that the fountains will be functioning during your event.
- Parking availability is not guaranteed and on occasion may be quite limited.
- Caterer vehicle access is to CURB ONLY and is not permitted directly to the kitchen.
- Storage is NOT AVAILABLE either before or after your event. This includes alcoholic beverages, floral arrangements, equipment, screens, etc.
- Tables and chairs may not be placed on any lawn areas.
- Use of patios or decks for additional set-up of tables and chairs requires prior approval.
- Barbecuing is permitted only with advance approval.
- PROHIBITED ITEMS: RICE, BIRDSEED, CONFETTI (paper, plastic or metal), ROSE PETALS, GLITTER, HAY, SAND, AEROSOL STREAMERS, ETC. ARE PROHIBITED INSIDE OR OUTSIDE THE FACILITIES. Using any of these items may result in the termination of your event.

POLICIES

- All fees and use regulations are subject to change.
- Use permits cannot be transferred, assigned, sublet or issued to minors.
- Gambling in any form will not be permitted unless the applicant has received prior approval from the City of Walnut Creek Police Department.
- 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 buildings.
- Smoking is prohibited inside all facilities.
- Walnut Creek Municipal Code Sec. 10-8.107 prohibits placement of any temporary signs advertising your event anywhere in the City of Walnut Creek. An a-frame sandwich board may be available for your use during your scheduled event.
- 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 the cost of 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.

ALCOHOLIC BEVERAGE POLICY

Alcoholic beverages may be consumed only with advance approval and payment of an Alcoholic Beverage Service Fee (\$75). Beer, wine or champagne are only allowed at Heather Farm Community Center and Civic Park Community Center. Beer, wine and spirits are allowed at Shadelands Arts Center and the Walnut Creek Library. Advance approval may be obtained by indicating your intention to serve alcohol on your application.

If alcoholic beverages will be sold, a license must be obtained from the Alcoholic Beverage Control Board (ABC) in addition to the City charge of \$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 your permit, you are required to have:

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

ABC will issue one day permits to non-profit groups who wish to sell beer or wine at fundraisers.

ABC is located at: 1515 Clay Street, Oakland Phone: (510) 622-4970

The Alcohol permit must be prominently displayed during your event.

The attendant is required to check your license prior to allowing the serving of alcohol at the event.

Alcoholic beverages may not be served to minors.

Alcohol may not be served at youth functions where the guest of honor is age 12 through age 21.

No alcoholic beverages are allowed in the Parking Lot.

CLEAN-UP

Renter's cleaning responsibilities are:

IN RENTAL ROOM AND OUTSIDE PATIO:

- Wipe off tables, chairs and portable bar
- Place trash in bags provided and remove from building to outside dumpsters (except the Library)
- Clean all spills and stains from floors

IN KITCHEN

- Clean and return facility equipment used, such as coffee pots
- Clean all spills and stains from all kitchen surfaces
- Place trash in bags provided and remove from building to outside dumpsters (except the Library)

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. Masking tape may be used except on varnished surfaces.

TIME FOR ALL OF YOUR PREPARATION AND CLEAN UP MUST BE INCLUDED IN RENTAL HOURS.

Capacity & Equipment

MAXIMUM ROOM CAPACITY

	HEATHER FARM		CONF. ROOM	CIVIC PARK		SHADELANDS		WC LIBRARY	
	CLUB ROOM	LAKESIDE ROOM (fireplace) 3,300 (55' x 60')		SOCIAL HALL (43'x32')	ASSEMBLY HALL (69' x 59')	AUDITORIUM (52' x 69')	DANCE STUDIO (57'x33)	OAKVIEW ROOM	LAS TRAMPAS CONF. ROOM
Square Footage	930 (30'x31')	3,300 (55' x 60')	736 (32'x23')	1,376 (43'x32')	3,933 (69' x 59')	3,588 (52' x 69')	1,926 (57'x33)	1,829	415
Full Sit-down Dining	60	200	50	90	225	300	100	108	16
Classroom Seating	27	75	27	36	105	175	50	54	16
Auditorium Theatre Seating (Chairs Only)	60	200	65	125	250	350	100	150	N/A

Equipment (As available)

Chairs:	60	225	65	125	250	350	150	150	16
Banquet Tables*: 30" x 72" (6-8 people)	10	30	12	12	4 5	45	30	24	0
Round Tables*: 72" (8-10 people)	0	15	0	0	0	0	0	0	0
Round Tables*: 60" (6-10 people)	0	0	0	7	0	34	12	0	0
Card Tables 36" x 36"	0	6	10	10	4	0	0	0	0
Projection Screen	1 <i>(Portable)</i>	1	1	1	1	YES	YES	1	1
Dry Erase Board (4' x 6', non-magnetic)	1	1	1	1	1	1	1	1	1
Podium	1	1	0	0	1	1	1	1	0
Kitchen (only if available)	NO	YES	NO	YES	YES	YES	NO	YES	NO
Patio	NO	YES	NO	NO	NO	YES	NO	NO	NO
Portable Dry Bar	NO	YES	NO	NO	YES	NO	NO	NO	NO
Public Address System	NO	YES	NO	NO	YES	YES	YES	YES	NO
Coffee Urn (100 Cup)	0	2	0	1	3	3	3	NO	NO
Ice Machine	NO	YES	NO	NO	YES	YES	NO	NO	NO
Refrigerator	NO	YES	NO	YES	YES	YES	NO	YES	NO
Freezer	NO	NO	NO	NO	YES	YES	NO	YES	NO

Note: "C" Clip necessary for attaching table skirting. Wi-fi available though not guaranteed at all facilities. Basic public address systems included at all facilities, fees may apply for additional audio equipment/mics. You must provide your own coffee servers, cooking utensils, silverware, plates, tablecloths, etc.

Additional equipment may be available upon request.

Facility Rental Fees Effective 1.1.12		Weekdays M-TH, F until 5pm	Saturdays	Fridays after 5pm & Sundays
SHADELANDS ART CENTER 111 North Wiget, Walnut Creek, CA 94598				
Auditorium (cap 300) Sat. 12 hr. min/ Fri./ Sun 5 hr. min (non continuous ok)	Private/Corporate	\$80/hour	\$175/hour	\$125/hour
	Non-Profit	\$65/hour	\$145/hour	\$105/hour
Dance Studio (cap 100) 2 hr. min	Private/Corporate	\$100/hour		
	Non-Profit	\$65/hour		
Classroom (cap 20) 2 hr. min	Private/Corporate	\$25/hour		
	Non-Profit			
HEATHER FARM COMMUNITY CENTER 301 North San Carlos Drive, Walnut Creek, CA 94598				
Lakeside Room (cap 200) Sat. 10 hr. min, Fri./Sun. 5 hr. min.	Private/Corporate	\$80/hour	\$150/hour	\$125/hour
	Non-Profit	\$65/hour	\$120/hour	\$105/hour
Club Room (cap 60) 2 hr. min	Private/Corporate	\$65/hour		
	Non-Profit	\$45/hour		
CIVIC PARK COMMUNITY CENTER 1375 Civic Drive, Walnut Creek, CA 94596				
Assembly Hall (cap 225) Sat, 5 hr. min	Private/Corporate	\$80/hour	\$150/hour	\$125/hour
	Non-Profit	\$65/hour	\$120/hour	\$105/hour
Social Hall (cap 90) 2 hr. min	Private/Corporate	\$100/hour		
	Non-Profit	\$65/hour		
Conference Room (cap 60) 2 hr. min	Private/Corporate	\$65/hour		
	Non-Profit	\$45/hour		
Lounge (cap 40) 2 hr. min	Private/Corporate	\$65/hour		
	Non-Profit	\$45/hour		
WALNUT CREEK LIBRARY 1644 N. Broadway Walnut Creek, CA 94596				
Oak View Room (cap 150) 2 hr. min	Private/Corporate	\$100/hour		
	Non-Profit	\$65/hour		
Las Trampas Conference Room (cap 16) 2 hr. min	Private/Corporate	\$35/hour		
	Non-Profit			
TICE GYMNASIUM 2055 Tice Valley Boulevard Walnut Creek, CA 94595				
Exercise Room (cap 112) 2 hr. min	Private/Corporate	\$65/hour		
	Non-Profit	\$45/hour		
Classroom (cap 51) 2 hr. min	Private/Corporate	\$25/hour		
	Non-Profit			
CLARKE MEMORIAL SWIM CENTER 1750 Heather Drive Walnut Creek, CA 94598				
Classroom (cap 65) 2 hr. min	Private/Corporate	\$25/hour		
	Non-Profit			

Miscellaneous Fees: Per Function When Applicable

Alcoholic Beverage Service Fee: \$75

Security (required at youth events): \$50/hr (must be present 1/2 hr. prior to guest arrival and 1/2 hr. prior to end of rental contract time.)

Stage rental (Shadelands only): \$60 per 4' x 8' x 32" section (12 available) (includes skirting, steps, set-up & take down.

Ramp: \$250

LCD projector (required for PowerPoint or VCR): \$200

Additional mics (Shadelands only): \$25

Piano (Shadelands/CPCC only): \$50

Lighting design (Shadelands only): \$245 (colored gels)/\$50 (white spots)

Initial Payment: \$500 (credited to rental fee)

Clean-up/Damage Deposit: \$750

(For an event without food and/or beverages in a venue with a capacity of 100 or less, \$200)

Reservation Change Fee*: \$25—90 days or less before event

*Changing start time and/or end time may or may not be possible. Changes dependent upon availability.

\$100 + rental fee if time is exceeded on day of event.

Cancellations: See Community Center Rental Information Brochure

Rates are charged per hour and are not prorated for part of an hour.