

RIPON COMMUNITY CENTER



RENTAL PACKET

City of Ripon
259 N. Wilma Ave., Ripon, CA 95366
Phone 209-599-2108 * Fax 209-599-2685
www.cityofripon.org

The Ripon Community Center is available for rent to Ripon and Non-Ripon residents, businesses and organizations provided the facility is not reserved for City programs. All City sponsored and/or City recreational activities shall take priority. Reservations for use must be made in person through authorized representative(s) at City Hall and will be accepted no earlier than 11 ½ months prior to the activity. All rentals are subject to council approval.

A completed application, along with a \$400.00 application fee, is required to secure the date. This application fee will be applied towards your total rental fees. If the total rental fee is less than \$400.00, full payment is required to secure the date. Non-Profit Ripon Organizations and local Government Agencies are required to submit the full rental/application fee to secure the date. All additional items and fees due, as outlined below, must be submitted no later than two (2) weeks prior to the date of your event.



RENTAL FEES

For a one day rental, the Community Center will be available for use at 9:00 a.m. the day of your event and must be clean by 9:00 a.m. the following day.

The facility is **NOT** available for use the day/night before your event unless you have rented it and paid the applicable fees. (subject to availability) **NO** exceptions will be made. If you would like to rent the facility for more than one day, a reduced rate for each additional day is given.

A photo I.D. with the applicants address and birth date must be submitted at the time of the building rental. Fees will be charged based on the address on the photo I.D. unless further documentation of address is presented. The applicant, or a designated, responsible individual, must be present at the facility for the duration of the event. The hostess is to be informed of the responsible party's identity in the event he/she leaves the facility.

Individuals/Companies who wish to use the facility for their own private use (i.e., wedding receptions, birthday parties, company parties, business meetings, etc.)

Contact City Hall for specific rates.

Non-Profit Ripon Organizations and Local Government Agencies that are approved by the City Council are entitled to one (1) day free rental per year. An application fee is required. If you wish to rent the facility the day before, you will be charged half the full rental fee plus an application fee. Second use event rentals are half-price. After the initial free and half price uses, all Non-Profit Ripon Organizations and local Government Agencies will be able to utilize the facility Monday thru Thursday at a discounted rate.

Contact City Hall for specific rates.

In accordance with the Bay Area Consumer Price Index, per council action, all fees pertaining to the Ripon Community Center will be adjusted annually; therefore, fees noted on contract are subject to change.

INSURANCE REQUIREMENTS

General Liability Insurance is required for all events at the user's expense. A minimum of \$1,000,000 must be secured adding "The City of Ripon" as additional insured. The certificate needs to state the date of the event and the location. If alcohol is **served** at the function (wedding reception, birthday party, etc.), the certificate must state "Host Liquor Liability". If hard liquor is served, "Full Liquor Liability" may be required. The City of Ripon may issue special event insurance for the activity if the applicant is unable to provide insurance through their own carrier. A premium is required, and the cost will vary according to the proposed use.

Alcohol SOLD by any means (selling tickets, donations, cost in admission price, etc.) will require an Alcoholic Beverage Control (ABC) Permit. This permit must be on file with the City of Ripon two weeks prior to using the facility. In order to obtain this permit, a letter to the Alcoholic Beverage Control must be obtained from the City of Ripon advising the use of the facility. It is the applicant's responsibility to request this letter. In addition, **Full Liquor Liability Insurance** is required. A minimum of \$1,000,000 must be secured adding "The City of Ripon" as additional insured. Full Liquor Liability Insurance may be purchased through the City of Ripon if the applicant is unable to provide insurance through their own carrier; however, if purchasing through the City, you **MUST** also purchase General Liability Insurance through the City.

SECURITY REQUIREMENTS

A Security/Cleaning Deposit of \$800.00, payable in cash, cashier's check or money order, is required for all events. This deposit is refundable and will be available to be picked up four (4) days after your event if all contractual terms have been met. Renters are responsible for the conduct of the guests attending the event. Any charges for damages, loss, police call outs due to disturbances, (first call out will result in forfeiture of half the security deposit – second call out will result in forfeiture of the total security deposit) excessive cleaning and/or additional custodial duties shall be deducted from the deposit. Costs exceeding the deposit will be billed to the renter.

For security purposes, your event may be monitored or video taped. The City reserves the right to require security personnel and/or adult supervision to ensure the safety and welfare of the attendees. The Chief of Police, Public Works Director or their designated representatives reserve the right to control the use of the City owned facility. Any use that violates the conditions of the rental agreement and/or fails to comply with the law may cause the rental to be terminated with forfeiture of all fees.

CLEANING REQUIREMENTS

Cleaning, set-up and take down are the sole responsibility of the applicant. You are required to leave the Community Center, both inside and outside, clean and free from any trash and debris. Each event includes three (3) 300 gallon garbage containers; however, should you need additional containers, they can be delivered at your expense.

NOTE: AN ADDITIONAL FEE WILL BE CHARGED TO ANY ORGANIZATION THAT SERVES SEAFOOD TO COVER THE COSTS OF MAKING A SPECIAL DUMP RUN DUE TO ODORS.

The following cleaning supplies are provided for your use:

- Brooms & Dust Pans
- Buckets & Mops
- Garbage Liners
- Rubber Gloves
- Vacuum Cleaner



Any additional supplies needed (i.e., glass cleaners, dish soap, etc.), are your responsibility.

The following check list must be adhered to:

✓**All Floors** (Halls, Bar Area, Kitchen & Bathrooms) are to be mopped. Hot water is desired. **Be sure to change the water frequently, or streaks will appear on the floor.** If streaks are noted, you may forfeit your deposit.

✓**Bar Area:** Floor mats are to be taken outside, hosed down and air dried prior to mopping the bar area. Wipe the bar top.

✓**Kitchen:** Wipe off counters & stoves. Clean all spills left in and around oven. Mop floor. Any kitchen supplies that belong to the City should be cleaned and put away. If using a caterer, please check that any City coffee pots and other supplies used by the caterer are kept on the premises. Often, the caterer picks up City supplies by mistake.

✓**Bathrooms:** Clean toilets and sinks. Wipe mirrors. Empty trash baskets. Mop floors.

✓**Tables:** Wipe off table tops. Your Host/Hostess will check tables for cleanliness prior to stacking onto carts. Stack tables eight high onto carts. Store tables in designated area.

✓**Chairs:** Wipe off chairs as needed. Stack chairs eight high onto the chair movers. Store chairs in designated area.

Check walls, porch, front doors, etc. to see if clean. Be sure to pick up any litter outside of the building, paying special attention to cups, plates, etc. that may have blown onto the surrounding streets.



The following list of individuals are willing to clean the facility; however, the City of Ripon does not guarantee the quality of their cleaning. If the facility is not cleaned to the City's specifications, the applicant assumes full responsibility for clean up. For specific rates, please contact the following individual(s):

<u>Name</u>	<u>Phone #</u>
Don Meeuwse	599-7217
Rick Newlun	537-1816
Louis Alvarez	599-6771
Eddie Garcia	579-0112
Maria Dolores Basulto	858-2938

DECORATIONS/EQUIPMENT & FACILITY USE

The Community Center consists of a small hall with a stage and a large hall joined by a kitchen, bar area and restrooms. You may not rent a portion of the facility; however, it is your choice whether or not you use the entire center.

Included in your rental fee and available for your use are:

- Tables (30" x 96") approx. 70
- Chairs – approx. 450
- Plates, Coffee Cups & Flatware – Service for approx. 400 people
- Coffee Pots (2/100 cup)
- PA System

	Size	Maximum Capacity	Maximum Dining Capacity
SMALL HALL	80' x 43'	540	252
LARGE HALL	100' x 60'	857	400
SMALL HALL STAGE	12' x 18'	N/A	N/A

All decorations must be fireproof. **ONLY MASKING TAPE IS PERMITTED.** Tacks, pins, nails, staples, screws and scotch tape are NOT permitted. Any equipment or decorations brought on site must be delivered and picked up within your reserved time. Any items left in or on the property will be held for two (2) business days, after which time, said items will be disposed of at the discretion of the Public Works Director. Any food/beverage items left onsite will be disposed of immediately following the rental period.



FACILITY KEY

You will **NOT** be given a key to the facility. To monitor the safety and security of the facility, A Host/Hostess will be assigned to your event and will let you in/out of the Community Center. His/Her duties include confirmation of security personnel, if applicable, facility inspection and supervision of the event. He/She will contact the applicant within one (1) week of the date of the event to arrange a walk through of the facility.

MUSIC

Amplified music will be restricted to the interior of the facility with noise exposure outside not to exceed an acceptable db as determined by City Staff. The Hostess and/or City Staff will monitor this, and if the noise level exceeds the required db, the applicant will be warned. The doors to the facility must remain closed at all times and the **music must shut down no later than 12:00 a.m.** Failure to comply with these noise requirements will result in shutting the music down.

ALCOHOL

Alcoholic beverages are strictly prohibited at Youth Oriented Parties or Social Gatherings. For all other events, alcoholic beverages may be served for a total time period of four (4) hours **AND no later than 11:00 p.m.** Beer bottles are NOT ALLOWED. No alcohol is allowed outside of the facility – this includes the porch.

CANCELLATION POLICY

All cancellations must be submitted in writing by the applicant. Telephone calls will not be accepted. Cancellations may be subject to a penalty. Penalty fees are based on the date on which the written cancellation is received. Fees are assessed on a percentage value as follows:

60 days or more.....No penalty 31-59 days.....25% penalty 30 days or less.....50% penalty

At the discretion of the City Clerk, the penalty may be waived due to circumstances beyond the applicant's control. All appeals must be submitted in writing. Upon receipt of the written cancellation notice, the refundable fee or deposit will be mailed to the individual whose name and address appears on the application approximately two (2) weeks after notification of cancellation.

DIRECTIONS

Highway 99 South: Take Ripon Exit. Turn right onto overpass. Turn left at S. Stockton Ave. Turn right onto W. Fourth St.

Highway 99 North: Take Ripon Exit. Go back over the freeway. Turn left at S. Stockton Ave. Turn right onto W. Fourth St.