

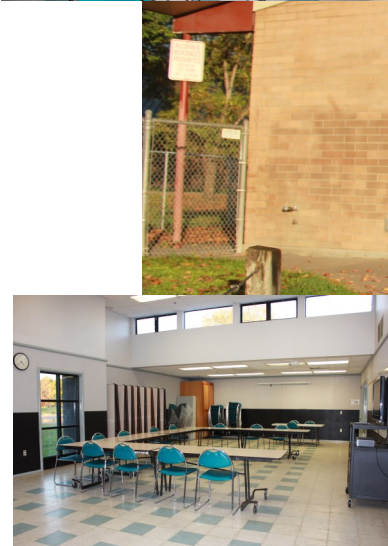


City of Petaluma, Recreation Services

Facility Rentals

www.cityofpetaluma.org
parksnrec@cityofpetaluma.org

320 N. McDowell Blvd
Petaluma, CA 94954
(707)778-4380



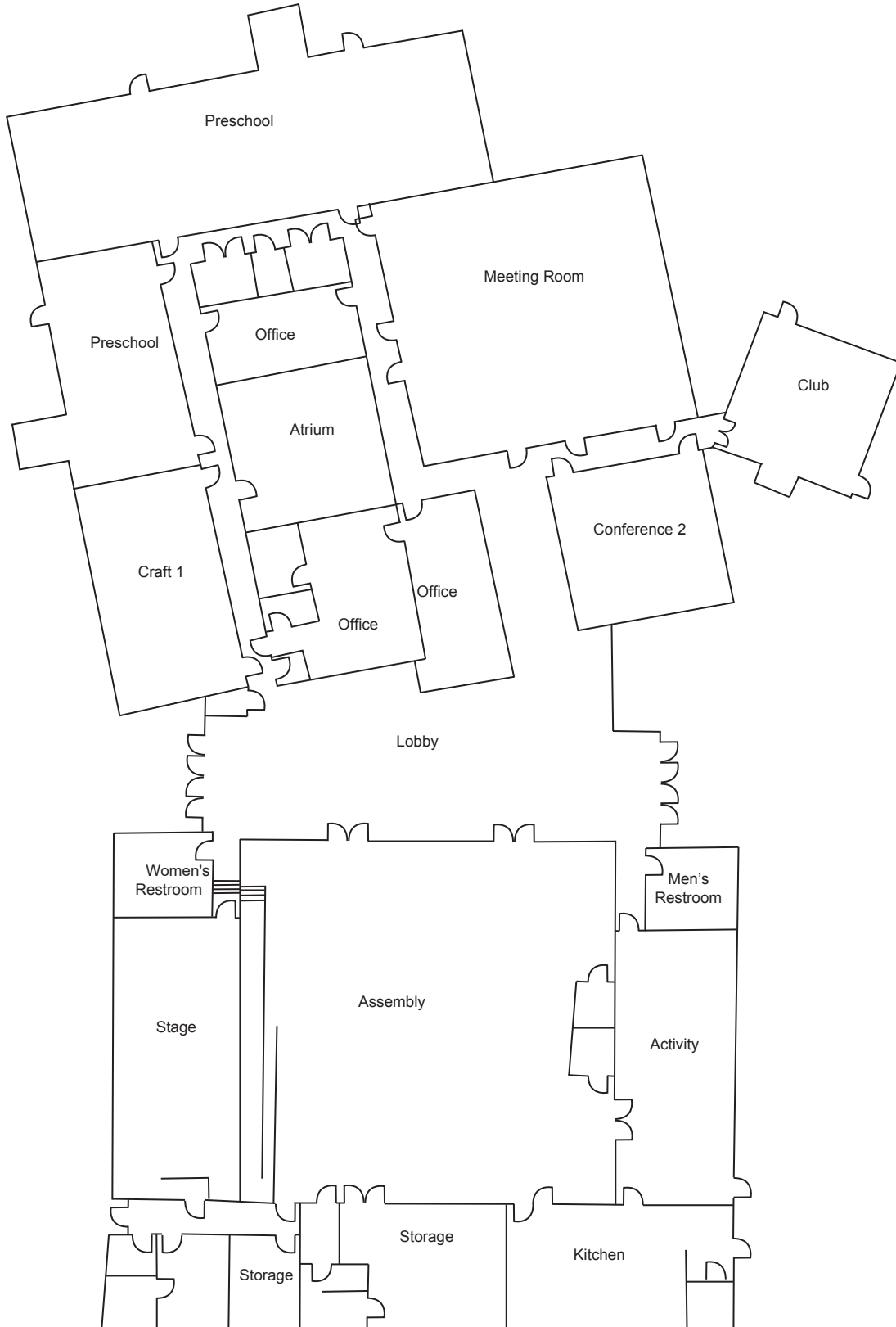


RECREATION SERVICES
WWW.CITYOFPETALUMA.NET/PARKSNREC

Petaluma Community Center

ENTIRE FACILITY

320 N. McDowell Blvd. • Petaluma • CA • 94954 • ph 707.778.4380



DESCRIPTION OF FEES

DEPOSITS – ALL FACILITIES

Deposits are due at time of reservation; they do not apply toward room reservation fees. The deposit will be refunded in its entirety within 4-6 weeks after the event so long as there is no property damage and/or additional cleaning required.

	No Alcohol	With Alcohol
Community Center (Assembly Room & Meeting Room)	300	500

PETALUMA COMMUNITY CENTER

Hourly	Non-Profit	Private Resident	Commercial	Government (M-Th)
Assembly	119*	134*	235*	89
Kitchen/Flat Fee	144	144	180	108
Meeting Room	90*	119*	163*	67.5
Activity, Club, Conf 2, Craft 1	43	57	86	32
Lobby/Flat Fee (with entire facility)	144	144	180	108
Additional Building Attendant Fees (\$33/hr) may be charged based on the nature of your event				

RENTAL CATEGORIES

NON-PROFIT: For events sponsored by non-profit organizations, a non-profit number is required at time of booking.

PRIVATE RESIDENT: Any event, program or activity, being held by an individual(s) with no charge to the public or donations and/or contributions made by those attending.

COMMERCIAL: Any business that does not qualify as a non-profit.

GOVERNMENT: Any school, federal, state, county or local government agency requesting use of facilities for a public hearing, meeting, conference, either of an educational or recreational nature.

- **Exceptions:** Any governmental agency requesting use of facilities from 12 noon Friday through 1 a.m. Sunday will be charged the appropriate non-profit rate. Any governmental agency requesting use of facilities, resulting in direct compensation or income will be charged the appropriate non-profit fees. All established policies and procedures apply, including cancellation and rescheduling fees.

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FACILITY DESCRIPTION

The Petaluma Community Center is an ideal facility for fundraisers, trade shows, performing arts, dances, exhibits, and special events. With its large commercial kitchen, the Community Center is fully equipped to handle anniversary parties, quinceañeras, banquets, and wedding receptions for up to 280 guests. A number of medium-sized meeting rooms accommodate anywhere from 20-180 guests. These rooms are ideal for a variety of functions, including workshops, dinners, seminars, small receptions and luncheons.

ASSEMBLY HALL 4 Hour Minimum 4473 Square Feet
Maximum Occupancy: • 280 Banquet • 300 Theater • 550 Standing • 150 Classroom

The Assembly Hall has a combination of hardwood and tile flooring, and it was architecturally designed for optimum acoustics. Commercial kitchen available for an additional fee and stage available upon request.

KITCHEN Available from 10am-11pm, ONLY with rental of Assembly Room.

The Kitchen is fully equipped with four (4) convection ovens, twelve (12) burners, two (2) microwaves, one (1) refrigerator, a commercial dishwasher, a commercial disposal, and an icemaker.

ACTIVITY ROOM 2 Hour Minimum 1050 Square Feet
Maximum Occupancy: 70 Banquet • 75 Theater • 150 Standing • 50 Classroom

The Activity Room is suitable for business meetings, presentations, lectures, etc. Room includes projection screen. *No food or alcohol permitted*

LOBBY Only available with rental of entire building 3200 Square Feet
Maximum Occupancy: 200 Standing

This area can be rented for events when the entire building is reserved. *No food or alcohol permitted*

CLUB ROOM 2 Hour Minimum 702 Square Feet
Maximum Occupancy: 40 Banquet • 40 Theater • 80 Standing • 25 Classroom

The Club Room accommodates small meetings and gatherings. Its decorative fireplace, panoramic views of the pond, and large windows create a relaxed atmosphere.

No food or alcohol permitted

MEETING ROOM 4 Hour Minimum 2662 Square Feet
Maximum Occupancy: 180 Banquet • 225 Theater • 350 Standing • 120 Classroom

The Meeting Room is suitable for social gatherings, receptions, meetings, lectures, etc. Room has tile floors and opens onto a covered patio with view of the pond. The room is equipped with a sound system as well a small kitchenette that includes a sink, a stove to, and a microwave. The outside patio is available for use, however the renter is responsible for bringing tables and chairs for outside use.

CONFERENCE 2 2 Hour Minimum

805 Square Feet

Maximum Occupancy: 48 Banquet • 40 Theater • 80 Standing • 40 Classroom

Conference Room 2 is best suited for lectures, business meetings, trainings, etc. The room includes a projector, screen, and dry erase board. It is recommended when using projector that it be tested out to ensure compatibility with your computer.

No food or alcohol permitted

CRAFT ROOM 1 2 Hour Minimum

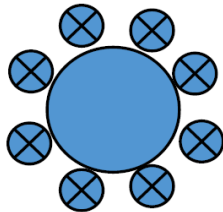
1000 Square Feet

Maximum Occupancy: 60 Banquet • 70 Theater • 120 Standing • 40 Classroom

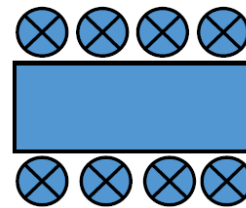
The Craft Room is intended for recreation programs, community meetings, and classes. The room includes tile floors, a sink, and counter space.

No alcohol permitted

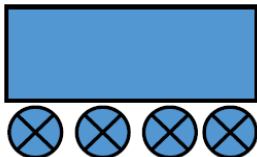
Banquet Set Up – Round Tables



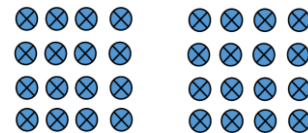
Banquet Set Up – Rectangular Tables



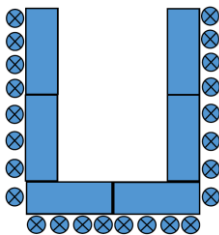
Classroom Set Up



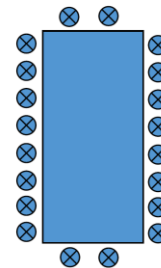
Theater Set Up



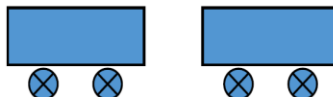
U Shape Set Up



Boardroom Set Up



Testing/Exam Set Up



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LOCAL VENDORS

We, the City of Petaluma, cannot recommend any of the following companies. We have assembled this list for your convenience.

CATERING

Lombardi's BBQ and Catering	707-773-1271	www.lombardisbbq.com
Mary's Pizza Shack	707-765-1959	www.maryspizzashack.com
Petaluma Pie Company	707-766-6743	www.petalumapiecompany.com
Preferred Sonoma Caterers	707-769-7208	www.sonomacaterers.com
Ray's Catering	415-883-4939	www.rayscatering.com
Apple Spice Box Lunch	707-981-5366	www.applespice.com
Red Boy Pizza	707-765-1300	www.redboypizza.com
Sally Tomatoes	707-665-9472	www.sallytomatoes.com
Sweet T's	707-687-5185	www.sweetssouthern.com

EVENT SUPPLIES / AUDIO and VISUAL

ATL	707-528-3557	www.atlevents.com
Corporate Media Systems	415-457-9550	www.cmsrents.com
Encore Events and Rentals	707-763-3322	www.encoreeventsrentals.com
Lace House Linen	707-763-1515	www.lacehouselinen.com

BOUNCE HOUSE COMPANIES *Each company must provide a copy of current insurance.*

Astro Events of the North Bay	415-499-0955	www.astrojump.com
Jubilee Jumps	707-202-9590	www.jubileejumps.com
Jumpin' Jacks	707-578-1140	www.jumpinjacks.com
Party Jump	707-528-7529	www.partyinteractive.com

ONLINE INSURANCE

The Event Helper	www.theeventhelper.com/#fqCh6b
Eventsured	www.eventsured.com/city-of-petaluma/

SECURITY *Each company must be licensed and bonded. Each guard must provide a guard card.*

LaFrance Protection Services	707-570-1550	lafranceprotectiveservices.com
JMA Security	707-206-7766	www.jmasecurity.com
Professional Event Services, Inc	707-463-1733	
Praetorian Protective Services	707-780-3018, ext. 701	www.praetorianusa.com
Windwalker Security Patrol Inc	209-333-3953	www.windwalker.com

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INSURANCE REQUIREMENT

Please provide this page to your insurance agent.

Additional requirements may be requested.

07-04 Insurance not accepted.

INSURANCE REQUIREMENT

Description Block	Name and Event Date
Certificate Holder	City of Petaluma Office of the City Clerk c/o 320 N. McDowell Blvd Petaluma, CA 94954
Additional Insured	The City of Petaluma, its officials, officers, employees, agents, and volunteers are listed as additional insured.
Liability Amounts	Each Occurrence: \$1,000,000 (in an occurrence policy) Damage to Rented Premises: \$100,000 Personal and ADV Injury: \$1,000,000 General Aggregate: \$1,000,000 Products-COMP/OPAGG: \$1,000,000 *** Must Show Proof of Host Liquor Liability if serving alcohol ***
Cancellation	Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named above.
Required Documents	<ul style="list-style-type: none">✓ Certificate of Liability Insurance✓ Additional Insured Endorsement (CG 20 12 04 13 or comparable) naming the City of Petaluma, its officials, officers, employees, agents, and volunteers are listed as additional insured.

ITEMS REQUIRED & STEPS TO RESERVE A FACILITY

ITEMS REQUIRED WHEN RESERVING A FACILITY:

- Facility Application & Use Policies (completed, initialed & signed)
- Deposit
- Insurance
- Private Security Policy (signed- if applicable)
- Security Agreement (signed- if applicable)
- Alcohol Policy (signed- if applicable)
- Fees Paid (if less than 30 days from event date)
- Room Diagram (if applicable)
- ABC Permit (if selling alcohol)

STEPS TO RESERVE A FACILITY

DAY OF BOOKING:

- Completed **Facility Application** and **Facility Use Policies**
- Alcohol Policy** (if serving alcohol)
- Private Security Policy** (if applicable)
- Pay **Facility Deposit** (if required) and/or rental **Fees in Full**
- Pick up **Room Diagram**

DUE 30 DAYS PRIOR TO EVENT:

- Pay rental **Fees in Full**
- Complete and turn in **Room Diagram**
- Turn in **Insurance**
- Turn in copy of **Security Contract** (if applicable)
- Turn in **ABC Permit** (if applicable)

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FACILITY USE APPLICATION

This reservation/contract is issued in accordance with the policies as established by the City Council, City of Petaluma. Failure to comply by any group/individual may cause reason to revoke this agreement. Reservations are on a first-come, first-served basis. **Your reservation date is not confirmed until reviewed and approved by the Recreation Supervisor.**

Customer Information

Contact Person: _____

Street Address: _____

City, State, Zip: _____

Phone: _____

Alt Phone: _____

Email: _____

Company Information

Commercial Government/School

Non-Profit # _____

Company Name: _____

Street Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Please include a brief description of your event. If your event is a fundraiser or community event, please include a complete agenda/description of your event.

Event Information

Name of Event: _____

Date of Event: _____

Attendance: _____ Guests over 21 years old

_____ Guests under 21 years old

_____ Total number of guests

Facility

- | | | |
|--|---------------------------------------|--------------------------------|
| <input type="checkbox"/> Assembly | <input type="checkbox"/> Meeting Room | <input type="checkbox"/> Club |
| <input type="checkbox"/> Activity | <input type="checkbox"/> Conf 2 | <input type="checkbox"/> Other |
| <input type="checkbox"/> Kitchen (\$131) | <input type="checkbox"/> Craft 1 | |
| <input type="checkbox"/> Lobby (whole bldg only) | | |

Special Equipment

- Round Tables Podium
 Microphone Projector Screen
 Projector (\$26)
 TV/DVD/VCR

Reservation Date

Arrival Time to Set Up: _____ am/pm

Departure Time After Clean Up: _____ am/pm

Total Hours: _____

Arrival Time for Guests: _____ am/pm

Departure Time for Guests: _____ am/pm

Please answer the following:

	YES	NO
Is this open to the public?	<input type="checkbox"/>	<input type="checkbox"/>
Is this a fund-raiser?	<input type="checkbox"/>	<input type="checkbox"/>
Vendor/Booth Fee?	<input type="checkbox"/>	<input type="checkbox"/>
Entertainment Activities?	<input type="checkbox"/>	<input type="checkbox"/>
Admission charged / Tickets sold?	<input type="checkbox"/>	<input type="checkbox"/>
Donations requested?	<input type="checkbox"/>	<input type="checkbox"/>

Describe Donations _____

Will alcohol be served?

Type of alcohol (circle): Beer / Wine

LIQUOR/HARD ALCOHOL PROHIBITED

Will alcohol be sold?

IF YES, ABC PERMIT REQUIRED

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SECURITY POLICY

All costs associated with security are the responsibility of the renter. All contracts are required, in writing, at least thirty (30) days prior to the event. Signed security contracts for paid services may be submitted by scanning and emailing the documents to: parksnrec@cityofpetaluma.org.

Private security may be required based on the nature, size and type of event. Security services may be obtained from any security agency licensed, bonded, and insured by the State of California. The City does not endorse any particular vendor, however a list of companies is available in the facility rental booklet.

Security's responsibilities include providing a safe environment for all individuals, to assist with the enforcement of the City of Petaluma's facility use policies and procedures and ensure the responsible use of alcohol.

1. Private Security Companies are **not** permitted to carry firearms on City property while hired to provide security services for private or public events.
2. All security guards are to be licensed, bonded, and insured by the State of California. Upon arrival, each guard must provide a valid driver's license and guard card to the Building Attendants on duty.
3. All guards must be identifiable by a guard uniform.
4. A supervising guard must be present at each contracted event.
5. **Security must be on site thirty (30) minutes prior to the arrival of guests and remain on site thirty (30) minutes following guest departure.**
6. Security guards are required to monitor the number of attendees in accordance with the executed contract, and not to exceed room capacity. If necessary, this may include limiting and controlling the number of attendees entering an event.
7. If an incident or accident occurs, the security company will furnish the City of Petaluma with witness reports and statements upon request.
8. Alcohol will not be permitted unless an executed security contract has been approved.
9. The number of security guards required for an event is determined by the size and nature of the event. Please see below.

Petaluma Community Center, with alcohol

# of Guests	1-99	100-199	200-249	250-300
# of Guards	1	2	3	4

Petaluma Community Center, without alcohol

# of Guests	1-99	100-199	200-249	250-300
# of Guards	xxx	xxx	2	3

_____ I understand that I will be furnishing private security, in accordance with the above requirements, for my event and must provide a copy of the signed contract to the City of Petaluma Parks and Recreation Services at least thirty (30) days prior to my event.

Permittee Signature

Date

Date of Event

City of Petaluma, Recreation Services

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FACILITY USE POLICIES

This reservation/contract is issued in accordance with the policies as established by the City Council, City of Petaluma. Failure to comply by any group/individual may cause reason to revoke this agreement. Reservations are on a first-come, first-served basis, up to one year in advance of the rental date. **Your reservation date is not confirmed until reviewed and approved by the Recreation Supervisor.**

A. FACILITY USE MINIMUMS

Initials

1. The Assembly and Meeting Rooms have a 4 hour minimum charge; the remaining rooms have a 2 hour minimum charge. If the event goes beyond the scheduled hours, the permittee will be charged at 1 ½ times the hourly rate for overtime in 15 minute increments.
2. NO EVENTS CAN EXTEND BEYOND 11 p.m., including time spent for cleanup.
3. Holiday rates (1 ½ times the normal hourly rate) apply to City authorized holidays and include: Christmas Eve, New Year's Eve, Easter, July 4th, and Veterans Day.
4. All individuals associated with your event will not be allowed to enter or remain in the facility before or after times reserved.
5. All permittees must accept the facilities and areas in the condition found. The City makes no warranty as to safety and usability of any facility beyond that afforded to the general public.

B. RESERVATION/DEPOSIT/REFUND

Initials

1. A deposit is required for the Assembly and Meeting Rooms and is due at the time of booking. For the remaining rooms all fees are due at the time of booking. Deposits are processed immediately upon receipt and will be returned four to six weeks after the event date, providing no damages or violations occur. Deposits will be claimed for the following reasons:
 - a. Cleaning beyond the normal, daily Center maintenance.
 - b. Repairs or replacement due to structural or equipment damage.
 - c. Fire Department response due to false alarm or exceeding room capacity per the Fire Code.
 - d. Police Department response due to failure to follow all laws and ordinances, including, but not limited to, the City's sound ordinance and laws related to disturbing the peace.

The deposit will be used to pay for any additional fees. If fees exceed amount of the deposit, the renter is required to pay the additional amount

2. Facility inspections are conducted by Community Center staff immediately following events to determine the condition of the facility (including common areas, restrooms and kitchen). Deposits will be refunded if all the clean-up criteria are met, the rental time was not exceeded, and no damage has occurred.
3. The City reserves the right to retain the entire security deposit if the applicant has knowingly made a false statement of material fact or has knowingly omitted a material fact in the rental application.

C. RENTAL FEES & CHANGES

Initials

1. All fees are due and payable 30 days prior to scheduled use. Payments may be in the form of a check, cash, credit card (MC, Visa, Discover, or AmEx).
2. Failure to meet this deadline may result in cancellation of the permit and forfeiture of deposit and/or fees paid.
3. Renters who arrive earlier or stay later than the reserved time will be charged for the additional time at 1 ½ times the hourly rate.
4. Additional fees will be charged for any time necessary for cleanup, caterers, bands, DJ's, and permittee to depart facility. The hourly rate for any occupancy of the building past the contracted ending time will be charged to the permittee.
5. Rental times must include your set-up and take-down/clean-up time. The room will be set up to your specifications prior to your arrival (tear-down/clean-up is defined as removing any garbage, decorating, and food remains).
6. Fees are not refunded for reserved time not used.
7. The City reserves the right to adjust fees at any time.
8. If renter wishes to change the event date(s), a \$30 service fee will be assessed for each date change.
9. Only the person(s) listed as 'responsible' on the application is authorized to submit rental changes. Changes must be made in writing and be approved by staff; additional fees may apply.

D. LIABILITY/INSURANCE COVERAGE

Initials

1. Each permittee shall take out, at their expense, and keep in force during the period covered by the agreement, broad form comprehensive general liability insurance, naming the City of Petaluma, its officials, officers, employees, agents and volunteers as additional insured, at least 30 days prior to the event. The minimum required insurance liability coverage amount is \$1,000,000 (1 million).
2. The certificate holder should be City of Petaluma, Office of the City Clerk, c/o 320 North McDowell Boulevard, Petaluma, CA 94954 and permittee agrees to hold harmless from any liability of damages and claim for damages for personal injury including death as well as for claims of property damage which might arise from the use of the rental facilities or furnishings.

E. CANCELLATIONS/RESCHEDULING

Initials

1. A \$50 processing fee will be charged for any cancellation, refund, and/or re-scheduling of an event.
2. If the nature of the event, or the number of participants changes, the City of Petaluma, Recreation Services staff must be notified at least 10 days in advance, and if necessary, fees will be charged in accordance with applicable rates. The department reserves the right to disapprove of any such changes.
3. Cancellation Policy
 - a. Cancellations made 61 or more days prior to the event will result in forfeiture of 100% of the deposit. All rental fees will be refunded.
 - b. Cancellations made less than (60) days prior to the event will result in forfeiture of 100% of all rental fees (your deposit will be returned to you as if the event occurred), regardless of when the event was reserved and the permit was issued, including regular renters who have ongoing files.
 - c. All cancellations are required to be in writing by authorized agent who is named on the contract.

F. CANCELLATION BY CITY

Initials

1. In addition to the right to terminate this rental agreement upon permittee's default, the Supervisor shall have the right to terminate part or all of this agreement at any time in the following circumstances:
 - a. Upon 30 days written notice.
 - b. Immediately without notice if the City Council, City Administrative Officer, the County Emergency Services Director, Supervisor, or local, state or federal official determines that the facility is required for public necessity or emergency use.
 - c. Immediately without notice if the facility is destroyed or damaged.
 - d. Neither City nor any of its officers, agents, or employees shall be liable to permittee for any damages that may be sustained by permittee through exercise by City of any of its rights to cancellation pursuant to this section. Upon such cancellation, any deposit and fees paid by permittee shall be refunded.

G. ALCOHOL/SMOKING

Initials

1. Intent to serve and/or sell alcoholic beverages must be noted on the application and must receive departmental approval. Service is limited to 5 hours per event. Alcohol must be consumed only in the room(s) rented.
2. Serving alcohol to minors is strictly prohibited and it is the responsibility of the permittee to ensure that minors are not permitted to consume alcoholic beverages within the park or facility. Groups where majority (51%) of participants are under 21 years of age will not be permitted to serve, consume, or have alcohol.
3. No alcohol shall be served or sold prior to the arrival of security and/or one hour prior to departure.
4. Permittees who charge an admission fee or accept donations and serve alcohol must obtain a temporary alcohol sales permit from the State of California Alcoholic Beverage Control Board. A copy of the license must be on file at the Department's office 30 days prior to the event. The original ABC license must be posted on site during the entire event.
5. NO GLASS bottles permitted. Beverages must be served in plastic cups. Alcoholic drinks must be served in a different colored cup than non-alcoholic drinks.
6. Only one keg of beer per 100 adults is permitted.
7. Per City Ordinance, SMOKING IS NOT PERMITTED inside or within 20 feet of the facility. A \$100 fine will be assessed for each infringement.
8. No hard alcohol or liquor is permitted on the premise. This includes any parking locations.

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1. Security may be required, based upon the facility, size and nature of the event. All arrangements and costs associated with security are the responsibility of permittee. A copy of the security contract must be provided at least thirty (30) days prior to the event.
2. Private security may be obtained from any security agency licensed, bonded, and insured by the State of California. The City does not endorse any particular vendor, however, a list of companies is available in the facility rental booklet. Each guard must provide a valid driver’s license and guard card to the Building Attendants on duty.
3. When applicable, the City of Petaluma, Recreation Services may require adult chaperones for youth activities. A list of chaperones must be submitted to the Department at least 30 days prior to the event, including addresses and phone numbers.
4. City shall have the absolute right to enter premises herein specified, or any portion thereof, at all times.
5. If required, security must be on site thirty (30) minutes prior to the arrival of guests and remain thirty (30) minutes following guest departure.
6. Security requirements, based upon facility, size, and type of event are listed below:

Petaluma Community Center, with alcohol

# of Guests	1-99	100-199	200-249	250-300
# of Guards	1	2	3	4

Petaluma Community Center, without alcohol

# of Guests	1-99	100-199	200-249	250-300
# of Guards	xxx	xxx	2	3

--

1. **Use of confetti, rice, glitter, candles, and fog machines are strictly prohibited.** Use of any of these items will result in a forfeiture of the deposit and may result in additional fees.
2. Permittee is responsible for leaving the facility & kitchen in a clean condition in accordance with policy item J (see “J. KITCHEN CLEANING PROCEDURES”), in addition to those listed in this section (I “CLEAN-UP/DECORATING RESPONSIBILITIES). If additional cleaning is necessary, the permit holder will be responsible for additional charges and/or forfeiture of deposit.
3. Floors are to be cleaned so that they are free of debris and spills.
4. All items brought into the building by permittee must be removed upon departure.
5. Dispose of all loose trash (cans, paper products, decorations) in receptacles provided.
6. Renters of the Assembly/Activity Rooms must place all garbage in the dumpster fronting the kitchen. Renters of the Meeting Room must take garbage to the dumpsters in wheeled garbage cans. Please ask building attendant on duty for assistance.
7. All cardboard is to be broken down and placed in the cardboard recycling container outside.
8. Wipe off all table surfaces and counter areas of spills.
9. Mop all liquid spills (including kitchen, stage and dressing room areas if applicable).
10. Remove all decorations, tape and equipment belonging to your group.
11. Return all property belonging to the City of Petaluma. This includes microphones, extension cords, projectors, etc.
12. Report all damages or injuries to the building attendant.
13. Advise building attendant of final departure time. It is your responsibility to leave promptly at the time indicated on your permit. You will be charged overtime at 1 ½ times the rental rate for failing to do so.
14. Do not put food debris or scraps down drains or leave the sinks full. If there is any stoppage, please report it to the building attendant.
15. Do not dump ice or grease on landscaping or grass.
16. If Community Center dishware and utensils are used, it is your responsibility to rinse and run them through the dishwasher. Dishware and utensils must be checked by the building attendant prior to departure.
17. Remove all food items from refrigerators and freezer. Any items remaining will be removed and disposed of by City staff, and you may be charged.

J. KITCHEN CLEANING PROCEDURES

Initials

It is strongly recommended that renter also notify caterer of these kitchen-cleaning requirements.

Renter is responsible for kitchen cleaning requirements and failure to comply may result in forfeit of rental deposit.

1. Place new liners in all trash receptacles. Each piece of equipment used must be cleaned and properly turned off according to directions provided.
2. Surface clean all appliances used. Clean any spills in ovens and on oven racks. All stainless steel surfaces (prep tables and work counters) must be washed with dish soap and hot water.
3. Remove all food particles from sinks and stove-tops; wash with dish soap and hot water.
4. Do not put food of any kind down the garbage disposal. Repairs and maintenance as a result of this will be renter's responsibility.
5. Empty, rinse, and make sure all food particles are removed from inside the dishwasher.
6. Empty refrigerator and freezers of all food and beverage. Clean inside of refrigerator, mop any spills, and wipe off all racks in the refrigerators with a damp cloth.
7. Sweep all debris from floor; mop all floor surfaces used with detergent and hot water.
8. Clean all stainless steel surfaces behind and above cooking areas.

K. DAMAGE OR LOSS

Initials

1. Any damage or loss to facility or equipment is the responsibility of the permittee. The permittee shall be liable for costs associated with call outs of public safety officials and restoring and/or replacing any damages or losses.
2. The permittee's additional liability insurance shall not be limited to the amount of the deposit. If the permittee refuses to pay, legal action may be taken. In any case, the permittee will not be allowed to use any City facilities until full payment has been made.

L. PERMIT REVOCATION

Initials

1. A permit may be revoked for failure to observe any rules, regulations, and ordinances of the City of Petaluma, for improper conduct or cancellation by City (see "F. CANCELLATION BY CITY" section).
2. If incomplete or incorrect information regarding the nature of the event or attendance on the application is submitted, immediate cancellation of permit may result with no refund of fees and/or deposit.
3. Any publication of the proposed activity that occurs prior to the permit being approved shall cause the permit to be denied.
4. Not being in possession of the ABC license/permit, if applicable, will result in the immediate cancellation of the permit/and or event with no refund of fees and/or deposit.
5. Events that exceed expected attendance capacity may be immediately cancelled with no refund of fees and/or deposit.
6. Fights, vandalism, or unacceptable behavior occurring during an event shall cause immediate cancellation of the permit and no refund of fees and/or deposit.

M. OTHER

Initials

1. In compliance with the Americans with Disabilities Act of 1990, renters are prohibited from discriminating against individuals with disabilities in any events, programs, or activities. RECREATIONAL OPPORTUNITIES FOR PERSONS WITH DISABILITIES: We welcome persons with disabilities to participate in any class or activity offered by the Petaluma Parks and Recreation Department. We will make reasonable effort to accommodate the participants' special needs so that they may enjoy the recreational opportunities offered by our department.
2. The City of Petaluma prohibits discrimination in all its programs, facilities, activities, on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program.
3. No animals, except certified service dogs are permitted in the facility.
4. Modification of electrical systems or hook-ups is prohibited unless prior approval is given by City staff.
5. Dining, food service, and/or congregating is/are prohibited in the Lobby area.
6. The following is **strictly prohibited**:
 - a. Open flame candles.
 - b. Pyrotechnics or fireworks.
 - c. Blocking of exits or exit lights with curtain or booths, tables, chairs, or other objects.
 - d. Propane or flammable gas cylinders of any type.

1. Room diagrams must be submitted at least 10 days prior to the event and are subject to revision by administration staff. Staff will set up the room in accordance to the diagram submitted provided it is a workable seating arrangement. The Department reserves the right to change the set-up if it is not in accordance with Fire Marshall Regulations and/or is not in compliance with posted occupancy load.
2. If multiple set-ups are required during an event, they must be specified on the application and the patron will be charged the Building Attendant rate for the additional time.
3. Guidelines for Set-Ups
 - a. Doorways may not be blocked.
 - b. Aisles must be a minimum 4 feet wide.
 - c. Exit pathways must be the same width as the doors.
4. If no diagram has been submitted, staff will use a standard set-up based on the estimated attendance on the application.

O. Accessibility Guidelines for Events

Special event organizers need to be aware of the requirements for providing safe and clear access to the event for everyone's enjoyment. The following set of guidelines must be met before, during, and after the event and are required as part of the special permit process. It is the organizer's responsibility to comply with State and Federal disability access requirements applicable to the event. Compliance with the City's permit requirements does not exempt the permittee from any additional requirements that may be imposed by State or Federal Laws.

1. Restrooms

10% of the total number of portable toilets shall be accessible. Layout shall indicate that all portable toilets are located on level sites with appropriate clear path-of-travel. Sign on them shall read "Priority is to be given to individuals with disabilities in the use of this accessible facility."

2. Layout

Layout shall indicate the location of all vendors and booths, portable toilets with those accessible to persons with disabilities and showing a clear path-of-travel (minimum 48" wide) throughout the event site and to all services. Layout shall take into consideration all wiring and cabling devices which must be visible using contrasting colors and not located within the 48" clear path-of-travel. If any wiring crosses the path of travel, a ramping system must be provided to allow access over wiring for persons using wheelchairs.

3. Vendors

Vendors must provide comparable access to their items, either through design modification or service changes. Self-service items are reachable from a seated position with accessible operating mechanisms. (Countertops are 28-34 inches high.)

4. Communications

All notices and announcements for the event must include accessibility information and who to contact to request accessibility accommodations. Printed materials must be made available upon request. Signage: must direct the public to the location of accessible parking spaces, passenger drop-off points, transit stops.

5. Stages

Stages must have accommodations for disabled patrons. If a microphone is provided for public participation, the microphone cable must be long enough to serve accessible seating area(s) or a wireless unit must be provided. If a dais or podium is provided for the public, an accessible dais or podium must also be provided.

6. Parking

Layout shall indicate the location of all blue zones (accessible permanent and temporary parking spaces) in the area. If the event itself includes transportation, wheelchair accessible vehicles must be available and advertised as available to the public. There must be accessible passenger loading and unloading space. An accessible route must be provided from the public transportation stop to the building or facility entrance.

7. Seating

If seating is provided, wheelchair and companion seating must be dispersed in multiple location(s) and satisfy applicable seating ratio requirements. Seating must be available for deaf and hard of hearing people near the front of the space so that attendees may see the interpreter/captioner, or lip read.

Accessibility Guidelines for Events, Definitions:

- **Accessible Entrance:** An entry door or gate that is a minimum of 32 inches clear when opened 90 degrees; threshold is no higher than ½ inch (¾ inch may be permitted in existing conditions if beveled) and door is easily opened or has automatic door opener.
- **Accessibility Information:** Meeting or Event Notice shall include information on how to request accommodations, including alternative formats or auxiliary aids and services, notice of wheelchair accessibility, and information on who to contact to make accommodation requests.

City of Petaluma, Recreation Services

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ALCOHOL USE POLICY

Alcoholic beverages may only be served at City Parks and Recreation facilities upon City approval in accordance with this policy. Alcohol is strictly prohibited at events with 50% or more of participants under the age of 21. Approval to sell alcohol at City facilities must be obtained from the Director of Parks and Recreation or authorized representative and the Petaluma Police Chief or authorized representative. A copy of the ABC License must be on file with the City of Petaluma within thirty (30) days prior to scheduled event.

THE USE OF ALCOHOL AT CITY PARKS AND RECREATION FACILITIES IS SUBJECT TO THE FOLLOWING:

- Serving or selling alcoholic beverages to any person under age 21 is illegal. In addition to any sanctions under this policy, providing alcohol to minors is subject to criminal enforcement. Possession of alcohol by minors will result in the event being canceled.
- Upon such cancellation or closure, all fees and deposits paid for the event will be forfeited and may be retained by the City.
- The use of alcohol is restricted to no more than five hours per event.
- All alcoholic beverage services must terminate one hour before the scheduled end of the event unless the event.
- Beverage servers/sellers must refuse service/sale to anyone who appears to be intoxicated or without valid identification. A security guard must be present wherever alcoholic beverages are sold or served. The license holder/person(s) serving alcohol to minors during events held on City property are solely responsible for any criminal or civil penalties imposed.
- Proof of age is required for anyone who appears 30 years of age or younger. Acceptable forms of identification are Military I.D., Passport, or Driver's License and must include date of birth, physical description, and photograph. Servers must confirm that the I.D. is that of the presenter.
- All beverages must be served in plastic cups. Alcoholic and non-alcoholic beverages must be served in distinctly different containers. Glassware may be used only with permission of the facility manager.
- **Alcohol limitations:**
 - **Beer- one keg per 100 adults is permitted. (200 adults= 2 kegs, 300 adults = 3 kegs).**
 - **Wine- 14 bottles per 100 adults are permitted. (200 adults = 28 bottles, 300 adults = 42 bottles).**
 - **OR any combination of the above per 100 adults.**
- **Alcoholic beverage sales/services are not to exceed 2 standard drinks per person per visit to the point of service. For purposes of this policy, a standard drink is a 12-ounce beer, or a 4-ounce glass of wine. Serving practices will reflect this equivalency.**
- Non-alcoholic beers and wines may not be sold or served to minors.
- No alcoholic beverages may be brought into or taken out of the event by guests or participants.
- Non-alcoholic beverages (sodas, juices, waters, etc.) will be promoted and made available for the duration of any event where alcoholic beverages are sold or served.

FACILITY

- All alcohol must be presented to and inventoried by City staff and private security prior to the event. Once alcohol is inventoried no further alcohol will be permitted at the facility.
- No alcohol may be served or sold prior to the arrival of security.
- No alcohol may be allowed outside the area where alcohol is permitted as designated in the contract between the City of Petaluma and permittee, including outside the building.
- Alcohol is prohibited in the parking lot.

STAFFING/SERVERS

- All events with 100 or more guests distributing alcohol, must either utilize the services of a caterer who is licensed and insured to serve alcohol at their client's event or at least one person trained in **Responsible Beverage Service (RBS)** must be present for the duration of the event to assist servers and monitor the event. Depending on the type and size of event, all servers may be required to participate in **RBS** training. The **RBS** trained personnel will assume responsibility for insuring that alcohol related policies are enforced. The name(s) of the designated (**RBS**) person(s) will be submitted to facility management before the event. You can find an online training course at <http://www.sonomarbs.org/>.
- Volunteers are not allowed to drink alcohol while working at the event.

TRANSPORTATION




- At least one person present for the duration of the event will be designated to assist with arrangements for alternative transportation for alcohol impaired individuals, if requested by City staff or event participants. The name of this person will be submitted to City facility management before the event.

ENFORCEMENT

- City facility management reserves the right to close any event that violates this policy or that poses a health or safety risk.
- A uniformed security guard must be present at all times during alcohol service and monitor all sales and distribution of alcoholic beverages.
- Alcoholic beverage servers must be identified as such through the use of badges, buttons, pins, vests, etc.
- Conditions of sale, including the ABC Permit if required, must be posted in a conspicuous place visible to the public and available upon request by any peace officer.

Blood Alcohol Concentration (BAC)	Effects
.02%	Reached after approximately one drink; light or moderate drinkers feel some effect; e.g. warmth and relaxation.
.04%	Most people feel relaxed, talkative, happy. Skin may flush.
.05%	First sizeable changes begin to occur. Lightheadedness, giddiness, lowered inhibitions, and less control of thought may be experienced. Both restraint and judgment are lowered; coordination may be slightly altered.
.06%	Judgment somewhat impaired; normal ability to make a rational decision about personal capabilities is affected; e.g. concerning driving ability.
.08%	Definite impairment of muscle coordination and a slower reaction time; driving ability suspect. Sensory feelings of numbness of the cheeks and lips. Hands, arms, and legs may tingle and then feel numb. (Since 1/1/90, it has been illegal in California to drive with a BAC of .08% or more.)
.10%	Clumsy; speech may become fuzzy. Clear deterioration of reaction time and muscle control.
.15%	Definite impairment of balance and movement. The equivalent of a half pint of whiskey is now in the bloodstream!
.20%	Motor and emotional control centers measurably affected; slurred speech, staggering; loss of balance, and double-vision.
.30%	Lack of understanding of what is seen or heard; individual is confused or stuporous. Consciousness may be lost at this level; i.e. individual "passes out."
.40%	Usually unconscious; skin clammy.
.45%	Respiration slows and can stop altogether.
.50%	Death can result.

Body Weight	Number of drinks over a two hour period.							
	One drink = 1 ¼ oz. 80 proof liquor, 12 oz. can of beer, or 4 oz. of wine							
90-109	1	2	3	4	5	6	7	8
110-129	1	2	3	4	5	6	7	8
130-149	1	2	3	4	5	6	7	8
150-169	1	2	3	4	5	6	7	8
170-189	1	2	3	4	5	6	7	8
190-209	1	2	3	4	5	6	7	8
210-229	1	2	3	4	5	6	7	8
230 & up	1	2	3	4	5	6	7	8

	(.01%-.04%) May be DUI
	(.05%-.07%) Likely DU
	(.08%-up) Definitely DUI

Signature

Date