Willow Pass Community Center
2748 E. Olivera Road
Concord, CA 94519
(925) 671 – 3423

The Center boasts a Main Hall with banquet seating for 200, a kitchen, beverage bar and large patio. This is a perfect space for Weddings, Luncheons, Corporate functions, Banquets, Training, Parties and Special Events. Two meeting/activity rooms are also available to accommodate smaller functions of up to 50 people. Our kitchen facilities include a commercial gas range/oven, commercial refrigerator, ice machine, microwave and dishwasher.

Rooms can be rented separately or together to allow extra flexibility for your event.

Rental Rates

The facility may be rented until 11:00 p.m. Sunday through Thursday & 1:00 a.m. on Fridays and Saturdays.

<table>
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<tr>
<th>Room</th>
<th>Accommodates</th>
<th>Mon – Friday</th>
<th>Minimum 2 hour rental</th>
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<tr>
<td>Main Hall</td>
<td>up to 200</td>
<td>$85 per hour</td>
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<td>(Friday before 5:00pm)</td>
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<td>$180 per hour</td>
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<td>$140 per hour</td>
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<td></td>
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<td>$200 per hour</td>
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<tr>
<td>Saturday Package</td>
<td>Includes Main Hall, Kitchen* and Patio</td>
<td>Saturdays</td>
<td>$1,920 for 12 hours</td>
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<td>You choose the hours</td>
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<tr>
<td>Meeting Rooms</td>
<td>up to 50</td>
<td>$45.00 per hour</td>
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<td></td>
<td>(Friday before 5:00pm)</td>
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<td>$55.00 per hour</td>
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When available, the Kitchen* can be rented in conjunction with the Main Hall for an additional $65.00 per hour.

When available, the Kitchen* can be rented in conjunction with the Meeting Rooms for an additional $25.00 per hour.

Weekday Package
Includes Main Hall and single Meeting Room rental
Mon – Friday
8:00 am to 5:00 pm
9 hours for $725.00

Additional Rental Requirements

- Facility Rental Proc/Technology fee – Main Hall $16 and Meeting Room $6
- Liability Insurance in the amount of $1 million required for all facility rentals. Available through home owners insurance or through the facility. Current pricing available upon request.
- $75.00 Alcohol Permit fee for any event serving or selling alcohol. Alcohol is not permitted at any event designated as a youth event.
- Security is required at all youth events and events where alcohol is served or sold.

* The Kitchen is not equipped with cleaning supplies, dishes, utensils or linens

# The facility is closed on all major holidays. Reservations will be taken on a case-by-case basis for all other holidays

Effective 7/1/19
Reservation Procedures

Reservations are taken at the Willow Pass Community Center Monday through Friday, 9:00am – 4:00pm or by appointment.

Inquiries can be made in person or by calling the Willow Pass Community Center at (925) 671-3423. Reservations are only guaranteed upon completion of all paperwork and payment of applicable fees.

Tours of the facility are given Monday through Friday, 9:00a.m. – 4:00p.m., depending on rental schedule, and by appointment. To inquire or schedule a tour call the Willow Pass Community Center at (925) 671-3423.

Reservations are taken on a first come first serve basis, a maximum of one year in advance. Exceptions are made for recurring and/or multiple day rentals. Reservations made less than 30 days prior to event are subject to approval/availability.

Rental time must include all the time necessary for preparation, decorating and clean-up. The facility maybe rented until 11:00 p.m. Sunday through Thursday and 1:00 a.m. on Fridays and Saturdays.

A down payment of 50% of the total rental fee is required to secure a reservation. The remaining rental fees and a Non-Compliance/Damage Deposit are due 60 days prior to your event. Events booked less than 60 days in advance must pay in full (all rental fees and refundable deposit) at time of reservation.

Event Liability Insurance is required on all facility rentals. Liability Insurance in the amount of $1 million may be available through homeowners insurance or through the facility (current pricing available upon request.)

Security is required at all youth events and any event where alcohol is being served or sold.

$75.00 City of Concord Alcohol Permit fee for any event serving or selling alcohol.

All fees and regulations are subject to change. Facility Contracts cannot be transferred, assigned, sublet or issued to persons under the age of 21.

Services Provided

Tables and chairs are provided. They will be set-up by Facility Staff according to the agreed upon floor plan. Tables and chairs will be taken down and put away by Facility Staff. The facility also provides all the basic cleaning supplies needed for your event.

A Facility Representative will be present in the building during your entire use of the facility. The Representative will open the facility at your scheduled time; provide information and direction, control lighting, heat and air conditioning. The Representative will not be available to serve, decorate or be involved in your function.

The Facility Representative is responsible for enforcing all of the facility use regulations. If necessary, he or she will stop the serving of alcohol, limit guest entrance and/or terminate the event.

Additional information, photos and a virtual tour of the facility are available on our website at www.cityofconcord.org/rentals
Renter's Responsibilities

The renter is solely responsible and accountable financially for any and all accidents or injuries to persons or property resulting from their use of the City facilities.

The renter must provide an accurate and honest description of their event. Misrepresenting the type of event will result in immediate termination of the event, and your entire Non-Compliance/Damage Deposit or portion thereof may be forfeited. In addition, any violation of the facility regulations or damage to the facility will also result in forfeiture of some or all of the renter’s Non-Compliance/Damage Deposit.

The renter is responsible for the control and supervision of all people in attendance during their usage of the facility. This includes, but is not limited to, all guests, caterers, musicians, and other contracted service providers. The renter is also responsible for ensuring their guests and service providers adhere to the facilities policies, procedures and regulations.

The renter shall take care to see that no damage is done to the facility.

Minors (any person under the age of 18) must be supervised at all times.

If damage to the facility or the behavior of your guests or people in attendance warrant it, your function may be stopped in progress and you may be denied further use of the facilities.

The facility representative is responsible for the facility and may request police assistance at any time to prevent abuse of privileges and/or to enforce facility rules and regulations. If the police are called, your entire Non-Compliance/Damage Deposit or portion thereof may be forfeited.

Non-Compliance/Damage Deposit

A $750.00/$250.00 refundable Non-Compliance/Damage Deposit is due 60 days prior to your event.

Immediately prior to and immediately following your event, a Facility Representative and a designated representative from your event will conduct a facility inspection. The renter or their designated representative and the Facility Representative, must sign the inspection form (Facility Rental Checklist) indicating agreement as to the condition of the facility. Failure to do so may cause your Non-Compliance/Damage Deposit to be forfeited.

Any damages, extra cleaning needs or policy violations discovered by Facility Staff after you leave will be noted and applicable fees deducted from your Non-Compliance/Damage Deposit.

A refund (less any applicable charges) will be processed within 2 weeks of your event as long as there has been no damage to the facility or any additional expenses incurred. You will be billed for any additional expense not covered by the Non-Compliance/Damage Deposit. The determination and assessment of additional charges shall be at the sole discretion of the City of Concord.

Deposits paid by credit card will be refunded back to that credit card, usually within 2 weeks. Cash/check payments will be refunded via check and can take up to 6 weeks to be issued by the City of Concord.
Cancellation Policy

Cancellation 8 months or more prior to your event, $150.00 will be retained
Cancellation 6 to 8 months prior to your event, 25% of your total rental fees will be retained.
Cancellation 2 to 6 months prior to your event, 50% of your total rental fees will be retained.
Cancellation less than 2 months prior to your event, the entire rental fee is retained.

General Policies

Smoking is only permitted outside and must be a minimum of 20 feet away from all operable doors and windows.

The facility will be opened for the renter or their designated representative at the contracted rental time. The facility will not be opened early for any reason. Service companies such as florists, caterers, musicians, decorators, etc. should be instructed to arrive on or after the contracted rental time.

A storage fee will be charged for storage of items delivered prior to or left after your designated rental time. Storage fees range from $50 - $100 per day and are subject to space availability. Storage arrangements MUST be made in advance with the facility reservation office. The City of Concord is not responsible for items delivered to, stored in or left at the facility.

Facility representatives cannot sign for or receive deliveries. The renter or a designated representative must be present to supervise and sign for all deliveries and pick-ups associated with their event.

The City of Concord reserves the right to refuse rental contracts for the use of its facilities at its own discretion.

Facility Policies

The facility capacity maximums are strictly enforced. The maximum capacity for your event includes all adults, and children. Violation of the capacity limits will result in immediate termination of your event and forfeiture of some or all of your Non-Compliance/Damage Deposit.

The facility reserves the right to book additional events before or after your confirmed rental times. The facility also reserves the right to book additional rentals in other portions of the facility during your rental.

The remaining rental balance and refundable Non-Compliance/Damage Deposit are due 60 days prior to the event. A $75.00 late fee is charged if all fees are not paid in full 60 days prior to the event.

A reservation date can be changed up to 60 days prior to rental. All date changes are subject to availability. A $75.00 fee will be charged and is due at the time of the date change.

Rental hours must be established with the facility at the time of reservation.
- Changes to rental hours are subject to approval and availability.
- A reduction in hours less than 30 days prior to your event will result in a $75.00 charge per change.
- Hours can not go below minimum hour requirements.
- Refunds will not be given for unused time.
- Additional time added on the day of the event will be at a rate of $75.00 per 15 minutes.
- Use of the facility beyond the contracted rental time will be charged at the rate of $75.00 per 15 minutes. This will be automatically deducted from your Non-Compliance/Damage Deposit.
**Youth Events**

An event is considered to be a youth event if one or more of the following apply:

- The event is honoring a person under the age of 21
- The majority of attendees at the event are under the age of 21
- The event is generally known by its nature to include a significant number of attendees under the age of 21

Alcohol is not allowed in or around the facility at any time during these events.

The renter is responsible for making sure alcohol is not brought in or around the facility by anyone associated with their event. This includes, but is not limited to, guests, caterers, musicians and other contracted service providers.

One (1) adult chaperone must be present for every 25 minors in attendance at all youth events. One (1) security guard per 50 guests is required at all youth events.

**Security**

Security Guards are required at:

- All youth events*
- Events where alcohol is served or sold
- Any events deemed necessary by Facility Staff

One (1) security guard is required for every 100 guests or portion thereof. Youth events require (1) security guard for every 50 guests or portion thereof.

Security guards must be on premises from the beginning of the event until the end of the contracted rental time. Facility personnel will advise you on time frame in which security is required.

Security guard companies must be registered and approved by the City of Concord Police Department and the facility. The facility will provide a list of currently approved security companies. You must choose a company from this approved list. Please see additional information attached to the approved Security Guard list.

Some events may require Concord Police Department approval.

**Polystyrene (Styrofoam) Food & Beverage Containers Ban**

Effective January 1, 2019, renters of City Facilities are prohibited from serving food or beverages on/in disposable foam polystyrene (Styrofoam) food and beverage containers. This includes clamshells, plates, bowls cups and serving trays pursuant to chapter 8.17 of the Concord Municipal Code.

This policy helps to reduce the amount of waste by requiring food or beverage service ware that is ready reusable, recyclable, or compostable as well as reducing the risk of harm to wildlife as polystyrene breaks apart into small pieces and is mistaken as food by birds, fish, and wildlife and does not biodegrade. For more information about this policy, visit [http://www.cityofconcord.org/page.asp?pid=7100](http://www.cityofconcord.org/page.asp?pid=7100)
**Alcohol and Food Permit Policy**

A City of Concord Alcohol Permit is required for any event serving alcohol, regardless of who is supplying the alcohol. Alcohol may be consumed without an additional ABC permit when there is no monetary exchange for beverages, food, raffle tickets or admission to the event.

Alcoholic beverages **may not** be consumed outside of the building.

Alcohol is restricted to those activities where food is served.

Alcoholic beverages, in any form, will not be consumed, served by, and/or sold to persons under the age of 21.

Alcoholic beverages may not be served, sold or consumed at events designated as youth events*.

Events involving the exchange of monetary consideration (example: purchase of meal or meal ticket with any form of alcohol being served as part of the meal) requires a permit from Alcohol Beverage Control (ABC). ABC will issue one-day permits to 501c3 non-profit groups who wish to sell admission tickets, beer, wine or distilled spirits at a fundraising event. Please check with the reservation office for details. ABC is located at:

Elihu M. Harris State Office Bldg.
1515 Clay Street, Suite 2208
Oakland, CA 94612
Telephone: (510) 622-4970

If food is being sold and/or selling tickets for entry of event, the renter must obtain a Contra Costa County Health Department (CCCHD) Food Vendor Permit. Renter can contact the CCCHD at (925) 646-5225 or visit [www.cchealth.org](http://www.cchealth.org) to obtain a Temporary Food Vendor Permit Application. Submit completed applications to the CCCHD at least three weeks prior to event date. Do not submit this application to the rental facility.

The alcohol and/or food permit must be on file in the Facility Reservation Office 10 days prior to your event.

The alcohol and/or food permit must be prominently displayed during your event. The Facility Representative on duty is required to check your license prior to allowing the sale or distribution of alcohol and/or food at the event.

Violation of any of these requirements will result in immediate termination of your event and will result in forfeiture of some or all of your Non-Compliance/Damage Deposit.

Renters, whose activities include the serving of alcoholic beverages, must bear in mind that the renter may be responsible for situations involving persons leaving the facility while under the influence of alcohol.

**DJ/Band**

The power outlets throughout the facility are equipped to handle a maximum of 20 amps of power. Any DJ or band using equipment that requires the use of the facility’s power outlets must be informed that the outlets can handle no more than 20 amps. The City of Concord and the Willow Pass Community Center will not beheld accountable if a fuse is blown due to excessive power use.
Insurance and Indemnification

Applicant shall indemnify, defend and hold harmless City of Concord, its officers, employees and volunteers against and from claims or suits for damages or injury arising out of or in any way related to Applicant’s rental/use of the Willow Pass Community Center and shall further indemnify and hold harmless City of Concord, its officers, employees and volunteers against and from claims or suits to arising out of or in any way related to such use, including but not limited to all costs, attorney’s fees and costs of defense, expenses, and liabilities related to any claim or action or proceeding brought within the scope of this indemnification clause.

All applicants shall provide the City of Concord with a valid Certificate of Liability Insurance written through carriers acceptable to the City of Concord. Such certificate shall provide Bodily Injury and Property Damage Liability protection in the amount of $1,000,000 per occurrence. If alcohol is to be sold, liquor liability is required. The Certificate of Insurance shall name the City of Concord, its officers, employees and volunteers as the Additional Insured in conformance with the Hold Harmless Agreement as outlined above and must specify that the applicant insurance shall be primary to any insurance carried by the City. The certificate shall be properly executed with an original signature of an authorized agent of the insurance company and is due at the time final payment is made.

NOTE: Please contact your insurance agent regarding whether or not your homeowner’s policy may be extended to cover your event. If your insurance company does not cover this, you may purchase liability insurance for your event through the City of Concord. Please discuss insurance needs and costs with a facility reservation representative. A processing fee may be charged for this service.

Facility Conditions and Policies

Smoke/Fog machines of any type may not be used inside the facility.

The use of confetti, oils (such as baby oil), rice, bird seed or any substance that may be a slipping hazard or require additional cleaning is strictly prohibited.

Do not move/slide tables; do not stand, sit or lie on tables. Treat all the furniture with care and respect. If you need assistance, please see the Facility representative on duty.

Parking availability is not guaranteed and may be limited.

The facility is equipped with heating and air conditioning. The building will not maintain the proper temperature with doors opened an extended period of time.

Barbequing requires advanced approval by the facility reservation office and is restricted to certain outdoor areas of the facility. There is direct access to the kitchen at the facility. Check with the Facility Representative for the entrance route.

Bounce houses require advance approval by the facility reservation office and are restricted to certain outdoor areas of the facility. Additional insurance is required. Check with the Facility Representative for a list of companies with the additional insurance already on file. Bounce houses will not be allowed without prior approval and proof of the additional insurance.

Ice is to be dumped in the sink only, not in the dirt, sidewalk or parking lot.
Decorations

All decorations are subject to approval by Facility Staff. Decorations must be made of flame-retardant material.

The use of nails, tacks, scotch tape, duct tape, staples, etc. is strictly prohibited. Only painters tape may be used to attach items to walls. For your convenience, painters tape can be purchased at the Willow Pass Community Center for $10.00 per roll.

The use of open-flame decorations such as freestanding candles is prohibited. Hurricane lamps and floating candles are permissible with prior Facility approval.

The following items are strictly prohibited. Any violation will result in forfeiture of all or a portion of your Non-Compliance/Damage Deposit:

- Helium Balloons (or any balloons that float)
- Confetti
- Glitter

The facility will not supply ladders, scissors or paper for your use.

I have read and understand the above rental rules and regulations and agree to comply therewith. I understand failure to do so will result in forfeiture of all or a portion of my Non-Compliance/Damage Deposit.

______________ ________________ ___________
Print Name        Sign Name        Date
Cleaning Responsibilities – Willow Pass Center  

You (as the renter) are responsible for the general condition of the facility, including all areas used by you, your guests and service providers. You are responsible for leaving the facility in the same condition as it was when you arrived.

**General**

- Remove all trash to the outside dumpsters, making sure all bags are securely tied. Do not drag or carry bags to dumpsters. All garbage should be transported in the containers on wheels.
- Flatten cardboard and place in the dumpsters for disposal.
- Remove ALL decorations, including tape from walls, tables, etc.
- Remove all gum, food and food service products.
- Remove all linens, crystal, silver, paper products etc.
- Wipe down all tables and chairs.
- Sweep and clear the floor of all debris.
- Remove everything from inside and outside the facility that was brought in for your event.

**Kitchen and Beverage Bar**

- Dispose of all grease/oil properly.
- Ice is to be dumped in the sink only.
- Each piece of equipment used must be cleaned and shut down properly.
- Surface clean all appliances used.
- Clean any spills or splatters from counters, stove fronts, etc.
- Clean any spills in ovens and on oven racks
- Wash all stainless steel surfaces (refrigerator and ice machine) with hot soapy water and spray with disinfectant.
- Remove all food particles from sinks & garbage disposal, wash with dish soap and hot water; spray with disinfectant; and dry with a soft dry cloth.
- Empty the refrigerator of all food and drinks; wipe out the inside of the refrigerator with damp rag and replace all refrigerator racks.
- Sweep all debris from floor.
- Wipe down all counters and sinks and spray with disinfectant.

**Additional Cleaning Requirements**

Events serving seafood or fish of any kind (including crab) are subject to additional cleaning requirements. In the event seafood/fish is being served you must notify us in advance and get a copy of these additional requirements. Please note: there are cleaning materials required for this additional cleaning that are not provided by the facility. Failure to complete these cleaning requirements will result in forfeiture of some or all of your Non-Compliance/Damage Deposit.

_I have received and read a copy of the facilities Cleaning Responsibilities. I understand and agree to uphold the stated responsibilities. I understand that failure to do so will result in some or all of the Non-Compliance/Damage Deposit being withheld._

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