



FACILITY RENTAL INFORMATION

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



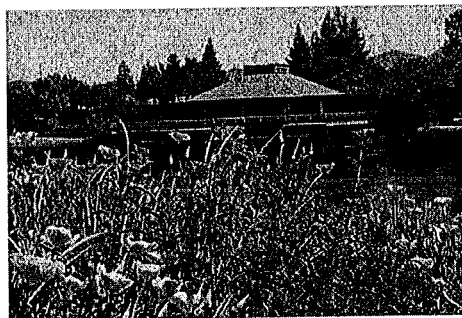
Shadelands Arts Center Auditorium



Civic Park Gazebo



Assembly Hall at the
Civic Park Community Center



Heather Farm Community Center



Walnut Creek Downtown Library

City of Walnut Creek Facility Rentals Office

Heather Farm Community Center

301 N. San Carlos Drive

(925) 256-3575

www.walnut-creek.org/rentals



RESERVATION PROCEDURE

- Complete a rental application, complete an online inquiry at www.walnut-creek.org/rentals, or phone (925) 256-3575 between 9am and 4pm Monday-Friday.
- Reservations will be accepted **at least 30 days in advance** of the event date, and 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 City classes and activities.
- To reserve a date, a **non-refundable initial down payment of \$500** or the entire amount of rental, whichever is less, is required. The balance of your rental fees plus the refundable damage deposit must be received no later than 90 days prior to your date of facility use. If your event occurs within 90 days, all rental fees plus the refundable damage deposit are due at the time of booking.
- Your initial payment may be made over the phone with a VISA or MasterCard. Alternatively, you may pay by check made payable to City of Walnut Creek. Mail or bring checks to the Heather Farm Community Center, 301 N. San Carlos Drive, Walnut Creek, CA 94598.
- Contract documents will be sent to you for signature once your initial payment is received. The contract must be returned within 15 days of issuance. A fully executed copy of the contract will then be returned to you.
- In any correspondence and on checks, please refer to your date and location of use or rental number.

RENTAL CATEGORIES

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 schools and non-profit, non-restrictive, clubs, civic, religious or service organizations with 501(c) status. A copy of the letter granting your organization non-profit status from the IRS or Secretary of State's office is required.
- **"Private/Commercial"** groups include private rentals for events such as wedding receptions, social events, anniversary parties, etc. and 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, etc.
- **"Youth Events"** are events where the guest of honor is age 12 through 21. Alcohol may not be served at youth functions and security is required. City staff will make arrangements for security, and costs for security will be incorporated into rental agreement.

CANCELLATION POLICY

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.**

A request to reschedule a date will be treated as a cancellation. 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 Refundable Security Clean-up/Damages Deposit is due with all other rental fees. Return of this deposit will be made 2-4 weeks following your facility use. **Any overtime charges, or costs incurred for extra cleaning of the facilities and furnishings, both inside and outside, or damages to floors, walls, furnishings and landscaping 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 decorating, waiting tables, serving, performing your portion of the clean-up, etc.

Tables and chairs are provided and are set up and taken down by city staff if a completed floor plan with the equipment request list is submitted at least two weeks in advance of your event date. The facility will be set up according to this floor plan by the rental start time.

The facility will not be open earlier than the rental start time for you, your caterers, DJ, decorators, etc. Time for all of your preparation must be included in your rental hours. Vendors and/or members of your group will not be allowed access to the building outside of your contracted rental time. No exceptions.

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.

ALCOHOLIC BEVERAGES

Alcoholic beverages may be consumed only with advance approval and payment of an Alcoholic Beverage Permit Fee. **Beer, wine, and champagne ONLY are allowed.** Distilled spirits (hard liquor) are not allowed. Advance approval may be obtained by indicating your intention to serve alcohol on your application. **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.

If alcoholic beverages will be sold or if purchase of a dinner or event ticket includes the service of alcoholic beverages, a license must be obtained from the Alcoholic Beverage Control Board (ABC) in addition to the City permit. This includes purchase of tickets that may be exchanged for alcoholic beverages. An approved copy of the ABC permit must be submitted before the date of your rental. To obtain your permit, you are required to have a letter of permission from the Walnut Creek Police Department. Please contact them at (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.

RESPONSIBILITIES

Renter's cleaning responsibilities are to wipe down City equipment used such as tables and chairs, kitchen counter, etc., clean up spills, and remove all trash and decorative items brought in for the event.

Renters are responsible for the set-up and removal of all decorations and outside equipment. Any extra or unusual cleaning left for the building attendant, or any damages to the facility due to the use of nails, tacks, pins, staples, tape other than painter's tape, etc. may result in the withholding of all, or a portion of the damage deposit.

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.**

FACILITY CONDITIONS AND POLICIES

FACILITY/EQUIPMENT

- 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.
- 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.
- 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.
- Smoking is prohibited inside all facilities.

DECORATING/SIGNAGE

- Storage is NOT AVAILABLE either before or after your event or outside of your contracted rental time, no exceptions. This includes beverages, floral arrangements, equipment, screens, etc.
- 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.
- The use of nails, tacks, pins, staples, etc. is strictly prohibited. Painter's tape may be used.
- If you wish to bring a ladder or stepstool for the purposes of decorating, you may do so. Equipment such as this is not provided for liability reasons.
- Walnut Creek Municipal Code Sec. 10-8.107 prohibits placement of any temporary signs advertising your event anywhere in the City of Walnut Creek.

COMMERCIAL USE/FUNDRAISING

- 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.

CONTRACT

- All fees and use regulations are subject to change.
- Use permits cannot be transferred, assigned, sublet or issued to minors.
- A contract may be terminated or voided if the information provided on the application is determined to be inaccurate and/or incorrect.
- Rehearsal time and space is not included with a facility rental and availability is not guaranteed. If requested, renting a facility for a rehearsal will be treated as a separate booking.



TIME FOR ALL OF YOUR PREPARATION/DECORATING AS WELL AS CLEAN UP MUST BE INCLUDED IN YOUR RENTAL HOURS. VENDORS AND/OR MEMBERS OF YOUR GROUP WILL NOT BE ALLOWED ACCESS TO THE BUILDING OUTSIDE OF YOUR CONTRACTED RENTAL TIME. NO EXCEPTIONS.

CAPACITY & EQUIPMENT

Shadelands Arts Center			Civic Park Community Center				Heather Farm Community Center		Walnut Creek Library
Auditorium	Dance Studio	Class-rooms	Assembly Hall	Social Hall	Conference Room	Lounge	Lakeside Room	Club Room	Oak View Room

Capacity

Sit-down Dining	300	100	30	250	90	50	40	200	60	108
Classroom Seating	175	50	18	105	36	27	27	75	27	54
Theater-style Seating	350	100	30	250	125	65	40	200	60	150

Square Footage

Area & Dimensions	3,588 52' x 69'	1,926 57' x 33'	varies	3,933 69' x 59'	1,376 43' x 32'	736 32' x 23'	598 26' x 23'	3,300 55' x 60'	930 30' x 31'	1,829
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Equipment

Chairs	350	100	30	250	125	65	40	225	60	150
Tables - Banquet 72" x 30" <i>Seat 6-8 people</i>	45	12	6	45	12	10	10	30	10	24
Tables - Round 60" <i>Seat 6-10 people</i>	30	0	0	25	7	0	0	0	0	0
Tables - Round 72" <i>Seat 8-10 people</i>	0	0	0	0	0	0	0	15	0	0
Tables - Card 36" x 36"	0	0	0	6	6	6	6	6	0	0
Cake Table 42" Round	1	0	0	1	0	0	0	1	0	0
Coffee Urn - 100 cup	2	0	0	2	1	0	0	2	0	0
Dry Erase Board	1	0	0	1	1	1	1	1	1	1
Freezer	YES	NO	NO	YES	NO	NO	NO	NO	NO	YES
Ice Machine	YES	NO	NO	YES	NO	NO	NO	YES	NO	NO
Kitchen	YES	NO	NO	YES	YES	NO	NO	YES	NO	Kitchenette
Microphone	2	0	0	1	0	0	0	1	0	1
Patio	YES	NO	NO	YES	NO	NO	NO	YES	NO	NO
Podium	1	0	0	1	0	0	0	1	0	1
Portable Dry Bar	0	0	0	1	0	0	0	1	0	0
Projection Screen	1	1	0	1	1	1	1	1	1	1
Refrigerator	YES	NO	NO	YES	YES	NO	NO	YES	NO	YES
Wi-fi*	YES	NO	NO	NO	YES	YES	YES	YES	NO	YES

*Wi-fi not guaranteed.

You must provide your own coffee, cooking utensils, silverware, plates, tablecloths, etc., and supplies such as painter's tape and extension cords.

Facility Rental Fees Effective 1.1.13		Weekdays	Saturdays	Fridays after 5pm
Rates are charged per hour and are not prorated for part of an hour.		& Fri until 5pm		& Sundays
SHADELANDS ART CENTER				
111 North Wiget, Walnut Creek, CA 94598				
Auditorium (cap 300) Sat. 12 hr. min, Fri./Sun 5 hr. min	Private/Commercial	\$105/hour	\$195/hour	\$130/hour
	Non-Profit	\$70/hour	\$165/hour	\$110/hour
Dance Studio (cap 100) 2 hr. min	Private/Commercial		\$105/hour	
	Non-Profit		\$70/hour	
Classroom (cap 20) 2 hr. min	Private/Commercial		\$30/hour	
	Non-Profit			
CIVIC PARK COMMUNITY CENTER				
1375 Civic Drive, Walnut Creek, CA 94596				
Assembly Hall (cap 250) Sat./Sun. 5 hr. min	Private/Commercial	\$105/hour	\$170/hour	\$130/hour
	Non-Profit	\$70/hour	\$140/hour	\$110/hour
Social Hall (cap 90) 2 hr. min	Private/Commercial		\$105/hour	
	Non-Profit		\$70/hour	
Conference Room (cap 60) 2 hr. min Lounge (cap 40) 2 hr. min	Private/Commercial		\$70/hour	
	Non-Profit		\$50/hour	
Gazebo (permits a group of up to 300)	Private/Commercial	\$295 for min 5-hour period, \$75 each additional hour		
	Non-Profit	\$250 for min 5-hour period, \$55 each additional hour		
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/Commercial	\$105/hour	\$170/hour	\$130/hour
	Non-Profit	\$70/hour	\$140/hour	\$110/hour
Club Room (cap 60) 2 hr. min	Private/Commercial		\$70/hour	
	Non-Profit		\$50/hour	
WALNUT CREEK LIBRARY				
1644 N. Broadway Walnut Creek, CA 94596				
Oak View Room (cap 150) 2 hr. min	Private/Commercial		\$105/hour	
	Non-Profit		\$70/hour	
TICE GYMNASIUM Please contact 925-256-3572				
2055 Tice Valley Boulevard Walnut Creek, CA 94595				
Exercise Room (cap 112) 2 hr. min	Private/Commercial		\$70/hour	
	Non-Profit		\$50/hour	
Classroom (cap 51) 2 hr. min	Private/Commercial		\$30/hour	
	Non-Profit			
CLARKE SWIM CENTER Please contact 925-943-5899 ext.2438				
1750 Heather Drive Walnut Creek, CA 94598				
Classroom (cap 65) 2 hr. min	Private/Commercial		\$30/hour	
	Non-Profit			

Initial Payment: (*nonrefundable, credited to rental fees*) **\$500** due at the time of booking for dates booked 90 days or more in advance. Full payment required for events occurring within 90 days.

Refundable Security Clean-up/Damage Deposit: **\$500** due 90 days in advance of event with remaining rental fees.

Miscellaneous Fees: Per Function When Applicable

Alcoholic Beverage Permit Fee: **\$75** (*not permitted at youth events*)

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

LCD projector (required for PowerPoint or DVD): **\$50** (*Shadelands and Library only*)

Additional microphones (*Shadelands only, 2 provided at no charge*): **\$25 each**

Stage (*Shadelands only, 45-day advance notice required*): **\$60** per 4'x8'x32" section (12 available, minimum of 2 sections must be rented, includes skirting, steps, set-up & take down) Optional handicapped access ramp: **\$250**

Piano (*Shadelands/CPCC only*): **\$50**

Lighting design (*Shadelands only, 45-day advance notice and meeting with lighting coordinator required*): **\$245** (colored gels, limited colors available)

Reservation Start/End Time 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 overtime fee + regular hourly rental fee if time is exceeded on day of event.

Cancellations: See Cancellation Policy inside brochure