



## CITY OF WEST SACRAMENTO GALLERIA RESERVATION APPLICATION

Date of Event \_\_\_\_\_

Time of Event (include set-up and clean-up) \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

What time will your guests be arriving? \_\_\_\_\_ am/pm

How many total people will be attending this event? \_\_\_\_\_

Renters Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Type of event

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### Primary Contact Person

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Day ( ) \_\_\_\_\_ Evening( ) \_\_\_\_\_ Email \_\_\_\_\_

### Secondary Contact Person

(This person will be contacted if the primary contact person is unavailable)

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Day ( ) \_\_\_\_\_ Evening( ) \_\_\_\_\_ Email \_\_\_\_\_

Please list the name of the person who will be on site when the facility is opened.  
(The facility will not be opened unless this person is on site)

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**Event Information**

Are you a non-profit agency? Yes No  
 If yes, please provide your 501C3 identification number \_\_\_\_\_

Will admission be charged to attend this event? Yes No

Is this a fund-raising event? Yes No

Will you be using the kitchen? Yes No

Will this event be catered? Yes No

If yes, name of caterer \_\_\_\_\_

Do you plan to *have* alcohol at this event? Yes No

Do you plan to *sell* alcohol at this event? Yes No

Will there be minors at your event? Yes No

Do you plan to have amplified sound/music? Yes No

If yes, what type \_\_\_\_\_

Will your event be open to the public? Yes No

Will you need internet access? Yes No

Will you need City microphone equipment? Yes No

The Galleria is made up of three rooms that can be used individually or jointly.  
 The hourly fees below are the **per room per hour** rate!

**FEE SCHEDULE**

|   | <b>Nonprofit<br/>&amp;<br/>Government Rates</b> | <b>Private Party Rates</b>          |
|---|---|-------------------------------------|
| <b>Security Deposit</b> (refundable)<br>**Must be paid in order to reserve date**           | \$500.00 flat fee                               | \$1,000.00 flat fee                 |
| <b>Hourly Fee</b> (per room used)   | \$20.00<br>per hour per room                    | \$50.00<br>per hour per room        |
| <b>Facility Attendant</b>   | \$20.00/hr                                      | \$20.00/hr                          |
| <b>I.T. Staff</b> (For internet or advanced AV access)                                      | \$31.00 per hour needed                         | \$31.00 per hour needed             |
| <b>Trash Disposal Fee</b><br>(if food and/or beverages are served)                          | \$35.00 flat rate                               | \$35.00 flat rate                   |
| <b>Security</b>   | \$25.00 per hour<br>*4 hour minimum             | \$25.00 per hour<br>*4 hour minimum |
| <b>Overflow Parking Fee</b> (events of 30 persons or more taking place Mon Fri, 8 am- 5 pm) | \$50.00 flat rate                               | \$50.00 flat rate                   |

## Please read and sign below

I, (print name) \_\_\_\_\_, certify that by affixing my signature hereto that [I am an authorized representative of \_\_\_\_\_], I am over twenty one (21) years of age; and that [on behalf of said organization] I have read and understand the City of West Sacramento recreation facilities' policies, rule and regulations, and above terms and additional conditions, if any, and that I [said organization] shall abide by them; I am fully aware that responsibility for the safety and well-being of all persons who participate or observe in said [organization's] activities is ours; and , I agree that the City of West Sacramento, its City Council, Officers, Agents, and Employees are released, indemnified, and held harmless from any and all claims, causes or action, losses, costs, expenses, damages, or other liabilities for personal injury or death or property by any person or person connected with said activities that may be sustained, caused by or alleged to have been caused by or arising out of the use of the above facility [by said organization.] I further agree that I/said organization will leave said facility in same or better condition in which it is presented to myself/said organization. If the facility is not cleaned or damage occurs, the deposit will be used to restore the facility to the condition in which it was presented to myself/said organization. If damage exceeds the deposit amount, I/said organization will be billed for the remainder.

RESPONSIBLE PERSON (Print) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

City of West Sacramento Parks and Recreation Action: Signature below indicates approval of application and authorization of permit.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TITLE \_\_\_\_\_

# GALLERIA USER REGULATIONS

## 1. RESERVATIONS:

- Reservations for use of the facilities must be made in person and approved by the City Parks & Recreation Department. Reservations can be made Monday through Friday from 8:00 a.m. to 4:00 p.m. Please call prior to coming in so that we may assure that a staff member is available to speak with you.
- Reservations will be accepted as early as one year prior to the requested date of usage and not less than 60 days prior to the event.
- Reservations may be made for up to five (5) dates in a calendar year. Consecutive day use is limited to two (2) days.
- The rental contract must be signed by a responsible adult, 21 years of age or older. The insurance that is required for the rental must be in the name of the person who has signed the rental contract.
- Galleria storage facilities are not available to users before or after functions. Set up of equipment is allowed only during the hours for which the facility has been reserved.
- We require a deposit of \$1,000.00 to reserve the room. The balance (i.e., outstanding rental, staff, security charges) are due and payable no less than thirty days (30) prior to the event. ***All fees must be paid thirty days prior to the date of the event, or the function will be canceled and all fees forfeited.***
- All groups, organizations, and individuals who sign a contract to rent the facility shall agree to indemnify and hold harmless the City, its elected and appointed boards, commissions, officers, agents and employees harmless from any liability for damages and claims for damages or personal injury, as well as for claims for property damage and/or loss, including personal property, which might arise from the use of the Galleria. **Users shall sign a waiver of liability at the time the contract is signed.**
- Documentation is required for all non-profit and residential rentals.

## 2. HOURS OF OPERATION:

- Facilities are available for use (including setup and cleanup) Monday through Sunday, 7:00 a.m. until 12:00 midnight. Events must end by 11:00 p.m. so the facilities can be cleaned and closed by 12:00 a.m.
- Although the City offices are normally closed on holidays, reservations may be accepted for those dates. Requests for usage on City-recognized holidays are subject to 200 percent

of regular fees. Contracts for these days shall be approved only if adequate staffing can be arranged.

- A City representative shall be available at all times. The representative has authority to enforce all rules governing the facility.

### **3. GENERAL:**

- The individual or group reserving the facility assumes full responsibility for the conduct of the guests at their function.
- Fights, vandalism, or destructive behavior are grounds for immediate cancellation of the contract (and all future contracts). The party will be asked to leave the facility immediately. In such cases all fees will be forfeited.
- If intentionally misleading information is provided by the user in the contract or through any other means regarding the nature of the event or the number of participants, the City will immediately cancel the contract and all fees will be forfeited.
- Persons responsible for decorating or preparing rooms for scheduled events will not be permitted in the rooms until the time specified on the contract as the start of the rental period. The applicant or specified responsible party should arrive at the time designated on the contract.
- There is no refund on unused reservation time or equipment.
- The City requires security and/or attendant service for any function.
- The City is not responsible for any property lost or stolen during an event, or any items left behind.
- Applicants will be billed additional charges for unsatisfactory clean-up or damages, and/or when the event or activity exceeds the specified time.

### **4. EQUIPMENT:**

- Operations and adjustment of all fixed equipment, including lighting, sound, and temperature control systems are the responsibility of the City staff. Users are not to adjust or operate any piece of equipment, and will be held liable for any damage occurring from unauthorized usage.
- Tables
  - Rectangular- 30 total – 6', seat 4
  - Rounds- 12 total – 72", seats 8.
- Chairs
  - 125 brown sled type plastic chairs
- Limited audio video equipment is available. Please talk to staff about what is available.

**\*\*\* Under no circumstances shall City-owned equipment be removed from the facility. Users will be liable for the cost of necessary repairs and/or replacement of any equipment lost or damaged while in their care and control.**

## 5. DECORATIONS:

- Cellophane tape, adhesives, nails, screws, staples, tacks, or any other devices, which may mar or leave a residue, are prohibited on walls, woodwork, windows, fixtures and furniture. Carpenter and painters tape is acceptable.
- All balloon decorations must be weighed down.
- Exits must remain clear at all times.
- Open flames are prohibited (including but not limited to candles, torches, and hibachis).
- Throwing birdseed, rice, confetti or other similar materials inside or outside the building is prohibited.
- Users must remove all decorations from tables, walls, windows, woodwork, and fixtures prior to leaving the building.
- Users are subject to a charge for decorations that have not been removed from the facility within the time frame stated in this contract or any decorations that cause damage to the building. This cost will be taken from the cleaning deposit.
- User must furnish their own decorating supplies (i.e., scissors, helium etc. ladders)

## 6. CLEANUP:

- Cleanup is the renter's responsibility. Time for cleanup must be included in the hours specified in the contract. Users will be billed for staff and facility rental for cleanup extending past the ending time specified in the contract. No event may go past 12 midnight.
- All spills must be mopped up. Cleaning supplies are available in the kitchen area.
- All soiled tables and chairs must be wiped down.
- All bathrooms must be cleared of paper products on the floor and sinks. Counters will be wiped.
- The City supports a comprehensive recycling program that includes paper, bottles, cans, and cardboard. All recyclables should be kept separate from trash and placed in designated receptacle. All trash and recyclables must be picked up from the room, lobby, and parking lot and placed in outdoor receptacles located at the west end of the parking lot.
- ***All or a portion of the cleaning/damage deposit will be withheld if the facility is not adequately cleaned, or if damage occurs.***

## 7. CHANGES, CANCELLATIONS, RESCHEDULING AND REFUNDS:

- Changes to contract, such as the nature of the event or the number of participants, shall be made to the City's Parks & Recreation Department, in writing, not less than 30 days prior to the scheduled event. Changes must be approved and if necessary, fees will be adjusted. The city reserves the right to deny changes.
- Cancellation of the event **must be submitted in writing** and is subject to the following fees:
  - 60 or more days prior to event – Full refund, **minus a \$50 processing fee**
  - 30-59 days prior to event – 50% of required deposit, **minus \$50 processing fee**
  - 0-29 days prior to event – **Full deposit forfeited**
- Rescheduling an approved event is subject to a \$50 processing fee. If an event is rescheduled and subsequently canceled, the cancellation fees specified above will apply.
- Users should receive a refund check within 30 days.

## 8. ALCOHOLIC BEVERAGES:

- Consumption of alcoholic beverages is prohibited within the Galleria without specific written permission. The City must approve the serving of alcohol sixty (60) days prior to function date, or at the time a contract is signed with proper insurance.
- No event that is intended to celebrate an event for a minor (21 years or younger) is allowed to have alcohol present.
- It is the permittee's responsibility to comply with the Alcoholic Beverage Control (ABC) Board regulations. Failure to comply with ABC regulations will result in the immediate cancellation of the contract, and/or termination of the event.
- Alcohol may be served by an employee of the catering company or license bartender only. Any kegs must be approved prior to the event. City staff reserves the right to limit the amount of alcohol allowed on the premises.
- The individual or group reserving the Galleria assumes full responsibility for the conduct of the guests at the function.
- Security officers and City staff are required at any event. Security is arranged by the City, and charges paid by the user at the time the contract is signed or thirty (30) days prior to function date.
- Users who charge a fee for alcohol must obtain approval from the West Sacramento Police Department at 550 Jefferson Blvd. West Sacramento, CA 95605, signed by the Chief of Police or his/her designee. A copy of the sales permit (license) must be on file at the City's Parks & Recreation Office no less than ten (10) working days and no more than thirty (30) days prior to the event. The license must be posted on-site during the event. All license fees are the responsibility of the user.
- ***Consumption of alcoholic beverages by minors is prohibited AT ALL TIMES. Consumption of alcoholic beverages by minors will result in immediate termination of the event.***

## 9. LIABILITY AND LIABILITY INSURANCE:

- Lessees shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property that may arise from or in connection with the Lessee's operation and use of the leased premises. The cost of such insurance shall be borne by the lessee.
  
- The options for providing liability insurance are as follows:
  - You may provide your own insurance through your insurance agency.
  - The City has a contact that may be able to sell you a one-day special event policy. Information will be forwarded to the company if you wish a quote from them. This policy may be paid for in the Parks and Recreation office.
  - If verification of your own insurance is not received, your event will be canceled. The City will provide contact information for coverage the event the individual does not have access.
  
- **Minimum Limits of Insurance** – Lessee shall maintain limits no less than:
  - General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, the general aggregate limit shall be twice the required occurrence limit.
  - **Deductibles and Self-Insured Retentions** – Any deductibles or Self-insured retentions must be declared to and approved by the City.
  - Lessee shall provide a certificate of insurance with an attached endorsement to contain the following as additional insured. "*The City of West Sacramento, it's, officers, elected officials, employees, agents and volunteers.*"
  - The certificate of insurance must include:
    - Applicant's name
    - Amount of coverage
    - Location and date(s) the event is being held.
  
- The general liability policy is to contain, or be endorsed to contain, the following provisions:
  - The City, its officers, officials, employees, agents and volunteers are to be covered as additional insured as respects:
    - Liability arising out of activities performed by or on behalf of the Lessee; from or in connection with the Lessee's operation and use of the leased premises, premises owned, occupied or used by the Lessee. The coverage shall contain no special limitations of the scope of protection afforded to the City, its officers, officials, employees, agents or volunteers.
  
- The Lessee's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or volunteers shall be excess of the Lessee's insurance and shall not contribute with it.
  
- Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled except after thirty (30) days' prior written notice has been given to the entity.

- Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII.
- Lessee shall furnish the City with certificates of insurance and original endorsements effecting coverage required by this clause. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by the City not less than thirty (30) days prior to use of the facility.

***Alcoholic beverages require additional insurance*** unless provided and served by a licensed caterer. The caterer's insurance will be considered adequate if the amount of coverage is sufficient and there is a rider specifying the date(s) and location of the event being covered.

***The caterer's insurance only covers the alcohol beverages, not the facility.***

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**Applicant's Signature and acknowledgement of regulations Date**