



## City of West Sacramento Boathouse Rental Guidelines & Information

### Reservations/Deposits

Dates for rentals must be requested **60 days minimum prior** to the event date and no more than one year out. A reservation application must be submitted with the deposit. Deposit is separate from the hourly fees and is refundable.

The building can accommodate up to 75 guests with tables/chairs or up to 160 if you include the outside patio.

**Space Requested:**                      **Room**                      **Patio**                      **Room +Patio**

	Private Party Rates	Nonprofit & Gov't Rates	*Office Use
Room <b>(during off-peak season) Sept. through May</b>	\$55.00 hr.	\$20.00 hr.	
Room + Patio <b>(during off-peak season) Sept. through May</b>	\$95.00 hr.	\$30.00 hr.	
Room <b>(during peak season) June, July and August</b>	\$80.00 hr.	\$40.00 hr.	
Room +Patio <b>(during peak season) June, July and August</b>	\$120.00 hr.	\$50.00 hr.	
Patio	\$35.00 hr.	\$15.00 hr.	
Deposit Amount (refundable)	\$250 – No Alcohol \$500 – With Alcohol	\$250 – No Alcohol \$500 – With Alcohol	
Event Cleaning Fee (for all events 2 or more days in length)	\$125	\$125	

ALL RESERVATIONS REQUESTS ARE SUBJECT TO REVIEW AND APPROVAL.

**Initial \_\_\_\_ Pre and Post-Inspections** You or your authorized representative must meet City staff at the beginning and end of your event for a facility inspection. Failure to return the facility to the condition it was found will result in forfeiture of all or a portion of your deposit.

**Initial \_\_\_\_ Rental Times** can begin as early as 8:00 a.m. and must end by 10:00 p.m. (however, clean-up may continue until 11:00 pm). We require that you include one hour to your rental time for clean up. Clean up and removal of all trash/recyclables and all rental equipment is required. All personal items, including rental equipment, must be removed by this time. The City is not responsible for lost or stolen items.

**Initial \_\_\_\_ Set Up/Decorating –You (the renter) are responsible for all setup and take down needed for your event. It is required to have table coverings for all tables used during your rental.**

*Decorations:* Carpenter/painters tape is the only item allowed for securing your decorations to the tables, walls, and windows. **No staples, nails, or tacks.** Metallic decoration sprinkles, glitter, confetti, rice, and birdseed are not allowed inside or outside of the facility. Candles must be in a container; however we will not allow torches, and hibachis. User must furnish their own decorating supplies (i.e., ladder, scissors, helium, tape, etc.).

**Initial \_\_\_\_\_ Breakdown/Cleaning** is to take place within the allotted time as indicated on the application. A checklist will be available at the start of your rental. *It should be initialed as appropriate and presented at your post-inspection.* In order to receive a security/cleaning deposit refund, a renter must do the following:

- Leave the Boathouse, surrounding area and concession stand in the condition it was found. Nothing can be left on the premises overnight. You may not come in early the next morning for clean-up.
- Bag and remove all trash/recyclables. Place in the large dumpster in the parking lot.
- Sweep and mop the floor of indoor facilities. Wipe down counters and tables.
- Put away all tables and chairs.
- Bathrooms must be cleared of paper products on the floor and sinks.

**Initial \_\_\_\_\_ Parking** is available in the lot of the entrance of the park, parking is first come first serve and is open to the park users. Additional parking is located on Bridgeway Lakes Drive. Parking is not allowed on Southport Parkway.

**Initial \_\_\_\_\_ Permits** Special Event Permits are required by renters for the following conditions:

- Liquor License - *Required* when alcoholic beverages are sold/served to the public and must be posted on-site during the event. (A.B.C.) – via City of West Sacramento, Department of Parks & Recreation
- Sales Permit - May be *required* when a commodity is sold to the public (Finance Department)
- Special Event Permits are due at least 30 days prior to the event.

**Initial \_\_\_\_\_ Insurance Requirements**

- Certificate of Insurance for COMPREHENSIVE GENERAL or COMPREHENSIVE PERSONAL LIABILITY coverage for a minimum of \$1,000,000. This can normally be obtained from the renter’s insurance agent. The following statement must appear on the certificate: **“Additional Insured Endorsement names the City of West Sacramento, its officers, officials, employees, and volunteers as additional insureds”. Also include facility name and date of event.**
- Host Liquor Liability Endorsement is required on the Certificate of Insurance when alcoholic beverages are provided by or sold by the applicant or their caterer.

**Initial \_\_\_\_\_ Insurance** certificate must be provided at least 30 prior to event, failure to do so may result in cancellation of any scheduled event.

**Initial \_\_\_\_\_ City Staff** A City facility attendant will be present in the building the entire duration of your event. The facility attendant will unlock the building for you. Any directions or instructions from that facility attendant are to be followed for the safety and security of the building and all its users. Please report any safety issues immediately to that person. That facility attendant has the authorization to stop or modify the event if deemed necessary or if the application information is found to be false.

**Initial \_\_\_\_\_ Security** The City reserves the right to require security and/or attendant service at any events. Any cost associated with this is the renter’s responsibility.

**Initial \_\_\_\_\_ Fees** must be paid at least 30 days prior to event; failure to do so may result in cancellation of any scheduled event. **Security Deposit** is due at time of booking.

**Initial \_\_\_\_\_ Nonprofit/Government Use** A discounted hourly fee is available for nonprofit and government agencies. Nonprofit agencies must provide a 501c3 identification number. Nonprofit/Government agencies may use the facility with the discounted rate twice (2) per calendar year; you must seek approval for more than two rentals per calendar year by the Recreation Supervisor. This rate does not apply to private events (weddings, graduation parties, etc). **Nonprofit 501c3 Number** \_\_\_\_\_

**Initial \_\_\_\_\_ Cancellations** must be made at least 14 days in advance, and are subject to a cancellation charge. Cancellations less than 14 days in advance are non-refundable. Fees will not be refunded for reservation times not used. Refunds will not be issued for reservations not used due to undesirable weather.

**Initial \_\_\_\_\_ Guest Policies** Renters and guests must follow the established rules and regulations. Violations of such regulations or misrepresentation of use may be cause for immediate cancellation of the rental without a refund. In addition, these guidelines must be followed:

- It is the renter’s responsibility to supervise all guests, including restricting guests to authorized areas only.
- The renter is held liable for their group’s actions including any damages or loses caused during rental to the Bridgeway Lakes Boathouse.
- Use will be restricted to the terms of the *Rental Contract* including area reserved, time of entry and departure, intended activity, etc.
- Smoking is prohibited inside the facility and within 20 feet of all windows and doors.
- Charging admission or selling merchandise/food requires prior approval.
- No rice, confetti, or straw shall be used in or around the Bridgeway Lakes property.
- Renters are asked to keep the amplified sound at a reasonable level. The volume is subject to control by the facility attendant.
- Any material (pamphlets, etc.) containing advertising must first be approved before distribution.

Please note the facility is located in a park and we cannot control inclement weather and/or outdoor conditions that are associated with a building at a park, such as, but not limited to, cobwebs, dust, dirt, leaves, etc. Electricity and water are available at the Boathouse Facility.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Equipment Available:**

Description	Available #	Size	Seating Capacity
Round Tables	10	60 in	6-8
Rectangle Tables	8	30 in x 72 in	6 adults
Chairs	75	White folding chairs	

Please contact (916) 617-5320 or [rentals@cityofwestsacramento.org](mailto:rentals@cityofwestsacramento.org) for questions and availability.