



# CITY OF SAN RAMON

## Policy and Procedure Rental Packet

*Thank you for your interest in our rental opportunities with the City of San Ramon! The City of San Ramon has four unique Community Centers and two libraries with available rental space. Please find information provided to help best direct you to your specific event needs.*

### VENUE LOCATIONS

**ALCOSTA SENIOR AND COMMUNITY CENTER – 9300 Alcosta Blvd**

**AMADOR RANCHO COMMUNITY CENTER – 1998 Rancho Park Loop Road**

**DOUGHERTY STATION COMMUNITY ARTS CENTER – 17011 Bollinger Canyon Road**

**SAN RAMON COMMUNITY CENTER – 12501 Alcosta Blvd**



**DOUGHERTY STATION LIBRARY – 17017 Bollinger Canyon Road**

**SAN RAMON LIBRARY – 100 Montgomery Street**



### FOR MORE INFORMATION

Visit us online for Rental Information, Pricing, and Virtual Tours at [www.SanRamonVenues.com](http://www.SanRamonVenues.com)

Have a question? Email us at: [PCSFacilities@sanramon.ca.gov](mailto:PCSFacilities@sanramon.ca.gov)

Alcosta Senior & Community Center: (925) 973-2615

Amador Rancho Community Center: (925) 973-3376

Dougherty Station Community Arts Center: (925) 973-3252

San Ramon Community Center: (925) 973-3324

San Ramon & Dougherty Station Library Rentals: (925) 973-3324

ALL INFORMATION ON THIS DOCUMENT IS EFFECTIVE AS OF July 1<sup>st</sup>, 2023

## HOW TO VIEW OUR VENUES

- **Booking Room Viewing Appointments:**

Appointments can be made with Facility Staff Monday through Friday, 9:00am-4:00pm, or on weekends and evenings by appointment, depending on rental schedule. To inquire or schedule a tour, call our Facilities line at (925) 973-3333.

- **Virtual Tours:**

Visit us online at [SanRamonVenues.com](http://SanRamonVenues.com) and click on Facilities to explore all four community centers. See below for virtual tour links for each site.

- Alcosta Senior & Community Center: <https://vimeo.com/265813509>
- Amador Rancho Community Center: <https://vimeo.com/265811449>
- Dougherty Station Community Arts Center: <https://vimeo.com/265813923>
- San Ramon Community Center: <https://player.vimeo.com/video/461101549>

- **Checking Venue Availability:**

Availability for potential dates can be checked by phone or e-mail by contacting Facility Staff directly, contact information on front page of rental packet. Reservations can be made up to one year in advance.

## HOW TO RESERVE

- **To Reserve:**

- In order to confirm reservation at one of our facilities the following are needed; a completed Reservation Application and Payment for appropriate deposits and/or rental fees. Proof of Identification and residency may be required. Residents are not permitted to book facilities for non-residents.
- Submitting an application does not confirm your reservation. Facility staff will confirm your reservation based on availability and staffing requirements.
- Payments can be made by using cash, check (payable to the City of San Ramon) or credit card (Visa, MasterCard, or American Express).
- Please note that a 2.88% credit card fee will be added per total credit card transaction. Reservations may not be transferred, reassigned, or sublet.

## AVAILABLE HOURS TO RESERVE AT EACH SITE

<b>Amador Rancho Community Center Dougherty Station Community Arts Center San Ramon Community Center</b>	Monday - Thursday	8:00 am – 10:00 pm
	Friday/Saturday	8:00 am – 1:00 am
	Sunday	8:00 am – 11:00 pm

<b>Alcosta Senior and Community Center</b>	Monday - Thursday	8:00 am – 10:00 pm
	Friday & Saturday	8:00 am – 1:00 am
	Sunday	8:00 am – 11:00 pm

<b>Dougherty Station Library &amp; San Ramon Library</b>	Monday & Thursday	10:00 am – 8:00 pm
	Tuesday & Wednesday	12:00 pm – 8:00 pm
	Saturday	8:00 am – 1:00 pm

## ROOM CAPACITIES

### GRAND ROOMS:

- 350 Assembly | 250 Dining | 90 Lecture - **Ridgeview Room** – Dougherty Station Community Arts Center
- 350 Assembly | 250 Dining | 90 Lecture - **Fountain Room** – San Ramon Community Center

### LARGE ROOMS:

- 150 Assembly | 120 Dining | 50 Lecture – **Vista Grande Room** – Alcosta Senior and Community Center
- 200 Assembly | 160 Dining | 100 Lecture – **Bella Vista Room** – Amador Rancho Community Center
- 70 Assembly | 40 Dining | 30 Lecture – **Art Studio 1/ Art Studio 2** – Dougherty Station Community Arts Center
- 120 Assembly | 80 Dining | 60 Lecture - **Terrace Room** – San Ramon Community Center
  - 120 Assembly | 100 Dining - **Terrace Patio** (Add-on fee)
- 100 Assembly – **Large Meeting Room** – San Ramon Library

### MEDIUM ROOMS:

- 75 Assembly | 50 Dining | 30 Lecture – **Vista Grande Room** (1 side only - A or B side)
- 60 Assembly | 40 Dining | 24 Lecture – **Garden View Room** – Alcosta Senior & Community Center
- 60 Assembly | 24 Lecture – **Room 112** – Alcosta Senior & Community Center
- Bella Vista Room (1 side only, available for rent Mon-Thurs) – Amador Rancho Community Center
  - 120 Assembly | 90 Dining | 60 Lecture – **Bella Vista (A) Side**
  - 80 Assembly | 70 Dining | 40 Lecture – **Bella Vista (B) Side**
- 100 Assembly | 70 Dining | 50 Lecture – **Russell Room** – Amador Rancho Community Center
- 35 Assembly | 20 Lecture – **Art Studio 1, Art Studio 2, Music Room**– Dougherty Station Community Arts Center
- 40 Assembly – **Community Meeting Room** – Dougherty Station Library

### SMALL ROOMS:

- 60 Assembly | 24 Lecture – **Room 112** (A or B side only) – Alcosta Senior and Community Center
- 12 Assembly | 12 Lecture – **Community Room 2** – Dougherty Station Community Arts Center
- 35 Assembly | 18 Lecture – **Room 101 or 102** – San Ramon Community Center
- 10 Assembly – **PCS Conference Room** – San Ramon Library

## RENTAL FEE CATEGORIES

Rental rates are broken down by the organization and residency of private renters. The classifications of groups are as follows;

- **Private Resident:** Individuals who reside within San Ramon.
- **Private Non-Resident:** Individuals who reside outside San Ramon city limits.
- **Commercial:** All business organizations
- **Non-Profit Organization:** Organizations that are recognized as a 501(c)3.
- **Co-Sponsored Organization:** Organization that is partnered with the City of San Ramon and provides an activity to benefit the Community that the City cannot provide.

**ALCOSTA SENIOR AND COMMUNITY CENTER**  
**9300 Alcosta Blvd., San Ramon CA**

*Nestled on a hill, the center features a park with tables and benches, a gazebo and plenty of grass to seat your guests or even just play around on. With a variety of rooms perfect for hosting nearly any event, the Alcosta Senior and Community Center is a real community favorite.*

For more information, please contact Jessica Pineda-Prieto – [jpineda-prieto@sanramon.ca.gov](mailto:jpineda-prieto@sanramon.ca.gov) – (925) 973-2615

**HOURLY RATES**

	Capacity	Refundable Deposits	San Ramon Resident		Non-Resident or Commercial		Non-Profit or Co-Sponsor	
			Mon-Thur	Fri-Sun	Mon-Thur	Fri-Sun	Mon-Thur	Fri-Sun
Vista Grande AB	120	\$500	\$85	\$145	\$105	\$180	\$50	\$95
Vista Grande A or B	50	\$250	\$65	\$95	\$80	\$115	\$35	\$70
Commercial Kitchen	n/a	\$100	\$23	\$23	\$25	\$25	\$15	\$15
Garden View Room	40	\$250	\$65	\$95	\$80	\$115	\$35	\$70
Room 112 AB	40	\$250	\$65	\$95	\$80	\$115	\$35	\$70
Room 112 A or B	20	\$125	\$45	\$70	\$55	\$85	\$25	\$50
Gazebo	150	n/a	\$105		\$135		\$105	

**Special Notes:**

- Kitchen can only be rented with the Vista Grande Room – must reserve the same time frame.
- Gazebo has a two hour minimum. All outdoor equipment must be provided by the renter.
- Deposits are based on room size and are due at the time of the initial booking. Deposit payments are not applied for future rental fees – deposits are refunded pending completion of the rental by Venue Staff.
- Final payment for all reservations are due 90 days prior to the event. The City reserves the right to cancel room use if payment is not received by the deadline.

**BUNDLE RATES**  
**(Deposits not included)**

<b>EMERALD BUNDLE</b> 8 hours Vista Grande Room, Kitchen, A/V, and PA System	<b>PEARL BUNDLE</b> 10 hours Vista Grande Room, Kitchen, Gazebo, Bride’s Room & Groom’s Room, A/V, and PA System	<b>JADE BUNDLE</b> 6 hours Garden View Room and A/V
Resident: \$1,350 / \$150 for each additional hour Non-Resident: \$1,675 / \$175 for each additional hour	Resident: \$2,800 / \$150 for each additional hour Non-Resident: \$3,275 / \$175 for each additional hour	Resident: \$500 / \$75 for each additional hour Non-Resident: \$600 / \$90 for each additional hour



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# AMADOR RANCHO COMMUNITY CENTER

1998 Rancho Park Loop Road, San Ramon CA

*The Amador Rancho Community Center is our newest venue and continues to grow in popularity. Located at the Rancho San Ramon Community Park, the Center has great views and all of the amenities you expect.*

For more information about this site, please contact Janan Jajeh – [Jjajeh@sanramon.ca.gov](mailto:Jjajeh@sanramon.ca.gov) – (925) 973-3376

## HOURLY RATES

Rental Space	Capacity	Refundable Deposits	San Ramon Resident		Non-Resident or Commercial		Non-Profit or Co-Sponsor	
			Mon-Thur	Fri-Sun	Mon-Thur	Fri-Sun	Mon-Thur	Fri-Sun
Bella Vista AB	160	\$500	\$105	\$165	\$132	\$207	\$53	\$83
Bella Vista A or B	90/70	\$250	\$70	n/a	\$85	n/a	\$40	n/a
Patio	160	n/a	\$30		\$30		\$30	
Russell Room	70	\$250	\$80	\$110	\$100	\$138	\$40	\$55

**Special Notes:**

- Bella Vista A or B are only available to rent Monday – Thursday.
- Patio can only be rented with the Bella Vista Room A or AB – must reserve for the same time frame.
- Kitchenette is included with the rental of Bella Vista Room AB. No cooking or food preparation permitted on site.
- Deposits are based on room size and are due at the time of the initial booking. Deposit payments are not applied for future rental fees – deposits are refunded pending completion of the rental by Venue Staff.
- Final payment for all reservations are due 90 days prior to the event. The City reserves the right to cancel room use if payment is not received by the deadline.

## BUNDLE RATES (Deposits not included)

<p style="text-align: center;"><b>ROSE BUNDLE</b> - 8 hours - Bella Vista Room, Patio, Kitchenette, A/V</p> <p style="text-align: center;">Resident: \$1,575 / \$175 for each additional hour Non-Resident: \$1,950 / \$175 for each additional hour</p>	<p style="text-align: center;"><b>CHERRY BLOSSOM BUNDLE</b> - 6 hours - Bella Vista Room, Patio, Kitchenette, A/V</p> <p style="text-align: center;">Resident: \$1,300 / \$175 for each additional hour Non-Resident: \$1,650 / \$200 for each additional hour</p>	<p style="text-align: center;"><b>RUBY BUNDLE</b> - 6 hours - Russell Room &amp; A/V</p> <p style="text-align: center;">Resident: \$675 / \$75 for each additional hour Non-Resident: \$775 / \$90 for each additional hour</p>
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# DOUGHERTY STATION COMMUNITY ARTS CENTER

17011 Bollinger Canyon Road, San Ramon CA

*This facility has beautiful views of San Ramon's rolling hills. From the popular Ridge View Room to the Instructional Kitchen, Dance Studio and multiple Meeting Rooms, the Dougherty Station Community Arts Center has something for the entire community.*

For more information, please contact James Spielvogel – JSpielvogel@sanramon.ca.gov – (925) 973-3252

## HOURLY RATES

Rental Space	Capacity	Refundable Deposits	San Ramon Resident		Non-Resident or Commercial		Non-Profit or Co-Sponsor	
			Mon-Thur	Fri-Sun	Mon-Thur	Fri-Sun	Mon-Thur	Fri-Sun
Ridge View Room (Mon-Thur)	250	\$500	\$120	\$270	\$150	\$335	\$65	\$145
Ridge View Room (Fri-Sun)	250	\$1,000						
Commercial Kitchen	n/a	\$100	\$23	\$23	\$25	\$25	\$15	\$15
Art Studio 1 and Art Studio 2	75	\$500	\$85	\$145	\$105	\$180	\$50	\$95
Courtyard	250	n/a	\$30		\$30		\$30	
Art Studio 1, Art Studio 2, or Music Room	30/45	\$250	\$65	\$95	\$80	\$115	\$35	\$70
Community Room 2	15/25	\$125	\$45	\$70	\$55	\$85	\$25	\$50
Dance Studio	n/a	\$250	\$45	\$70	\$55	\$85	\$25	\$50

### Special Notes:

- Kitchen and Courtyard can only be rented with the Ridge View Room – must reserve the same time frame.
- Deposits are based on room size and are due at the time of the initial booking. Deposit payments are not applied for future rental fees – deposits are refunded pending completion of the rental by Venue Staff.
- Final payment for all reservations are due 90 days prior to the event. The City reserves the right to cancel room use if payment is not received by the deadline.

### BUNDLE RATE (Deposit not included)

<p><b>GOLD BUNDLE</b> - 8 hours - Ridge View Room, Kitchen, Courtyard, Portable Bar, A/V</p> <p>Resident: \$2,400 / \$300 for each additional hour Non-Resident: \$3,000 / \$350 for each additional hour</p>
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## SAN RAMON COMMUNITY CENTER

12501 Alcosta Blvd., San Ramon CA

*The San Ramon Community Center is centrally located and very popular for all types of special events. It is the home to the Fountain Room, Terrace Room, and several small rooms. The venue offers the versatility of indoor and outdoor spaces along with the extended offerings of Central Park.*

For more information, please contact Travis Russey – [TRussey@sanramon.ca.gov](mailto:TRussey@sanramon.ca.gov) – (925) 973-3324

### HOURLY RATES

Rental Space	Capacity	Refundable Deposits	San Ramon Resident		Non-Resident or Commercial		Non-Profit or Co-Sponsor	
			Mon-Thur	Fri-Sun	Mon-Thur	Fri-Sun	Mon-Thur	Fri-Sun
Fountain Room (Mon-Thur)	250	\$500	\$130	\$280	\$160	\$345	\$75	\$155
Fountain Room (Fri-Sun)	250	\$1,000						
Commercial Kitchen	n/a	\$100	\$23	\$23	\$25	\$25	\$15	\$15
Rose Garden	120	n/a	\$30		\$30		\$30	
Terrace Room	80	\$500	\$85	\$145	\$105	\$180	\$50	\$95
Terrace Patio	120	n/a	\$30		\$30		\$30	
Dance Studio	n/a	\$250	\$45	\$70	\$55	\$85	\$25	\$50
Room 101 or 102	15/25	\$125	\$45	\$70	\$55	\$85	\$25	\$50
Amphitheater	250+	n/a	\$300 for 2 Hours   \$750 for 6 hours					
Dance Floor	n/a	Daily Rate	\$200		\$250		\$300	
		Size	(12ft x 28ft)		(16ft x 28ft)		(20ft x 28ft)	

#### Special Notes:

- Kitchen and Rose Garden can only be rented with the Fountain Room. Terrace Patio can only be rented with the Terrace Room. These spaces must be reserved the same time frame of the Room. All outdoor equipment must be provided by the renter.
- Amphitheater has a two hour minimum rental requirement. All outdoor equipment must be provided by the renter. Additional permits may be required

### BUNDLE RATES (Deposits not included)

<p style="text-align: center;"><b>SILVER BUNDLE</b> - 6 hours - Terrace Room, Terrace Patio, Kitchenette, Dance Floor, Portable Bar, A/V – 130 max capacity between room (80) + patio (50) Resident: \$1,100 / \$150 for each additional hour Non-Resident: \$1,375 / \$200 for each additional hour</p>	<p style="text-align: center;"><b>CRYSTAL BUNDLE</b> - 8 hours - Fountain Room, Kitchen, Rose Garden, Dance Floor, Portable Bar, A/V &amp; PA System Resident: \$2,700 / \$300 for each additional hour Non-Resident: \$3,300 / \$350 for each additional hour</p>
<p style="text-align: center;"><b>PLATINUM BUNDLE</b> - 10 hours - Fountain Room, Kitchen, Rose Garden, Dance Floor, Portable Bar, A/V &amp; PA System (+) Amphitheater, Portable A/V, Bride's Room, Groom's Room Resident: \$4,400 / \$325 for each additional hour Non-Resident: \$5,150 / \$375 for each additional hour</p>	<p style="text-align: center;"><b>DIAMOND BUNDLE</b> - 10 hours - Fountain Room, Kitchen, Rose Garden, Dance Floor, Portable Bar, A/V &amp; PA System (+) Terrace Room, Patio, Portable A/V, Bride's Room, Groom's Room Resident: \$4,700 / \$325 for each additional hour Non-Resident: \$5,800 / \$375 for each additional hour</p>



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**SAN RAMON LIBRARY**  
**100 Montgomery Street, San Ramon CA**

Rental Space	Capacity	Refundable Deposits	San Ramon Resident		Non-Resident or Commercial		Non-Profit or Co-Sponsor	
			Mon-Thur	Fri-Sun	Mon-Thur	Fri-Sun	Mon-Thur	Fri-Sun
Large Meeting Room (Second Floor)	100	\$500	\$85	\$145	\$105	\$180	N/A	N/A
PCS Conference Room (First Floor)	10	\$125	\$45	\$70	\$55	\$85	\$25	\$50

**DOUGHERTY STATION LIBRARY**  
**17017 Bollinger Canyon Road, San Ramon CA**

Rental Space	Capacity	Refundable Deposits	San Ramon Resident		Non-Resident or Commercial		Non-Profit or Co-Sponsor	
			Mon-Thur	Fri-Sun	Mon-Thur	Fri-Sun	Mon-Thur	Fri-Sun
Community Meeting Room	40	\$250	\$65	\$95	\$80	\$115	\$35	\$70

**Special Notes:**

- Reservations can only be booked during Library Business Hours and require a 2-hour minimum
- Room Rentals include tables and chairs. Linens are not included.
- Audio/Visual Equipment is only available at the San Ramon Library's Large Meeting Room
- Food and Beverages are not permitted in any of the meeting rooms.





# POLICIES AND PROCEDURES

*The City of San Ramon reserves the right to refuse to grant the use of its facilities to any person or group if such use is deemed to be contrary to the best interest of the City of San Ramon and/or its residents.*

## ROOM DEPOSITS

- All events require a mandatory damage deposit and undergo a pre and post-event inspection to determine the condition of the reserve room(s). The renter must sign a form indicating agreement as to the room condition prior to the event. The renter is expected to return the reserved room(s) to its pre-use condition in order to receive a refund.
- Deposits are based on room size and are due at the time of the initial booking. Deposit payments are not applied to future rental fees, deposits are refunded pending completion of the rental by Venue Staff. Final payment for all reservations is due 90 days prior to the event. The City reserves the right to cancel room use if payment is not received by the deadline.

### **RENTER RESPONSIBILITIES IN ORDER TO RECEIVE DEPOSIT REFUND:**

- The renter is responsible for all replacement costs for damages resulting from their use of the venue. The City of San Ramon reserves the right to charge additional maintenance fees for damages or additional cleaning. Repairs will be handled by the City or contractor if necessary.
- The renter must agree to take full responsibility for the behavior exhibited by his/her guests. If staff deems a situation uncontrollable and must call for police intervention, the total deposit will be automatically forfeited.
- Cleaning tasks that are required are as follows: disposal of all garbage and recyclable items into designated dumpsters, picking up and discarding of large items on the floor, wiping down all tabletops, removal of all decorations, spot-mop or vacuum as necessary, and completion of the kitchen cleaning task check list (if the kitchen is included in your rental)

## INSURANCE REQUIREMENTS

- The City of San Ramon requires proof of insurance for all indoor events with the City of San Ramon, against claims for injuries to persons or damages to property, which may arise from or in connection with the renter's use of a venue. The cost of such insurance shall be the responsibility of the renter.
- Liquor liability coverage specification is required for events in which alcohol is present.
- An ABC permit required for events in which alcohol is to be sold during the events or included in admittance.
- Contact Facilities Staff for additional information on insurance requirements.
- Theeventhelper.com is event insurance that we typically refer our clients to, estimated cost between \$80-\$120.00
  - Insurance must be covered for date of rental
  - Must cover 1 million per occurrence & 2 million aggregate

## CANCELLATIONS

- **Notice of Cancellation:**

Must be submitted in writing via facility form and may be subject to a fee. Fees are based on a percentage of the total rental charges – rental deposits are refunded if rental fees are paid. Cancellation fees are determined by the amount of notice given prior to the event and are based on a percentage of the rental charges plus the 2.88% credit card fee (or can be processed via check without a convenience fee).

- **Date Changes:**

- \$125 transaction fee applies to a one time date revision or cancellations of Large and Grand sized rooms
- \$25 transaction fee applies to a one time date revision or cancellations for Small or Medium sized rooms
  - This fee is in addition to any applicable cancellation fees.
- There are no refunds for any unused portions of rental time.
- ***The City of San Ramon Reserves the right to reschedule, relocate or cancel a previously approved rental. In this event, the City will provide as much advance notice possible. If the City of San Ramon cancels, reschedules or relocates a previously scheduled event at a time or place which is deemed unsatisfactory by the Renter, the full deposit and all rental fees paid will be refunded.***

CANCELLATION FEES				
Room Size	90+ Days	89-61 Days	60-31 Days	30 Days or less
Small/Medium	No Penalty	No Penalty	50%	100%
Large/Grand	No Penalty	50%	75%	100%

## RENTAL HOURS – BREAKDOWN

- Reservations must include time for setup/decorating and takedown/cleanup of the rental space. Rental fees are not adjusted for setup or takedown time.
- Additional time used outside of the contracted hours are assessed at **2X** the hourly rate (no pro ration for partial hours or unused time) and may forfeit full deposit.
- Reservations must be made in a continuous block; there is no provision for free, unused time between setup/decorating and the actual event.
- Based on availability, the City of San Ramon will do its best to accommodate all reservation requests, however, reservation requests received less than 14 days in advance cannot be guaranteed.
- Adjustments to the contracted time must be completed one month prior to the event date, any changes requested after that cannot be guaranteed.
- All rental areas during the weekday (Mon-Thur) require a **two-hour minimum rental.**
- All rental areas during the weekend (Fri-Sun) require a **four-hour minimum rental.**
- Wedding rehearsals require a minimum of a two hour reservation for the specific room(s) or area(s).

## ROOM SET UP INFORMATION

- **Layout Meetings:** The renter must schedule an appointment one month prior to the scheduled event to determine your event layout and equipment needs, provide required catering documents (business License, Health Permit, and Certificate of Insurance), proper insurance certificates if required, and go over any outstanding items.
  - **If NO setup is provided in advance, the rented areas will be empty on the day of the event. All setup for the event will then be the renter's responsibility.**
  - Renters that require more than one setup per rented area, are required to pay \$100 fee per each additional room set up.
- **Equipment:**
  - Tables and chairs will be provided and arranged prior to the contracted start time and taken down at the conclusion of your rental.
  - Equipment provided by the City of San Ramon must be contained to the reserved indoor area(s). All outdoor reservations that require equipment must be provided by the renter and approved by City Personnel.
  - Emergency equipment (fire alarms, defibrillator, fire extinguishers, and first aid supplies) shall not be misused by the renter and/or guests. If any of the above items are used in a non-emergency, the renter will be held responsible which **will then result in the automatic forfeiture of the full rental damage deposit.**
- **Building Staff:**
  - Staff may assist at relocating a table, adding a few additional chairs, relining garbage bins.
  - Staff is onsite throughout the entire rental. Staff will be responsible for demonstrating control of the lights and in-house audio systems, as well as locking and unlocking doors, general maintenance, and taking down the tables and chairs at the conclusion of the rental.
  - Staff will not assist with any decorations or serving of food for the renter.
- **Decorations:**

All decorations must be pre-approved by facility staff 30 days prior to event date. The use of nails, tacks, staples, adhesive tape, etc. is prohibited. Painters tape is the only adhesive that is acceptable for use of hanging items directly onto the wall. If painters tape is used, it must be removed following the conclusion of the event.

  - Exits and exit signs may not be covered or obstructed by decorations at any time.
  - The City of San Ramon does not offer ladder's for renter's use. Please bring all necessary equipment.
- **Upon Conclusion of Rental:**
  - All items must be removed at the conclusion of your rental. Food items and large objects must be picked up off the floor. The renter is not responsible for cleaning stains on the carpet, however, spot mopping and/or vacuuming may be requested by the onsite staff if deemed necessary (such supplies would be provided in this instance).
  - All tabletops must be wiped down. Kitchen responsibilities include wiping down kitchen counters and appliances, cleaning out sinks, sweep, and mop the kitchen floor. **The renter is responsible for providing standard cleaning supplies.**
  - For assistance with garbage disposal during your event, please contact Building Staff who will be able to assist with disposal and liner replacement.

## PROHIBITED ITEMS

- Mylar balloons
  - (Latex is OK if weighted/secured)
    - No balloon releases are allowed
  - Smoke machines
  - Sparklers
  - Dry rice
  - Birdseed
  - Flower petals (Real are prohibited indoors, Fake are prohibited outdoors)
  - Loose glitter
  - Confetti
  - Color packets/dye
  - Sand
  - Bubbles
  - Live animals; Petting Zoos, bird shows, reptile shows, etc.
  - Open-flames or lit candles are not allowed (battery operated candles are allowed)
  - Plants or shrubs brought into the venue must be in waterproof containers
  - Smoking is not permitted in any location inside or outside of our facilities as our facilities are located within a park.
- **Violation of this policy will result in the automatic forfeiture of the full rental deposit.**
  - **Advertising and Signage:** In order to protect the City of San Ramon and its standards of excellence, the City reserves the right to review and approve materials used to publicize events to be held in a City venue. City staff may not give out information on private rentals. Therefore, please make sure flyers and ads have the renter's contact information, not the City's.
    - Event signage may be displayed during the rental hours only and must be contained to the rented areas only.
    - All signage must be pre-approved by the Facility Supervisor.
  - **Open Flame:**
    - **Open-flames are prohibited in our indoor/outdoor facilities.** The use of open flame devices and equipment can pose a fire hazard. Violation of this policy will result in the automatic forfeiture of the full rental damage deposit.

## EXTERIOR OR EXTRA SPACES

- **Parking:**

Parking is located on-site at each of our venues and can accommodate guests for your event. Parking is restricted to designated areas only. Reserved parking is not provided nor permitted.
- **Commercial Kitchens:**

Available to be rented in conjunction with the Fountain Room, Ridge View Room or Vista Grande Room only. The kitchen is not required to be reserved, however if reserved, the time reserved must coincide with the attached rental room.

  - Kitchen may be rented individually, for an hourly fee pending availability and approval. Use details must be disclosed during the preapproval process.
- **Outdoor Spaces:**

The Rose Garden, Courtyard, Terrace Patio and Bella Vista Patio are available to be rented in conjunction with their attached rooms. The rental of these areas are not required, however, if rented the rental times must coincide with the rented room hours. Please note that alcohol is not allowed in the courtyard.
- **Outdoor Event Equipment:**

For outdoor events, including the Amphitheater, Rose Garden, Courtyard, or Gazebo, outdoor equipment is not available through the City of San Ramon. Tables and chairs can be provided at the Terrace Patio or Bella Vista Patio locations. All outdoor equipment must be provided and setup by the renter or an outside vendor.

## ADD-ON FEATURES

- **Commercial Photography Permit:** Required for all exclusive photography use of a City of San Ramon Park or Facility. The fees are as follows:
  - Daily Commercial Photography Fee: \$55.00 per day
  - Annual Commercial Photography Fee: \$220.00 per year
- **Dance Floor:**
  - Terrace Room:
    - 12ft x 16ft = \$150 flat rate
  - Fountain Room:
    - 12ft x 28ft = \$200 flat rate
    - 20ft x 28ft = \$300 flat rate
    - 16ft x 28ft = \$250 flat rate
  - Dance floors are only required at the San Ramon Community Center
  - Other facilities venue spaces have hard surfaces; a dance floor is not required
  - Dancing is prohibited on carpeted spaces
  - **For patron's safety, dancing on the carpet is prohibited. Dancing should only take place on dance floor areas.**
- **Stage:** An 8x8 stage is available for rent at a daily rate of \$250.00 at Dougherty Station Community Art's Center and Amador Rancho Community Center.
- **Audio/ Visual:** Audio/ Visual equipment is available for rent starting at \$50.00; please inquire with Facility staff upon your requests.

## FOOD & BEVERAGE INFORMATION

- If the renter plans to employ a commercial caterer and/or bartender, they must be able to supply the City with special documentation, see below:
  - Business License
  - Health Permit
  - Certificate of Insurance
- Upon request the City can supply the renter with a list of pre-approved caterers.
- Any additional cooking equipment requires approval a minimum of 30 days prior to the event. Any equipment used without prior approval will result in automatic rental deposit forfeiture.
- **Prohibited Uses:**
  - Use of all liquefied petroleum gases such as propane, butane, and Class I and II liquids are prohibited in and outside the venue.
  - Charcoal barbecues may be used outside in designated areas only and with a free standing fire extinguisher within 5 feet of the barbecue.
  - Persons who operate barbecues must be at least 21 years of age.
  - Oil used for cooking must be removed from premises at the renter's own expense. It may not be dumped in City dumpsters, garbage containers, or down any drains.
  - **Damage resulting from the use of this equipment may result in and automatic rental deposit forfeiture.**
- **Food Trucks:**

An approved Food Truck Permit is required for all events that Food Trucks will be present at. Permit requests will only be accepted if a valid Facility Rental Agreement is already in place – all other requests will be denied.

## ALCOHOL POLICY

- The City of San Ramon allows Beer, Wine, and liquor for our events inside rented space(s) only.
- The presence of alcohol and/or dancing and certain high-risk activities mandate proof of insurance coverage. Separate liquor liability coverage is required for events in which alcohol is present.
- An ABC permit required for events in which alcohol is to be sold during the events or included in admittance. Please visit [www.abc.ca.gov](http://www.abc.ca.gov) for more information.
- Alcohol is not permitted in the areas surrounding the rental, i.e. lobby/registration area, bathrooms and hallways, or exterior spaces unless otherwise mentioned.
- The renter is responsible for the actions of his or her guests. The renter is responsible for any labor, repair and/or replacement cost related to any such activities or damages.

## YOUTH EVENTS

Application for youth oriented activities must be completed by a sponsor (21 years of age or older). The sponsor must be present during all event hours.

- Minors must be chaperoned at a ratio of at least one (1) chaperone (21 years of age or older) per every twenty (20) minors.
- Names, addresses, and phone numbers of chaperones must be furnished to the City representative at least twenty-four (24) hours prior to the event.
- Minors must be supervised at all times by responsible chaperones from the event.
- Staff is not available to care for unsupervised children.
- Security may be required. Contact Facility Staff for further information.
- The renter/sponsor is responsible for any costs from repairs or additional cleaning associated with damages caused by guests. Failure to meet these requirements will result in event cancellation.

## SPECIAL EVENTS

The City of San Ramon allows Special Events to take place within City facilities and parks with appropriate paperwork and permits, which include insurance, permit fees and logistical plans. Parks and Community Services staff will work with you during your planning process to ensure regulations and policies

Possible Special Events:

- Cultural Festivals & Events
- Fundraisers
- Crab Feeds
- Tournaments
- Casino Nights
- Galas

These types of event typically require a Special Event Permit or a Park Permit along with the standard reservation. If you are looking at hosting a Special Event within the City of San Ramon at a Community Center or a Community Park.

For more information, please contact Jody Curley — (925) 973-3208

## FAQ'S

- **Does rental time include decorating/cleaning/breakdown:**
  - YES! Please make sure to include all hours needed for your rental including decorating and clean up time.
  - Average set up time is 2 hours, average breakdown and clean up time is 1 hour.
- **Do you hold rooms without application/payment:**
  - No, we do not.
- **Are tables and chairs provided and will they be set up in advance?**
  - Yes! They are included for your indoor rentals! They will be set up in advance so when you walk in, it will be a blank canvas for you or your decorators.
  - Outside tables and chairs are only set up for our Terrace Patio and Bella Vista Patio, all other outside locations, you must rent outdoor furniture
  - Are Linens, Plate ware/ Silverware included? No
- **What's the Alcohol Policy for the City of San Ramon?**
  - We allow Beer, Wine, and spirits
- **Are we allowed to plug microwaves, rice cookers etc. into walls in rental space (outside of kitchen area)?**
  - No
- **Is security required?**
  - Not required, but it is allowed if you desire for your event
- **Any food restrictions?**
  - No, all food is welcome. Caterers will have to provide copies of their business license, business insurance, and most recent health report.
- **Can we store any items overnight?**
  - Yes, for a \$100 storage fee as long as it doesn't interrupt any other scheduled City programming or other rentals.
- **Can we decorate the night before?**
  - No, typically our venues have other events or programming going on the morning of or the night before your event day.
- **Cleaning included?**
  - No it is not
- **Can your staff clean/decorate for us?**
  - No, they cannot decorate for you.
  - Can we pay them to clean for us? No
  - Will your staff help us decorate? No