

## Reservation Policies and Procedures

The City of Pinole invites you to create an event to remember! This guide details policies and procedures that apply to all facility rentals within Pinole. Our staff is committed to ensure the facility reservation process is as simple as possible.

*Book a Facility for...*

**Birthdays, Weddings, Meetings, Anniversaries, Ceremonies, Parties, Banquets, Celebrations, and More!**

### Reservation Timeline

- ✓ Visit [www.pinole.gov/facilities](http://www.pinole.gov/facilities) for availability.
- ✓ Read our Facility Rental Guide for policies, pricing, and procedures
- ✓ Complete an application on PinoleRec.com
- ✓ Complete booking, deposit, and rental fees
- ✓ Secure event date approval
- ✓ Acquire Certificate of Insurance, \*Purchase Alcohol Permit, and \*Alcohol Use Insurance if applicable to your event.

### Applicant Information

Reservations are accepted on a first-come, first-served basis can be reserved no more than one year in advance. At time of rental reservation, the full deposit and completed application are required. All fees and documents must be paid and submitted 45 days prior. The City of Pinole retains the right to cancel if the applicant fails to meet the requirements.

Applicants must be 21 years of age and present for the duration of the rental. The City of Pinole retains the right to withhold use if individuals or organizations have rented in the past and had incidents of damage, vandalism, security issues, or if City Staff determines the use may not be in the best interests of the City of Pinole.

### Deposits

A deposit is required and cannot be applied towards rental fees. The deposit will be fully refunded provided there is no damage to the facility as determined by the City and that all facility rules and regulations were followed. Any violations of the facility rules and regulations will result in a deduction per violation, or the entire deposit

will be forfeited. Additional fees incurred by applicant and not paid for in-advance of the event will be deducted from the deposit.

If for any reason the Pinole Police Department are called to the event and/or alcohol is used without an alcohol permit, the event will end immediately without warning and the applicant will forfeit the full deposit.

Refundable facility deposits are returned in check form within four to six weeks following the event date, assuming there is no damage or reason for deduction.

Checks will be issued to the applicant and mailed to the address listed on the application.

**Change Requests**

The original applicant must submit change requests in writing to [rentals@pinole.gov](mailto:rentals@pinole.gov). Change requests over the phone will not be accepted. Requests cannot be guaranteed and are dependent on availability. Changes to the application must be submitted at least 45 days prior to the rental date. Any changes requested 30 days or less prior to the event will not be accepted.

Change of Date		
Youth Center Main Hall	Youth Center Meeting Room	Senior Center Main Hall
\$84	\$59	\$237
<b>Less than 75 days for Senior Center Main Hall</b>		\$355

**Cancellations**

The original applicant must submit the cancellation request in writing. Cancellation requests over the phone will not be accepted.

If the applicant cancels their reservation, cancellation fees will be deducted from the deposit. Please refer to the cancellation section for more information on the cancellation fees. If your event is cancelled 30 days or less to event date, rental fees and deposits will be forfeited.

Cancellation Fees	
90+ days prior to event date	Full Refund Minus \$56 Processing Fee
46-89 days prior to event date	50% Refund Plus \$56 Processing Fee
<b>45 days or less prior to event date will forfeit all fees</b>	

## Insurance

A Certificate of Liability Insurance is required for all rentals 60 days prior to the event. This can be acquired through a personal Homeowners Insurance; the following stipulations are required:

The Certificate must list the City of Pinole as Additional Insured. The Liability is a minimum of \$1 million dollars for each occurrence of Property Damage and Bodily Injury. The Certificate must list the facility rental location, date of rental, state the name of the insured, which must be the same name as the primary applicant.

If you are serving liquor at your event: Host Liquor Liability must be included. Your Certificate of Liability Insurance must state that your company understands that alcohol is being served at your event and included in the coverage.

## Alcohol

Pursuant to the City of Pinole Municipal Code, Sec. 9.08.030, all individuals/organizations wishing to possess or consume alcoholic beverages must receive a permit from the City of Pinole Police Department and submit with payment 45 days prior to such intended use. Without the review and approval of the Police Chief, no alcoholic beverages may be possessed or consumed within a City Facility. Serving or selling alcohol must cease one hour prior to the event end time as stated in the permit.

Alcohol must not be served or sold to minors under the age of 21 at any function. If you are choosing to possess or consume alcohol at your event, you must secure a permit with the Pinole Police Department and secure an additional security guard for the duration of your event. The Community Services Director or his/her designee has the authority to designate as needed.

If alcoholic beverages will be sold at your event or included and served as part of an admission price, an additional Alcohol and Beverage Control (ABC) license must be procured from the ABC office in Oakland. Application forms can be found online <https://www.abc.ca.gov/forms/PDFlist.html>

A copy of all permits and/or licenses must be submitted via email to [rentals@pinole.gov](mailto:rentals@pinole.gov) 45 days prior to the event. In the occurrence that alcohol is used without an alcohol permit, the event will end immediately without warning and the entire facility deposit will be forfeited. If necessary, the police will be contacted.

## Security

Renters are required to have the appropriate number of security guards for the entire duration of the event with the exception of set up and clean up time. The security personnel/company must be certified and bonded appropriately. The renter is responsible for all security costs required for events. An additional guard will be added during the event for renters who choose to possess or consume alcohol during their event.

One Guard for every 1-74 Attendees

Two Guards for every 75-149 Attendees

Three Guards for every 150-250 Attendees

## Facility Use Restrictions

It is the responsibility of the applicant to take all necessary precautions to maintain a safe environment for the planned activity. The person(s) in charge of the event, as determined by the name(s) on the application, must be present for the entire duration of the rental, including the time of reservation, set-up, clean-up, and delivery times. The renter must be present in the entirety of the walkthrough with the Facility Attendant to record the condition of the facility. Failure to complete the pre and post walkthrough will result in forfeit of entire deposit.

A rental report will be issued to the applicant. All tasks listed on the rental report must be completed by the applicant prior to facility departure. The Recreation Coordinator will use the rental report to determine the deposit amount that will be refunded to the applicant or if additional fees will be assessed. The applicant must properly clean the facility, and any additional time spent by City Staff over basic rental period will be charged an hourly fee.

### **Please review the following guidelines for rental facilities:**

- Activities may not continue past 11:00 p.m. and the facility must be cleaned and vacated no later than 12:00 a.m.
- Neither the applicant nor any other person or organization involved shall be admitted to the facility prior to the designated rental time.
- Storage is not available before or after your event or outside of your contracted rental time.

- Facility rentals do not include access to or use of offices, lounge areas, non-authorized sound equipment or borrowing furniture from other areas.
- No smoking including vaping, e-cigarettes or chewing of tobacco in City facilities, parking lots or any city properties. No alcohol should be consumed in parking lots, all alcohol must be consumed in the main hall for alcohol approved events. The City of Pinole is not responsible for lost or stolen items during the rental period.

### Event Setup & Takedown

The facility will be cleaned by our custodian team prior to the rental, it is the responsibility of the applicant to ensure that facility is cleaned and returned in the same condition at the end of the event.

Applicant must submit a copy of the layout 45 days prior to the rental.

### Decoration

All decorations must be free-standing at your rental. Do not hang signs advertising your event on city property. All signs must be on their own stand-alone fixtures. The use of nails, pins, blue painter's tape, scotch tape, duct tape, or staples is prohibited. Balloons must be confined to the rental hall area only and must be anchored so they do not float to the top of the hall. Decorations must be fireproof, may not be attach to light fixtures, and must be completely removed from the facility at the end of the event.

Lit candles, lanterns, open flames, smoke/fog and mist machines are prohibited. Chaffing dish warmers are allowed. Confetti, glitter, chewing gum, sequins, rice or birdseed are not allowed. If this is not followed, the applicant will either forfeit their entire deposit and/or a fee will be assessed depending on the violation and the damage caused.

### Single-Use Plastic

All City Facility Users are required to adhere to Ordinance NO. 2024-04 Single-use Plastic Foodware and Bag Reduction. An overview of requirements is provided here. <https://www.pinole.gov/sustainability/single-use-plastic-reduction/> .

Compostable, single-use or recyclable plastics are not allowed.

## Kitchen

Applicants will have access to a commercial kitchen during their rental. The kitchen must be returned to the same condition in which it was found.

Renters are only allowed to use the items that are listed below. Failure to comply to requirements can result in forfeit of deposit or a fee will be assessed if any damage has occurred.

**Senior Center Kitchen Equipment** includes use of double-oven, dishwasher, walk-in cooler, ice machine, flat-top grill, 6-burner stove top, sinks, prep stations, microwave, trash receptacles with liners, food warmer station, brooms/mops/buckets, & dumpster on site.

*Not included: Pots and Pans, Cooking Utensils, Cooking Racks, Sandwich Bar, Kitchen-Aid Mixer, Coffee Machine, Fryer, and Steamer.*

**Pinole Youth Center Kitchen** includes use of oven, 6-burner stove top, convection oven, refrigerator, sinks, microwave, trash receptacles with liners, brooms/ mops/ buckets, & dumpster on site.

*Not included: Pots and Pans, Cooking Utensils, and Cooking Racks*

## Requirements

### The following is required of all applicants:

- The applicant will be responsible for the clean up and condition in which the facility is left.
- Thoroughly clean the kitchen including all counter areas, and appliances used.
- Ensure restroom areas are cleaned, and no materials are left on the floor.
- Garbage and recycling must be disposed of in their designated dumpsters at the end event. Remove all litter from facility area, bagging and carrying trash to dumpsters.
- Wipe and clean all areas used during your event.
- Remove and dispose of all decorative material including outdoor signage.
- Sweep the facility floors, mop facility kitchen, main floor, bar areas, hallways, lobby, and restrooms to remove debris and spills.
- If a caterer is being utilized, the applicant is responsible for ensuring that the caterer is advised of the necessary cleaning requirements.

- In the event the Fire Sprinkler System and/or ANSUL Fire Emergency System is activated, you will be billed for all damage and additional clean up. No furniture, dishes, food, beverages, or decorations may be left in the facility overnight. Failure to comply with cleaning procedures may lead to loss of deposit, which in some cases may exceed the deposit amount and applicant will be charged additionally.

## Liability

The applicant is personally responsible for and will reimburse the city for any damage to the facility, parking lot and immediate surrounding areas including furniture or equipment. The applicant is responsible to take all necessary precautions to maintain a safe environment for the planned activity to ensure there is no misconduct. The applicant is responsible for all guests and ensuring they follow all rules. The applicant understands that failure to comply with the facility rules and regulations may lead to losing portions and/or all their rental deposit, which in some cases may exceed the deposit amount. The applicant understands that they are responsible for reading and understanding the cleaning requirements, policies, and procedures. The applicant further understands that even if they delegate these responsibilities to other members (appointed representative) or service agencies for which they have contracted, such as caterers, party planners etc., the applicant still has the ultimate responsibility to return the facility to its original rental conditions. The applicant will report any concerns or issues that arise during their event immediately. The applicant further agrees to furnish such liability or other insurance for the protection of the public and the City and any officer and employee thereof, as the City may require. The applicant hereby agrees to hold the City of Pinole, its City Council and commissions, the individual members thereof and all the officers, agents and employees free and harmless from any loss, damage, liability, cost or expense that may arise during, or caused in any way by, such use or occupancy of facility.

## Denial of Rental Application

In accordance with the rules and regulations for use of City facilities including rental of City facilities, request for use/rental may be denied for any of the following reasons:

- Rentals by individuals or organizations that have used the facilities in the past where problems have occurred, application may be denied, or additional conditions may be imposed.
- Rentals by individuals or organizations who fail to accurately represent the application information required by the City of Pinole or have repeated incidents of rule violations will be denied requests to use City facilities for a minimum of one year.
- The City of Pinole retains the right to refuse facility usage/rental at the discretion of the Community Services Director, or his/her designee.
- Use may not be granted in any situation if City staff determines that such use would be detrimental to City facilities.
- The City of Pinole refuses facility usage for the intent of “private for profit” events, except for approved City recognized non-profit community groups.

### Contact Information

For questions or more information, please visit our website at [www.pinole.gov/facilities](http://www.pinole.gov/facilities) or email [rentals@pinole.gov](mailto:rentals@pinole.gov).