

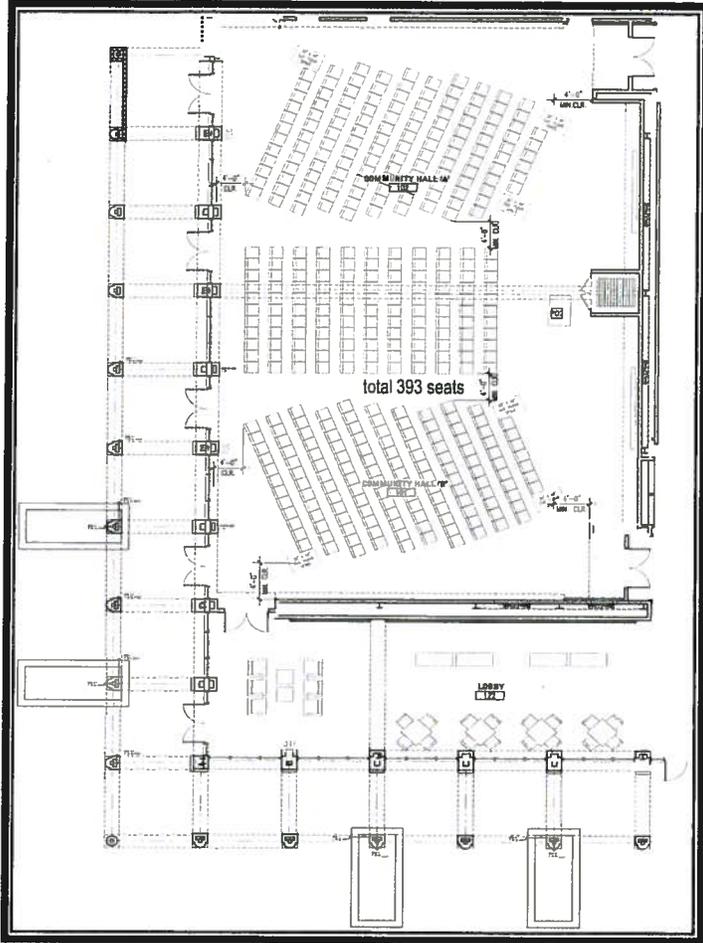
BRENTWOOD COMMUNITY CENTER



BRENTWOOD PARKS AND RECREATION DEPARTMENT
35 OAK STREET
BRENTWOOD, CA 94513

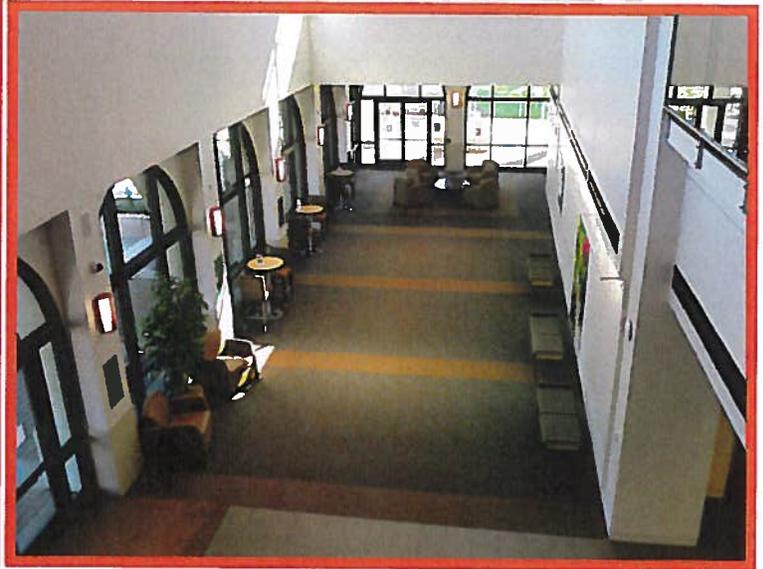


COMMUNITY ROOM & LOBBY



The 5,009 square foot Community Room opens directly to City Park through a series of large glass doors and can accommodate indoor/outdoor events. In its full capacity, auditorium style, this room seats up to 500 people. As a banquet room, it will seat up to 330 people. The Community Room can also be divided by a soundproof partition. Hall A can seat 140 banquet style and 225 auditorium style and Hall B can seat 190 banquet style and 275 auditorium style.

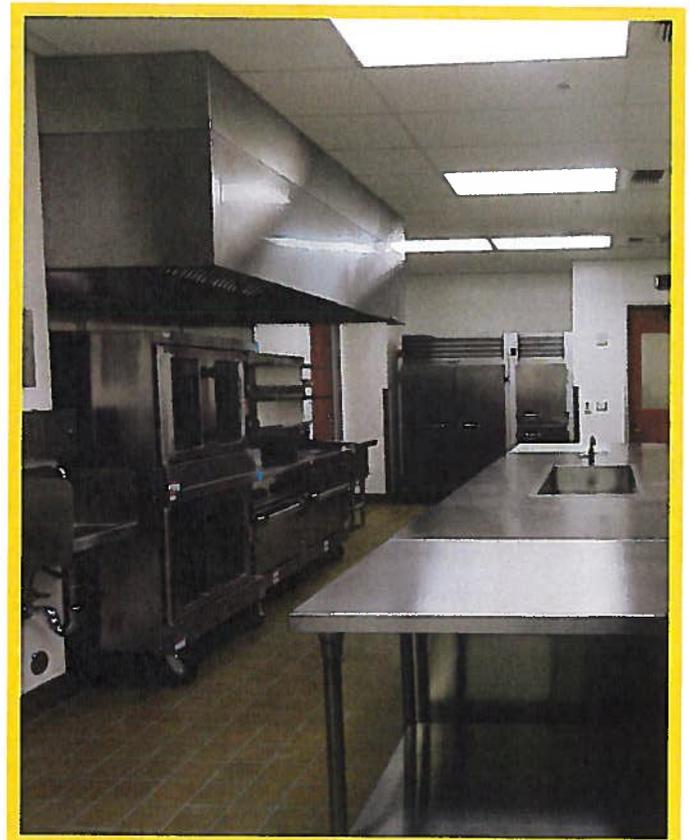
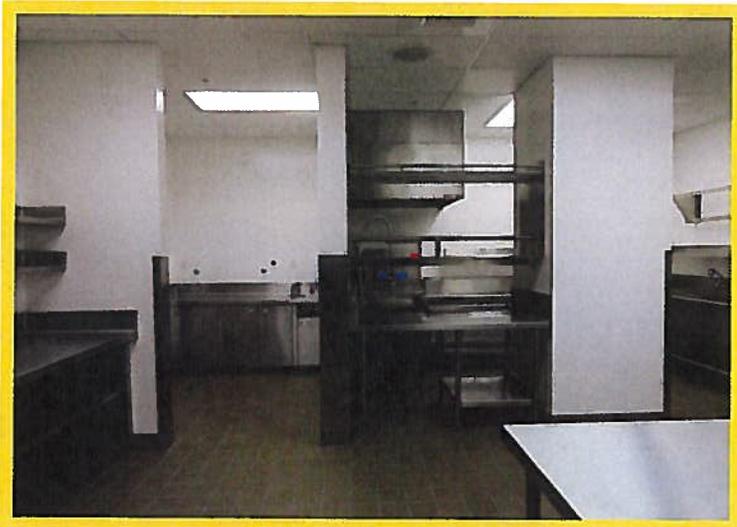
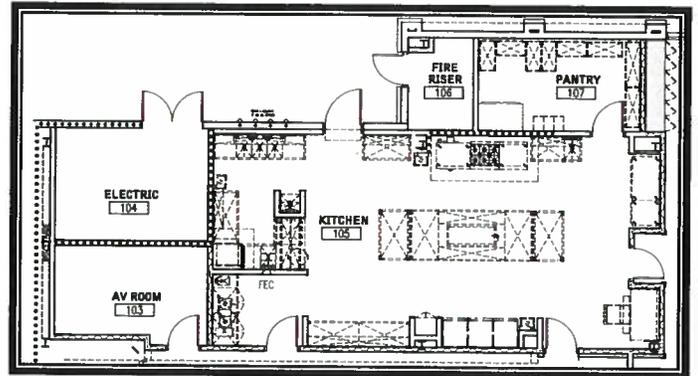
The Community Room has state-of-the-art phone, data and projection capabilities; a sound system with microphones and lots of other amenities. The lobby also serves as a pre-function area for events in the Community Room, with comfortable seating for gatherings, several Public Art Walls for displaying local artwork/exhibits and bench seating for viewing art walls.



COMMERCIAL KITCHEN

Commercial Kitchen Features

- Work counter
- Lockable storage cabinets
- Self-contained ice maker with transport system
- Water filter
- Commercial coffee maker
- Beverage counter with sink
- Banquet dish-up counter
- Module work tables (2)
- Commercial refrigerator and freezer
- Dry storage shelving pantry
- Prep table assembly
- Double slant rack shelf with overhead rack storage
- Two convection ovens (stacked)
- One oven with a six burner range
- One oven with a griddle
- Dishwasher
- Clean dish-table
- Shelving provided for items supplied by renters

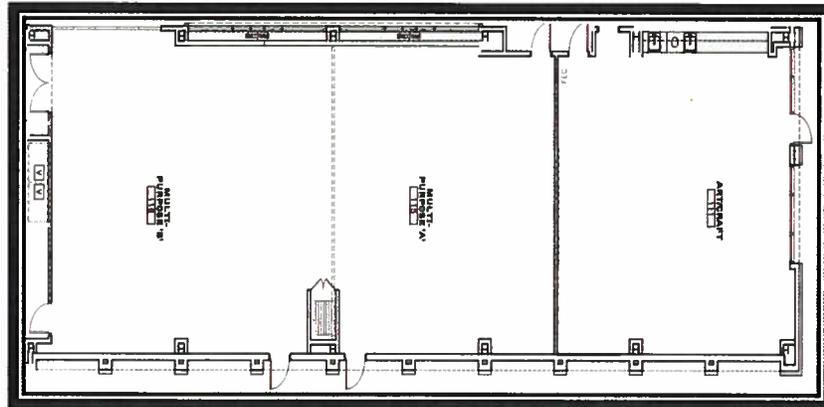
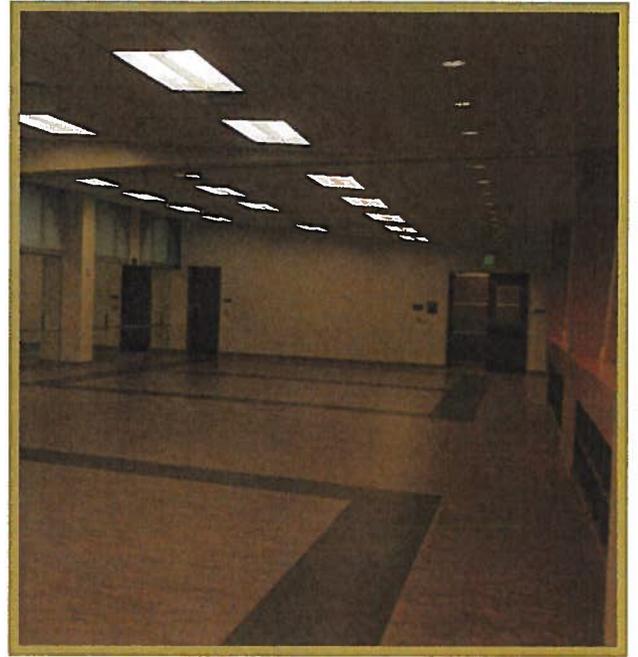


MULTI-PURPOSE ROOM

Located on the first floor is a 2,459 square foot multi-purpose room. In its full capacity, auditorium style, this room seats up to 351 people. As a banquet room, it will seat up to 163 people.

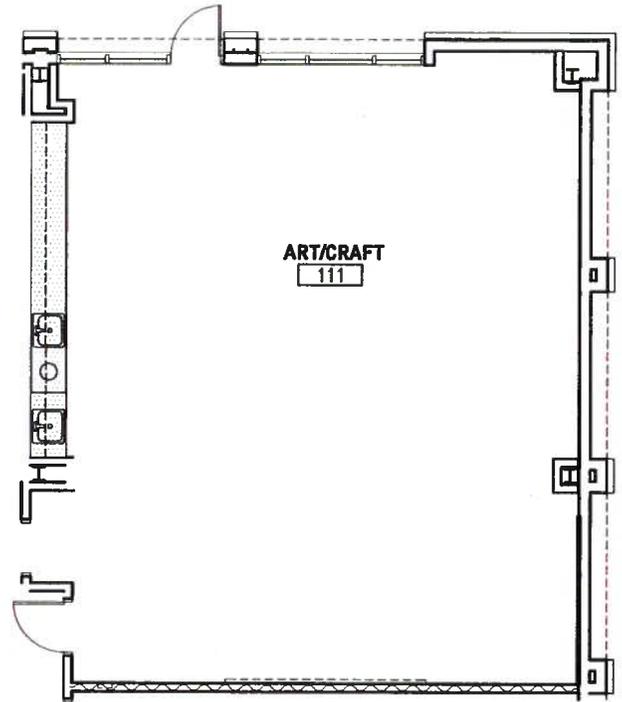
This room can also be divided into two rooms. Room A, at 1,057 square feet, seats 150 auditorium style and 70 banquet style. Room B, at 1,402 square feet, seats 200 auditorium style and 90 banquet style.

The multi-purpose room is a very flexible space which includes phone, data and sound system. The multi-purpose room can be configured for meetings, exercise classes, dance classes, lectures, seminars and much more!



ART CLASSROOM

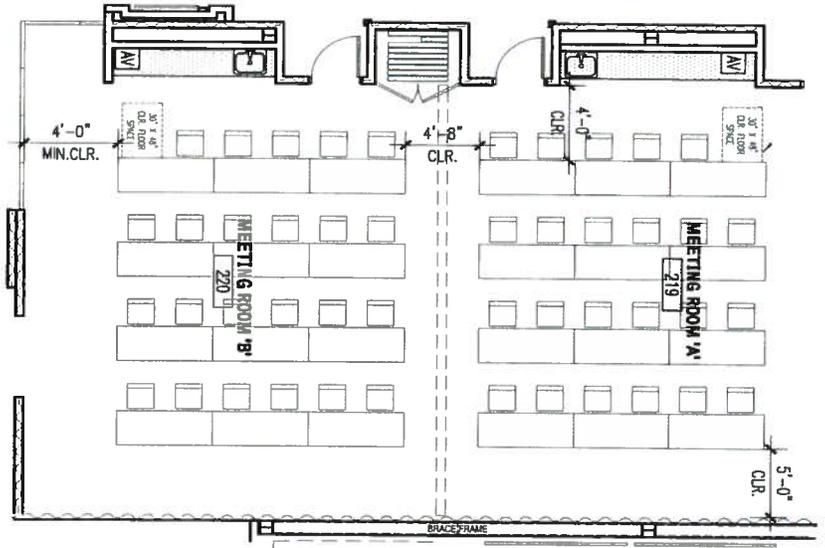
The 1,138 square foot Art Classroom is equipped with a large storage space; linoleum flooring; mobile tables and stackable chairs; a long countertop equipped with two sinks; under sink storage and a hazardous waste receptor. This room has plenty of natural light and can be utilized as either an arts and crafts room, art classroom or other related uses.



This room will not be available to rent after 9/1/16 due to the library relocating to this room until their building is completed.

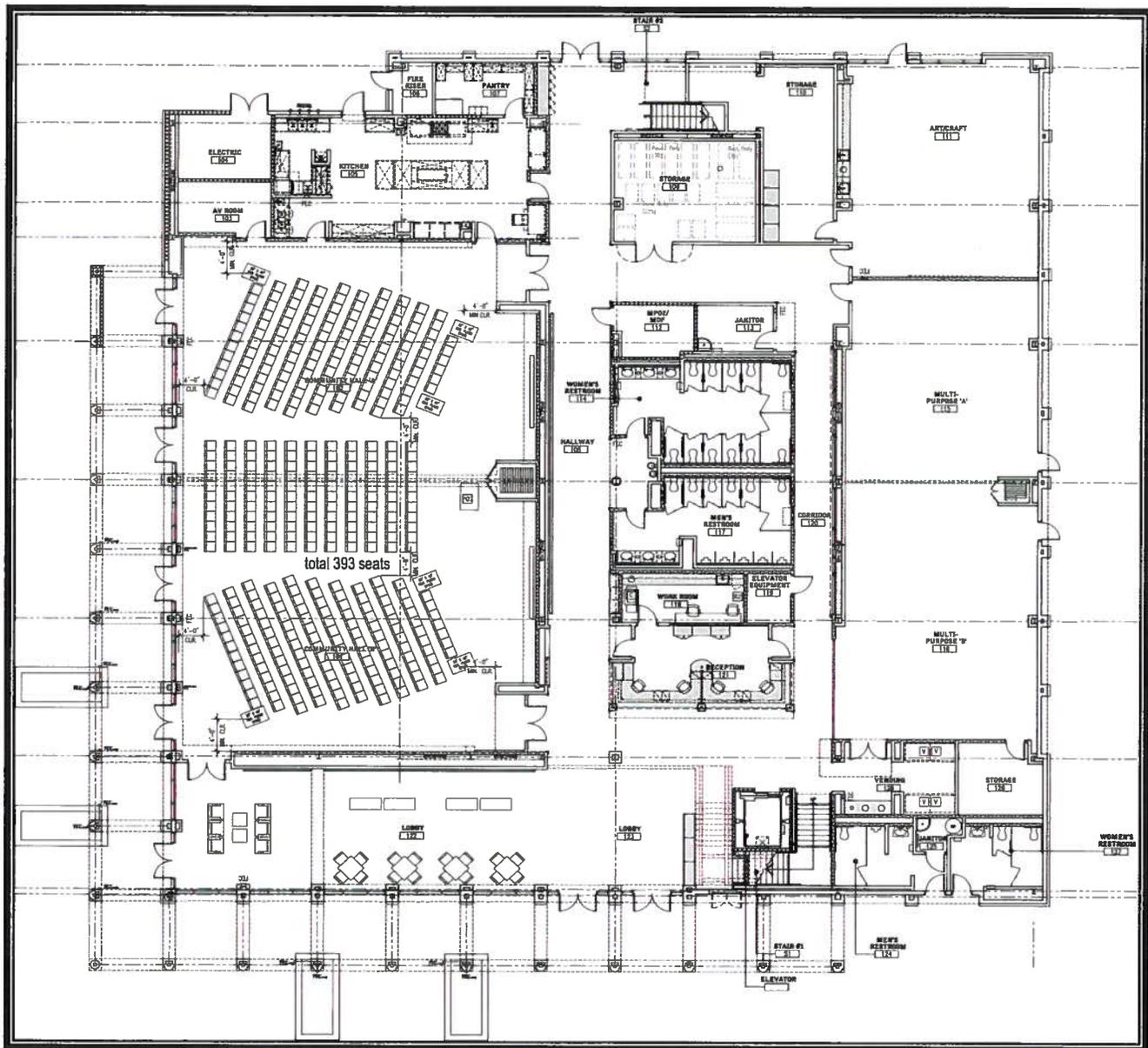
CONFERENCE ROOM

Located on the second floor is a 1,670 square foot conference room. In its full capacity, auditorium style, this room seats 96 people. This room can also be divided into two rooms. Conference Room A, is 811 square feet and can seat 48 people in an auditorium configuration. Conference Room B is 859 square feet and can seat 48 people in an auditorium configuration. Both conference rooms have phone, data and projection capabilities and can be set-up to support many types of professional meetings.



FACILITY GUIDE

CITY OF BRENTWOOD COMMUNITY CENTER FLOOR PLAN



The 32,000 square foot Community Center is uniquely qualified to host your next event. The first floor has a large banquet room, opening directly on to City Park through a series of large glass doors; a full commercial kitchen; an Art Classroom with dedicated storage; a multi-purpose room and a lobby pre-function area with space for art displays and public gatherings. The second floor has a public conference room which can be divided into two rooms. Parking is available in either the adjacent, 280 stall parking garage or the parking lot in front of the Community Center.

The building has been built utilizing energy efficient building components, developed to ensure that the building is environmentally sound, and earned a Leadership in Energy and Environmental Design (LEED) certification. LEED is a nationally recognized energy savings design program.

COMMUNITY CENTER RATES

RATES VALID FOR RENTAL APPLICATIONS SUBMITTED BY SEPTEMBER 30, 2016

DESCRIPTION	UP TO 5 HRS		MORE THAN 5 HRS	
	SUN-		SUN-	
	FRI-SAT	THUR	FRI-SAT	THUR
Community Room – Full				
Resident	246.00	196.00	205.00	184.00
Non-Resident	270.00	216.00	225.00	202.00
Commercial	319.00	255.00	266.00	239.00
Non-Profit	172.00	137.00	143.00	129.00
Community Room – Hall A				
Resident	123.00	98.00	102.00	92.00
Non-Resident	135.00	108.00	112.00	101.00
Commercial	159.00	127.00	133.00	119.00
Non-Profit	86.00	68.00	71.00	64.00
Community Room – Hall B				
Resident	123.00	98.00	102.00	92.00
Non-Resident	135.00	108.00	112.00	101.00
Commercial	159.00	127.00	133.00	119.00
Non-Profit	86.00	68.00	71.00	64.00
Commercial Kitchen				
Mon-Thurs 8am-5pm	n/a	26.00	n/a	26.00
Resident	50.00	40.00	40.00	36.00
Non-Resident	55.00	44.00	44.00	39.50
Commercial	65.00	52.00	52.00	46.75
Non-Profit	35.00	28.00	28.00	25.00
Multi-Purpose Room – Full				
Resident	73.00	73.00	73.00	73.00
Non-Resident	81.00	81.00	81.00	81.00
Commercial	95.00	95.00	95.00	95.00
Non-Profit	51.00	51.00	51.00	51.00
Multi-Purpose Room – A				
Resident	36.75	36.75	36.75	36.75
Non-Resident	40.50	40.50	40.50	40.50
Commercial	47.75	47.75	47.75	47.75
Non-Profit	25.75	25.75	25.75	25.75

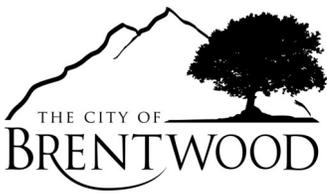
DESCRIPTION	UP TO 5 HRS		MORE THAN 5 HRS	
	SUN-		SUN-	
	FRI-SAT	THUR	FRI-SAT	THUR
Multi-Purpose Room – B				
Resident	36.75	36.75	36.75	36.75
Non-Resident	40.50	40.50	40.50	40.50
Commercial	47.75	47.75	47.75	47.75
Non-Profit	25.75	25.75	25.75	25.75
Art Room				
Resident	36.75	36.75	36.75	36.75
Non-Resident	40.50	40.50	40.50	40.50
Commercial	47.75	47.75	47.75	47.75
Non-Profit	25.75	25.75	25.75	25.75
Conference Room – Full				
Resident	44.25	44.25	44.25	44.25
Non-Resident	48.50	48.50	48.50	48.50
Commercial	57.00	57.00	57.00	57.00
Non-Profit	31.00	31.00	31.00	31.00
Conference Room – A				
Resident	22.00	22.00	22.00	22.00
Non-Resident	24.25	24.25	24.25	24.25
Commercial	28.50	28.50	28.50	28.50
Non-Profit	15.25	15.25	15.25	15.25
Conference Room – B				
Resident	22.00	22.00	22.00	22.00
Non-Resident	24.25	24.25	24.25	24.25
Commercial	28.50	28.50	28.50	28.50
Non-Profit	15.25	15.25	15.25	15.25
Equipment Rental (Flat Rates)				
Portable Bar	43.50	43.50	43.50	43.50
Uplighting	43.50	43.50	43.50	43.50
TV/DVD	0	0	0	0
Projector with Screen	0	0	0	0
Coffee Maker	0	0	0	0

REQUIREMENTS/MISCELLANEOUS FEES	
Part-Time Staff	\$20.17/hr
Application Fee (waived for Commercial Kitchen only until 6/30/15)	\$50.00
Application Rush Fee (less than 30 days)	\$30.75
Refundable Damage Deposit for Non-Alcohol Event	\$250.00
Refundable Damage Deposit for Alcohol Event	\$500.00
Refundable Kitchen Cleaning/Damage Deposit	\$200.00
Cancellation Fee (other penalties may apply)	\$30.75
Unpaid Balance Late Fee - less than 30 days prior to	\$85.00
Contract Modification Fee - 5 days after receipt of contract	\$61.00
Contract Modification Fee - less than 14 days prior to	\$122.00
Rental Liability Insurance	\$98.00-\$700.00

DESCRIPTION	DAILY FLAT RATE
	Entire First Floor (10 hrs maximum for 2 or more consecutive days)
Resident	\$1,640.00
Non-Resident	\$1,804.00
Commercial	\$2,133.00
Non-Profit	\$1,148.50

2-HOUR MINIMUM REQUIRED FOR ALL RENTALS
ALL RENTALS INCLUDE TABLE & CHAIR SET-UP/TAKE DOWN
ALL RATES LISTED ARE HOURLY UNLESS OTHERWISE NOTED
****SEE FACILITY RENTAL CANCELLATION POLICY****

All rentals are required to have Liability Insurance in the amount of \$1 million and an Additional Insured Endorsement listing the City of Brentwood as additional insured on the policy. Insurance is available through your homeowners insurance or with the Parks & Recreation Department. Please note that all events may require the services of security guards. Fundraising events selling tickets for entrance for food/alcohol will require a C.C.C. Health Permit and ABC License. Reservations are taken on a first come, first serve basis, a maximum of 18 months in-advance for Brentwood residents and one year in-advance for non-Brentwood residents. updated: 09/2515



Facility Rental Application
Brentwood Community Center
35 Oak Street, Brentwood, CA 94513

Private/Individual/Organization/Company Event Information

Name of Responsible Party:
Company/Organization Name:
Address: City: Zip:
Day Phone: Work Phone: Fax Number:
Cell Phone: Email Address:
Designated Alternate Contact Name: Phone Number:
Name of person who will do the rental walk through on the date of your event: Phone Number:

Event

CHECK FACILITY REQUESTED : Brentwood Community Center

- Entire Main Hall, Hall A, Hall B, Commercial Kitchen, Art Room, Entire Multi-Purpose Room, Multi-Purpose Room A, Multi-Purpose Room B, Conference Room

RENTAL CLASSIFICATION (Please check only one):

- Resident, Non-resident, Commercial, Non-profit

Note: If claiming non-profit status, please attach required copy of 501(c)3 documentation for verification purposes.

Requested Date(s): DAY(S) OF THE WEEK MONTH DAY YEAR

Type of Event: (circle one) Meeting Seminar/Workshop Party Wedding/Reception Fundraiser/Benefit Other

SET-UP TIME: a.m./p.m. to a.m./p.m. Number in Attendance:
EVENT TIME: a.m./p.m. to a.m./p.m.
CLEAN-UP TIME: a.m./p.m. to a.m./p.m. Total Hours:

Note: Rental Hours must include all time needed for decorating/set-up, main event and clean-up.

How many rectangular tables required? How many round tables required? How many chairs required?

Will alcohol be served? Yes No If yes, Beer Wine Liquor

Will alcohol be sold? Yes No If yes, Beer Wine Liquor If yes, you must obtain an A.B.C. Permit.

Will food be served? Yes No If yes, To be given away To be sold Catered

Is there admission to attend event? Yes No If yes, you must obtain a C.C.C. Health Department Food Vendor Permit.

Will you have Vendors and/or Booths at the event? Yes No

Will there be Music? Yes No If yes, Live Band DJ Recorded

Will you bring in any additional equipment and/or decorations? Please describe and include who will bring it ,and when it will be brought in.



Parks & Recreation Department

Brentwood Community Center
35 Oak Street, Brentwood, CA 94513

Brentwood Senior Activity Center
193 Griffith Lane, Brentwood, CA 94513

Fee/Cancellation Policy

100% Rental deposits and fees are refunded if cancellations are made 6 months or more prior to your rental date, with the exception of the application fee and the cancellation processing fee.

Cancellations less than 6 months, but more than 4 months prior to your rental date, 15% of your **total deposit** will be retained in addition to the application fee and the cancellation processing fee.

Cancellations less than 4 months, but more than 1 month prior to your rental date, 25% of your **total deposit** will be retained in addition to the application fee and the cancellation processing fee.

Cancellations less than 30 days prior to your rental, 40% of the **entire rental fee** is retained in addition to the application fee and the cancellation processing fee.

Honorarios/Poliza de Cancelacions

100% Depositos de alquiler y precios son reembolsados si las cancelaciones se realizan 6 meses o más antes de su fecha de alquiler, con la excepción de la tasa de solicitud y la cuota de cancelación de procesamiento.

Cancelaciones menos de 6 meses, pero más de 4 meses antes de la fecha de alquiler, el 15% de su **depósito total** se conservará, además de la tasa de solicitud y la cuota de cancelación de procesamiento.

Cancelaciones menos de 4 meses, pero más de 1 mes antes de la fecha de alquiler, el 25% de su **depósito total** se conservará, además de la tasa de solicitud y la cuota de cancelación de procesamiento.

Cancelaciones menos de 30 días antes de su alquiler, el 40% de la cuota de alquiler completo se conservará además de la cuota de inscripción y la cuota de cancelación de procesamiento.

I understand and agree to the Fee/Cancellation Policy as outlined above.
Entiendo y estoy de acuerdo con la Política de Honorarios / Cancelación antes mencionadas.

Applicant's Signature/ Firma del solicitante

Administrative Signature/ Firma Administrativo

Date / Fecha

Date / Fecha

Contract # _____

Date of Event _____