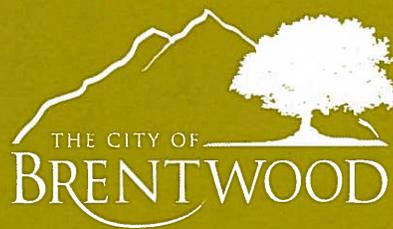


# Brentwood Senior Activity Center



Meeting | Seminar | Workshop | Party | Wedding Reception | Fundraiser | Benefit



City of Brentwood  
Parks and Recreation Department  
35 Oak Street  
Brentwood, CA 94513  
(925) 516-5444  
Monday-Friday 8:00AM-5:00PM

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

# Main Hall

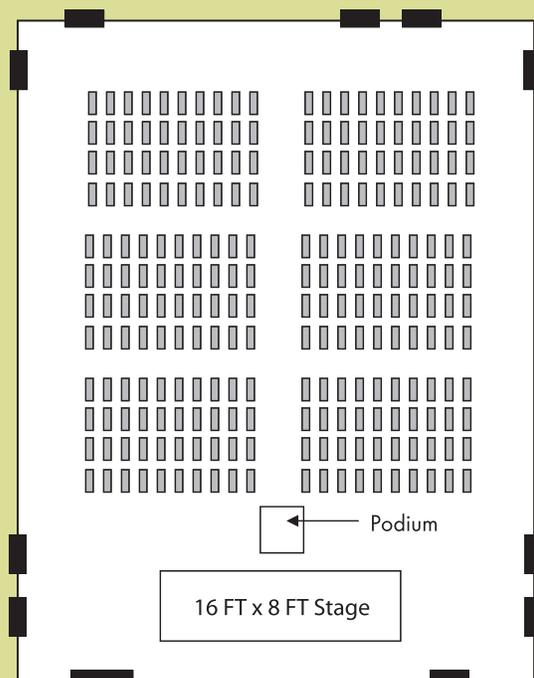
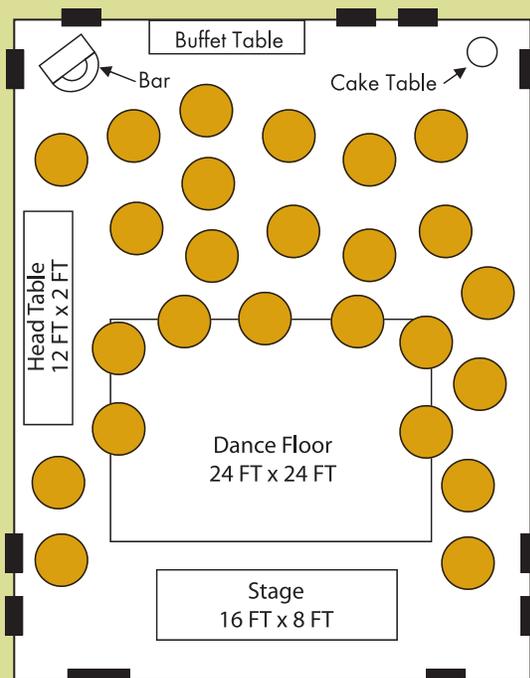


Allow us to host your next family or corporate event. The Main Hall is perfect for weddings, anniversary celebrations, quinceañeras or other occasions. Seat up

to 208 guests with a beautiful parquet dance floor and small stage. Flexible seating arrangements allow you to customize your event and an audio/visual system is available to enhance the occasion. The full size kitchen conveniently opens into the Main Hall for caterers and food preparation.



## Sample Seating Options



# Other Amenities



## Commercial Kitchen

Perfect for preparing or serving food for your special occasion. The Kitchen is conveniently located between the Main Hall and Meeting Room. It offers stainless steel counters, 3-door Continental Refrigerator/Freezer, 8 burner stovetop with oven, ice machine, 4 sinks, microwave and catering carts.



*Meeting Room*

*Class Room*



## Class Room/Meeting Room

Ideal for events such as classes, baby showers or meetings. These rooms can be separated by a sliding partition that blocks noise and adds privacy to your event. Open the partition for a large room depending on your needs. The Meeting Room is attached to the Kitchen and has a serving window for your convenience. Tables and chairs are included in your rental



# Brentwood Senior Activity Center

When planning your next event, make sure to put the Brentwood Senior Activity Center at the top of your list!

The Brentwood Senior Activity Center can accommodate a variety of events, both large and small, with ample parking for guests and clients.

The Center is centrally located in the heart of East Contra Costa County and minutes away from Vasco Road and Highway 4. Its proximity to Veterans Park and the Brentwood Family Aquatic Complex make it the perfect venue for corporate or larger family events that are enhanced by multiple activity areas.

Our knowledgeable staff is dedicated to making your event a success.

Main Hall.....	3,450 square feet
	Banquet seating: 208
	Auditorium seating: 300
Combo Room .....	1,395 square feet
	Banquet seating: 88
Meeting Room .....	819 square feet
	Banquet seating: 53
Class Room.....	576 square feet
	Banquet seating: 35

*Book your rental today!*

(925) 516-5444

*"... adding joy to people's lives"*

# SENIOR ACTIVITY CENTER RATES

RATES VALID FOR RENTAL APPLICATIONS SUBMITTED BY SEPTEMBER 30, 2016

DESCRIPTION	UP TO 5 HRS		MORE THAN 5 HRS	
	SUN-FRI-SAT		SUN-FRI-SAT	
	FRI-SAT	THUR	FRI-SAT	THUR
<b>Main Hall</b>				
Resident	111.00	89.00	100.00	79.00
Non-Resident	122.00	97.00	110.00	87.00
Commercial	144.00	115.00	130.00	103.00
Non-Profit	77.00	62.00	70.00	55.00
<b>Meeting Room</b>				
Resident	51.00	51.00	51.00	51.00
Non-Resident	57.00	57.00	57.00	57.00
Commercial	67.00	67.00	67.00	67.00
Non-Profit	36.25	36.25	36.25	36.25
<b>Classroom</b>				
Resident	39.75	39.75	39.75	39.75
Non-Resident	43.50	43.50	43.50	43.50
Commercial	51.00	51.00	51.00	51.00
Non-Profit	27.75	27.75	27.75	27.75
<b>Meeting Room/Class Room Combination</b>				
Resident	63.00	63.00	63.00	63.00
Non-Resident	70.00	70.00	70.00	70.00
Commercial	82.00	82.00	82.00	82.00
Non-Profit	44.50	44.50	44.50	44.50
<b>Commercial Kitchen</b>				
Resident	38.75	31.00	34.75	27.75
Non-Resident	42.50	34.00	38.25	30.50
Commercial	50.00	40.25	45.25	36.00
Non-Profit	27.00	21.50	24.25	19.25

DESCRIPTION	DAILY FLAT RATE
<b>Entire First Floor (10 hrs maximum for 2 or more consecutive days)</b>	
Resident	\$1,000.00
Non-Resident	\$1,100.00
Commercial	\$1,301.00
Non-Profit	\$700.00
<b>Commercial Kitchen (10 hrs maximum for 2 or more consecutive days)</b>	
Resident	\$349.00
Non-Resident	\$384.00
Commercial	\$454.00
Non-Profit	\$244.00
<b>DESCRIPTION</b>	
<b>Equipment Rental - Flat Rate</b>	
Portable Stage 16ft x 8ft Removal	\$64.00
Portable Stage Rental Resizing	\$108.00
TV/DVD/Projector	0
Coffee Maker	0
Portable Bar (each)	\$44.50
Portable Dance Floor Removal (24 x 24) 90 Capacity	\$108.00
Portable Dance Floor Resizing	\$108.00

REQUIREMENTS/MISCELLANEOUS FEES	
Part-Time Staff	\$20.17hr
Application Fee	\$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	\$300.00
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

**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 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 a maximum of one year in-advance for non-Brentwood residents.

Updated: 9/25/2015



Facility Rental Application
Brentwood Senior Activity Center
193 Griffith Lane, 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 Senior Activity Center

- Main Hall Meeting Room Class Room Kitchen Combo 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 Cancelaciones**

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 \_\_\_\_\_