

RECREATION CENTER RENTALS



HOW to RESERVE a Recreation Center:

STEP 1: CHECK AVAILABILITY

- Email: arpd@alamedaca.gov Monday to Friday to check availability.
- *Note: Availability changes frequently and we are unable to hold dates.

STEP 2: READ RECREATION CENTER INFORMATION PACKET

- Read through the packet. If you have any questions, email arpd@alamedaca.gov

STEP 3: FILL OUT RENTAL FORMS

- Complete the "Facility Use Agreement / Permit" form.
- Complete the "Fees and Payment" form.
- Provide a copy of photo I.D. and if applicable provide proof of Alameda resident, Active Military I.D. or non-profit form 501(c)(3) to receive the fees attached with each.
**Note: An incomplete Facility Use Permit will not be processed and will delay your request.*

STEP 4: SUBMIT RENTAL PAPERWORK

Permits must be received 7 days prior to your event date by the following options:

- Email your Facility Use Permit with required attachments and payment information to: arpd@alamedaca.gov. **OR**
- Fax permit Attention ARPD Rentals to 510-523-4071 **OR**
- Mail to the Alameda Recreation and Park Department, (ARPD), Attention: Rentals, 2226 Santa Clara Avenue, Alameda CA 94501 **OR**
- Hand deliver in envelope marked "Attention ARPD Rentals", to the Alameda Recreation and Park Department, (ARPD), 2226 Santa Clara Avenue, Alameda CA 94501 via the front office or the drop box/mail slot located at the bottom of the ARPD office left side front door.

STEP 5: CONFIRMATION

- The rental request is confirmed when you receive an email from the Alameda Recreation and Park Department with a permit number.



2024 RECREATION CENTER RENTAL INFORMATION

Bayport – 301 Jack London Avenue - *Maximum Capacity: Dining 42 / Assembly 90*

Hours: 9:00 a.m. –10:00 p.m. – Saturday and Sunday – (music until 10:00 p.m.)

- Bayport Center is a modest, welcoming, light filled building located next to a green space and a playground with picnic tables. The Center has an HVAC, a bathroom and a kitchenette that includes a small stove/oven, microwave and refrigerator. There is a large parking lot. The Main room has approximately 40 ft. x 22 ft. of usable space and has 12 eight ft. tables, 2 six ft. rectangle tables and 50 chairs. Additional folding chairs available upon request.

Leydecker - 3221 Mecartney Road, Bay Farm Island *Max Capacity: Dining 72 / Assembly 154*

Hours: 9:00 a.m.–11:00 p.m. – Saturday and Sunday – (music until 11:00 p.m.)

- Leydecker Center is an inviting, relaxed space with an open layout and is next to Leydecker Park, picnic tables, basketball courts, the library and a shopping center. The center has bathrooms and a kitchen that includes a stove/oven, microwave and refrigerator. There is heat in the building but no A/C. Parking is adjacent to the front of the building. The Main room has approximately 45 ft. x 22 ft. of usable space and has 15 eight ft. rectangle tables and 80 chairs available for use.

Harrison (located in Lincoln Park) -1450 High Street *Max Capacity: Dining 110 / Assembly 242*

Hours: 9:00 a.m.–10:00 p.m. – Saturday and Sunday – (music and patio use until 9:00 p.m.)

- Harrison Center is a modern, informal, large easy-going space with a lot of natural light from the many tall windows and is located in the middle of a tree filled park with a rose garden, picnic tables, bocce ball court and sports field. The center has an HVAC, bathrooms and a kitchen that includes a stove/oven, microwave and refrigerator. There is also a private wrap around patio, enclosed by a fence, with a newly renovated outdoor cooking area and a small stage. The patio can accommodate a 15 ft. x 15 ft. inflatable jumper. There is street parking and a small parking lot next to the picnic area. The Main room has approximately 65 ft. x 40 ft. of usable space and has 24 eight ft. rectangle tables and 144 chairs available for use.

Krusi (located in Krusi Park) – 3001 Otis Drive *Max Capacity: 65*

Hours: 9:00 a.m.–10:00 p.m. – Saturday and Sunday – (music until 10:00 p.m.)

- Krusi Recreation Center, our newest center, is built in a Northern California cozy lodge architecture style evoking a warm rustic charm. The Center is close to the park's picnic areas, sports fields, a stage and playgrounds. Inside the center, there are impressive 15 foot ceilings, stained wood shiplap on the interior walls, an HVAC, a bathroom and a kitchen that includes a stove/oven, microwave, refrigerator and ice machine. There is street parking on all sides of Krusi Park. The Main room has approximately 28 ft. x 34 ft. of usable space and has 8 eight ft. rectangle tables and 48 chairs are available for use.

Viewing the Facilities:

- Recreation Centers can be viewed Monday to Friday 3:30pm to 5:00pm during the afterschool or summer programs. Let the staff, who will be wearing ARPD shirts and name tags, know that you want to look at the facility. If you have any questions please contact ARPD rentals at arpd@alamedaca.gov

RESERVATIONS

- See Cover Page HOW TO RESERVE A RECREATION CENTER

PERMITS

- **Availability and reservations:** Recreation Centers are available on Saturdays and Sundays. Your permit must be received at least 7 days prior to event and can be submitted up to 6 months prior to your event. Must be at least 21 years to obtain a permit.
- **The paperwork and payment** must both be received to have your permit processed. Until both are received, the date remains available to the public.
- **Four-hour minimum:** is required, with set-up and clean-up time **included** in the total number of rental hours. (Make sure you plan ahead and calculate the hours needed for your event and your set-up and clean-up time needed before submitting a permit).
- **A \$25.00 fee will be applied to revise a permit.**
- **No changes allowed to permit 7 days prior to event. No exceptions.**
- **Functions involving minors** must provide a minimum of one chaperone (21 years and older) per 10 minors.
- **No advertising or selling** of any product or service is allowed.
- **Holiday Weekend Rentals are available** on select holiday weekends with an additional 15% per hour charge. Please inquire for availability.
- **City of Alameda Resident Fee** – A Utility Bill showing Proof of City of Alameda residency and a photo I.D. is required to receive the City of Alameda resident fee.
- **Active Military Fee** - Proof of active Military I.D. is required to receive the Active Military fee.
- **Non- Profit Discount** - A copy of form 501(c) (3) is required to receive Non-Profit fee.

INDIVIDUAL in CHARGE

- **The “Individual in Charge”** is responsible for the event, signing the contract, all correspondence and is the only one that can make changes to the permit including cancellation. All correspondence between event planners, caterers and vendors must go through the Individual in Charge, not ARPD. Picture I.D. of the Individual in Charge is required. A utility bill in their name and address is required to receive the Alameda Resident discount. The person in charge is responsible for the behavior exhibited by guests. The Individual in Charge must be established when turning in the initial required paperwork and cannot be changed. Failure to follow policies and procedures, to obtain necessary permits and/or cause damage to any facilities will result in forfeiture of the security deposit.

CANCELLATIONS

Individual in Charge may cancel this Facility Use Agreement. **In order to stay equitable and fair to all customers, the following apply to all situations with no exceptions.** Please contact the ARPD office **via an email** at arpd@alamedaca.gov to notify you are cancelling. Include your name, date of event and permit number. The following Cancellation fees shall apply:

- (a) Cancellations 30 days or more prior to your event: A \$40 cancellation fee will be applied and you will forfeit half of your security deposit.
- (b) Cancellations 29 to 8 days prior to your event: A \$40 cancellation fee will be applied and you will forfeit 100% your security deposit.
- (c) Cancellations 7 days or less prior to your event: You will forfeit 100% of the security deposit plus any additional fees that have been deposited with the City.

HEALTH and SAFETY GUIDELINES

Individual in Charge acknowledges that it is solely their responsibility for ensuring that all of its guests comply with the current County Health and Safety requirements, mandates and guidance and shall take necessary steps.

SMOKING

Smoking or vaping of any substance **is not permitted** inside our parks and buildings or within 20 ft. of entrance and windows.

ALCOHOL INSURANCE

- **If you are planning to serve alcohol** at your event, you must obtain a certificate of general liability insurance by following this link: <https://cjp.eventinsurancenow.com/app/index.cfm?jointpowers=1> . Please see form in packet for instructions to obtain the online alcohol permit. The City of Alameda does not collect this fee and has no knowledge or authority when these fees change. This must be completed at least 7 business days before your event.
- **If you are planning to sell alcohol** at your event, you must obtain a permit authorizing you to sell alcohol by contacting the California Department of Alcoholic Beverage Control <https://www.abc.ca.gov/licensing/license-forms/form-abc-221-instructions/>
- **If you are planning to serve and sell alcohol** at your event, you must obtain both of the above.

CATERERS / VENDORS REQUIRED INSURANCE

- The **City of Alameda requires the proposed** Caterer or Vendor to provide proof of a Certificate of Liability for their business.
- Any use of outside vendors must be approved by ARPD prior to date of use. The Vendor fee is \$30.00.
- **The Individual in Charge** is responsible for obtaining the Certificate **from** the Caterer or Vendor and emailing it to arpd@alamedaca.gov . A copy of the insurance must be received at the rental office a minimum of seven business days prior to your event date.

In order for the Certificate of Liability to be accepted, the required Certificate of Liability Insurance, (COI), must show:

1. **General Liability** of at least \$1,000,000.00.
 2. **Endorsement to the Policy** listing the City of Alameda as additionally insured.
- If the above 2 requirements are not met, the Certificate will not be approved and you will not be allowed to use the proposed caterer or vendor.

To endorse the policy, under Certificate Holder must say exactly:

- ***“City of Alameda, and its members, officers, directors, agents, volunteers, employees and officials. 2263 Santa Clara Avenue, Alameda, 94501”***

JUMPERS

- Inflatable jumpers are allowed outside the reserved facility. There is an additional \$30.00 fee. Inflatable jumpers which use water and personal inflatable devices are not allowed.
- The Main Patio at Harrison Center can accommodate a 15 ft. x 15 ft. jumper.
- Generators must be provided by inflatable company if electricity is not available. Electricity is available at Harrison Recreation Center; there is an additional \$20.00 fee for electricity use.

List of Inflatable Companies that have a current Certificate of Liability on file with ARPD:

- Astro Events, www.astrojump.com / 1.800.244.5867
- Bay Area Jump, www.bayareajump.com / 1.800.514.5867
- Jump Jump Away, www.jjumpaway.com / 707.373.9432
- Kidzz Star Jumpers, kidzzstarjumpers@gmail.com / 650.556.6754
- Norcal Jumpers-USA, norcaljump@gmail.com

**ARPD does not show preference to any of the Inflatable Companies. It is the renter's responsibility to research and choose the Inflatable Company best suited for the renter. Jumper rental fees are between the Inflatable Company and the renter.*

DAY OF EVENT

- **An ARPD staff member** will open the facility at your permit start time and orient you to the center. Staff are in charge of the facility for the duration of the permit. ARPD staff will sign off your clean-up checklist if completed satisfactorily and secure the facility.
- **Music is only allowed inside buildings.** Building doors should be closed while playing music to be respectful of the neighbors. No amplified music allowed outside.
- **Decorations:** No nails, tacks staples, electrical tape, painters tape, command strips or other harmful materials may be used or attached to the walls or fixtures. **Use of confetti, glitter, candles and other open flames are prohibited.** All decorations must be removed at the end of the permit time as part of cleanup.
- **Set-up:** All Centers have 8 ft. or 6 ft. x 3 ft. rectangle fold-up tables and chairs. You are responsible for setting them up and taking them down.

CLEAN-UP

In order to receive a full refund of your security deposit, you are expected to clean-up and return the reserved room to its pre-use condition and leave at the time designated on your permit. There are brooms, basic cleaning supplies and garbage liners available. **The ARPD staff will direct you to where you can dispose of your garbage at the end of the event** and review your clean-up checklist.

SECURITY DEPOSIT

We will initiate your security deposit refund the week following your event pending the rental agreements are met. The security deposit will be refunded to the Individual in Charge's credit card used to pay for event, (which takes approximately 72 hours), or if paid by a check or cash, City of Alameda will send a check, payable to the Individual in Charge to the address provided on the permit, (which takes about 4 to 5 weeks). Failure to follow policies and procedures, obtain necessary permits, cause damage to the facility, failure to leave facility clean, remove your belongings, leave on time or if the fire or police department are called, may result in forfeiture of a portion or all of the security deposit. If a portion or all of your security deposit is not refunded, you will be notified via email with explanation by a Supervisor.



CITY OF ALAMEDA PARK RULES AND REGULATIONS

PARK HOURS: DAWN TO DUSK; NO LOITERING AFTER DUSK.
LIGHTED ATHLETIC FACILITIES OPEN TO 10:00 PM.

- **NO ALCOHOL OR SMOKING ALLOWED.**
- MOTOR VEHICLES PROHIBITED EXCEPT IN DESIGNATED AREAS OR BY SPECIAL AUTHORIZATION. NO OVERNIGHT PARKING.
- BICYCLES, SKATEBOARDS AND SCOOTERS ON PATHWAYS ONLY AND MUST YIELD TO PEDESTRIANS.
- DOGS MUST BE LEASHED AND UNDER CONTROL. DOG OWNERS RESPONSIBLE FOR CLEANING UP AFTER THEIR DOGS.
- LITTERING AND DUMPING IS PROHIBITED. PLACE IN TRASH & RECYCLING CANS. PLEASE CLEAN UP AFTER YOUR PICNIC.
- NO AMPLIFIED SOUND.
- NO PERSONAL BBQ GRILLS OR OTHER COOKING SOURCES. PLEASE USE THE BBQ GRILLS PROVIDED IN THE PARK.
- **NO FOOD TRUCKS OR FOOD CARTS.**
- NO NAILS, TACKS, STAPLES, ELECTRICAL TAPE ON CITY PROPERTY. PLEASE RESPECT DIRECTION GIVEN BY CITY STAFF.

THANK YOU FOR RESPECTING OUR PARKS AND WILDLIFE

Alcohol Liability Insurance Instructions

Go to website: <http://www.galescreek.com/app/index.cfm?jointpowers=1>.

This takes you to the webpage of California Joint Powers Risk Management Authority, scroll down to the **"Member Portals section"** and click the button that says **"Special Event Insurance"**

Next page says Gales Creek Insurance Programs.

Click on the **box in the middle** that says "Apply Online Now / Secure Online Application"

Now you will see "New Users / Create New Account" / Make an account with password

Next "Create New Quote"

Step 1:

Person or Entity Having or Hosting the event = your name

Start date of Event = Date of your event

Start time of Event = Start time of your event

End Time of Event = End time of your event

Category = "Banquet"

Details = Example: "Wedding Reception"

Municipality = Examples: "Alameda Albert H. Dewitt O Club only" or "Alameda"(for rec centers or bocce ball

Facility = Examples: "Albert H. DeWitt O Club" or "Harrison Center"

Facility Contact Name = Katherine Sirota & Rina Winst (leave this)

Name of Event = Name of your event. Example: "John and Jane's Wedding"

Street Address = Examples: 641 West Redline Ave. Alameda, CA (for O Club),

1450 High Street, Alameda, CA (for Harrison Center or bocce ball), 3225 Mecartney Rd.,

Alameda CA (for Leydecker Center)

Zip Code = "94501"

Facility Phone Number = "510-747-7529"

Step 2:

How many guests do you expect = Amount of guests

How many Days of Event = "1"

Step 3

What type of seating will you have? = "Moveable Seating"

Is your event Indoor or Outdoor = "Indoor"

Will you have camping at your event? = "No"

Will you be selling alcohol at your event = "No"

If you are satisfied with the answers you gave, check the box and click next to get your quote and pay. The Gales Creek Insurance Company will automatically send a copy to the Alameda Recreation and Park rental office, so you will not need to send a copy.



Alameda Recreation and Park Department

2226 Santa Clara Avenue, Alameda, CA 94501

arpd@alamedaca.gov



Recreation Center Rental Clean-Up Checklist

Rental Date: _____ Rental Time: _____

Recreation Center: _____

Individual in Charge: _____

Renter: Please review the facility rental checklist. The checklist is to be completed by the renter and signed off by the ARPD onsite staff after cleaning is completed. It is the responsibility of the Individual in Charge to make sure the facility is returned to its pre-use condition. If not completed, the renter may forfeit all or part of the \$300 - \$500 security deposit.

CLEAN-UP	COMMENTS	COMPLETED
Tables and chairs cleaned off (remove any tape)		
Decorations taken down and put in garbage or recycling bins		
Garbage inside & outside picked up off the floor and other surfaces		
Garbage bagged and disposed of in outside dumpsters or recycling bins. Replace garbage cans with new bags.		
Kitchen area clean <ul style="list-style-type: none"> Counters clean Food removed Supplies removed Stove and oven are turned off 		
Bathrooms – make sure all paper towels, etc. are in garbage cans		
Floors swept Tables & chairs put away		
Windows closed.		
Final walk through with staff and any damages reported & photographed.		

ARPD Staff Name

Time renter left

Notes _____

ARPD Staff: Please send this form to Patrick Russi, ARPD Manager after the event is over via email to PRussi@alamedaca.gov If applicable, please include photos of any damages that may have occurred and send checklist to Patrick Russi's work cell.



Alameda Recreation and Park Department

2226 Santa Clara Avenue, Alameda, CA 94501
(510) 747-PLAY • Fax (510) 523-4071
ARPD@alamedaca.gov • www.alamedaca.gov/recreation

FACILITY USE AGREEMENT / PERMIT

This is a Facility Use Agreement between the City of Alameda
and the Event Organizer / Individual in Charge

DATE OF EVENT: _____

The Event Organizer / Individual in Charge is described as follows:

Name: _____
Birthdate: _____
Address: _____

Primary Telephone number: _____
Secondary Telephone number: _____
Email address: _____
Organization if applicable: _____
Does organization have non-profit 501(c)(3) status? Yes <input type="checkbox"/> No <input type="checkbox"/>

1. Permission to Use City Facility

The City grants permission to Event Organizer to use the City Facility indicated below, based on the terms and conditions in this Agreement.

- Bayport Recreation Center, Main room
301 Jack London Avenue, Alameda 94501
- Harrison Recreation Center, Main room / patio
1450 High Street, Alameda 94501
- Krusi Recreation Center, Main room
900 Mound Street, Alameda 94501
- Leydecker Recreation Center, Main room
3225 Mecartney Road, Alameda 94502



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2. Time

Event Organizer shall have access to the City Facility for the following times (includes setup and cleanup time).

Start time: _____ **End time:** _____

3. Estimated Number of Guests: _____

4. Event Description:

Type of Event: _____

Caterer: _____

Vendor: _____

Other: _____

5. Facility Fees:

- (a) The facility fee and refundable security deposit must be paid in full at the time the reservation is submitted.
- (b) The total fee to be paid to the City is \$ _____ which includes:
- (c) the refundable security deposit amount of \$ _____
- (d) All fees shall be payable by credit card, personal check, cashier's check or money order.
- (e) Fees may be emailed to arpd@alamedaca.gov with the Facility Use Agreement or delivered in person to the following address:

City of Alameda Recreations and Park Department / Attn: Rentals
2226 Santa Clara Avenue
Alameda, CA 94501



Alameda Recreation and Park Department

2226 Santa Clara Avenue, Alameda, CA 94501

(510) 747-PLAY • Fax (510) 523-4071

ARPD@alamedaca.gov • www.alamedaca.gov/recreation

6. Security Deposit:

The City shall return the security deposit to the Event Organizer/ Individual in Charge by mail or credit, according to how the deposit was paid, after the Event. Event Organizer forfeits all or a portion of the security deposit, however, if any of the following occur: Event Organizer fails to leave the City Facility to the City in the same condition in which it was found; the City Facility or any City property is damaged during the Event; the police or fire department is called due to the actions of Event Organizer's guests; or Event Organizer fails to submit the necessary certificate of insurance to the City at least 7 business days prior to the Event.

7. Cancellation:

Individual in Charge may cancel this Facility Use Agreement. **In order to stay equitable and fair to all customers, the following apply to all situations with no exceptions.** Please contact the ARPD office **via an email** at arpd@alamedaca.gov to notify you are cancelling. Include your name, date of event and permit number. The following Cancellation fees shall apply:

- (a) Cancellations 30 days or more prior to your event: A \$40 cancellation fee will be applied and you will forfeit half of your security deposit.
- (b) Cancellations 29 to 8 days prior to your event: A \$40 cancellation fee will be applied and you will forfeit 100% your security deposit.
- (c) Cancellations 7 days or less prior to your event: You will forfeit 100% of the security deposit plus any additional fees that have been deposited with the City.

8. Insurance:

Event Organizer shall obtain a certificate of insurance for a minimum of \$1,000,000 general liability per occurrence naming "The City of Alameda, its City Council, boards, commissions, officials, employees, agents and volunteers," as additional insureds. This certificate shall be submitted to the City at least 7 business days prior to the Event. At the City's sole discretion, some Events may require additional insurance requirements and fees, such as those events involving caterers, food trucks or inflatable jumpers.



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9. Alcohol:

- By checking this box, Event Organizer indicates that it plans to serve alcohol at the Event.

Event Organizer / Individual in Charge shall therefore obtain a certificate of general liability insurance that includes alcohol coverage. You can obtain the permit by going to <http://www.galescreek.com/app/index.cfm?jointpowers=1> The City of Alameda does not collect this fee and has no knowledge or authority when these fees change.

ARPD Rentals must receive the permit at least 7 business days prior to your event. Instructions on how to obtain the insurance are included in the Rental Packet.

- If you are planning to **sell** alcohol at your event, you must obtain a permit authorizing you to **sell** alcohol, by contacting the California Department of Alcoholic Beverage Control. <https://www.abc.ca.gov/licensing/license-forms/form-abc-221-instructions/>
- If you are planning to **serve and sell** alcohol at your event, you must obtain both of the above.

10. Health and Safety Guidelines:

Event Organizer acknowledges that it is solely responsible for ensuring that all of its guests comply with the current County of Alameda Health and Safety requirements, mandates and guidance and shall take necessary steps.

11. Compliance with Rules and Regulations:

If this box is checked, Event Organizer agrees to comply with the City Facility's Rules and Regulations that are included in the Rental Packet.

12. Indemnity and Hold Harmless: By its signature, Event Organizer (herein, "Indemnitor"), at its own cost and expense, agrees to defend the City of Alameda, its Council, boards, commissions, officers, employees, agents, and volunteers ("Indemnitees") from and against any and all claims, damages, expenses, including reasonable attorney's fees, loss of liability of any kind or nature whatsoever in connection with the permitted event or activity resulting from the alleged willful or negligent acts or omissions by Event Organizer, its officers, agents, or employees, including but not limited to any claims based on exposure to Covid-19 ("Claims"). In addition to bearing the full cost and expense of defending the Indemnitees, Indemnitor shall also indemnify and hold the Indemnitees harmless from any settlement entered into and any judgment that may be rendered against any of the Indemnitees as a result of and in proportion to and to the extent of the alleged willful or negligent acts or omissions by Indemnitor, its officers, agents or employees in connection with the event or activity as specified above.



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ARPD@alamedaca.gov • www.alamedaca.gov/recreation

I certify that I will comply with all terms and conditions of this Facility Use Agreement. I also certify that if I am signing on behalf of an organization, I have the requisite authority to legally bind that organization. I declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge.

EVENT ORGANIZER

Signature: _____ Date: _____

Printed Name: _____ Title: _____

REVIEWED BY ARPD STAFF

Signature: _____ Date: _____

Printed Name: _____ Title: _____

PERMIT # _____



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2024 FEES AND PAYMENT

***All fees must be paid in full at the time the reservation is submitted including the Refundable Security Deposit. Hours include set-up and clean-up and time. Fees may be paid by personal check, cashier's check, cash or credit card.**

***PLEASE FILL OUT THE REQUESTED HOURS AND TOTAL OF FEES.**

DESCRIPTION	FEES	AMOUNT OF HOURS	SUBTOTAL
BAYPORT CENTER KRUSI CENTER LEYDECKER CENTER			
City of Alameda Residents	\$95/hr. 4 hr. minimum		
City of Alameda Non-Profit	\$71/hr. 4 hr. minimum		
Non-residents / Non-Alameda Non-Profit	\$120/hr. 4 hr. minimum		
Active Military Alameda Residents	\$85.50/hr. 4 hr. minimum		
Active Military Non-Residents	\$108.00/hr. 4 hr. minimum		
HARRISON CENTER			
City of Alameda Residents	\$125/hr. 4 hr. minimum		
City of Alameda Non-Profit	\$94/hr. 4 hr. minimum		
Non-residents / Non-Alameda Non-Profit	\$165/hr. 4 hr. minimum		
Active Military Alameda Residents	\$112.50/hr. 4 hr. minimum		
Active Military Non-Residents	\$148.50/hr. 4 hr. minimum		
BAYPORT, KRUSI, LEYDECKER AND HARRISON CENTERS			
Alameda Business and HOA Meetings	\$45/hr. 4 hr. minimum		
Non-Alameda Business and HOA Meetings	\$60/hr. 4 hr. minimum		
Commercial Fund-Raising	\$130/hr. 4 hr. minimum		
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DESCRIPTION	FEES	AMOUNT OF HOURS	SUBTOTAL
REFUNDABLE SECURITY DEPOSIT:			
Not serving alcohol	\$300.00	Per Event	
Serving alcohol	\$500.00	Per Event	
ADDITIONAL FEES:			
Revise/change a permit	\$25.00	Per Revision	
Cancellation fee	\$40.00	Per Permit	
Holiday Fee	Add 15% an hour	Per Hour	
Alcohol permit – At Cost Per Outside Insurance Provider	----->	----->	Pay online
JUMPER AND VENDOR FEES:			
Jumper and Vendor Fee (Will need to obtain a generator through jumper company, except if event is at the Harrison Recreation Center).	\$30.00	Per Jumper Per Vendor	
Outside Electricity Use Fee for Vendors and Jumpers – Only available only at the Harrison Recreation Center patio.	\$20.00	Per Usage	
TOTAL AMOUNT DUE	----->	----->	\$

PAYMENT: (REQUIRED TO COMPLETE YOUR RESERVATION)

CREDIT CARD # _____

EXPIRATION DATE _____ CVV _____

CASH _____ CHECK # _____