

# RECREATION CENTER RENTALS



## HOW to RESERVE a Recreation Center:

### STEP 1: CHECK AVAILABILITY

- Email: [arpd@alamedaca.gov](mailto: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](mailto: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) for the discount.
- \*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](mailto: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.



## **RECREATION CENTER RENTAL INFORMATION**

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

Hours: 9:00 a.m. –11:00 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 7 six ft rectangle tables and 33 chairs available for use.

### **Leydecker** - 3225 Mecartney Road, Bay Farm Island *Max Capacity: Dining 72 / Assembly 154*

Hours: 9:00 a.m.–12:00 a.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 70 chairs available for use.

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

Hours: 9:00 a.m.–11:00 p.m. – Saturday and Sunday – (music until 10:00 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 23 eight ft. rectangle tables and 100 chairs available for use.

### **Krusi** (located in Krusi Park) – 900 Mound Street *Max Capacity: 65*

Hours: 9:00 a.m.–11:00 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 microwave and refrigerator. 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 six ft. rectangle tables and 60 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.

## 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.
- **Three-hour minimum:** is required, with set-up and clean-up time **included** in the total number of rental hours.
- **No changes allowed to permit 7 days prior to event.**
- **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.
- **No ongoing permits** will be allowed to reserve the facility on a regular month-to-month or week-to-week basis.
- **Holiday Weekend Rentals are available** on select holiday weekends with an additional 15% per hour charge.

## DISCOUNTS

- **City of Alameda Resident Discount** – A Utility Bill showing Proof of Residency and a photo I.D. is required to receive the discount.
- **Active Military Discount** - Proof of active Military I.D. is required to receive the discount.
- **Non- Profit Discount** - A copy of form 501(c)(3) is required to receive Non-Profit discount.

## CANCELLATIONS

Event Organizer / Individual in Charge may cancel this Facility Use Agreement. The following fees shall apply:

- (a) Cancellations at least 61 days prior to the Event: a full refund of the security deposit less \$40;
- (b) Cancellations between 31 and 60 days prior to the Event: a refund of 50% of the security deposit and a \$40 fee;
- (c) Cancellations between 15 and 30 days prior to the Event: forfeiture of 100% of the security deposit plus a \$40 fee; and
- (d) Cancellations less than 15 days prior to the Event: forfeiture of 100% of the security deposit plus any additional fees that have been deposited with the City.

## COVID-19 PREVENTION

Event Organizer / Individual in charge acknowledges that it is solely responsible for ensuring that all of its guests comply with the current federal, State and local requirements, mandates and guidance regarding the mitigation of the spread of the Covid-19 virus. Individual in Charge shall take necessary steps to prevent any individuals who are displaying symptoms of Covid-19 from entering and/or remaining at the Event.

## CATERERS / VENDORS

- The use of caterers, vendors and/or contractors must be approved by ARPD prior to date of use and may include additional fees.
- The City of Alameda requires proof of the Certificate of Liability Insurance with General Liability of at least \$1,000,000.00 and the City of Alameda must be endorsed to the policy as additionally insured under Certificate Holder with the following legal language:
  - “The City of Alameda, and its members, officers, directors, agents, volunteers, employees and officials. 2263 Santa Clara Avenue, Alameda, CA 94501”
- A copy of the insurance must be received at the rental office at least seven business days prior to your event date.

## 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. If electricity is available at a Recreation Center site, 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](http://www.astrojump.com), 1.800.244.5867
- Bay Area Jump, [www.bayareajump.com](http://www.bayareajump.com), 1.800.514.5867
- Bay-to-Bay Jumpers, [www.baytobayjumpers.com](http://www.baytobayjumpers.com), 510.368.5264
- Comic Jumpers, [www.comicjumps.com](http://www.comicjumps.com), 650.444.1800
- Jump Jump Away, [www.jjumpaway.com](http://www.jjumpaway.com), 707-373-9432
- Kidzz Star Jumpers, [kidzzstarjumpers@gmail.com](mailto:kidzzstarjumpers@gmail.com), 650-556-6754

## DAY OF EVENT

- **An ARPD staff member** will meet you at the time your permit starts to unlock the door, orient you to the Center and is in charge of the facility during the entire time of the permit. The ARPD staff will also sign off your clean-up checklist, return it to the ARPD office and lock 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:** Nails, tacks, staples, electrical tape or marring materials are not to be used or attached to walls or fixtures on any City property. Confetti, 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.
- **No Smoking** in our parks and buildings or within 20 ft. of entrance and windows. (Ordinance # 3038). No personal barbeques allowed.
- **Clean-up:** You are expected to clean-up and return the reserved room to its pre-use condition. 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.



## **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

Start by going to the webpage at [www.cjprma.org](http://www.cjprma.org)

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

(510)747-7529 • Fax (510)523-4071

[www.alamedaca.gov/recreation](http://www.alamedaca.gov/recreation)

## Facility Rental Clean-Up Checklist

Rental Date: \_\_\_\_\_ Rental Time: \_\_\_\_\_

Location: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

**Renter:** Please review the facility rental checklist. The checklist is to be completed by the Person in Charge and reviewed by the onsite staff after cleaning is completed. It is the responsibility of the person renting the facility to make sure the facility is clean. If not completed, the renter may forfeit all or part of the \$300 - \$500 security deposit.

Clean-up:	Comments	Completed
Tables cleaned off (remove tape)		
Chairs cleaned off		
Decorations taken down and in garbage or recycling bins		
Garbage inside & outside picked up off the floor and other surfaces		
Garbage bagged and disposed of in dumpsters or recycling bins & replace with new bags		
Kitchen area clean <ul style="list-style-type: none"><li>Counters clean</li><li>Food removed</li><li>Supplies removed</li><li>Stove and oven are turned off</li></ul>		
Bathrooms – make sure all paper towels, etc. are in garbage cans		
Floors swept		
Tables & chairs put away		
Windows are closed.		

\_\_\_\_\_  
**ARPD Staff Name**

\_\_\_\_\_  
**Time renter left**

### Notes

**ARPD Staff:** Please email this form to Shawn Smith, Recreation Supervisor after the event is over at [SDSmith@alamedaca.gov](mailto:SDSmith@alamedaca.gov) .



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### **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: _____
Organization if applicable: _____
Address: _____ _____
Primary Telephone number: _____
Secondary Telephone number: _____
Email address: _____
(For organizations only) 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.

- Albert H. DeWitt Officers' Club, 641 West Redline Avenue, Alameda 94501
  - Main room  Trident room  Terrace room  Squadron room  Garden
- 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
- Mastick Social Hall, 1155 Santa Clara Avenue, Alameda 94501
- Veteran's Building, 2203 Central Avenue, Alameda 94501
  - Room 250 Auditorium  Room 120  Other \_\_\_\_\_





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2. Time. Event Organizer shall have access to the City Facility for the following dates and times (include setup and cleanup).

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

3. Event Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Estimated Number of Guests. \_\_\_\_\_

5. Facility Fees.

- (a) The total facility fee to be paid to the City is \$\_\_\_\_\_.
- (b) The amount of \$\_\_\_\_\_ shall be paid as a refundable security deposit.
- (c) The balance of \$\_\_\_\_\_ shall be paid to the City no later than 14 business days prior to the Event with the exception of the Recreation Centers in which the refundable security deposit and facility fee must be paid in full at the time the reservation is submitted.
- (d) All fees shall be payable by personal check, cashier's check, money order or credit card. Fees may be mailed or delivered in person to the following address:

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

Credit card payments may be made by phone (510-747-7576) or online at [www.alamedaca.gov](http://www.alamedaca.gov). Instructions for making online credit card payments are included in the Rental Packet.

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; Event Organizer fails to timely pay the balance of the facility fee (50% of the security deposit is forfeited if the balance is not paid at least 14 business days prior to the Event; 100% of the security deposit is forfeited if the balance is not paid at least 7 business days prior to the Event); or Event Organizer fails to submit the necessary certificate of insurance to the City at least 14 business days prior to the Event.



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7. Cancellation. Event Organizer may cancel this Facility Use Agreement. The following fees shall apply:

- (a) Cancellations at least 61 days prior to the Event: a full refund of the security deposit less \$40;
- (b) Cancellations between 31 and 60 days prior to the Event: a refund of 50% of the security deposit and a \$40 fee;
- (c) Cancellations between 15 and 30 days prior to the Event: forfeiture of 100% of the security deposit plus a \$40 fee; and
- (d) Cancellations less than 15 days prior to the Event: forfeiture of 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 14 business days prior to the Event. At the City's sole discretion, some Events may require additional insurance requirements, such as those events involving caterers, food trucks or inflatable jumpers.

- 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 14 business days prior to your event. Instructions on how to obtain these documents 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/Forms/PDFSp.html>.

If you are planning to **serve and sell** alcohol at your event, you must obtain both of the above.

9. Covid-19 Prevention. Event Organizer acknowledges that it is solely responsible for ensuring that all of its guests comply with the current federal, State and local requirements, mandates and guidance regarding the mitigation of the spread of the Covid-19 virus. Event Organizer shall take necessary steps to prevent any individuals who are displaying symptoms of Covid-19 from entering and/or remaining at the Event.



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10.  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.

11. Indemnity and Hold Harmless. By its signature below, 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.

**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

\_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

REVIEWED BY ARPD STAFF

\_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

PERMIT # \_\_\_\_\_



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### 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
<b>BAYPORT CENTER, LEYDECKER CENTER AND KRUSI CENTER:</b>			
Residents / Alameda Non-Profit	\$95/hr. 3 hr. minimum		
Non-residents / Non-Alameda Non-Profit	\$120/hr. 3 hr. minimum		
Active Military Residents	\$85.50/hr. 3 hr. minimum		
Active Military Non-Residents	\$108.00/hr. 3 hr. minimum		
Alameda Organization Meetings	\$45/hr. 3 hr. minimum		
Non-Alameda Organization Meetings	\$60/hr. 3 hr. minimum		
Commercial Fund-Raising	\$130/hr. 3 hr. minimum		
<b>HARRISON CENTER</b>			
Residents / Alameda Non-Profit	\$125/hr. 3 hr. minimum		
Non-residents / Non-Alameda Non-Profit	\$165/hr. 3 hr. minimum		
Active Military Residents	\$112.50/hr. 3 hr. minimum		
Active Military Non-Residents	\$148.50/hr. 3 hr. minimum		
Alameda Organization Meetings	\$45/hr. 3 hr. minimum		
Non-Alameda Organization Meetings	\$60/hr. 3 hr. minimum		
Commercial Fund-Raising	\$130/hr. 3 hr. minimum		
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DESCRIPTION	FEES	AMOUNT OF HOURS	SUBTOTAL
<b>REFUNDABLE SECURITY DEPOSIT:</b>			
Not serving alcohol	\$300.00	Per Event	
Serving alcohol	\$500.00	Per Event	
<b>ADDITIONAL FEES:</b>			
Revise/change a permit	\$25.00	Per Revision	
Cancellation fee	\$40.00	Per Permit	
Alcohol permit – At Cost Per Outside Insurance Provider	\$125.00 (approx.)	----->	Pay online
Holiday Fee	Add 15% an hour	Per Hour	
Vendor Fee	\$30.00	Per Vendor	
Jumper Fee	\$30.00 (without electricity use fee) \$50.00 (with electricity use fee)	Per Jumper	
<b>TOTAL AMOUNT DUE</b>	----->	----->	\$

**PAYMENT: (REQUIRED TO COMPLETE YOUR RESERVATION)**

CREDIT CARD # \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_ CVV \_\_\_\_\_

CASH \_\_\_\_\_  CHECK # \_\_\_\_\_