



ALAMEDA RECREATION AND PARK DEPARTMENT  
2226 Santa Clara Avenue, Alameda, CA 94501  
(510)747-7576 /[arpd@alamedaca.gov](mailto:arpd@alamedaca.gov)

## ALBERT H. DEWITT OFFICERS' CLUB

### 2026 INFORMATION, POLICIES & FEES

The Albert H. DeWitt Officers' Club is located at 641 West Redline Ave., Alameda, CA 94501 and it was built at the Alameda Naval Air Station in 1941 when nothing was too good for the Navy's elite. When the City of Alameda acquired the building in 1996, it was re-named in honor of Colonel Albert "Al" H. DeWitt. DeWitt was the first African American City Council member in Alameda, and a retired U.S. Army Colonel. Drawing on his own experiences with housing discrimination, he became a passionate advocate for fair and affordable housing. Remembered as a gentleman and tireless champion for racial equality, DeWitt played a key role in helping his city progress. He passed away in 2003 at the age of 70.

#### **AVAILABLE RENTAL HOURS:**

**A minimum rental of 4 hours is required. All rental time must include set-up and clean-up, and no additional time will be granted beyond the hours listed on your permit.**  
**Permits are issued to adults age 21 and over only. Events involving minors must have at least one supervising adult (21+) for every 10 youth.**

<b>Monday and Tuesday</b>	Not Available
<b>Wednesday and Thursday</b>	<b>Event permit time:</b> 8:00 a.m. to 10:00 p.m.
<b>Friday, Saturday* &amp; Sunday</b>	<b>Event permit time:</b> 11:00 a.m. to 12:00 a.m.  <b>Clean-up time</b> <b>Recommended:</b> 2 hours prior to permit end time. <b>Required:</b> 1 hour prior to permit end time
<b>*Saturdays and Holidays</b>	Additional 15% fee
<b>*Saturday events:</b> A 3-hour paid set-up time the Friday before your event may be arranged, subject to availability.	<b>5:00 p.m. to 8:00 p.m.</b> <i>Standard hourly rate applies</i>

## **2026 OFFICERS' CLUB FEES**

### **SECURITY DEPOSIT FEES**

Refundable Security Deposit if not serving alcohol	\$750.00 due at the time of reservation
Refundable Security Deposit if serving alcohol	\$1,500.00 due at the time of reservation

### **FACILITY FEES**

MAX ROOM/ OCCUPANCY	Government Events	Alameda School Events & Non-Profit Groups	Alameda Resident	Non-Alameda Residents & Non-Profit Groups
<b>MAIN BALLROOM</b> 250 dining 300 theater style	\$25 / hour Saturday & Holiday Rate: \$28.75	Standard Rate: \$155 / hour Saturday & Holiday Rate: \$178.25	Standard Rate: \$195 / hour Saturday & Holiday Rate: \$224.25 / hour	Standard Rate: \$264.00/ hour Saturday & Holiday Rate: \$303.60 / hour
<b>TRIDENT ROOM</b> 120 dining 200 theater style	\$25 / hour Saturday & Holiday Rate: \$28.75	Standard Rate: \$135 / hour Saturday & Holiday Rate: \$155.25	Standard Rate: \$165 / hour Saturday & Holiday Rate: \$189.75 / hour	Standard Rate: \$225 / hour Saturday & Holiday Rate: \$258.75 / hour
<b>TERRACE ROOM</b> 90 dining 110 theater style	\$25 / hour Saturday & Holiday Rate: \$28.75	Standard Rate: \$110 / hour Saturday & Holiday Rate: \$126.50	Standard Rate: \$135 / hour Saturday & Holiday Rate: \$155.25 / hour	Standard Rate: \$188 / hour Saturday & Holiday Rate: \$216.20 / hour
<b>SQUADRON ROOM</b> 30 dining 50 theater style	\$25 / hour Saturday & Holiday Rate: \$28.75	Standard Rate: \$75 / hour Saturday & Holiday Rate: \$86.25	Standard Rate: \$85 / hour Saturday & Holiday Rate: \$97.75 / hour	Standard Rate: \$115 / hour Saturday & Holiday Rate: \$ 132.25/ hour
<b>Facility Use Fee:</b> Covers pre-event cleaning and table and chair set-up & removal.	\$425.00	\$425.00	\$425.00	\$425.00
<b>Garden</b> - 150 guests theater style	Set-up = \$150.00/event + actual cost for chair rental. Must accompany primary room rental.			

### **ADDITIONAL FEES**

- **Saturdays and Holidays:** Additional 15% fee.
- **Crab Feed fee:** Additional Non-Refundable Cleaning Fee = **\$275.00**
- **Revised Permit fee:** Additional **\$25.00** to change permits.
- **Alcohol permit:** At cost per outside provider.

## **SUBMITTING YOUR PAPERWORK AND SECURITY DEPOSIT**

All required paperwork and your security deposit check must be submitted **in person, by appointment only**, at the Alameda Recreation and Park (ARPD) office, located at 2226 Santa Clara Avenue, Alameda, CA. Your event can be booked anytime between 60 days and 1 year in advance. To check date availability, request the Officers' Club Information Packet, or schedule an appointment, please email [arpd@alamedaca.gov](mailto:arpd@alamedaca.gov) or call 510-747-7576.

### Required Documents:

- Completed **Facility Use Agreement**
- Completed **Payment Form**
- A copy of your **photo ID**
- Your **security deposit check** made payable to ARPD.
- **Proof of residency**, if applicable

The security deposit must be paid by personal check, cashier's check, or money order, and is refundable pending compliance with all rental agreements.

Once received at your appointment, ARPD will review all submitted paperwork. After processing, you will be emailed your completed paperwork with a permit number, which secures your event date. Until both the paperwork and deposit are received, the date remains available to the public.

## **INDIVIDUAL in CHARGE**

The Individual in Charge is responsible for the event, signing the contract, and all correspondence with ARPD. **They are the only person authorized to make changes to the permit**, including cancellations. All communication between event planners, caterers, and vendors must go through the Individual in Charge—not ARPD.

A valid photo ID and a utility bill in the Individual in Charge's name are required to receive the Alameda Resident discount. The Individual in Charge is also responsible for the behavior of all guests. This person must be designated when submitting the initial required paperwork and cannot be changed. Failure to follow policies, obtain necessary permits, or causing damage to the facility may result in forfeiture of the security deposit.

## **INSURANCE REQUIREMENTS FOR EVENT**

The City of Alameda requires the designated Individual in Charge to show proof of Liability Insurance as outlined below:

- The required Certificate of Liability Insurance, (COI), must show:
  - **General Liability** of at least \$1,000,000.00.
  - **Endorsement to the Policy** listing the City of Alameda as additionally insured.
- **To endorse the policy, under the Certificate Holder must say:**
  - **“City of Alameda, and its members, officers, directors, agents, volunteers, employees and officials. 2263 Santa Clara Avenue, Alameda, 94501”**

All insurance requirements must be submitted via email to the office at least 14 business days, (business days are Monday to Friday), prior to your event date to avoid forfeiting a portion or all of security deposit.

## **CATERERS, VENDORS, & FOOD TRUCKS**

- **Caterers:** Must provide a Certificate of Liability Insurance (COI).
- **Vendors:** Any outside vendors (photographers, photo booths, inflatables, etc.) must be approved by ARPD before your event and provide a COI. Additional fees may apply.
- **Food Trucks:** BBQs and taco carts are allowed on the outside main patio. Notify ARPD staff so the fence can be unlocked. COI is required for all food vendors.

Insurance requirements are the same as the “Event Insurance” for each caterer, vendor and/or food truck with a minimum \$1,000,000 general liability coverage and City of Alameda listed as additionally insured using the language above in the “Insurance Requirements for Events” section.

The Individual in Charge is responsible for obtaining the COI from all vendors and emailing it to [arpd@alamedaca.gov](mailto:arpd@alamedaca.gov) **at least 14 business days before the event.**

## **ALCOHOL:**

It is unlawful to serve alcohol to anyone under 21 years of age. If alcohol is served to minors at your event, the police will be notified, your event will be shut down and your entire security deposit forfeited.

- **If you are planning to serve alcohol** at your event, you must obtain a certificate of general liability insurance through an event insurance provider of your choice or by following this link: <http://www.galescreek.com/app/index.cfm?jointsowers=1>.
- **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.

## **Instructions to Obtain Alcohol Permit / Event Insurance**

The below directions are for obtaining Event Insurance and/or an Alcohol Permit\*. You may also be able to obtain the necessary COI for the Event Insurance through your Homeowner's or Renter's insurance policy. Many insurance carriers will also issue a stand-alone policy for single day events.

**\*Alcohol Permits are ONLY available through the California Joint Powers Events Insurance Program using the directions below\***

Start by going to the website at <http://www.galescreek.com/app/index.cfm?jointpowers=1>, this takes you to the webpage of California Joint Powers Event's Insurance Program.

- **Click** "Login to Apply" and select **either** "Apply Now" **OR** "Login" if you are an existing user.

### **Step 1:**

- **Click** "Create New Quote" at the top of the page.
- **Fill out** the following information:
  - Person or Entity Having or Hosting the event – **Enter** your name
  - Start date of Event – **Enter** the date of your event
  - Start time of Event
  - End Time of Event
  - Name of Event
  - Category - **Select** "Banquet"
  - Details (Example: "Wedding Reception")
  - Municipality - **Select** "Alameda Albert H. Dewitt O Club only"
  - Facility - **Select** "Albert H. DeWitt O Club"
  - Facility Contact Name – **Enter** "ARPD & Rina Winston"
  - Street Address - **Enter** "641 West Redline Ave., Alameda, CA"
  - Zip Code - **Enter** "94501"
  - Facility Phone Number – **Enter** "510-747-7529"
- **Click** "Next"

### **Step 2:**

- **Enter** how many guests you expect at the event
- **Enter** "1" for "How many days is your event?"
- **Click** "Next"

### **Step 3**

- **Fill out** the following information:
  - What type of seating will you have? – **Enter** "Moveable Seating"
  - Is your event Indoor or Outdoor – **Enter** "Indoor"
  - Will you have camping at your event? – **Enter** "No"
  - Will you be selling alcohol at your event – **Enter** "No"
- Complete remaining question and **Click** "Next"

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.

## **EVENT INFORMATION**

- **Kitchen:** The kitchen is for food preparation only and includes a full-size refrigerator, freezer, ice machine, and plenty of counter space. There is no functioning stove, oven, or dishwasher. Cooking with outside equipment is not permitted.
- **Set-up:** Tables and chairs will be set according to your approved room diagram prior to your arrival. Renters must provide their own linens, dishware, and decorations. Entry is not permitted before the start time listed on your permit.
- **Decorations:** Nails, tacks, staples, tape, command strips, or other materials that may damage walls or fixtures are prohibited. Mylar balloons, glitter, and confetti are not allowed.
- **Smoke, Fog, Candles & Open Flames:** Smoke machines, fog machines, candles, and any open flames are strictly prohibited inside the facility. Use of these items will result in immediate shutdown of the event and forfeiture of the full security deposit. Please ensure your DJ is aware of this policy.
- **Music:** Music must end by 10:00p.m. Monday-Thursday and 11:00 p.m. Friday-Sunday. Sound levels must comply with the City of Alameda Municipal Code. The Officers' Club has no sound or AV equipment.
- **Health and safety guidelines:** Individual in Charge acknowledges that it is solely their responsibility for ensuring that all guests comply with the current County Health and Safety requirements, mandates and guidance and shall take necessary steps.
- **Smoking or vaping** of any substance is prohibited inside the building, and within 20 feet of the facility.

## **ARPD ON-SITE EVENT STAFF**

An Alameda Recreation and Park Department (ARPD) staff member will be assigned to your event and present for the entire duration of your reservation. Staff will meet you at the facility at your permitted start time to provide an orientation of the facility. If you have any questions or concerns during your event, please notify the assigned staff member.

ARPD Staff are responsible for:

- Opening and securing the facility at the times listed on your permit
- Providing facility support, answering questions and addressing facility-related issues
- Reviewing facility conditions at the end of the event to ensure it is returned to the **pre-use condition**

ARPD Staff are **not** responsible for:

- Event planning, security, crowd control, or cleaning services

If staff determine that a situation becomes unsafe or uncontrollable, Police or Fire services will be contacted, and the full security deposit will be forfeited.

**Onsite staff must have full access to all areas of the facility at all times.** Per ARPD policy, doors may not be closed or locked during any event for any reason.

## **PAYMENTS**

**The final remaining balance, along with the required insurance and room setup, is due 14 business days prior to your event. No changes to your permit will be allowed after this deadline, with no exceptions.**

If the final balance, required insurance, or room setup is not received by **14 business days prior** to the event, **half of the security deposit will be forfeited.**

### **Your balance may be paid in the following ways:**

- **In person** via credit card, cash or check at the Alameda Recreation and Park Department at 2226 Santa Clara Avenue, Alameda, CA 94501
- **Over the phone** with a VISA, MasterCard, Discover Card or American Express by calling the rental office at 510-747-7576. Please have your permit number available.
- **Online** through your ARPD account at  
<https://apm.activecommunities.com/alamedarecreation/Home>

## **SECURITY DEPOSIT**

To receive a full refund of your security deposit, the reserved room must be returned to **pre-use condition**, and you must leave at the time listed on your permit. Please allow sufficient time for cleaning – we recommend 2 hours, with a required minimum of 1 hour.

ARPD staff will review the clean-up checklist with you and take photos as needed. Clean-up includes:

- Collecting all waste from inside the facility, the back patio, flower beds, and front of the facility, and placing it in the proper bins at the designated trash area by the loading dock.
- Cleaning all surfaces.
- Removing all items from the refrigerator.
- Removing all personal belongings, rental supplies, and equipment.

Please refer to the “Officers’ Club Rental Clean-Up Checklist” in this packet for full procedures.

**If any spills occur during your event, notify staff before attempting to clean them.**

Your security deposit refund will be initiated the week following your event, provided all rental agreements are met. The refund will be issued by the City of Alameda as a check payable to the Individual in Charge and mailed to the address listed on the permit.

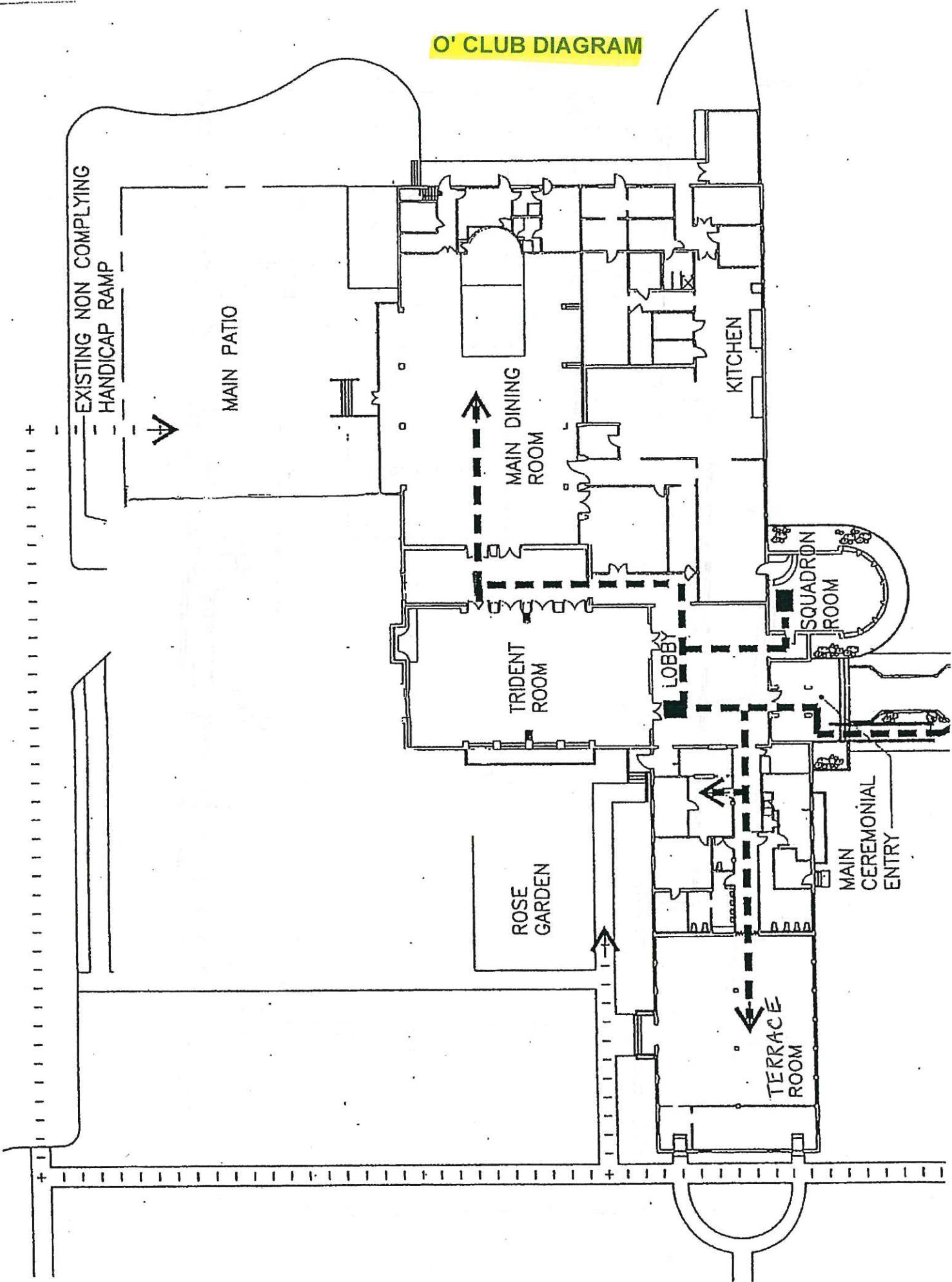
Failure to follow policies and procedures—including obtaining required insurance, causing damage to the facility, leaving the facility unclean, leaving belongings behind, not vacating on time, or incidents requiring police or fire response—may result in partial or full forfeiture of the security deposit. If any portion of your deposit is withheld, you will be notified via email.

## **CANCELLATION POLICY**

To ensure fairness to all customers, the following policies apply with no exceptions. To cancel your event, please email [arpd@alamedaca.gov](mailto:arpd@alamedaca.gov) with your name, event date, and permit number.

- **Cancellation 90 days or more prior to event:** A \$100 cancellation fee will be applied, and half of your security deposit will be forfeited. Any remaining fees paid will be refunded. Refunds are issued via check and may take 4–6 weeks to process.
- **Cancellation within 89 days of the event:** Forfeit of entire security deposit.

O' CLUB DIAGRAM





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

### Officers' Club Required Paperwork to Reserve the Facility

Thank you for choosing the Officers' Club for your special event.

Once you have read the Officers' Club Information Packet and received confirmation from the rental office that your requested date is available, you will need to fill out and return the attached required paperwork.

Your **completed** required paperwork **with** your **security deposit check** must be received in person at the Alameda Recreation and Park Department (ARPD) office located at 2226 Santa Clara Avenue, Alameda, CA 94501 **by appointment only**. Please email [arpd@alamedaca.gov](mailto:arpd@alamedaca.gov) or call 510-747-7576 to make an appointment. Your required paperwork must include the following and **must be completed prior to your appointment**.

- Completed Facility Use Agreement (4 pages)
- Completed Payment Form
- A copy of your photo ID
- A copy of a utility bill with your name on it showing proof of residency *if* you are a City of Alameda Resident.
- Your security deposit check made payable to the Alameda Recreation and Park Department, (ARPD).

A security deposit of \$750.00 is required for events **without** alcohol **or** \$1500.00 for events **with** alcohol. The security deposit full amount must be paid on one check; either a personal check, a cashier's check or a money order which should be made payable to **Alameda Recreation and Park Department or A.R.P.D.** The security deposit is refundable pending all rental agreements are met by the renter.

The paperwork and security deposit check will be reviewed at your appointment along with answering any questions you may have. After your appointment, your paperwork and check will be processed, which secures your event date and sent to you via email.

- Until the paperwork and deposit are both received, the date remains available to the public. Please note ARPD **will not hold dates**.
- **All insurance requirements, room set-up and outstanding balance are due 14 business days prior to your event. No permit changes are allowed after that date.**

If you have further questions, please email the rental office at [arpd@alamedaca.gov](mailto:arpd@alamedaca.gov) or call 510-747-7576.



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### **2026 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 Individual in Charge / Event Organizer is responsible for the event, signing the contract, all correspondence with ARPD and is the only one that can make changes to the permit including cancellation and 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      No

#### **1. Permission to Use City Facility.**

The City grants permission to Individual in Charge 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 Ballroom (Includes Main Patio)      Trident room      Terrace room  
Squadron room      Garden

#### **2. Time.**

Individual in Charge shall have access to the City Facility for the following dates and times (include setup and cleanup time).

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

#### **3. Estimated Number of Guests.** \_\_\_\_\_



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### 4. Event Description:

Type of Event: \_\_\_\_\_  
Caterer: \_\_\_\_\_  
Vendor: \_\_\_\_\_  
Other: \_\_\_\_\_

### 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 by a personal check, a cashier's check or a money order.

(c) The balance of \$\_\_\_\_\_ shall be paid to the City no later than 14 business days prior to the Event on: \_\_\_\_\_. The balance shall be payable by personal check, cashier's check, money order, cash or credit card. Fees may be paid in person to the following address:

City of Alameda Recreation and Park Department / 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 Individual in Charge by mail, according to how the deposit was paid, after the Event. Individual in Charge forfeits all or a portion of the security deposit, however, if any of the following occur: Individual in Charge 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 Individual in Charge's guests. If the Individual in Charge's final balance, required insurance and room set-up are not received by 14 business days prior to event, half of the security deposit will be forfeited.



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7. **Cancellation**. Individual in Charge may cancel this Facility Use Agreement via an email to [arpd@alamedaca.gov](mailto:arpd@alamedaca.gov) to notify you are cancelling. Include your name, date of event and permit number. The following fees shall apply:
  - (a) ***Cancellation 90 days or more prior to event. A \$100.00 cancellation fee will be applied and you will forfeit half of your security deposit.*** The remainder of fees paid will be refunded. Refunds may take up to 4 to 6 weeks to process and are refunded via a check.
  - (b) ***Cancellation up to 89 days prior to your event you will forfeit your full security deposit.***
8. **Insurance**. Individual in Charge 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, Individual in Charge indicates that it plans to serve alcohol at the Event.

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/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.



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9. Health and Safety Guidelines. Individual in Charge acknowledges that it is solely responsible for ensuring that all of its guests comply with the current County Health and Safety requirements, mandates and guidance and shall take necessary steps.
10. Compliance with Rules and Regulations. If this box is checked, Individual in Charge 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, Individual in Charge (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.**

### INDIVIDUAL IN CHARGE

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

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

### REVIEWED BY ARPD STAFF

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

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

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



Alameda Recreation and Park Department  
2226 Santa Clara Avenue, Alameda CA 94501  
**ALBERT H. DEWITT OFFICERS CLUB**

**2026 PAYMENT FORM**

\*Date of Event: \_\_\_\_\_ \*Balance Due Date: \_\_\_\_\_

**FEES: (Check boxes that apply and add fees for total)**

<input type="checkbox"/> <b>SECURITY DEPOSIT</b>	\$1500.00 IF SERVING ALCOHOL (Refundable)	\$
<input type="checkbox"/> <b>SECURITY DEPOSIT</b>	\$750.00 IF NOT SERVING ALCOHOL (Refundable)	\$
<input type="checkbox"/> <b>MAIN ROOM</b>	_____ Hours @ \$_____ per hour	\$
<input type="checkbox"/> <b>TRIDENT ROOM</b>	_____ Hours @ \$_____ per hour	\$
<input type="checkbox"/> <b>TERRACE ROOM.</b>	_____ Hours @ \$_____ per hour	\$
<input type="checkbox"/> <b>SQUADRON ROOM</b>	_____ Hours @ \$_____ per hour	\$
<input type="checkbox"/> <b>GARDEN</b>	\$250.00 per set-up	\$
<b>MANDATORY FACILITY USE FEE: INCLUDES PRE-EVENT CLEANING, TABLE &amp; CHAIR SET-UP, KITCHEN USE</b>	<b>\$425.00 per event (mandatory)</b>	<b>\$ 450</b>
<input type="checkbox"/> <b>SATURDAY AND HOLIDAY RENTAL</b>	ADDITIONAL 15%	\$
<input type="checkbox"/> <b>CRAB FEED</b>	Additional Cleaning Fee \$275.00	
<b>□ FRIDAY ROOM SET-UP – 3 HOURS</b>		\$
<b>TOTAL</b>		<b>\$</b>
<b>SECURITY DEPOSIT PAYMENT</b>		<b>\$</b>
<b>BALANCE</b>		<b>\$</b>

**SECURITY DEPOSIT:**  **NO ALCOHOL - \$750.00**  **SERVING/SELLING ALCOHOL - \$1,500.00**

**FORM OF PAYMENT:**

**PERSONAL CHECK #** \_\_\_\_\_  **CASHIER'S CHECK #** \_\_\_\_\_

**MONEY ORDER #** \_\_\_\_\_

**DATE PAID** \_\_\_\_\_



## Officers' Club Rental Clean-Up Checklist

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

Individual in Charge: \_\_\_\_\_

**Individual in Charge:** Please review the facility rental checklist. The checklist is to be completed by the Individual in Charge 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 Individual in Charge may forfeit all or part of their security deposit.

### Event Rental Clean-up Procedures

1. **Two hours prior** to the end of your event permit time – It is recommended that you initiate clean-up.
2. **One hour prior** to the end of your permit time - It is required that your event ends and you begin clean-up.
3. **Half hour prior** to the end of your event permit time the staff and “Individual in Charge” will do a preliminary facility check so the renter will have time to correct incomplete areas or areas of concern.
4. **Ten minutes prior** to the end of your event time the ARPD staff and “Individual in Charge” will do a final walk through.
5. **End of permit time** renter and all guests must vacate the premises. If the facility clean-up is incomplete, renter will be charged a fee accordingly.
6. **Five minutes after** the end of your event permit time the facility will be secured by the ARPD staff.
7. **Leaving items behind after your permit end time is not permitted. ARPD is not responsible for any items left behind and a fee will be charged accordingly if items need to be retrieved. Contact Recreation Supervisor, who oversees the Officers' Club, with any questions.**

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

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

Notes \_\_\_\_\_

**ARPD Staff:** Please return this form to Patrick Russi, ARPD Manager after the event is over at the ARPD office or email [PRussi@alamedaca.gov](mailto:PRussi@alamedaca.gov) If applicable, please include photos of any damages that may have occurred.



# Alameda Recreation and Park Department

2226 Santa Clara Avenue, Alameda, CA 94501

[arpd@alamedaca.gov](mailto:arpd@alamedaca.gov)



CLEAN-UP	COMPLETED	COMMENTS
<p><b>RENTED ROOMS:</b></p> <p><b>Remove all decorations</b></p> <p><b>Dispose of all waste in designated waste bins including:</b></p> <ul style="list-style-type: none"><li>• Food</li><li>• Beverage cups, bottles and cans</li><li>• Paper goods</li></ul> <p>Including the following areas:</p> <ul style="list-style-type: none"><li>• Bar area</li><li>• Bathrooms (paper on floor and vanity)</li><li>• Main hallway (where food is served)</li><li>• Main entrance walkway (front of facility)</li><li>• Main patio (off of the Main ballroom)</li><li>• Flower beds</li><li>• Other impacted areas</li></ul> <p><b>Wipe off / sanitize:</b></p> <ul style="list-style-type: none"><li>• Bar area</li><li>• Tables and chairs</li></ul>		
<p><b>KITCHEN:</b></p> <ul style="list-style-type: none"><li>• Counters wiped off /sanitized</li><li>• Food and beverages removed from refrigerator</li><li>• Personal supplies removed</li><li>• Ice scooper placed on hook in machine. Leave ice machine on.</li><li>• Food warmers turned to “OFF” position.</li></ul>		
<p><b>DISPOSAL OF WASTE (Grey bin) - COMPOST (Green bin) and RECYCLING (Blue bin)</b></p> <ul style="list-style-type: none"><li>• All bins taken outside to loading dock by the dumpster</li><li>• Put all trash bags from grey waste bins in the dumpster and replace bins with new bags.</li></ul> <p><b>*Do not remove trash bags on any carpeted area.</b></p>		



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CLEAN-UP	COMPLETED	COMMENTS
<b>REMOVE ALL BELONGINGS:</b> <ul style="list-style-type: none"><li>• Personal and guest belongings</li><li>• Rental supplies and equipment</li></ul>		
<b>FINAL WALK THROUGH WITH STAFF</b> <ul style="list-style-type: none"><li>• Any damages reported &amp; photographed.</li></ul>		