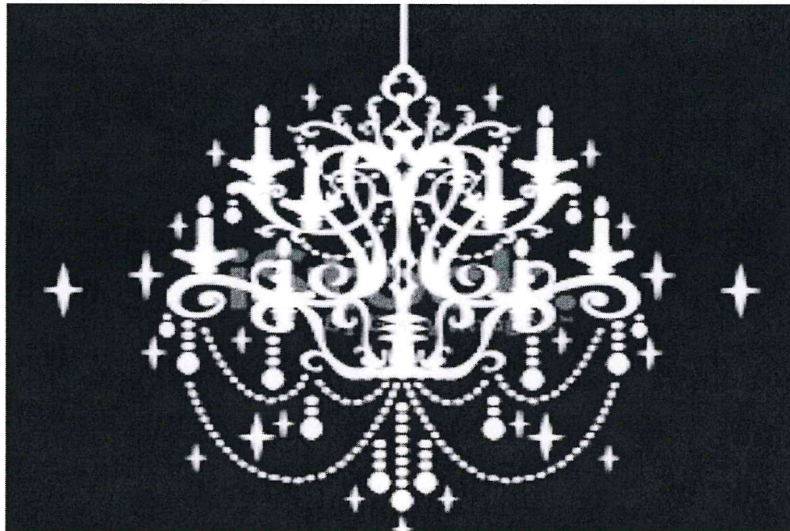


# ALBERT H. DEWITT OFFICERS' CLUB

2024 OFFICERS' CLUB RENTAL PACKET

REQUIRED PAPERWORK TO  
RESERVE THE OFFICERS' CLUB



Alameda Recreation and Park Department (ARPD) address:  
2226 Santa Clara Avenue, Alameda, CA 94501

ARPD Rental Office Contact  
Email: [arpd@alamedaca.gov](mailto:arpd@alamedaca.gov) / Phone: 510-747-7576



## 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)

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### 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. Please let us know if you need a Spanish speaking employee. 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 must be paid with a personal check, cashier's check or money order made payable to Alameda Recreation and Park Department (ARPD). 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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### 2024 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 personal check, cashier's check or 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 Recreations 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 Charges' 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**

**2024 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"/> MAIN ROOM	_____ Hours @ \$_____ per hour	\$
<input type="checkbox"/> TRIDENT ROOM	_____ Hours @ \$_____ per hour	\$
<input type="checkbox"/> TERRACE ROOM.	_____ Hours @ \$_____ per hour	\$
<input type="checkbox"/> SQUADRON ROOM	_____ Hours @ \$_____ per hour	\$
<input type="checkbox"/> GARDEN	\$250.00 per set-up	\$
<input type="checkbox"/> MANDATORY FACILITY USE FEE: INCLUDES PRE- EVENT CLEANING, TABLE & CHAIR SET-UP, KITCHEN USE	\$425.00 per event (mandatory)	\$
<input type="checkbox"/> SATURDAY AND HOLIDAY RENTAL	ADDITIONAL 15%	\$
<input type="checkbox"/> CRAB FEED	Additional Cleaning Fee \$258.00	
<input type="checkbox"/> FRIDAY ROOM SET-UP – 3 HOURS		\$
TOTAL		\$
SECURITY DEPOSIT PAYMENT		\$
BALANCE		\$

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

FORM OF PAYMENT:

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

☐ MONEY ORDER # \_\_\_\_\_

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



## DATE AND EXPLANATION OF ADDITIONAL CHARGES AND OR PAYMENTS

Balance from page 1 = \$ \_\_\_\_\_

\_\_\_\_\_ = \$ \_\_\_\_\_ New Balance = \$ \_\_\_\_\_

\_\_\_\_\_ = \$ \_\_\_\_\_ New Balance = \$ \_\_\_\_\_

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**DATE PAID IN FULL** \_\_\_\_\_

### **SECURITY DEPOSIT REFUND:**

DATE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ FORM OF RETURN: \_\_\_\_\_

RECIEPT OR NOTICATION SENT TO CLIENT: \_\_\_\_\_

NOTES: