



**ALAMEDA RECREATION AND PARK DEPARTMENT**  
 2226 Santa Clara Avenue, Alameda, CA 94501  
 (510)747-7576 / FAX (510) 523-4071 - [arpd@alamedaca.gov](mailto:arpd@alamedaca.gov)

## **ALBERT H. DEWITT OFFICERS' CLUB POLICIES** **641 West Redline Ave., Alameda, CA 94501**

### **HISTORY**

The Albert H. DeWitt Officers' Club was built at the Alameda Naval Air Station in 1941 when nothing was too good for the Navy's elite. The Officers' Club was built and furnished in an era when people really cared about quality which is still seen in the chandeliers and matching sconces made of leaded crystal and overstuffed leather booths. The military men and women who gathered here got a taste of the gentlemen's life, and so can you. Be a V.I.P. at your own event while getting a glimpse of the Officers' Club glamorous past.

### **RENTAL HOURS**

Monday and Tuesday	Not Available
Wednesday and Thursday	8:00 a.m. to 10:00 p.m.
Friday and Saturday	12:00 noon to 1:00 a.m.
Sunday	12:00 noon to 10:00 p.m.

### **RESERVATIONS**

**All reservations** are to be made in person **by appointment** at the Alameda Recreation and Park Department, 2226 Santa Clara Avenue, during regular business hours. Please give yourself about a half hour to go over information, sign paperwork, and pay deposit. A refundable security deposit of \$750.00 or \$1000.00 if serving alcohol, is required at the time of booking your reservation and paid with a Visa Card (includes Visa ATM), Master Card, Discover Card or American Express. A **minimum of 21 working days in advance** and a **maximum of 1 year prior** to your event is required. Contact ARPD rentals at 510-747-7576 to check availability of your desired date, make an appointment to schedule event and/or check the dates of the Tuesday evening, 6:30 p.m. to 8:30 p.m., facility viewing which is available to the public.

### **PERMITS**

**Permits** will be issued to adults (21 and over) with a four-hour minimum for all events. Rentals for events for persons under 21 years of age require 1 adult per 10 youth for supervision.

**Revised Permit** – Any changes to permit = **\$25 administration fee**

**No changes will be allowed after 14 days prior to event.**

**Day of Event:** An ARPD staff person will be assigned to your event and will be present during the entire permit time. Staff is present for facility support only, not to act as security or crowd control. The onsite staff during events require 100% access. Our policy is no closed / locked doors allowed during any event for any reason.

**Proof of picture I.D. of the individual in charge who is signing permit.**

**Set-up and clean-up** hours must be included in reservation time. Your event will be set up

according to your room diagram with tables and chairs when you arrive. You will need to bring your own linens, dishes, silverware and decorations. **No entry allowed prior to event time.**

**All plans for decoration** must be approved by the ARPD prior to installation and it must be removed at the end of the permit time. At no time shall any nails, tacks, staples, electrical tape or marring materials be used or attached to walls or fixtures of any facility. *NO GLITTER, CONFETTI, SMOKE OR FOG MACHINES, CANDLES OR OPEN FLAMES TO BE USED INSIDE THE BUILDING. YOU MAY NOT COOK IN THE BUILDING WITH OUTSIDE EQUIPMENT.*

**Music:** No music allowed after 10:00 p.m. Sunday through Thursday; 12:00 midnight Friday and Saturday. Sound may not exceed noise levels as specified in City of Alameda Municipal Code. The Officers' Club does not have Wi Fi or a sound system so you will need to bring your own.

**No advertising or selling** of any product or service is allowed.

**Smoking** is not permitted inside the building, or within 20 feet of building. (Ordinance #3038)

## **VENDORS / CATERING**

Alameda Recreation and Park Department, (ARPD), does not offer an in-house caterer. For an additional fee, there is a kitchen available to heat and warm food only. There are two large ovens for warming food only, a large refrigerator, ice machine and many counter tops.

**Outside Vendors / Catering.** The use of outside catering and vendors (inflatable jumpers, photo booth, photographers, etc.) by any rental groups must be approved by ARPD prior to date of use. There may be an additional cost.

**A Certificate of Liability Insurance** by your caterer / vendor is required and it should list the City of Alameda as additional insured for \$1 million, including the following required endorsements to their policy as a Certificate Holder:

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

The insurance should also list your name, date of event and location under “Description of Operations”

All insurance requirements **must** be met 14 working days prior to your event date to avoid forfeiting a portion or all of deposit.

## **ALCOHOL**

- If you are planning to **serve** alcohol at your event, you must obtain a certificate of general liability insurance by following this link: <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. This must be completed at least 14 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/Forms/PDFSpC.html>
- If you are planning to **serve and sell** alcohol at your event, you must obtain both of the above.

## PAYMENT

A refundable Security Deposit, of \$750, or \$1,000 (if serving alcohol), paid with a credit card, is required at the time of booking your reservation. Once the Security Deposit is paid, the balance may be paid by cash, cashier's check, money order, a personal check, VISA, MasterCard, Discover Card and American Express. Please make checks payable to ARPD. Final remaining balance must be **paid in full 14 business days** prior to your event.

**All fees, insurance, and paperwork are due 14 business days before event.** If not received 14 working days prior to event, **half of deposit will be forfeited.** If received less than 7 days prior to event **full deposit will be forfeited.**

## DISCOUNTS

- **City of Alameda Resident Discount** – A Utility Bill showing Proof of Residency and a picture 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.

## CANCELLATION POLICY

- More than 61 days \$40 fee applied, full remaining refund.
- 60-31 days prior to event will forfeit half of security deposit.
- 30-15 days prior of event, forfeit full deposit.
- Less than 14 days forfeit full deposit and any fees paid.
- Deposits/refunds may take up to 30 days to process.

## SECURITY DEPOSIT REFUND

- You are expected to return the reserved room to pre-use condition and leave at the time on your permit in order to receive your security deposit refund. You also must agree to take full responsibility for the behavior exhibited by your guests. If ARPD Staff deems a situation uncontrollable or unsafe and has to call for Police or Fire intervention, your total deposit will be automatically forfeited. Failure to follow policies and procedures, to obtain necessary permits and/or damage to any facilities will result in forfeiture of security deposit and additional fees may apply.
- We will initiate refunding your security deposit the week following your event. You will receive a full refund if the facility is cleaned properly and you and your guests have followed the agreed policies. You will be refunded in accordance to how you paid your deposit; whichever credit card you pay your deposit with, you will be refunded to that same credit card. The refund usually posts to your credit card account within 72 hours. If you pay by check, a City of Alameda refund check will be mailed to the address you provide on your Facility Use Permit. Please note that this may take up to 3 to 4 weeks. If a portion or all of your security deposit is not refunded due to damage, not cleaning, not following the policies, leaving belongings or leaving late you will be notified via letter with explanation.

**FEES:**

MAX ROOM/ OCCUPANCY	GROUP A	GROUP B	GROUP C	GROUP D	GROUP E	GROUP F
<b>MAIN</b> 250 dining 300 theater style	\$25 hour	\$93 hour	\$142 hour	\$185 / hour Active Military: \$166.50 / hour	\$216 / hour Active Military: \$196.40 / hour	\$247 / hour
<b>TRIDENT</b> 120 dining 200 theater style	\$25 hour	\$80 hour	\$124 hour	\$155 / hour Active Military: \$139.50 / hour	\$185 / hour Active Military: \$166.50 / hour	\$216 / hour
<b>TERRACE</b> 90 dining 110 theater style	\$25 hour	\$68 hour	\$99 hour	\$125 / hour Active Military: \$112.50 / hour	\$155 / hour Active Military: \$139.50 / hour	\$185 / hour
<b>SQUADRON</b> 30 dining 50 theater style	\$25 hour	\$62 hour	\$62 hour	\$62 / hour Active Military: \$55.80 / hour	\$93 / hour Active Military: \$83.70 / hour	\$124 / hour
<b>ADDITIONAL POSSIBLE FEES</b>						
<b>Kitchen Use</b>	\$155.00 per event					
<b>Garden</b>	Set-Up = \$250 Must accompany other room rental					
<b>Main Patio</b>	Set-Up = \$250 Must accompany other room rental					
<b>Holidays</b>	All Holiday Rentals, add 15% per hour					
<b>Crab Feeds</b>	Additional Non-Refundable Cleaning Fee = \$258					
<b>Revising Permit</b>	\$25 for each change to permit					
<b>Alcohol Permit*</b>	This is an online process in addition to our fees = Approx. \$125					
<b>Set up Fee</b>	Table & chair set up for attendance of 150 and over = \$155					
<b>GROUPS</b>						

<b>Group A</b>	<b>Priority 1</b>	<b><u>City / Government</u></b> Any and all City and local government sponsored functions and/or activities
<b>Group B</b>	<b>Priority 2</b>	<b><u>Alameda Unified School District</u></b> School activities generated by School District for purposes directly related to the education as directed or approved by the School Board or District Office administration.
<b>Group C</b>	<b>Priority 3</b>	<b><u>Alameda Non-Profit Groups</u></b> All groups (Alameda based and/or majority membership Alameda residents). Group must be non-profit, tax exempt, non-restrictive in membership, meet regularly, and have a definite organizational structure and by-laws. Groups may include: PTA and other school associated parent/teacher/student associations, Booster Clubs, etc. Please provide copy of 501(c)(3)
<b>Group D</b>	<b>Priority 4</b>	<b><u>Private Alameda Resident</u></b> All Alameda youth or adult groups and/or individuals not open to the public and/or using recreation facilities for private organizations, denominational and sectarian groups, fraternities, sororities, parties, dinners, etc. Profit-making groups will not be allowed.
<b>Group E</b>	<b>Priority 5</b>	<b><u>Non-Residents and Non-Alameda Non-Profit Groups</u></b> All non-Alameda youth or adult groups and/or individuals not open to the public and/or using recreation facilities for private organizations, denominational and sectarian groups, fraternities, sororities, parties, dinners, etc. Profit-making groups will not be allowed. Please provide copy of 501(c)(3)
<b>Group F</b>	<b>Priority 6</b>	<b><u>Commercial Business</u></b> All youth or adult groups and/or individuals not open to the public and/or using recreation facilities for private organizations, denominational and sectarian groups, fraternities, sororities, parties, dinners, etc.



**AGREEMENT**

➤ **EVENT DATE:** \_\_\_\_\_

➤ **DUE DATE:** \_\_\_\_\_

**I understand all fees, insurance, and paperwork are due 14 business days before my event and that no changes can be made after the due date.**

**CITY OF ALAMEDA HOLD HARMLESS AND INDEMNIFICATION AGREEMENT**

I, the undersigned, (print name) \_\_\_\_\_

Representing (group/organization) \_\_\_\_\_

in consideration of being provided the requested facility by the Alameda Recreation and Park Department, hereinafter called City, shall indemnify, defend and hold harmless the City, its City Council, its boards and commissions, officers, agents, and employees from and against any and all loss, damages, liability, claims, suits, costs and expenses whatsoever, including reasonable attorneys' fees regardless of the merits or outcome of any such claim or suit arising from or in any manner connected to any person or property while in the requested site. Notwithstanding, anything to the contrary contained herein, the above named group/organization agrees to defend, indemnify, and hold the City harmless for any and all damages or liabilities arising out of, or in connection with, using the City's facilities.

Title/Name \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: (\_\_\_\_) \_\_\_\_\_ Secondary Phone: (\_\_\_\_) \_\_\_\_\_

➤ **I have read the Albert H. Dewitt Officers' Club Policies and the City of Alameda's Hold Harmless. I understand and agree to abide by all of the policies, rules and regulations governing the use of this facility and the hold harmless agreement.**

**SIGNATURE** \_\_\_\_\_

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