

Montarabay Community Center Rental Rates, Fees, Permit and Insurance Requirements

Effective Date:

FACILITY RENTAL RATES

This fee schedule is based on an hourly use with minimum 4 hour rental occupancy. Rental on Fridays, Saturdays and Sundays may be any consecutive 4 hour block between the hours of 8 a.m. to 10:00 p.m. All members of the rental party must be vacated by 10:00 p.m.

Fees

Main Hall (non-resident)	Hourly rate of \$85/ hour, minimum 4 hour rental or \$340
Main Hall (resident*)	Hourly rate of \$65/ hour, minimum 4 hour rental or \$260
Kitchen	\$50
Alcoholic Beverages	
(Staff processing fee of \$50 does not include liability insurance or California Department of ABC fees)	\$50
Restrooms only (\$100 cleaning/damage deposit mandatory)	\$100
Ballfield (local youth organization)	\$15 per hour
Ballfield (adult)	\$25 per hour
Ballfield Lights	\$15 per hour
Meeting (3 hours maximum, Monday-Thursday only)	Resident \$50 per session Non- Resident \$65 per session

*Residency: An individual or group is entitled to resident rates if the primary place of residence of the individual, or office of the group, is located within County Service Area M-17 (Bayview Park, Tara Hills, and Montalvin Manor). All others will be charged the non-resident fee. Acceptable forms of proof of residency include: a valid state issued identification card and a current utility bill including service address. Examples of utility bills include: water, PG&E and/or cable.

ACCEPTABLE METHODS OF PAYMENT

Payments may be accepted at the facility in the form of cashier check, money order, or check. Cash payments are accepted by appointment only at 255 Glacier Drive, Martinez CA.

SECURITY FEE

A security guard is required to be on the premises throughout the entirety of all rentals per the Community Center Rules and Regulations.

Security guard fee (non-holiday)	Prevailing Wage
Security guard fee (holiday*)	Prevailing Wage

*Holidays include the following: Martin Luther King Jr. Day, President's Day, Memorial Day, July 4th, Veteran's Day, Labor Day, Thanksgiving Weekend, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.

COMMUNITY CENTER STAFF FEE

Community Center staff is required to open and close the facility for all rentals	\$35 per rental
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If Community Center staff is required to open the facility on additional occurrences during the rental period, additional fees will be applied accordingly and may be deducted from the deposit.

CLEANING/DAMAGE DEPOSIT

Deposits paid 31 days or more prior to the requested date of use; no alcoholic beverages served or sold	\$200
Deposits paid 15-30 days or less prior to the requested date of use; no alcoholic beverages served or sold	\$400

Montarabay Community Center • (510) 724-1434 • Montarabay@gmail.com
Lefty Gomez Community Center • (510) 799-7592 • rodeoctr@gmail.com
 Contra Costa County Rental Facility • For Additional Support contact: 925-313-2000



ALCOHOL DEPOSIT

Deposits whenever alcoholic beverages will be served or sold

\$200

NOISE DISTURBANCE DEPOSIT

Required for all rentals. This deposit will not be returned if there are complaints of public disturbance.

Noise disturbance will be determined at the discretion of Community Center Facility Coordinator. \$200

FOOD PERMIT/FEEES

A renter intending to sell or serve food to the general public must obtain a Temporary Food Event Permit from the Contra Costa County Environmental Health Division of the County Health Services Department. The renter must submit an application packet, together with associated fees to the Environmental Health Division at least 30 days before the event. **If the renter fails to obtain a Temporary Food Event Permit within the specified time, the renter will not be allowed to provide food to the public.**

LIABILITY INSURANCE

Renters, at their sole cost and expense, must secure liability insurance in the amount of **one million dollars** naming the County of Contra Costa as an additional insured. If the renter desires to obtain liability insurance through the County's special events coverage program, the renter must submit an application for insurance no less than thirty (30) days prior to event date. The County will forward the renter's application for insurance to its insurance broker, who will attempt to place the insurance in the renter's name. Whether insurance is obtained through the County's special events coverage program or otherwise, all renters must submit a Certificate of Liability Insurance evidencing the purchase of the required insurance to the Community Center Director at least 30 days prior to the date of the rental. **If the renter fails to submit a Certificate of Liability Insurance within the specified time, the rental will be cancelled**

In addition to liability insurance, all renters intending to **sell** alcoholic beverages are required to obtain, at their sole cost and expense, a Special Day License from the California Department of Alcoholic Beverage Control (ABC) or use a caterer that has a current alcohol beverage license from the Department of ABC. Renters must submit a copy of the Special Day License or the caterer's current ABC license to the Community Center Director at least 30 days prior to the date of the rental. **If the renter fails to submit a copy of the Special Day License or the caterer's current ABC license within the specified time, the renter and/or caterer will not be allowed to sell alcohol during the rental.**

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