



# City of Greenfield

## **GREENFIELD COMMUNITY CENTER**

1351 Oak Avenue, P.O. Box 127, Greenfield, CA 93927  
[www.ci.greenfield.ca.us](http://www.ci.greenfield.ca.us)

*Rental Services for all Occasions including Wedding Receptions, Quinceañeras, Birthday Parties, Anniversary Celebrations, Graduations, Group Functions, Youth Group Events, Business Meetings and School Gatherings.*

*Welcome to the Greenfield Community Center. The following information is designed to help make your event here at the Center the most enjoyable and memorable experience possible. To assist you in preparing for your event, a staff member will meet with you, one on one, to discuss all the facts of your function. We pride ourselves in high quality services, state of the art facilities and a friendly staff. Our goal is to ensure your event is a unique and memorable experience that will last a lifetime.*

*Warmest Regards,  
The City of Greenfield Staff*

## RENTAL RATES

Rates do not include insurance, security or any other required permits.  
Please remember to include your set up and clean up time in the amount of hours.

<b>Greenfield Community Center</b>			
	<b>1 to 3 Hours</b>	<b>3 to 6 Hours</b>	<b>Full Day</b>
<b>Normal Rates</b> (Non-Greenfield Residents)			
Catering Kitchen	\$50	\$75	\$100
Verde I Room	\$50	\$80	\$100
Dorado Room	\$65	\$100	\$130
Verde II Room	\$105	\$160	\$210
Verde I & II Rooms	\$155	\$235	\$315
<b>Greenfield Residents</b> (5% Discount off the Normal Rates)			
Catering Kitchen	\$48	\$71	\$95
Verde I Room	\$48	\$76	\$95
Dorado Room	\$62	\$95	\$124
Verde II Room	\$100	\$152	\$200
Verde I & II Rooms	\$147	\$223	\$300
<b>Non-Profit Groups</b> (20% Discount off the Normal Rates)			
Catering Kitchen	\$40	\$60	\$80
Verde I Room	\$40	\$64	\$80
Dorado Room	\$52	\$80	\$104
Verde II Room	\$84	\$128	\$168
Verde I & II Rooms	\$124	\$188	\$252
<b>Commercial</b> (For-Profit Groups)			
Catering Kitchen	\$75	\$125	\$150
Verde I Room	\$80	\$100	\$152
Dorado Room	\$100	\$145	\$192
Verde II Room	\$165	\$235	\$315
Verde I & II Rooms	\$245	\$350	\$470
<b>Stage (Electricity)</b>	\$50	\$75	\$100
<b>Offices – Social Service Agencies</b>	One time use	\$25	per use
	2-3 days per wk	\$30	per month
	4-5 days per wk	\$40	per month

## **FACILITY RESERVATIONS**

Securing a date for your special occasion is probably the most important part of hosting your special day. Dates may be reserved a maximum of one year in advance. A deposit of \$300 for individual groups and \$500 for commercial groups is required. This is to be included with a completed facility rental application, insurance and any other necessary permits. All availability is on a first come, first serve basis.

The deposit must be made in a separate check or money order. The deposit will be returned approximately 30 days after your event unless the facility is left unclean, there is damage, theft or extra time used in the facility. After each event the facility is checked for any damages and cleanliness. All cleanup and damage charges will be deducted from the deposit and the remainder will be returned. Should the cost exceed the deposit, the Renter will be liable for payment of these costs within 30 days of the event.

## **CANCELLATIONS AND REFUNDS**

The Renter's deposit will be kept as a cancellation fee. All other fees paid will be refunded if the City is notified 90 days prior to the event.

The City of Greenfield may cancel any event under the following circumstances:

- Upon default by the Renter in the performance of any rules contained in this document.
- Immediately without written notice if the facility is damaged or destroyed.
- Immediately without notice if the City of Greenfield, the County Board of Supervisors, or any other local, state, or federal official determines the facility is required for public necessity or emergency use.

## **INSURANCE**

To ensure the safety of your guests, the City of Greenfield requires Renters to carry insurance. The Renter will provide, at their own expense, the following insurance:

- Liability Insurance – Broad Form Comprehensive General Liability Insurance in the amount not less than \$1,000,000 for each occurrence, combined single limit, personal injury and property damage, naming the City of Greenfield, their officers, agents and the employees as additional insured

The Renter will give notice to the City of Greenfield within 24 hours of policy alteration or cancellation. Policy cancellation is cause for termination of the Rental Agreement. The City of Greenfield reserves the right to require a Bond when it deems necessary.

*Note: As a special service, one-day event insurance may be purchased through HUB International Insurance Services Incorporated. This insurance covers personal and liquor liability only. Insurance rates are set January 1<sup>st</sup> of each year. Ask the Rental Coordinator for information.*

## **FACILITY RULES**

All equipment and supplies within the Center are the property of the City of Greenfield. At no time may any equipment be removed from the Center. The City of Greenfield shall not be held responsible for any loss or breakage resulting from rental activity. All loss and/or breakage shall be the sole responsibility of the Renter.

Occupancy capacities for all spaces at the Community Center have been established by the State Fire Marshall. Persons responsible for the rental event are required to ensure that maximum capacities are not exceeded.

	Assembly (Chairs Only)	Dining (Tables and Chairs)
Verde I Room	39	25
Dorado Room	48	35
Verde II Room	81	60
Verde I & II Rooms	120	100

All events will end by 12:00 midnight local time on Friday and Saturday.  
All events will end by 10:00 p.m. local time on Sunday through Thursday.

Absolutely NO SMOKING in the Center at any time.  
Absolutely NO GUM CHEWING in the Center at any time.  
Only champagne bottles allowed with proper permits and insurance.  
Absolutely NO OTHER ALCOHOL.  
Absolutely NO RED PUNCH ALLOWED to be served in the Center.

## **SECURITY AND SUPERVISION**

Children must be supervised at all times. Renters and their guests are required to maintain proper supervision of all children. No one is allowed to use vacant rooms during rental function.

The Renter will provide security protection in consultation with the Rental Coordinator. Security guards must arrive 30 minutes prior to and remain 1 hour after the conclusion of the rental activity. The amount of security guards required per event is determined by the rooms used, estimated amount of guests, type of function, hours of event and other factors which are all taken into consideration. One security guard is required per every 50 people.

Security services must be provided by a company that has a State License from the Department of Consumer Affairs, each Security Officer must also be currently licensed, and the Security Company must have a current business license from the City of Greenfield. Please contact the rental coordinator for a current list of security companies who currently have a business license with the City.

Security contracts must be submitted to the Rental Coordinator 30 days before rental event.

**Note: All events are required to have a City of Greenfield Special Event Permit. Special Event Permits may be obtained Monday – Friday, 8:00 a.m. to 5:00 p.m., through the City of Greenfield Police Department located at 215 El Camino Real, Greenfield, CA. Required by the City of Greenfield: One security guard required per 50 people. The signed contract is subject to change, by the City of Greenfield, without notice.**

## **MUSIC REGULATIONS**

The City of Greenfield has established rules governing noise levels in order to maintain good neighbor relations. During any event the maximum decibel level may not exceed 50 inside the building. It is the responsibility of your Band or DJ to provide appropriate equipment to ensure that sound levels are maintained.

The City of Greenfield Police Department will perform periodic checks to ensure proper levels are being maintained. Bands and DJs will be given one verbal warning. Failure to comply with standards will result in loss of deposit and may risk termination of music. To ensure an enjoyable event, please send information to your Band or DJ regarding these rules. For the respect of our neighbors all Bands and DJs should use the side exit at the end of your event. The loading and unloading is not permitted from the back of the building.

## **DECORATIONS**

The final touch to any event, are the decorations. We realize how important it is to have the area look as nice as possible. Here are a few guidelines to help you:

- Centerpieces may not contain candles or glass, unless approved by the Event Coordinator
- Decorations may not be nailed, tacked, taped or pinned to the walls, ceiling or floor
- All decorations must be pre-approved by the Event Coordinator before being placed in the Center
- Decorations deemed unsafe or objectionable by the City, Fire Marshal or Police Department must be removed immediately

## **INVITATIONS**

Invitations are required at the front door for admission into any event. Security Guards will collect each invitation at the main entrance. Please help us ensure all your guests are admitted to the event by following these guidelines:

- Invitations must clearly stated how many guests are permitted per invitation
- Adults and children will be considered in the count
- Please state on your invitation: Greenfield Community Center, 1351 Oak Avenue, Greenfield, CA 93927
- Directions: Take Oak Avenue exit off Highway 101. Turn onto Oak Avenue heading west. Continue to Oak Avenue and 13<sup>th</sup> Street. The Center is located on the north end of Patriot Park.

## **PARKING**

The Community Center has a couple of entrances and exits for ease of loading and unloading of supplies and equipment. Parking is not permitted along the sides, to the rear or directly in front of the building during events. Any vehicle in violation, will be subject to the City of Greenfield parking fines and may be towed at the owner's expense. Guests are asked to park in the main parking lot or on the street. Loading and unloading is only allowed immediately before and after the event.

## **KITCHEN USE**

The kitchen is cleaned and sanitized before each event, therefore it must be returned in the same condition.

Prepare your food at home; the facility is primarily a prep and warming kitchen. **ALL DAY COOKING IS PROHIBITED.** Improper use of equipment or facilities by the caterer will be the responsibility of the Renter if there is damage.

All personally owned food, supplies and cookware must be removed from the site immediately after the event. Items left will be donated to local charities.

## **CLEANING AND SETUP**

Tables and chairs will be provided by the City, however, the Renter is responsible for arranging them. Renters are not allowed to do any setup or decorating the night before their event. Decorating can only be done the day of the event.

All renters have one hour immediately following the event to do required cleanup and remove all personal belongings, after at which time, the City of Greenfield will assume responsibility.

Immediately at the conclusion of your event, the Renter must:

- Pick up and throw away all garbage
- Empty refrigerator of all supplies or food
- Clean the kitchen area

No cleaning activities or removal of belongings by the Renter will be permitted the day after the event.

## **ALCOHOL POLICY**

Champagne is allowed for toasting only at Weddings and Anniversary Celebrations and enforced according to Alcoholic Beverage Control (ABC) Regulations.

General rules for dispensing champagne:

- No alcohol is permitted at any event other than champagne toast during the weddings and anniversary celebrations
- IDs will be required for anyone in question
- No glass bottles or cans allowed, cups only, champagne cups must be a different color than soda cups.
- Serving champagne will end 1 hour prior to the conclusion of the event
- Bar attendants must be 21 years or older
- The amount of champagne allowed on premises for any event must be approved by the Event Coordinator
- Security guards must be located near the bar area throughout the event and has final authority

## **CHECKLIST**

### Before Event

- Read entire rental packet, especially rules and regulations
- Check date availability with Event Coordinator
- Acquire General Liability Insurance for no less than \$1,000,000
- Acquire Security Guards (if applicable)
- Acquire City of Greenfield Special Event Permit from the Greenfield Police Department (if applicable)
- Submit all paperwork along with deposit and rental fee to Event Coordinator 30 days prior to event date

### Day of Your Event

- Contact the Public Works Department to open the facility (if applicable, see Event Coordinator for Public Works Department contact information)
- Decorate the same day of your event
- Return all vehicles to the parking lot after unloading
- Follow all rules and regulations regarding champagne, music, kitchen and facility use
- Clean up all areas and remove all items including garbage immediately following your event
- Contact the Public Works Department to close the facility (if applicable)

**City of Greenfield - Community Center Rental Form**

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

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

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

Home #: \_\_\_\_\_ Work #: \_\_\_\_\_ Alternate #: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time from: \_\_\_\_\_ to: \_\_\_\_\_

Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Total: \_\_\_\_\_

**Room(s) Interested in Renting:** \_\_\_\_\_

**# of Tables (each table seats 8 maximum):** \_\_\_\_\_ # of Round: \_\_\_\_\_ # of Rectangular: \_\_\_\_\_

**Security Company Name:** \_\_\_\_\_

Contact Name: \_\_\_\_\_ State License #: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

City of Greenfield Business License #: \_\_\_\_\_

# of Guards: \_\_\_\_\_ Name: \_\_\_\_\_ License #: \_\_\_\_\_

Name: \_\_\_\_\_ License #: \_\_\_\_\_

Name: \_\_\_\_\_ License #: \_\_\_\_\_

**Name of Band / DJ / Mariachi:** \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

City of Greenfield Business License #: \_\_\_\_\_

**Caterer Name:** \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

City of Greenfield Business License #: \_\_\_\_\_

**Bar Attendants**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Driver's License #: \_\_\_\_\_