



SENIOR CENTER FACILITY RENTAL

RENTAL ROOMS AVAILABLE

The Concord Senior Center is EXCITED to host your next event. We have several rooms available for your business meeting, club activity, party, community activity or special event. We have class rooms that can be combined or divided to host 1 – 60 persons. Rental fees range from \$20-\$80/hr for a minimum of 4 hours depending on number and day. For larger events, we have a Hall that can hold up to 230 (if dining and dancing, maximum is 190).

WISTERIA HALL (55X53FT OR 2,915 SQ . FT)

HTTPS://YOUTU.BE/H_94HPSQA40

This is the Senior Center's largest room. It has a stage, windows flanking both sides of the room, high ceilings and light wood flooring. The room has a capacity of 200 persons with a dance floor and round tables or 230 persons with theatre style seating. The room is perfect for your celebration, party, wedding reception, meeting or graduation.

The kitchen is included with full hall rental or B side rental. Kitchen has steam tables, cold table, prep table, 3 compartment sink, flat grill, 6 burner stove, 3 ovens, alto sham, large refrigerator and ice maker. If you don't use the kitchen, we can reduce your deposit from \$750 to \$500.

For Saturday rentals, ask about our 9 hour rental package and additional options that can improve your event experience like easels, podium, mics, projectors and other A/V options. (Additional fees will apply.) This room can be sold by halves using the room divider. Choose stage side (A) or kitchen side (B). Ask rental specialist for more details.



Concord Senior Center

Baldwin Park * 2727 Parkside Circle * Concord, CA 94519

925-671-3320 www.cityofconcord.org or caryl.tynan@cityofconcord.org P:\sharewrk\Senior Center\Rental information\rentalprocedure2012web.doc

CLASSROOM (46X22FT OR 506 SQ . FT)

[HTTPS://YOUTU.BE/BMEFDXIGTGY](https://youtu.be/BMEFDXIGTGY)

Classroom has a cozy feel with carpeted floors. It is adjacent to the front patio. With a maximum capacity of 60 persons, your meeting, class, activity or party can be a success. The room is equipped with a sink and counter .(Class A side) If your event needs a/v options like a projector and sound, this can be provided (additional fees apply).

This room can be sold as half the space using our room dividers. Choose sink side or white board side. Ask rental specialist for more details.



GARAVANTA/DIANDA (18X24 FT OR 432 SQ . FT)

[HTTPS://YOUTU.BE/OCGNH5NKG8K](https://youtu.be/OCGNH5NKG8K)

Our small rooms are perfect for more intimate activities, business meetings or classes. A maximum capacity of 20 persons, you can utilize 3x3 or 5x3 tables. Both rooms have a sink and counter with linoleum floors for easy cleanup. Also available is a whiteboard for your meeting/class.



RENTAL RATES, REQUIREMENTS & OTHER

Room	Capacity w/Tables or Theatre seats	Weekdays after 2pm	Saturdays 8am to 12am	Sundays 8am to 12am	Damage Deposit (Refundable)
Wisteria Hall	200 or 230 Persons	\$125	\$185/hr \$1400/9 hrs.	\$135/hr	\$750 (\$500 if NO FOOD)
Wisteria A or B (Half Hall)	100 or 115 Persons	\$80	\$100	\$90	\$375
Classroom	50 or 60	\$80	\$80	\$80	\$250
Classroom A or B (Half room)	20 or 30	\$40	\$40	\$40	\$100
Dianda or Garavanta	20	\$25	\$25	\$25	\$100
Front Patio	100	\$175	\$175	\$175	n/a
Lounge	Add-on to room rental	\$20	\$20	\$20	n/a

- 4 hour minimum rental. This includes set up and clean up time.
- Liability Insurance Required. \$67 to \$127 depending on # of persons attending event. You can purchase your own certificate if you wish to use Home Owners or Renter 's Insurance company.
- Security is required if serving Alcohol (Youth events are not eligible to have alcohol.)
- Weekday rentals are limited due to Class Schedule, Senior Club and Senior Café programs.
- *Non profits may ask about non profit rates. We require proof of tax status.*

Other Add-Ons	Projector & Screen	Mic and Podium	Coffee Urn & 50 cups	Alcohol Permit	Extension/ Adapter Cords
Cost	\$50	\$50	\$40	\$75	\$20

HOW TO RENT A ROOM

- Read room descriptions to get an idea which room will work best.
- Send an inquiry about the room with the following information;
 - First and Last Name
 - Address and city
 - Phone
 - Email
 - # of persons
 - Type of Event
 - Date of Event
 - Start and End Time (Remember, all rentals should include setup and clean up times.)
 - Will you have alcohol?
 - Will you buy or provide insurance?

You can Email it to : caryl.tynan@cityofconcord.org, drop off the information at the Concord Sr. Center, 2727 Parkside Circle, Concord, CA or fax 925-671-3392. * Rental specialist will contact you with quote

- Make appointment to see room and/or sign contract. Call 925-671-3321 or email caryl.tynan@cityofconcord.org.

APPOINTMENTS AND WALKINS

Appointments are usually made at 3:30-5pm Tues through Friday and some Saturday Mornings. These times are the best times to see the main hall without activities going on. Please note that we will not show any of the rooms during activities so we do not disturb the participants using the rooms.

If you do not have an appointment and want to try and stop by please do so between 3:30-5pm Tues through Friday. You are welcome to drop by in the evenings and a facility attendant may be able to show you around dependent on room occupancy. Sunday Mornings between 10am and noon is a possible time to drop by as there are other events held in the morning. Again, drop by viewing is only allowable if rooms are NOT occupied.

PAYMENT – HOLDING EVENT DATES

We accept Visa, MC, American Express. To hold a date we require 50% of rental fee with signed contract. Damage deposit and balance is due 8 weeks from event. Nonpayment of balance at deadline, may result in event cancellation by senior center staff without refund. If there is a problem with payment schedule please communicate with senior center staff.

CANCELLATIONS

Cancellations must be made in writing. If you cancel 8 months or more prior to your event, \$150 will be retained. Cancellation notice 6 to 8 months prior to your event, 25% of your total rental fees will be retained. With a 2 to 6 month cancellation notice, 50% of your total rental fees will be retained. There will be no refunds if cancellation is made less than 2 months prior to event. All rental fees are forfeited except for the refundable damage deposit.

CAN I COME IN EARLY TO DECORATE?

The hours of your contract should include decorating time and cleanup. The reason we are very clear on hours is to ensure that your insurance liability coverage includes anybody that is decorating. In case of injury, all documents need to have proper start time and end time.

IS ALCOHOL ALLOWED?

Alcohol is allowed for a \$75 Permit fee if the event is an ADULT event. All youth events (Quincenearas, Sweet 16's, Debut's, etc.) are prohibited from purchasing alcohol permit. Please do not try and rent hall under false event. Any events that are found to have alcohol during a youth event may be terminated without refund.

CAN I RENT A ROOM FOR AN HOUR?

The minimum rental requires 4 hours. You can rent the room for an hour if you commit to 4 different 1 hour days, or 2 different 2 hour days. Remember, all rentals should include setup and clean up times. An hour rental is only possible if you can setup and cleanup within that time frame.

DO I NEED INSURANCE?

YES, all rentals need liability insurance. 1 million in personal liability coverage and 2 million property damage coverage. You may purchase it from us (\$67-\$127+), depending on number of persons attending your event(s). You may also provide your own insurance via business and/or homeowner's insurance. We would need a Certificate of Liability proving coverage for the date(s) of your rental.

DO I NEED SECURITY?

ALL youth events and alcohol permit events require security. 1 guard for every 100 persons. You must use 1 of 5 security companies that are approved by the City of Concord.

WHAT COMES WITH RENTAL? CHAIRS AND TABLES?

Your rental will come with Chairs and Tables. Setup to your agreed upon floor plan which is made after contract is signed and finalized a week before event date.

Wisteria Hall has 72" Round Tables (up to 20) and 5'x3' rectangular tables (up to 15). 150 un-armed chairs are available and 50+ armed chairs. The chairs are important if you are considering using chair covers. If you have 200 guests, you may want to consider renting 50 un-armed chairs as the armed chairs don't allow for a chair cover. We have used the un-armed chairs against the wall so guests walking in don't see that they have no chair cover.

The other rooms have 3x3 card tables (12) and/or 5x3 rectangular tables (up to 10). Mixed armed and un-armed chairs.