



# **Bud Hansen Wisteria Arbor**

1200 LaVista Avenue

*The Bud Hansen Wisteria Arbor is the City of Concord's hidden jewel. Located in beautiful Markham Park, and surrounded by lush grass, a babbling creek and gorgeous flowers, the Arbor is an ideal setting for outdoor wedding ceremonies.*



## **Availability and Rates**

***Available:***

Saturday and Sunday 9:00 a.m. – 6:00 p.m.  
May 1 to October 15

***Fees:***

**Residents** - \$600 for a 3 hour continuous block  
**Non-residents** - \$650.00 for a 3 hour continuous block  
Processing/tech fee \$15  
Additional \$300 refundable security deposit

***Seating Capacity:***

125 maximum

# Bud Hansen Wisteria Arbor

## Reservation Procedures

Reservations will be taken at Centre Concord, 5298 Clayton Road, Monday through Friday by appointment.

Inquiries can be made in person or you may call Centre Concord at (925) 671-3382. Reservations are only guaranteed upon completion of all paperwork and payment of applicable fees.

The Arbor is available to rent between the hours of 9:00 a.m. to 6:00 p.m., Saturday and Sunday only. Rentals cannot occur on consecutive weekends.

Reservations are accepted on a first come-first served basis, a maximum of one year in advance. Reservations made 30 days prior to event are subject to approval/availability.

Rentals are for a 3-hour block of time only. Additional time beyond the 3 hours is not available. Additional time added on the day of the event is not permitted.

Reserved time should be chosen carefully; refunds will not be given for unused times.

To secure your rental hours, a deposit of 50% of the total rental fee is required. The remaining balance of the rental fees and the security deposit are due 60 days prior to the event.

The City of Concord reserves the right to book additional events before and after your confirmed rental time.

Rental permits will be issued only to adults 21 years & older.

The facility will be closed and is generally unavailable for rental on the following holidays: *Memorial Day, Independence Day, and Labor Day*. Special arrangements may be made. Please call for details.

## Services Provided

A facility representative will be on duty at the Arbor during your entire rental time period. This facility representative will set up and take down the chairs provided, provide information and direction, and ensure that your rental space will not be used by any other individual not involved with your event. The attendant will not be available to decorate, or be involved in your function.

You must provide for any additional equipment besides the chairs and limited tables, and do the set-up and take down on your own. Set-up and take down must be done within your allotted time frame.

The Facility Representative is responsible for enforcing all of the rental use regulations, especially to ensure that the event does not impact the surrounding neighborhood. If necessary, he or she will terminate the event when the rental use procedures are not being followed.

# **Bud Hansen Wisteria Arbor**

## **Rental Rules and Regulations**

### **Renter's Responsibilities**

The renter is solely responsible and accountable financially for any and all accidents or injuries to persons or property resulting from your use of City facilities.

Any violation of the rules and regulations or damages to the Arbor or surrounding area will result in forfeiture of some or all of the renter's security deposit.

The renter is responsible for the control and supervision of all people in attendance during the usage of the facility. The renter is also responsible for ensuring their guests and service providers adhere to the facilities policies, procedures and regulations. The renter shall take care to see that no damage is done to the rental area and that everyone conducts themselves in an orderly manner.

Minors (any person under the age of 18) must be supervised at all times.

If damage to the rental area or the behavior of your guests warrants it, your function may be stopped in progress and you may be denied further use of the park facilities.

The facility representative is responsible for the rental area and may request police assistance at any time to prevent abuse of privileges and to enforce park rules and regulations. If the police are called, your total cleaning/damage deposit will be automatically forfeited.

### **Arbor Policies**

All fees and use regulations are subject to change.

Maximum number of people allowed in the rental area is 125.

Use permits cannot be transferred, assigned, sublet or issued to persons under the age of 21.

Events may require one or all of the following: Bonded security and/or police approval.

The facility will not be available early for your florist, decorator, musicians etc.

A charge of \$100.00 per 15 minutes will be incurred if any individual or Service Company (florist, caterer,) arrives prior to the designated start time or stays later than the designated ending time. This will be deducted from your refundable security deposit.

City of Concord is not responsible for items left before or after designated rental times.

Rental of the Arbor is Rain or Shine. There are no cancellations for inclement weather.

### **Facility Conditions**

The rental area is available for wedding ceremonies and similar events only. The type of event allowed in the area is at the discretion of the Director of Parks & Recreation. Serving of food or beverages is not allowed.

Parking is limited to the paved lot and adjacent dirt lot provided. Parking is not allowed on the residential streets nearby.

The paved parking lot is not available for the exclusive use of the renter. Access to this parking lot and the remainder of the park area must be maintained for other park patrons. Only the designated rental area is set aside for the renter's exclusive use. Renters will not be held responsible for damages to the paved parking lot not caused by their guests or patrons.

There are no electrical outlets or bathroom facilities available in the park.

Sound is restricted to battery operated systems that project the minimum volume needed for speaking at a ceremony. Only recorded or acoustic music is allowed for the ceremony. The facility representative on duty is responsible for controlling the volume levels.

## Cancellations

Cancellation 60 days or more prior to your event, 50% will be retained.

Cancellation 30 to 60 days prior to your event, 75% of your total rental fees will be retained.

Cancellation less than 30 days prior to your event, the entire rental fee is retained except the refundable cleaning/damage deposit.

## Damage Deposit

A \$300.00 refundable security deposit is due 60 days prior to the event.

Immediately prior to and immediately following your event, a Facility Representative and your designated representative will determine the condition of the Arbor, lawn and parking lot. The Facility Representative and your designated representative must sign a form indicating agreement as to that condition. Failure to do so will cause forfeiture of your cleaning/damage deposit. You are expected to return the rental area to this same condition.

Any damages, extra cleaning needs or policy violations discovered by Facility Staff after you leave will be noted and applicable fees deducted from your damage deposit.

A refund check (cash/check payments) or a credit card refund will be processed within 4 weeks after your event as long as there has been no damage to the facility or any additional expenses incurred. You will be billed for any additional expense not covered by the damage deposit. The determination and assessment of additional charges shall be at the sole discretion of the City of Concord

## Decorations

All decorations must be approved by Facility Staff. Decorations must be of flame-retardant material.

No items may be staked into the ground, including torches, tents, or canopies.

Nothing may be adhered to the Pavilion structure by any means (including nails, table, tacks, staples, etc.) as it can cause damage to the wisteria plants growing there.

The throwing or use of rice, confetti, glitter, or bird seed is prohibited as it is harmful to the birds & wildlife and/or can cause injury if someone slips and falls. Any violation will result in forfeiture of refundable cleaning/damage deposit or portion thereof.

## Cleaning

Your cleaning responsibilities are:

- To leave the rental area (including the Arbor, lawn and parking lot) as you found it:
- Remove all trash to trash cans provided in the park;
- Remove all decorations from the rental area;
- Remove all equipment you have brought in from the rental area.

If damage to the rental area occurs during the reserved use time or if additional clean-up is required by staff, the refundable security deposit, or a portion thereof, will be retained to return the rental area, including the Arbor, lawn, chairs, and parking lot, to its original condition. These charges may include cost of materials and labor for unscheduled cleaning and/or repair of the facility.

*The City of Concord reserves the right to refuse rental contracts for the use of its facilities at its own discretion.*

By signing this document I certify that I have read, reviewed, and understand all of the existing rules, regulations and conditions set forth by the City of Concord governing the use of the facility/facilities specified above (*including the facilities Cleaning Responsibilities*), and that I and my organization will take full responsibility for ensuring that the use of the facility/facilities is in full adherence to and compliance with these conditions, and upholding my/our responsibilities.

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Print Name

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Sign Name

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Date