



City of Lincoln Facility Rentals Information Packet

Reservations

Please contact the City of Lincoln Recreation Department to check the availability of our facilities. Reserving Lincoln facilities is on a first come, first served basis. Facility Rental Application and damage/cleaning deposit are due **14 days after** requesting facility rental date(s). Reservations are considered “tentative” once the Facility Rental Application and damage/cleaning deposit are submitted. Once a supervisor confirms and approves the tentative reservation, the Renter must submit the full payment of rental fees, certificate of insurance, security agreement (if required) and anything else deemed necessary by the City of Lincoln **30 days prior** to your event or your rental may risk cancellation.

Renters, including caterers, bands, delivery of rental equipment, etc. will not be permitted access to the facility prior to the scheduled rental period. **It is the Renter’s responsibility to arrange letting caterers and other vendors into the facility.** Please keep this in mind when requesting entry/exit time to the facility.

The Renter acknowledges the remote possibility that the facility, or portions of the facility, may be rendered unusable or otherwise unavailable due to circumstances beyond the City’s control, including but not limited to flooding, fire, natural disaster, other acts of God, criminal acts or acts of terrorism. In the event that the entire facility should become unavailable due to any such circumstances beyond the City’s control, the City shall refund any and all fees received from the Renter. Should only a portion of the facility be rendered unusable, only a portion of the rental fee will be refunded. However, the City shall not be liable for the Renter’s consequential damages, including but not limited to other costs incurred in connection with the Renter’s planned event, substitute performance, lost profits, and/or lost opportunity.

Parking availability is not guaranteed and may be limited due to events going on in the nearby area.

NO smoking inside any City facility or City parks (per City Ordinance 12.20.190).

Responsibility of Renter

The Facility Rental Application must be signed by a person who is at least eighteen (18) years of age, however, if alcohol is to be served the rental agreement must be signed by a person who is at least twenty-one (21) years of age. The person and/or the organization signing the rental application, on whose behalf the rental is being made, is responsible for compliance with all conditions of use for the facility including compliance by guests of the Renter. Renter is also responsible for all guest’s behavior. Violence, excessive drinking, loud behavior, lack of supervision for children, etc. is not permitted and will not be tolerated.

Rental groups composed of persons under the age of 21 will be issued only to adults who accept supervisory and liability responsibilities throughout the period covered by the rental contract.

The Renter shall be responsible for securing all required permits and shall present evidence of such permits to the City **30 days prior** to the rental date.

Under no circumstances shall the applicant/renter and/or organization sublease or allow any organization or individual to use the facility during the time and date for which they have contracted.

Alcohol

It is permissible to serve alcohol at events held in the McBean Pavilion and Civic Auditorium provided all applicable laws and ordinances are adhered to and the Lincoln Police Department grants approval. If your organization plans on selling alcohol, you must contact the Lincoln Police Department to secure approval. If approval is granted, the Lincoln Police Department will issue your organization an approval letter. You must go to the Alcohol Beverage Control Board (ABC) in Sacramento to secure a one-day liquor permit. This permit must be on display near the area where alcohol is being sold. Generally speaking, according to the Alcohol Beverage Control Board, **only non-profits can secure a one-day liquor license.** All other organizations/renters wishing to sell alcohol need to hire a caterer with an off-site liquor license to sell alcohol. **It is the Renter’s responsibility to ensure alcohol is not served to or consumed by people under 21 years of age. Due to insurance purposes, alcohol may only be served for a maximum of five (5) hours. Plan accordingly. Last call is recommended at 11:00 PM.**

Security

If event attendance exceeds 100 guests, or your event will serve alcohol, **security will be required**. Renters who plan to serve any type of alcohol at their event must have licensed and insured uniformed security guards present during their event. If security is required for your event, the City requires 1-3 professional security guard(s). The Police and Recreation Department will determine the number of security guards required and notify the Renter.

Security is required to be on site while alcohol is available for consumption until the end of the rental period.

It is the Renter's responsibility to contact a licensed security company to secure the service of the required number of security guards. The security agreement, if required by the City of Lincoln, must be on file at the Recreation Department at least **30 days prior** to the rental date. It is the responsibility of the Renter to file the security agreement with the Recreation Department. If a copy of the security agreement is not on file, access to the building will be automatically denied.

Renter is responsible for any guests who bring alcohol to their event without obtaining the proper insurance and security requirements.

Insurance Guidelines

Insurance is mandatory when renting/using a City of Lincoln facility, including fields, parks and streets. The minimum requirement for insurance is a \$1 million general liability. This certificate also needs to name the "City of Lincoln, 600 Sixth Street, Lincoln, CA 95648" as an additional insured. There may be exceptions to this minimum and you may be asked to increase the level of insurance if the event warrants it. Please note that a homeowner's policy is not considered to be adequate insurance coverage, although your insurance provider may be able to sell you a special one-day rider. Contact your insurance provider for information and suggestions. You may also want to consider the purchase of special event insurance through the City of Lincoln if you are unable to secure the appropriate insurance on your own. Please contact the Recreation Department at 916-434-3220 for more information.

Visit www.eventsure.com for one-day insurance quotes and purchases.

The Renter, as listed on the Facility Rental Application, must be named on the certificate of insurance.

Rental Time

McBean Pavilion – Friday, Saturday, and Sunday rental times begin at 8:00 am and conclude at 12:00 am (midnight), the same day of rental. Friday, Saturday, and Sunday rentals cannot be rented out as half day rentals. Half day rentals are only available Monday-Thursday.

Civic Auditorium - Rental time is based on facility availability and the needs of the Renter.

Community Center - Rental time is based on facility availability and the needs of the Renter.

Rental time ends at the time listed on the Facility Rental Application. Renter is required to remove their belongings and any rented items from the facility at the end of the rental time. Items may not be left at the facility nor retrieved the next day.

Storage is not available either before or after an event. This includes rented tables, linens, decorations, and other equipment. Renters may not enter a facility after the conclusion of the rental to retrieve any items left behind.

Please note:

- Renters who arrive earlier than their scheduled reservation time or exit the facility later than their scheduled reservation time will be charged for the additional time.
- Rental fees will not be refunded for reserved time not used.
- **The City reserves the right to adjust the fees as necessary at any time.**

Fees

At the time of reservation, a rental fee and damage/cleaning deposit in accordance with the current fee schedule (see below) are due and payable along with the completed rental agreement. The City must be in receipt of the balance of the fees before the facility is considered rented. All checks are to be made out to "The City of Lincoln".

A damage/cleaning deposit is required for all events. This deposit is refundable after the event provided there is no damage to the facility and excessive cleaning is not needed. The damage deposit funds will be deposited; **the deposit payment cannot be held or rolled over from a previous event.**

Crab/Lobster Feeds will be charged an additional \$150 non-refundable extra cleaning fee.

McBean Pavilion damage/cleaning deposit fee:

- **Groups of 200 people or less - \$400**
- **Groups of 201 people or more - \$600**

McBean Pavilion Rental Fees	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.
Resident – Full Day (6 hours or more)	\$1,270	\$1,270	\$1,270	\$1,270	\$1,270	\$1,270	\$1,270
Resident – Half Day (6 hours or less)	\$850	\$850	\$850	\$850			
Non-Resident – Full Day (6 hours or more)	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Non-Resident – Half Day (6 hours or less)	\$1020	\$1020	\$1020	\$1020			
Resident Non-Profit	\$965	\$965	\$965	\$965	\$965	\$1270	\$965

Refund Policy

Any person or agency holding a reservation for the use of City facilities and desiring to cancel such reservation shall be subject to the withholding of a portion of or the entire rental fee for the facility.

Cancellations of confirmed reservations will be subject to the following conditions and fees:

- All cancellations are required to be submitted in writing by the person named on the contract.
- Cancellation dates are determined by when Recreation staff receives the written cancellation.
- With **more than 90 days notice of the scheduled date**, the City will refund 100% of both the rental fee and the damage/cleaning deposit on file.
- With **less than 90 days and more than 60 days notice of the scheduled date**, the City will refund 100% of the total rental fees and will retain 50% of the damage/cleaning deposit on file.
- With **less than 60 days and more than 30 days notice of the scheduled date**, the City will refund 100% of the total rental fees and will retain 100% of the damage/cleaning deposit on file.
- With **less than 30 days notice of the scheduled date**, the City will retain 100% of the total rental fees and 100% of the damage/cleaning deposit on file.

Damage and Cleaning Deposits

Renters are required to pay a damage/cleaning deposit when renting a City of Lincoln facility. The deposit is refunded as long as the facility is left undamaged and excessive cleaning is not needed. McBean Pavilion and Civic Auditorium – Renter cleaning responsibilities entails clearing the tables and counters, emptying the refrigerator and placing all garbage in the garbage cans.

The Renter is responsible for any and all damage to the facility and/or its contents caused during use. In the event that damage does occur or excessive cleaning is necessary, the Renter understands that they will be charged for any and all janitorial and/or replacement fees incurred by the City as a result. The facility must be left in an orderly condition.

Please note: refunds take approximately 4 to 6 weeks to process.

Keys

The Renter must pick up the facility key from the City of Lincoln Recreation Department according to the schedule below:

The City of Lincoln Recreation Department is located at 2010 First Street, Lincoln, CA 95648.

Weekday Rentals (Monday-Friday): The Renter must check out the key the day before their event **before 4:30pm** and the key must be returned to the office by the next business day **before 4:30pm**. **In the event the day of rental is a city-observed holiday**, the Renter must pick up the key the business day before the day of the rental. **In the event that the key is due the day of a city-observed holiday**, the Renter must return the key on the next business day that the Recreation Office is open.

Weekend Rentals (Saturday-Sunday): The Renter must check the key out the Friday prior to their event **before 4:30pm** and the key must be returned to the Recreation Office the Monday following their event **before 4:30pm**. **In the event that the key is due the day of a city-observed holiday**, the Renter must return the key on the next business day that the Recreation Office is open.

The key can be picked up by someone other than the Renter. This person will have to sign a form stating that they are taking full responsibility for the key.

The key must be picked up from and returned to the Recreation Department. It is not permissible for the facility key to be mailed either to the renter or back to the Recreation Department. The Renter assumes all liability and responsibility of the facility once the key is picked up. The City and its contractual staff are not responsible for any items, equipment, belongings, etc. from the Renters in the facility.

The Renter is responsible for any lost keys and any costs that the City of Lincoln will incur to rekey the facility that the lost keys were intended for.

The Renter understands that failure to pick up the facility key according to Recreation Department procedures may result in cancellation of the scheduled rental and/or incur additional fees if a City employee is called out to unlock the facility after regular business hours. **The Renter also acknowledges that entry into the facility outside of the contracted time will result in an additional rental fee.**

Set up and Clean up

McBean Pavilion rental fees include one (1) set up of tables and chairs as well as one (1) clean up.

Renters/Organizations using tables and chairs other than those provided by the City are responsible for table set up and take down. The rental fee will remain the same.

Set up includes: setting up tables and chairs in accordance with the configuration chosen by the renter, ensuring that the facility is well-stocked with paper towels, toilet paper and hand soap, and making sure the facility is cleaned – all prior to the scheduled time of the rental.

Clean Up includes: it is the Renter's responsibility to clear the tables and make sure all garbage is placed in the garbage cans as well as emptying the refrigerator. Renters must remove all decorations and tape from tables, walls, windows, wood work and fixtures prior to leaving the building. Please take all of your belongings with you. Everything else will be taken care of by our contractual cleaning company.

Staff have authorized a set dollar amount for set up and clean up with each facility rental. **If the Renter's total set up and clean up fees exceed the following amounts, a portion of the damage/cleaning deposit will be withheld.**

McBean Pavilion:

Facility Rental Event for 400+ people - \$225

Facility Rental Event for 251-399 people - \$200

Facility Rental Event for 0-250 people - \$175

Tables, Chairs and Equipment

Tables and chairs are included in the rental price of the McBean Pavilion. The Pavilion has twelve-foot tables and 72" round tables, as well as white chair. The McBean Pavilion gated outdoor with BBQ area has eight-foot tables and brown folding chairs.

Chairs and tables are not about to be taken outside of the facilities for any reason without the prior approval of the City.

Sitting or standing on tables is not permitted and standing on chairs is not permitted. These actions could result in serious injury if the table or chair collapses. The Renter will be fully responsible for any damage caused by their guests or vendors who inappropriately uses tables, chairs and other city equipment. Leaning back in the chairs or standing on the chairs may cause damage to the chairs and renter will be fully responsible for any damaged chairs.

Property belonging to the City shall not be removed, relocated or loaned out to anyone. Tables and chairs are included in the rental fee and are supplied by the City. If the number of tables and/or chairs provided or the size and/or type of chairs and/or tables provided does not suit the needs of the Renter, then the Renter is responsible for securing additional chairs and/or tables. **The number of chairs and/or tables may differ from the time of your rental application submittal to the time of your event. Please verify with Recreation Staff the week before your rental date to confirm the number of tables available for your event.**

The City does not provide AV/PA systems. The Renter, at their own cost, may bring AV/PA equipment into the facility for their own use.

Dumpster

At all rental facilities there is one (1) dumpster. If your event will require an additional dumpster(s), you must note it on the Facility Rental Application. If it is not noted it won't be provided. **There is an additional fee for extra dumpster(s).**

Kitchen Facility

McBean Pavilion has a full kitchen available for use. It is included in the rental cost of the McBean Pavilion. The kitchen has a stove, oven, refrigerator, sinks, and counter space. There is no freezer or ice maker.

Cooking and serving utensils and kitchen supplies are not provided and it is up to the Renter to secure such items. This includes, but is not limited to, coffee urns, server trays, ice chests, water coolers, pots and pans, utensils, etc.

Decorating Guidelines

All decorations must be fireproof/fire retardant. Exits must remain clear at all times.

Renters must remove all decorations and tape from tables, walls, windows, wood work and fixtures prior to leaving the building. Renters are subject to a charge for decorations that have not been removed from the facility within the time frame stated in this contract. There will be no decorating of facilities prior to the time the facility is scheduled to be rented unless the Renter also pays rental fees and insurance for the time of decorating.

APPROVED McBean Pavilion decoration items:

- Non-drip candles (as long as they are not in danger of setting off smoke detectors).
- Balloons. Helium balloons must be weighted down and all balloons must be popped prior to Renter leaving the facility. If the City must troubleshoot or conduct special maintenance (i.e. balloons on ceilings, strings caught in ceiling fan motor, etc.), the entire damage/cleaning deposit will be forfeited and additional charges may be assessed.

NOT APPROVED McBean Pavilion decoration items:

- Tacks on the wall or tape on the wall or floor are not permitted.
- Nails or staples.
- Any device used to hang decorations that would leave a hole.
- No decorations shall be placed on or hung from ceilings, fans, or light fixtures.
- No glitter, rice, or birdseed are permitted inside or outside the facility.

Things to consider:

- All McBean Pavilion wall hangings must remain on the walls at all times; under no circumstances can they be taken down for your event. These wall hangings include but are not limited to: clock, flags, no smoking signs and maximum occupancy sign.
- When colored crepe paper (i.e. streamers and confetti) gets wet it can stain surfaces it sits on. If crepe paper from your event damages any items belonging to the City, you will be charged the cost of replacing or fixing the item.

Using any decoration item that is not permitted may result in a fine and if the item causes damage you will be responsible for the cost of replacing or fixing the item. *Example: a helium balloon being used floats to the top of the McBean Pavilion and the string attached to the balloon gets caught in the ceiling fan, gets wrapped around and burns out the motor. You will be charged for the cost of replacing the fan and the labor.*

Ice

If you have an event at McBean Pavilion and need ice, please contact the Lincoln Lions Club at (916) 878-0475 for pricing information.

Violation of Policy

The City of Lincoln or any designated person reserves the right to end any event early if policies are violated. A violation of these policies may result in a withholding from the damage/cleaning deposit on file and may result in denial of future use of City facilities.

Indemnification

Any organization or individual/applicant reporting false information or failing to abide by the rules and regulations pertaining to use will be refused further use of City facilities and shall forfeit a portion of or all of the rental fee and/or the damage/cleaning deposit. If damage exceeds the deposit fee the Applicant shall be responsible for all costs and will be billed by the City for any costs incurred.

The Applicant agrees to indemnify, defend and hold harmless the City of Lincoln, its agents, officers, and employees, and each of them, from any and all losses, costs, expenses, claims, liabilities, actions or damages including liability for injuries

to any person or persons or damage to property or third persons arising out of or any way connected with the Applicant's rental and use of the City's facilities.

All conditions contained herein shall also apply to all groups, clubs, service organizations, including those receiving a waiver of fees, and any and all individuals.

Contact Numbers

In case of any life or death emergency, please call 9-1-1.

City of Lincoln Public Services staff can be contacted for repairs or damages to the facility that need *immediate* attention.

These are problems that will have an adverse effect on your event and need to be handled immediately.

During business hours Monday-Friday, 8am-5pm, please contact Public Services at (916) 434-2450.

During non-business hours (including weekends), please contact the Police Department at (916) 645-4040. An on-call Public Services employee will be notified and sent out to address the problem.

If the problem does not have an adverse effect on your event, please report the issue to the Recreation Department at (916) 434-434-3220 the following business day.

City of Lincoln
Recreation Department – Facility Rentals
2010 First Street, Lincoln, CA 95648
Phone: (916) 434-3220
Fax: (916) 434-8057
recreation@lincolnca.gov