



PRE-EVENT CHECKLIST

Application Deposit (\$350 Required)

Proof of Insurance  
(Due 30 Days Prior to Event)

Proof of Security  
(Due 30 Days Prior to Event)

Proof of Bartender  
(Due 30 Days Prior to Event)

Application Approved: \_\_\_\_\_

Application Denied: \_\_\_\_\_

\_\_\_\_\_  
Director of Community Services

\_\_\_\_\_  
Date



## CITY OF SAN GABRIEL FACILITY USE AGREEMENT

### **GENERAL CONDUCT**

In order for the activities and facilities to be enjoyed by everyone, the following basic rules of good conduct must be observed at all city facilities:

1. Specific permission is required to use or occupy any room and/or office.
2. All persons or organizations using a facility must abide by all Municipal, State and Federal laws.
3. The following are regulated by State and Municipal Codes and will be strictly enforced:
  - Gambling is prohibited.
  - The use or sale of dangerous restricted drugs is prohibited.
4. It is unlawful for any person to possess a burning tobacco product, including but not limited to cigars and cigarettes, to chew tobacco, to dispose of lighted or unlighted cigars or cigarettes or cigarette butts, or any other tobacco product waste, in or upon any city park, trail or walking path, picnic area, sports field, playground, swimming pool or recreation center. This prohibition includes all parking lots for, and sidewalks adjacent to, such facilities. SGMC 125.27
5. Unruly and disruptive behavior, such as shouting and profanity, is prohibited.
6. Illegal possession of a weapon or other dangerous device will result in immediate removal of the possessor from the premises with possible arrest and prosecution.
7. Neither pets nor other animals are permitted on the premises with the exception of service animals.
8. The Facility Supervisor, who is present to assist you, has the authority to enforce all rules pertaining to the facilities.

**Violation of any rule or regulation may result in the immediate revocation of facility use privileges for an individual or group.**

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San Gabriel Community Services Department  
250 S. Mission Drive, San Gabriel, CA 91776

Contact: Matthew Morales-Stevens at 626-308-2875 or mmoralesstevens@sgch.org  
Hours: Monday – Friday, 8:00 am – 5:00 pm & extended hours Tuesday until 6:30 pm

## CONDITIONS OF USE

### A. RESERVATIONS

1. A facility is not considered reserved until (1) A person who is at least eighteen (18) years of age signs this agreement; (2) Renter delivers to the Community Services Department the Facility Use Agreement, rental fee, deposit, certificate of insurance, written evidence of any required permits and licenses, and any other items deemed necessary by the Community Services Department; and (3) the Community Services Department, in its sole discretion, approves such rental in writing.
2. Alcoholic beverages are permitted to be served in the facility. If alcohol is served, a person who is at least twenty-one (21) years of age must sign this agreement.
3. If the Renter will not be accessible to facility staff during event, Renter shall provide the Community Services Department Supervisor or his/her designee with a single contact who is to serve as the representative for Renter's activities.
4. Renter shall be responsible for securing all required permits and licenses.
5. The facility shall be used for the purpose stated in this agreement and no other use will be permitted.
6. Security is required to be present at all events at which alcohol is served. At the discretion of the City of San Gabriel, security may also be required for events where alcohol is not served.
7. Renter shall not use the City of San Gabriel's name to suggest endorsement or sponsorship of the event without prior written approval of the Recreation Coordinator or his/her designee. Renter's publicity of the event shall clearly and accurately identify the name of the sponsoring organization or individual.
8. Renter shall permit any City of San Gabriel officers, employees, or agents to visit the event described in this agreement. The Facility Supervisor, who is present to assist you, also has the authority to ensure that all rules pertaining to the facilities are enforced.
9. Under no circumstances shall Renter sublease or allow any other organization or individual to use the facility for the period for which Renter has contracted. Renter is an independent contractor and not the agent or employee of the City of San Gabriel.

10. Parking is permitted in the San Gabriel Mission Playhouse parking lot. However, if a Playhouse event is being held at the time of your activity, there will be a charge for parking.
11. The Tent Area may only be used in the event that the Mission Playhouse is not having an event.
12. The event including clean up must be completed by 12:00 a.m.
13. Music must cease by 10:00 p.m. while using the outside area. Any disturbance caused by the level of sound will result in termination of music. In addition, if the Mission Playhouse is hosting an event or program music must cease by 8:00 p.m. while using the outside area.
14. Theft, damage or items missing from the facilities that are the property of the City of San Gabriel, shall be the responsibility of the Renter. Any such items are subject to replacement at cost, including administrative fees.
15. The city and its employees are not responsible for lost, stolen, or items left behind.
16. Adult Center Capacity:

<u>Padillo Room:</u>	Dining 98 people Assembly 210 people
<u>Grapevine Room:</u>	Dining 87 people Assembly 187 people
<u>Grapevine Park:</u>	Dining 220 people Assembly 350 people

**B. FEES**

1. An initial \$350 non-refundable application deposit is due at the time of submitting the application. The initial deposit will be applied towards the required refundable security deposit.
2. If the space you requested is not available, the application deposit will be returned to you.
3. The Refundable Security/ Cleaning Deposit will be refunded back to you after the event, unless the facility is left damaged and/or excessive cleaning is required. Renter shall be charged for any and all janitorial and/or repair fees incurred.

4. Payments must be made by check, money order or with a credit card. Cash will NOT be accepted. In the case that the reservation is made 30 days prior to the event date all fees are due immediately upon submitting the application.
5. All fees are due 30 days prior to the day of the event.
6. All fees are subject to change.

### **C. LIABILITY AND INSURANCE**

1. All users of the facility shall procure and maintain, at their own expense and for the duration of the event covered, comprehensive general liability and property damage liability insurance, against all claims for injuries against persons or damages to property which may arise from or in connection with the use of the facility by the user, its agents, representatives or employees in the amount of one million dollars (\$1,000,000.00), combined single limit. (If alcohol is to be served, insurance coverage shall include coverage for serving alcohol beverages).
2. Insurance can be provided through the City of San Gabriel if insurance cannot be obtained privately.
3. All of user's insurance shall:
  - a. Name the City of San Gabriel, its employees, officials, agents, (collectively hereinafter "City and City personnel") as additional or co-insured on an endorsement.
  - b. Contain no special limitations on the scope of protection afforded to City and City personnel.
  - c. Be the primary insurance and any insurance maintained by City or City personnel shall be in excess of the user's insurance and shall not contribute with it.
  - d. Shall be "date of occurrence" rather than "claims made" insurance.
  - e. Shall apply separately to each insured against the limits of the insurer's liability.
  - f. The applicant's policy must include a 30-day written cancellation notice.
4. Certificate of Insurance -- The City of San Gabriel requires the following information on all certificates and/or additional insured endorsements:
  - a. Wording must read exactly, with no exceptions accepted: "Additional Insured: City of San Gabriel, its officials, employees, and agents."

- b. Additional insured endorsements must accompany the Certificate of Insurance and indicate policy number, date, name of insurance company and name of “insured”.
  - c. Certificate must be an original. No copies will be accepted.
  - d. The Certificate of Insurance must be filed with the City of San Gabriel not later than the date of final payment or thirty (30) days prior to the event, whichever is earlier. If a certificate is not on file by this date, insurance fees will be added to the final payment.
5. Indemnification Clause – To the full extent permitted by law, user shall defend, indemnify and hold harmless City, its officials, employees and agents, from any liability, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, actual attorney fees incurred by City, court costs, interest, defense costs including expert witness fees and any other costs or expenses of any kind whatsoever without restriction or limitation incurred in relation to, as a consequence of or arising out of or in any way attributable actually, allegedly or impliedly, in whole or in part to the use of facility by user. All obligations under this provision are to be paid by the user as they are incurred by the City.
6. Renter waives any right of recovery against the City of San Gabriel, its officers, employees, and agents for fires, floods, earthquakes, civil disturbances, regulation of any public authority, and other causes beyond their control. Renter shall not charge results of “acts of God” to the City of San Gabriel, its officers, employees, or agents.
7. The insurance requirements set forth above are inapplicable when planned attendance is less than 25 people and the event consists of a meeting utilizing facility tables and chairs only and no alcohol is to be served.

#### **D. SECURITY AND ALCOHOL**

1. The Use and Service of Alcohol – The use of alcohol in the facility is exclusively by written permission in advance and must comply with applicable law and the provisions of this Use Policy. Failure to comply with any regulations will result in immediate revocation of the permission to use alcohol and termination of the event. Additional regulations and specifications may be required in the facility use permit for any event.
- a. “Alcohol use” refers to any beverage that contains any amount of alcohol.
  - b. All alcohol must be distributed by a server from behind a table or a bar, which must be monitored by the server at all times. The server(s) must be an adult, over the age of 21 who is to be responsible for insuring that

no minors are served. The server must also insure that guests are not over-served. The server must be a member of the catering staff or be a hired bartending staff. The server may not consume alcohol while on duty.

- c. All alcoholic beverages must be served. Open alcoholic containers are not allowed to be placed on tables.
- d. The amount of alcohol for an event is limited to:
  - Two (2) bottles of wine per table
  - One (1) bottle of champagne per table
  - Five (5) cases of beer- quantity of 32 or less- One keg of beer may be substituted for the five cases
  - One (1) spirit per event (A single liquor only)

The user's failure to comply, monitor, and enforce this provision is grounds for terminating of the activity immediately and forfeiture of the refundable deposit and all of the facility fees.
- e. Security is required to be present at all events at which alcohol is served. Renter shall be responsible for procuring and paying for security officers through a private security agency licensed to operate in the City of San Gabriel. Private events that serve alcohol with 100 guests or less are required to have one (1) security guard. Private events serving alcohol with 100 guests or more are required to have two (2) security guards. Event may be required to have additional security, as determined by the Recreation Coordinator. Security guards are required for the event time, not for set-up and clean-up.
- f. Proof of security must be filed with the City of San Gabriel no later than the date of final payment or thirty (30) days prior to the event.
- g. Alcohol shall not be served to minors under the age of 21. The user's failure to comply, monitor, and enforce this provision is grounds for terminating the activity immediately and forfeiture of the refundable deposit and all of the facility fees.
- h. Injuries caused to any person as a result of alcoholic beverages being served and/or consumed on City premises, including but not limited to the Adult Recreation Center/Grapevine Arbor Park, shall be the sole responsibility of the organization, its sponsor or the adult representative, who, as a condition of signing the use permit for the facility agree to indemnify the City for any such injuries.
- i. Permission to serve alcohol shall not be granted for any event where the majority (50% plus one) of guests in attendance will be under the age of 21.



- j. Alcohol may neither be served nor sold prior to the scheduled start of the event nor until the approved security officer(s) arrive(s) at the Center unless the requirement for security has been waived all together.
- k. Alcohol may not be served nor consumed outside of the facility or rental area approved for use.
- l. License Requirements (when alcohol is to be sold)
  - i. No sales or requests for donations for alcohol are permitted without a license from the State Alcoholic Beverage Control Board (A.B.C.)
  - ii. A copy of your contract must be furnished to A.B.C. when applying for this license.
  - iii. A copy of the A.B.C. license must be furnished to the Community Services Department a minimum of fourteen (14) working days prior to the event.
  - iv. A copy of the A.B.C. license must be posted in plain public view near the bar, or other location, where the alcohol is being served.
- m. The service of alcohol at any event is limited to a maximum of five consecutive (5) hours and must cease one (1) hour before the conclusion of the event.

## **E. SET UP / CLEAN UP / DECORATIONS**

1. Renter, caterers, bands, transportation of rental equipment, and related individuals and activities will only be permitted access to the facility if the renter arranged such access with the Recreation Coordinator. Renter shall be responsible for arranging access during the time requested for entry and exit of the facility.
2. All decorations must have the approval of the Facility Supervisor in charge. No decorations may be attached to any painted surfaces.
3. Renter shall not prepare or decorate the facility prior to the event start time, unless Renter provides rental fees, deposits, and insurance for the time of the preparation and/or decoration.
4. Renter shall not drive or permit to be driven nails, hooks, tacks, screws, tape, poles, stakes or other forms of fasteners into any part of the facility and shall not make or allow to be made any alterations of any kind therein.
5. Renter shall be responsible for all clean-up of the facility, including adjacent grounds, at the end of the rental. Renter shall pick up and bag all trash generated by all activity in any way connected with its use of the facility, leaving

the facility clean and free of all trash and litter. Renter shall also leave the facility and its contents in good working condition.

6. It shall be the responsibility of the organization/party using the facility to see that it is left in GOOD CONDITION as it was upon rental. The facility, including the kitchen, must be left in order; the floors, outdoor areas and equipment shall be clean and free of debris. Failure to observe this ruling shall be considered sufficient cause to cancel further meetings of the organization/party at this location, with the loss of Security/Cleaning Deposit.
7. Renter shall be responsible for any and all damage to the facility and/or its contents during use. In the event damage occurs or excessive cleaning is necessary, Renter shall be charged for any and all janitorial and/or repair fees incurred by the city as a result.
8. No lighted candles may be used inside facility. Lights candles are permitted as long as they adhere to the following
  - a. The top of the flame must be at least 1' below the top of the container
9. Use of a smoke and/or fog machines are prohibited from the indoor rooms.
10. Renter shall not store any equipment or materials at the facility or adjoining property without the prior approval of the Recreation Coordinator or his/her designee.

#### **F. EQUIPMENT / ACCESSORIES**

1. Renter shall not remove, relocate, or take city property outside of the facility for any reason without the prior approval of the Recreation Coordinator or his/her designee.
2. The city does not provide visual systems, spotlights, floodlights, or projectors. Renter, at its own cost, may bring these systems into the facility for their use.
3. Renter shall secure the approval of the Community Services Department before using audio/visual systems, public address systems, and live or recorded amplified music. Renter shall not record, televise, or broadcast the event or any portion thereof without prior approval of the Recreation Coordinator or his/her designee.

#### **G. ADDITIONAL CITY POLICES AND TERMS OF AGREEMENT**

1. Renter shall comply with all local, state, and federal laws and regulations related to the use of the facility.

2. Renter shall not admit a larger number of individuals than can lawfully, safely, and freely move about the facility. Renter shall comply with facility occupancy figures provided on page 5 of this policy.
3. Renter shall not drive motorized vehicles on turf or green space or area adjacent to the fountain.
4. The use of rice, birdseed, confetti or sparklers is strictly prohibited.
5. If Renter violates any part of this agreement or reports false information to the Community Services Department, the Community Services Department may refuse Renter further use of the facility and Renter shall forfeit a portion of or all of the rental fee and/or the deposit.
6. The Community Services Department may impose additional requirements as deemed necessary to protect the health, safety, and/or welfare of the community.
7. Any person aggrieved by the Community Services Department's decision with respect to this agreement may appeal to the Recreation Coordinator or his/her designee in writing no later than five (5) days after the Community Services Department's decision has been communicated to the aggrieved party.
8. If any provision of this agreement is held to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.



## Adult Recreation Center and Grapevine Arbor Park Fees

	Resident	Non-Resident
<b>Adult Center- All Facilities- Indoor and Outdoor</b>		
First Five Hours	\$ 1,400.00	\$ 1,700.00
Additional Hours	\$ 250.00	\$ 300.00
Security/Cleaning Deposit	\$ 350.00	\$ 350.00
Set-up/ Clean-up Fee- Per Hour	\$ 90.00	\$ 90.00
<b>Adult Center- Grapevine Room OR Padillo Room</b>		
First Five Hours	\$ 900.00	\$ 1,200.00
Additional Hours	\$ 200.00	\$ 250.00
Security/Cleaning Deposit	\$ 350.00	\$ 350.00
Set-up/ Clean-up Fee- Per Hour	\$ 90.00	\$ 90.00
<b>Adult Center- Grapevine Park and Tent Area (Outdoor)</b>		
First Five Hours	\$ 900.00	\$ 1,200.00
Additional Hours	\$ 200.00	\$ 250.00
Security/Cleaning Deposit	\$ 350.00	\$ 350.00
Set-up/ Clean-up Fee- Per Hour	\$ 90.00	\$ 90.00
<b>Wedding Ceremony Fee- Three Hours of Use</b>		
	\$ 500.00	\$ 500.00
<b>Additional Fees</b>		
Non-Refundable Application Deposit*	\$ 350.00	\$ 350.00
Kitchen- Flat fee	\$ 100.00	\$ 100.00
Supervision Fee- Per Hour- Required from Set-up to Clean-up	\$ 25.00	\$ 25.00
Wedding Rehearsal Fee- Per Hour	\$ 90.00	\$ 90.00

**\*Non-refundable application deposit is due at the time the application is submitted.**

**Fees are subject to change.**



# Referral List

Company	Contact	Phone Number Or Email	Website
<b>Rentals</b>			
California Party Rental		626-446-5444	www.calpartyrentals.com
Arcadia Party Rental		626-445-7166	www.arcadiapartyrentals.net
Dolphin Party Rental		626-795-5131	www.dolphinpartyrentals.com
Aloha Event Services		626-812-6978	www.alohaeventservices.net
<b>Caterers</b>			
Autunno	Ann Tardino	626-293-1940	www.nohocuisine.com
Craig's Crew	Craig Tolliver or Carol Roleder	626-389-0559	www.craigscrew.com
Huntington Catering Co.	Justin Prietto	626-795-4200	
Mission Bistro		626-298-1127	www.missionbistro.com
<b>Wedding Cake/ Dessert</b>			
Porto's Bakery and Café		818-956-5996	www.portosbakery.com
Decroupet's		626-446-6903	www.cakesisters.com
Takes The Cake		626-792-1109	www.takesthecake.com
Nomad Ice Pops		626872-5757	www.nomadicepops.com
<b>Event Planner</b>			
Event Professionals	Donji Munoz	323-441-9900	www.ep.eventprofessionals.com
Events by Dawnee		626-590-0876 dawnee@eventsbydawnee	
<b>DJ's</b>			
Music Makes You Move	Ryan McKenzie	877-302-6696	
Shall We Dance Entertainment	J.D. de Perio	323-547-6174	www.swde.biz
<b>Bartenders</b>			
Goose on the Rocks Bartending	Benson Ma	info@gooseontherocks.com	www.gooseontherocks.com
Maria's Mixtures	Maria Larson	909-236-8117 mariasmixtures@yahoo.com	www.mariasmixtures.com
<b>Local Hotels</b>			
Hilton Los Angeles/ San Gabriel		626-270-2700	
Sheraton Los Angeles/ San Gabriel		626-639-0300	
<b>Security Companies</b>			
Level 9 Security Services		562-949-7180	
Alpha Mega Security Inc.		323-728-8818	
Securitas Security Services USA, Inc.		909-974-3160	
Mission Patrol Security Serices	Richard Hernandez	323-864-9237	www.securityguardsca.com