

DICK DEWEES COMMUNITY & SENIOR CENTER
DETAILED CONDITIONS OF USE
Effective December 12, 2022

Thank you for your interest in renting the Dick DeWees Community & Senior Center 1120 West Ocean Ave. Please read the following information and acquaint yourself with the rental policies and procedures.

RESERVATION PROCESS:

- All reservations are processed at our administrative offices located at the Anderson Recreation Center 125 West Walnut Avenue up to one year in advance. Please call (805) 875-8100 for questions regarding facility rentals.
- Return the completed reservation form to Lompoc Parks & Recreation office at least six weeks prior.
- Fees are due in full at the time of booking except for banquet rentals.
- \$500.00 minimum initial payment due up front to secure date and will be used towards rental fee.
- Complete rental contract, pay remaining balance and submit set up form **THIRTY DAYS PRIOR**.
- IF THE BALANCE IS NOT PAID BY THE DESIGNATED DATE, YOUR RESERVATION WILL BE CANCELLED. Any fees paid up to that time will be subject to retention by Lompoc Parks & Recreation. (Please see Facility Rental Checklist)
- Be sure that the time you reserve *includes set-up, rehearsal time, clean up and take down.*
- You may only utilize the building during the times you have listed on your application.
- If you find that you require additional hours, your request must be made at least 2 weeks in advance of your event, in order to schedule a facility attendant.
- Any time that is requested for set-up the day before your event or takedown on the day after will be charged the \$50.00 per hour set-up rental rate at a minimum of two hours, if available.
- The facility is available for rental until 12:Midnight, **BUT THE EVENT AND MUSIC MUST CEASE AT 11 PM FOR CLEAN UP AND TAKEDOWN.**
- The Facility Supervisor will contact you to make an appointment if you need further assistance regarding:
 1. Reviewing the rental terms, conditions and policies or any additional concerns you may have.
 2. Determining the due date for payment of the balance of fees (30 days prior to your event).

RENTAL FEES (weddings, Quinceañera, birthdays, baptism, celebrations, special events, reunions, retirements, fundraisers, etc)

Banquet Room 101 A & Banquet Kitchen	Non-Profit	Business/Commercial/Private
Occupancy 250 with dance floor.		
Set up/Event Time/Cleanup	\$125 per hour	\$150 per hour
Half Day (6 hours)	\$700	\$850
Full Day (12 hours)	\$1400	\$1700

Banquet Room 101 A, Banquet Kitchen, Multi-Purpose Room & Multi-Purpose Kitchen		
Occupancy 300 dining with dance floor.		
Set up/Event Time/Cleanup	\$155 per hour	\$210 per hour
Half Day (6 hours)	\$850	\$1150
Full Day (12 hours)	\$1700	\$2300

Banquet Room 101 A, Banquet Kitchen, Multi-Purpose Room, Multi-Purpose Kitchen, Classroom 105 & 106		
Occupancy 350 dining with dance floor (except Quinceañera's)		
Set up/Event Time/Cleanup	\$200 per hour	\$230 per hour
Half Day (6 hours)	\$1050	\$1300
Full Day (12 hours)	\$2000	\$2600

Multi-Purpose Room & Multi-Purpose Kitchen		
Occupancy 96.		
Set up/Event Time/Cleanup	\$90 per hour	\$120 per hour
Half Day (6 hours)	\$500	\$650
Full Day (12 hours)	\$1000	\$1300

Multi-Purpose Room, Multi-Purpose Kitchen, Classroom 105 & 106		
Occupancy 130.		
Set up/Event Time/Cleanup	\$100 per hour	\$125 per hour
Half Day (6 hours)	\$550	\$700
Full Day (12 hours)	\$1100	\$1400

RENTAL FEES (Meetings, trainings, conferences, programs):

BANQUET ROOM 101 A, B, C, D, E:
Handicapped accessible; tables and chairs available; projector screen available; podium; U.S. flag & pole; portable stage; restrooms available in lobby.

Banquet Room 101 A (includes 101 B, C, D & E)- Occupancy 300

- Weekdays- 8:00 a.m. – 10:00pm \$60 per hour (two-hour minimum)
- Weekends- 8:00 a.m. – 10:00pm \$70 per hour (two-hour minimum)

Banquet Room 101 B-Occupancy 100

- Weekdays- 8:00 a.m. – 10:00pm \$50 per hour (two-hour minimum)
- Weekends- 8:00 a.m. – 10:00pm \$55 per hour (two-hour minimum)

Banquet Room 101 C, 101 D or 101 E- Occupancy 40 per room

- Weekdays- 8:00 a.m. – 10:00pm \$30 per hour (two-hour minimum)
- Weekends- 8:00 a.m. – 10:00pm \$35 per hour (two-hour minimum)

Multi-Purpose Room- Occupancy 96

- Weekdays- 8:00 a.m. – 10:00pm \$45 per hour (two-hour minimum)
- Weekends- 8:00 a.m. – 10:00pm \$50 per hour (two- hour minimum)

CLASSROOMS 105 & 106 combined (two-hour minimum): Occupancy 50

- Weekdays- 8:00 a.m. – 10:00pm \$40 per hour
- Weekends- 8:00 a.m. – 10:00pm \$45 per hour

CLASSROOM 107 or 108 (two-hour minimum): Occupancy 20 per room

Handicapped accessible; tables and chairs available; whiteboard available; projector screen available, counter space and sink; podium; U.S. flag & pole; restrooms available in lobby.

- Weekdays- 8:00 a.m. – 10:00pm \$35 per hour
- Weekends- 8:00 a.m. – 10:00pm \$40 per hour

Miscellaneous Fees and Charges:

- Multipurpose Kitchen: \$25 per hour (two-hour minimum)
- Banquet Kitchen: \$35 per hour (two-hour minimum)
- P.A. System: \$25.00 per day per unit

**These rates are for one Recreation Staff, depending on the nature of your event. If your rental requires more than one staff you will be billed additional fees.*

The following furnishings are available for use during rentals. You must provide your own decorations and tablecloths for your event.

- 50 6' x 30" tables
- 10 8' x 30" tables
- 30 6' x 18" tables
- 50 5' diameter round tables
- 480 chairs (not all matching)

THE ABOVE QUANTITIES ARE SUBJECT TO CHANGE WITHOUT NOTICE

THE RENTAL FEES INCLUDE:

- Supervision of one Recreation employee.
- Setup and takedown of tables and chairs.
- Post-event custodial service.

ADDITIONAL FEES:

- Non-refundable cleaning fee.
- Security or Parks and Recreation Staff
- Wristbands.
- Call-out fees.
- Additional staff charges.

NON- REFUNDABLE CLEANING FEES:

- For small parties (less than 50 people, not serving alcohol) Cleaning Fee - \$50.00
- For banquet rentals (more than 50 people, serving alcohol/no alcohol) Cleaning Fee - \$75.00

CLEANING RESPONSIBILITY:

- Remove all decorations, supplies and equipment brought in by you and your staff. Remember to reserve enough time on your rental application to include set up, clean up and takedown before and

after your event.

- Pick up large loose litter throughout the facility (all banquet rooms including BBQ area). Leave the facility in a clean, orderly state.

SECURITY GUARDS:

Security guards are required when expecting more than 75 people in attendance, at any event that alcohol is being served, and/or whenever deemed appropriate by the Facility Supervisor.

- The Security Guard policy is 1 guard scheduled 30 minutes before event time until 30 minutes after event time. The other guards are schedule 30 minutes before the alcohol serving time until 30 minutes after the event time. Security Guards have 4 hours minimum.
- The total number of security guards is determined by the number of facility entrances and exits, the nature of the event/rental, and the expected attendance as established by the renter.
- The security company's current rates are \$35.00 per hour per guard when booked 30 days or more in advance of the event and \$40.00 per hour per guard when booked 30 days or less in advance of the event.

ALCOHOL:

Alcohol may be served at events, with renters/licenseses adhering to specific stipulations:

- Security guards are mandatory, and alcohol may only be served after the arrival of security guards.
- All youth-based functions require user to rent Banquet Room A and Multi-Purpose room with a designated alcohol area in the multi-Purpose Room.
- A maximum capacity of 300 for youth-based functions. (i.e., Quinceneras, baptisms, etc.)
- **The Lompoc Recreation Division reserves the right to assess a deposit of up to \$5,000.00, depending upon the nature of the activity or at the discretion of the Facility Supervisor.**
- Alcohol may only be served to photo-identified adults 21 years of age and older wearing wristbands; wristbands charged to the client at \$30.00.
- Alcohol may only be served and consumed between the hours of 12PM-11PM, for a maximum of six hours. Alcohol serving and event must end at the same time.
- **Private and Non-profit functions may use glass/dinnerware during dinner. Once music and dancing starts, renter is required to use clear plastic containers for all beverages.**
- Non-Profit special events, to include wine tastings, may use glassware for entire of event.
- Any special request different from the policy regarding glass/dinnerware must be approved by the Recreation Supervisor.

- **Beer/Wine- Renter providing alcohol at no charge at function**

* If the renter is providing beer or wine at the event, an Alcohol Beverage Control License is not required.

- **Beer/Wine- Renter selling alcohol at function**

* If the renter wants to sell beer or wine, an Alcohol Beverage Control License to sell alcohol is required at renter's expense and a certificate of liability insurance naming the City of Lompoc as additionally insured up to \$1 million dollars per occurrence.

SERVING FOOD:

- A health permit may not be required if food is served at a private function.
- If you have contracted with a caterer, the caterer is responsible for all permits and licenses.
- The renter is responsible for identifying the caterer to the Lompoc Recreation Division at least 30 days prior to the event.
- If you SELL food at a public event, you may be required to obtain a temporary health permit from the Santa Barbara County Health Department and pay any appropriate fees.
- A one-day business license may also be required from the City Clerk.
- It is the renter's responsibility to investigate the need for such permits and licenses.
- If the above permits and licenses are required, the renter must provide copies to The Lompoc Recreation

Division at least 30 days prior to the event.

PUBLIC DANCES:

- You will be required to obtain a dance permit from the Lompoc Police Department and pay the appropriate fee to the City Clerk.
- A copy of the *paid* dance permit must be presented to the Lompoc Recreation Division at least one month prior to your activity.
- Music and all other amplified sound **MUST CEASE AT 11 PM.**
- Uniformed security is required at all public dances.

RECREATION BUILDING STAFFSET-UP RESPONSIBILITIES/CLEANING DUTIES:

- The Building Supervisor is a Recreation Employee who must be always on duty during non-business hours.
- Staff is on duty to set-up and takedown chairs and tables.
- Staff will pick up trash/litter before, during and after the event.
- Staff will mop and sweep floors.
- Staff will wipe down tables and chairs after the event.
- Staff will clean, disinfect restrooms, lobby and rented areas.
- Staff will restock goods and materials in the restrooms and trash cans.
- Staff is not available to help you decorate or transport your items in and out of the building.
- Staff is **NOT** responsible to supervise any children during your rental.

SECURITY/DAMAGE DEPOSIT AUTHORIZATION AGREEMENT – BANQUET RENTAL

- I authorize the City of Lompoc to debit my credit card or bank account on file **not to exceed \$500** if damage has occurred from the activity. If damage is greater than \$500 the renter will be billed separately.
- The Lompoc Recreation Division reserves the right to require any person/persons/business to obtain a Certificate of Liability of a minimum of \$1,000,000.00 naming the City of Lompoc as additionally insured.

RECREATION DIVISION RESERVES THE RIGHT TO ASSESS A DEPOSIT OF UP TO \$5000.00, DEPENDING ON THE NATURE OF YOUR RENTAL.

CANCELLING RESERVATIONS:

Facility reservations that are cancelled by the renter are subject to a minimum \$20.00 Cancellation Fee. The following scale reflects the amount of the fee to be refunded, which includes the \$20.00 Cancellation Fee for reservations 30 days or less in advance of the reserved date:

Cancellation Notice	Amount of Fee Refunded
0-7 days	-0-
8-14 days	50%
15-29 days	75%
30 + days	100% less \$20.00 cancellation charge

Any reservation changes may be charged a \$5.00 fee, which is due at the time of the request of the change.

WE RESERVE THE RIGHT TO REFUSE YOUR RENTAL APPLICATION. WE ALSO RESERVE THE RIGHT TO CANCEL YOUR RESERVATION AT ANY TIME (WITH ADEQUATE NOTICE), IN WHICH CASE YOUR FEES AND DEPOSITS WILL BE FULLY REFUNDED.

**CITY OF LOMPOC
Recreation Division**

Dick DeWees Community & Senior Center Decoration Policy

In order to maintain the Dick DeWees Community & Senior Center for a wide variety of activities, the following regulations have been established.

- Thumbtacks, staples or straight pins may be used only to affix decorations to the carpeted portion of walls in the Banquet Room.
- The Renter must remove tacks, staples, etc. from all carpeted areas. **FAILURE TO DO SO WILL RESULT IN A DEDUCTION FROM THE CLEANING/DAMAGE DEPOSIT.**
- No masking tape, duct tape or scotch tape may be used to affix decorations to any painted wall surface. A clay-like substance called "*HOLD IT*" is available at local department and stationery stores and can be used to stick decorations to wall surfaces. Renters are responsible for removing all residue of this material. **FAILURE TO DO SO WILL RESULT IN A DEDUCTION FROM THE CLEANING/DAMAGE DEPOSIT.**
- No nails, tacks, staples or tape of any kind may be used on the floor. **DAMAGE TO THE FLOOR BY USING ANY OF THE ABOVE WILL RESULT IN A DEDUCTION FROM THE CLEANING/DAMAGE DEPOSIT.**
- **NO CONFETTI or NO GLITTER ALLOWED.**
- No objects may be attached to window or moveable walls.
- All decorating materials must be non-flammable.
- Open flame candles are not permitted. Only candles contained in glass enclosures may be used.
- Use of special effects for decoration must be requested at the time of application for use of the facility; some special effects are restricted (e.g., smoke machines).
- **CLEAR PLASTIC CUPS ONLY FOR ALL EVENTS**

I have read and understand the above policies, and I agree to follow them.

Applicant Signature

Date

Print Full Name

DICK DEWEES COMMUNITY & SENIOR CENTER SET-UP SHEET
(Fill out one form per type of event. Form needed 30 days prior to event.)

Organization/ Individual: _____ Date of event: _____

Contact Person: _____ Phone #: _____

Name & Type of Event: _____ Dancing? Yes/ No

Set-up Time: _____ Event Time: _____ Break down/clean-up time: _____

Equipment Needs: Check all that apply for your event, include # needed.

_____ Chairs (300) _____ 5' Round Tables (50) _____ 6' Banquet Tables (50) _____ 8' Banquet Tables (10)

_____ Conference Tables (30)

Number of people attending: _____

Comments: _____

Banquet Room



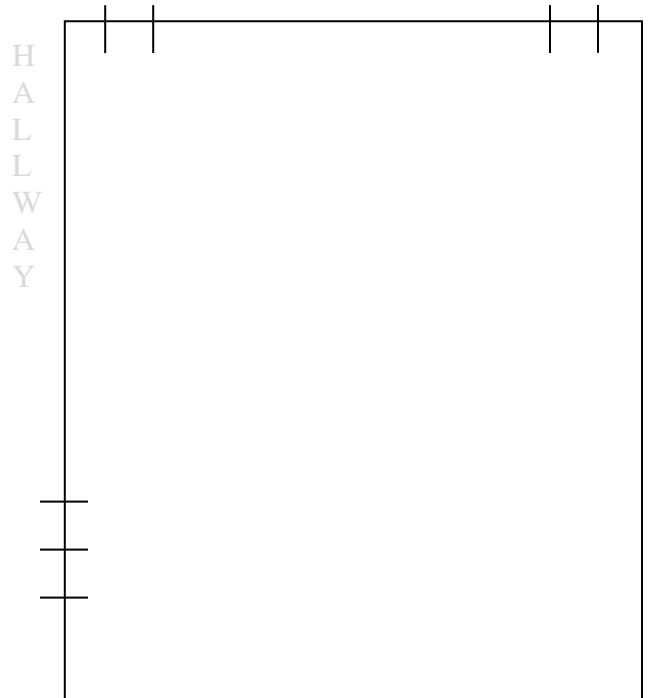
Additional equipment requested for this rental:

___ Podium (P)- Table Top ___ U.S. Flag (F)

___ Beverage Carts (B) ___ P.A. System

___ Podium (P)- Free Standing ___ Portable Stage

Multi-Purpose Room



Lobby