



City of Watsonville
 Parks & Community Services Department
 231 Union St., Watsonville, CA 95076
 (831) 768-3240
www.watsonvillerec.com

FACILITY RENTAL INFORMATION FY19-20

RESERVATION:

- In order to reserve a facility please fill out a Rental Application.
 - An application can be picked up at our office located at 231 Union St. or online at www.watsonvillerec.com/rentalapplication
- A complete application and cleaning deposit **MUST** be submitted at the same time.
- Confirmation of rental date will be received once application and deposit are submitted. No phone reservations will be accepted.

FEES & HALL INFORMATION:

| Facility | Address | Capacity* | Alcohol | Open** | Closed | Deposit*** | Hourly Fee**** |
|-----------------------------|---------------------------------------|------------|-------------|---------|--|-------------------------------|----------------|
| Ramsay Park Family Center | 1301 Main St. | 200 seated | Not allowed | 7:00 am | 11:30 p.m. stop music 12 a.m. guest out | \$324.00 | \$65.00 |
| Veterans Memorial Building | 215 E. Beach St. | 400 dining | Yes | 7:00 am | 11:30 p.m. stop music 12 a.m. guest out | \$709.00 \$100.00 non-ref. | \$187.00 |
| Civic Plaza Community Rooms | 275 Main St. 4 th Floor | 150 dining | Yes | 9 a.m. | 11:30 p.m. stop music 12 a.m. guest out | \$590.00 | \$112.00 |
| Picnic Areas | Ramsay, River Park | N/A | Not allowed | Dawn | Sunset | \$42.00 | \$65.00/day |

* Facility capacity will be enforced. Guest list should be limited to the capacity of the facility. Once you reach capacity no other guest will be allow to enter the building.

** Buildings will open at 7:00 am for a one day rental only. Continuous users will be able to access the building starting at 8:00am.

*** Promoters should call office for current fees.

**** Hourly fee private party renters. Discount eligible users should check with our office for applicable discount rates.

FEES:

- Fees may vary depending on the facility being requested. See Table for details.
- Fees are subject to change every year after June 30. The change of fees is subject to the Consumer Price Index Rate, which may vary between 1% to 5% each year. Renters are subject to paying the new rates when applicable.
- When using the Civic Plaza Community Rooms, there is an additional \$249.00 fee applied. This fee includes table and chair set up and rental, use of kitchen and cleaning fee.
- A \$83.00 charge for tables and chairs applies.
- Balance **MUST** be paid 15 days prior to your scheduled event.
- A Facility Attendant will be on duty during the event.
- Room set up is the responsibility of the renter. Please arrange enough time to set up and break down tables and chairs.
- Facility Attendants do not provide custodial services. Cleaning arrangements are the responsibility of the renter.

REQUIREMENTS:

If your event will have alcoholic beverages and/or amplified music you will need the following:

- As applicable to site requirements, hire security guards from City of Watsonville's approved list 30 days prior to your event.
- Security will need to remain at the event 1/2 hour **after** the scheduled end of your event.
- One (1) guard for every 75 people attending the event.
- An entertainment Permit must be obtained from the Watsonville Police Department. Permit cost is **\$156.00**. In order for the Entertainment Permit to be approved, the application for the permit must be submitted to the Police Department at least **30 days prior** to the event.
- Applicant must comply with insurance requirements for the rental of the facility or special events. Insurance rates and information will be provided at the time of the reservation. Charges will depend on the nature of the event.

OTHER REQUIREMENTS:

- **There will be additional police fees if serving alcohol.**
The Police Department requires you to have police officer(s) present 3 hours before the end of your event. The cost for the police officers will be: \$480.00. These fees will be collected by the Police Department.
- There will be additional insurance charges if serving alcohol.
- Alcoholic beverages **MUST** be served in **CLEAR** cups.
- Serving of alcoholic beverages **MUST** stop 40 minutes before the scheduled end of your event.
- No hard liquor is allowed.
- A Facility Checklist and walkthrough must be completed before and after the event.
- Smoking is not permitted at parks or inside of city facilities.

CANCELLATION FEE:

- 31 days or more prior to the rental: 50% of deposit or \$100, which ever is less, will be deducted from the deposit plus a \$10.00 processing fee applies.
- 30 days or less prior to the rental: 100% the deposit will be forfeited.

For additional information regarding facility rentals please contact our offices at (831) 768-3240.