

City of Redding

# Community Room

The Redding Civic Center, dedicated February 18, 2000, included in its master plan a new City Hall Building, Council Chambers, and a Community Room designed with a focus toward public use. Rental of the Community Room and adjacent plaza is available to the public.



City of Redding  
777 Cypress Avenue  
Redding, CA 96001  
(530) 225-4055  
[www.ci.redding.ca.us](http://www.ci.redding.ca.us)

# Civic Center Community Room Reservation Information

## For what purpose can I use the Community Room?

- Weddings, parties, meetings, family reunions, luncheons, etc.

## How many people will it accommodate?

- Seats 125 theater style, 96 with tables and chairs, or 190 standing room only.



## Are kitchen facilities available in the room?

- Small kitchen area with sink, microwave oven and refrigerator.

## When is it available?

- Facilities are available for use Monday through Sunday, 7:00 a.m. until 12:00 midnight.

## How do I reserve the room?

- Reservations can be made Monday through Friday from 8:00 a.m. to 5:00 p.m. by calling (530) 225-4055. Viewing of the facility is by appointment only.
- [Click here to download an application.](#)

# Working Together to Improve our Community

## What is the cost?

- A fee schedule is included with the application, refer to link below.
- Tables, chairs, and other optional equipment is available for rent. Insurance and a refundable damage deposit are required.

## Can alcohol be served?

- Yes, upon approval prior to the event. Additional requirements must be met for the **sale** of alcohol.



**CITY OF REDDING**  
**COMMUNITY ROOM & PLAZA AREA**  
*(Excluding Breezeway)*  
**REGULATIONS & APPLICATION**

**1. GENERAL**

- A. The individual or group reserving the facility assumes full responsibility for the conduct of the guests at their function.
- B. Reservations for activities involving minors require chaperones. For every 10 minors using the facility, not less than one adult chaperone must be present at all times during the event or activity. Names of such chaperones shall be furnished to the City Clerk's Office at least five days prior to the function, or the function will be subject to cancellation.
- C. Fights, vandalism, or destructive behavior are grounds for immediate cancellation of the application (and all future applications). In such cases Lessee will forfeit all fees.
- D. Additional charges or fees will result in cases of overtime use, damage, or when services are provided which were not originally requested and paid for in the application.
- E. If intentionally misleading information is provided by the Lessee in the application or through any other means regarding the nature of the event or the number of participants, the City will immediately cancel the application and Lessee will forfeit all fees.
- F. **Decorating or preparing room for the scheduled event, and/or the delivery of supplies and/or equipment to room, is not permitted prior to the beginning time indicated in the application.** The applicant whose signature appears on the application should arrive at the time designated in the application.
- ◆ *If clean-up is unsatisfactory or damage occurs, and/or when the event or activity exceeds the specified time, Lessee will be billed additional charges.*
- G. There is no refund on unused reservation time or unused equipment.
- H. The City reserves the right to require security and/or attendant service for any function.
- I. Community Room storage facilities are not available before or after functions.
- J. No advertising shall be exhibited, and no solicitation may occur in the building or on the grounds.
- K. The City is not responsible for any property lost or stolen during an event, or any items left behind.

## 2. HOURS OF OPERATION

- A. Facilities are available for use (*including setup and cleanup*) Monday through Sunday, 7:00 a.m. until 12:00 midnight. The facilities must be closed by 12:00 a.m.
- B. Although the City offices are normally closed on holidays, reservations may be accepted for those dates. *Requests for usage on City-recognized holidays are subject to 200 percent of regular fees. Applications for these days shall be approved only if adequate staffing can be arranged.*
- C. A City representative shall be available at all times. The representative has authority to enforce all rules governing the facility.

## 3. RESERVATIONS

- A. Reservations will be taken Monday through Friday from 8:00 a.m. to 5:00 p.m. and are approved by the City Clerk's Office. It is highly recommended that reservations be made at least 30 days prior to the requested date of use; later requests are subject to staff availability.
  - B. Reservations for up to five (5) dates will be accepted as early as one year prior to the requested rental date (limited to two (2) consecutive days).
  - C. The rental application must be signed by a responsible adult, 21 years of age or older.
  - D. A deposit of \$250.00 is due and payable at the time the reservations are made and the application is signed. The balance (i.e., outstanding rental and equipment charges) is due and payable thirty days (30) prior to the event. **If the application is approved less than 30 days prior to the event, all fees must be paid in full at the time the application is signed.**
- ◆ *All fees must be paid thirty days prior to the date of the event, or the function will be canceled.*

## 4. EQUIPMENT

- A. Operation and adjustment of all fixed equipment, including lighting, sound, and temperature control systems, are the responsibility of City staff, and any necessary changes shall be requested through the assigned City employee. Lessee is not to adjust or operate any piece of equipment, and will be held liable for any damage occurring from unauthorized usage.
- B. Non-fixed equipment such as microphones, slide projectors, screens, easels, and other items may be reserved, subject to availability, some requiring an additional fee. A list of equipment is provided on the Facility Use Fee Schedule, located on the last page. Early arrangements are recommended, as equipment is issued on a first-come, first-served basis.

- C. Round *or* rectangular tables are available to accommodate the Lessee's preference. Each table seats six to eight persons comfortably. Fabric tablecloths in a beige color are available for the round tables; rectangular tables have white skirting and plastic coverings.
- ◆ ***City-owned equipment, including tables and chairs, shall not be removed from the facility under any circumstances. The cost of repairs and/or replacement of any equipment lost or damaged is the responsibility of Lessee.***

## 5. SETUP

- A. A room diagram illustrating the desired seating arrangements must be submitted at least two (2) weeks prior to the scheduled event. Any peripheral equipment required should also be indicated on the diagram. Equipment not requested at the time the application is signed will be accommodated on a first-come, first-served basis determined by the date the setup diagram was approved.
- B. Any requests for changes from the original setup which require a call-back of custodial staff shall result in a charge to the Lessee equal to the overtime salary rate of the staff person called in.
- C. After setup, Lessee shall not move any furniture, equipment or artwork, and is liable for any damage resulting from unauthorized movement of furniture, equipment or artwork.

## 6. DECORATIONS

- A. Cellophane tape, adhesives, nails, screws, staples, tacks, or any other devices which may mar or leave a residue, are prohibited on walls, woodwork, windows, fixtures and furniture. Masking tape is approved for use.
- B. Open flames are prohibited (including but not limited to candles, torches, and hibachis), and all decorations must be fireproof/fire retardant.
- C. Exits must remain clear at all times.
- D. Throwing birdseed, rice, confetti or other similar materials outside the building is prohibited.
- E. Lessee must remove all decorations and tape from tables, walls, windows, woodwork, and fixtures prior to leaving the building. Lessee is subject to a charge for decorations not removed from the facility within the time frame stated in the application.
- ◆ ***Groups contracting to use the Community Room or Plaza area shall furnish their own decorating supplies (i.e., scissors, masking tape, etc.).***

## 7. CLEANUP

- A. Time for cleanup must be included in the hours specified in the application. Lessee may be billed at an additional \$25 per hour for cleanup extending past the ending time specified in the application.
  - B. All spills must be mopped up.
  - C. All soiled tables and chairs must be wiped down.
  - D. Refrigerator must be cleaned out and wiped down.
  - E. All trash must be picked up from the room, lobby and parking lot and placed in receptacles.
- ◆ *All or a portion of the cleaning/damage deposit will be withheld if the facility is not adequately cleaned, or if damage occurs.*

## 8. CHANGES, CANCELLATIONS, RESCHEDULING AND REFUNDS

- A. Any changes to the application, such as the nature of the event or the number of participants, shall be made to the City Clerk's Office, in writing, not less than 30 days prior to the scheduled event. If necessary, fees will be adjusted.
- B. Cancellation of an event **must be submitted in writing** and is subject to the following fees:
  - \* 30 or more days prior to event — Full refund, *minus \$25 processing fee*
  - \* 15-29 days prior to event — 50% of required deposit, *minus \$25 processing fee*
  - \* 0-14 days prior to event — *Forfeit of full deposit*
- C. Rescheduling an approved event is subject to a \$25 processing fee.
- D. Refunds are issued through the Finance Division within two to three weeks of request.

## 9. ALCOHOLIC BEVERAGES

- A. Serving of alcohol must be approved by the City thirty (30) days prior to function date, or at the time an application is submitted with proper insurance.
- B. It is the Lessee's responsibility to comply with the Alcoholic Beverage Control (ABC) Board regulations. Failure to comply will result in the immediate cancellation of the event.
- C. Security officers may be required at any event where alcohol is served. Security is arranged by the City Clerk's Office, and charges paid by the Lessee at the time the application is submitted or thirty days prior to function date.

- D. Lessees who charge a fee for alcohol must obtain approval from the Redding Police Department, signed by the Chief of Police or his/her designee, and an alcohol sales permit from the State of California Alcoholic Beverage Control Board, 1900 Churn Creek Road, Redding, CA 96002, (530) 224-4830. A copy of the sales permit (license) must be on file at the City Clerk's Office no less than five (5) days prior to the event. The license must be posted on-site during the event. All license fees are the responsibility of the Lessee.

◆ ***CONSUMPTION OF ALCOHOLIC BEVERAGES BY MINORS IS PROHIBITED AT ALL TIMES.***

**10. LIABILITY AND LIABILITY INSURANCE**

- A. All groups, organizations, and individuals who rent the facility shall agree to indemnify and hold the City, its elected and appointed boards, commissions, officers, agents and employees harmless from any liability for damages and claims for damages or personal injury, as well as for claims for property damage and/or loss, including personal property, which might arise from the use of the Civic Center Community Room. ***Lessees shall sign a waiver of liability at the time the application is signed.***
- B. Lessee shall procure and maintain for the duration of the application insurance against claims for injuries to persons or damages to property which may arise from or in connection with the Lessee's operation and use of the leased premises. The cost of such insurance shall be borne by the Lessee.

**Minimum Scope of Insurance** — Coverage shall be at least as broad as:

Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001)

**Minimum Limits of Insurance** — Lessee shall maintain limits no less than:

General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, the general aggregate limit shall be twice the required occurrence limit.

**Deductibles and Self-Insured Retentions** — Any deductibles or self-insured retentions must be declared to and approved by the City.

**11. OTHER INSURANCE PROVISIONS.** The general liability policy is to contain, or be endorsed to contain, the following provisions:

- A. The City, its officers, officials, employees, agents and volunteers are to be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of the Lessee; from or in connection with the Lessee's operation and use of the leased premises, premises owned, occupied or used by the Lessee. The coverage shall contain no special limitations of the scope of protection afforded to the City, its officers, officials, employees, agents or volunteers.

- B. The Lessee's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or volunteers shall be excess of the Lessee's insurance and shall not contribute with it.
  - C. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled except after thirty (30) days' prior written notice has been given to the entity.
  - D. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII.
  - E. Lessee shall furnish the City with certificates of insurance and original endorsements effecting coverage required by this clause. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by the City prior to use of the facility.
  - F. Lessee is required to provide a minimum of one million dollars of liability insurance for all contracted events. **Proof of insurance must be provided to the Risk Management Division or City Clerk's Office thirty (30) days prior to the event, or the event will be canceled.**
  - G. All liability insurance will name the City of Redding, its officers, agents and employees as additional insured on an additional insured endorsement. The certificate of insurance must include:
    - (1) Applicant's name
    - (2) Amount of coverage
    - (3) Location and date(s) the event is being held.
- ◆ *Please contact Risk Management at (530) 225-4348 for information regarding Community Room/Special Event Insurance.*

## 12. FULL LIQUOR LIABILITY INSURANCE — ALCOHOLIC BEVERAGE SALES

Alcoholic beverages require *additional insurance* unless provided and served by a licensed caterer. The caterer's insurance will be considered adequate if the amount of coverage is sufficient and there is a rider specifying the date(s) and location of the event being covered. *The caterer's insurance covers alcoholic beverages only.* The options for providing liability insurance are as follows:

- A. You may provide your own insurance through your insurance agency.
- B. The City's Risk Management Division offers a policy.
- C. If verification of your own insurance is not received, and the City of Redding Risk Management Division has not issued a Certificate of Insurance, your event will be canceled.

Physical Address:  
777 Cypress Avenue  
Redding, California

CITY OF REDDING  
CITY CLERK'S OFFICE  
**Application For Use of Civic Center  
Community Room and Plaza Area**  
(Excluding Breezeway)  
(530) 225-4055 Fax: (530) 225-4463

Mailing Address:  
P.O. Box 496071  
Redding, CA 96049

**PLEASE READ ALL REGULATIONS CAREFULLY**

1. Name of Group: \_\_\_\_\_ Nonprofit organization? Yes / No
2. Name of Applicant: \_\_\_\_\_ City Sponsorship? Yes / No
3. Address: \_\_\_\_\_
4. Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
5. Designated Person in Charge [please print]: \_\_\_\_\_
6. Address: \_\_\_\_\_
7. Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
8. Use Date: (MM/DD/YY): \_\_\_\_\_ Hours from: \_\_\_\_\_ to: \_\_\_\_\_
9. Day of the week:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday
10. Type or Title of Activity: \_\_\_\_\_ Estimated attendance: \_\_\_\_\_
11. Alcoholic Beverages Served? Yes / No Alcoholic Beverages Sold? Yes / No (If "Yes", ABC License is Required)
12. Commercial Caterer Used? Yes / No Name & Phone No. of Caterer: \_\_\_\_\_
13. Outdoor Plaza Area Used? Yes / No (If "Yes", please see Section 4 of regulations for City-owned equipment)

**HOLD HARMLESS AND INDEMNIFICATION AGREEMENT FOR COMMUNITY SERVICES FACILITIES**

In consideration for the acceptance for use of the above facilities, applicant hereby agrees to defend, indemnify and hold harmless the City of Redding and its agents, officers, employees and volunteers, against any and all claims, demands, damages, costs and expenses, including attorneys fees, actions or liability whatsoever directly or indirectly arising out of or resulting in any way from the occupancy or use of the facility by Applicant and/or Applicant's invitees. Applicant certifies that applicant is authorized to act on behalf of and bind applicant's organization to the terms of this indemnification and hold harmless agreement.

Applicant further certifies that applicant shall accept responsibility on behalf of the applicant and/or applicant's organization for any damage or theft sustained by the City (premises, furniture, or equipment) because of the occupancy and use of said premises by applicant or applicant's organization.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Authorized Agent or Applicant

Applicant has read and understands the rules and regulations as stated on the attachments to this application and agrees to abide by these policies and procedures. Applicant agrees to pay the Facility Use Fees, if any, as set forth in the Facility Use Fee Schedule. Applicant understands that these fees are generally adjusted annually and are not guaranteed.

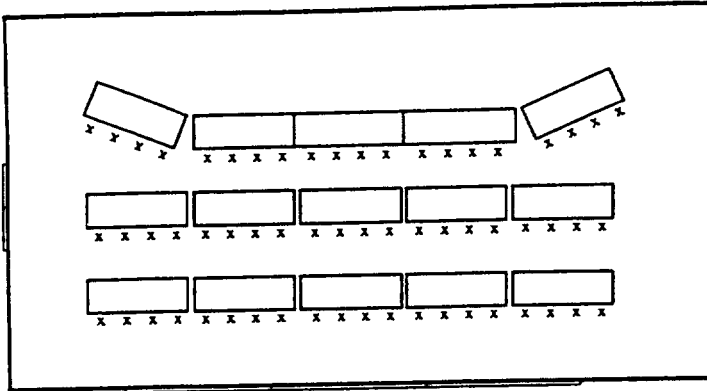
Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Authorized Agent or

Applicant

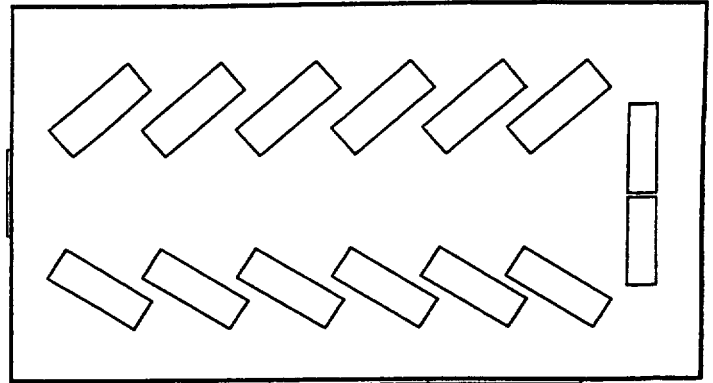
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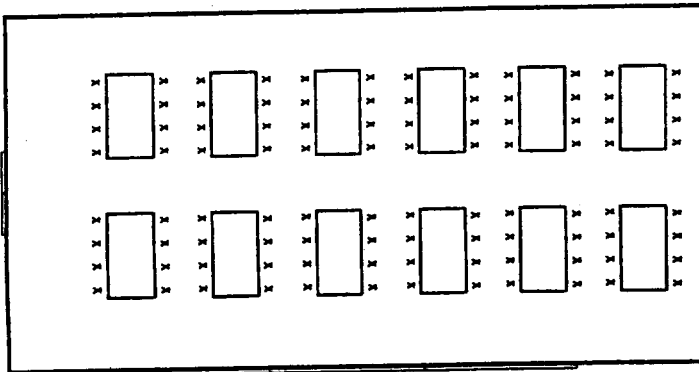
### Community Room Setup Options



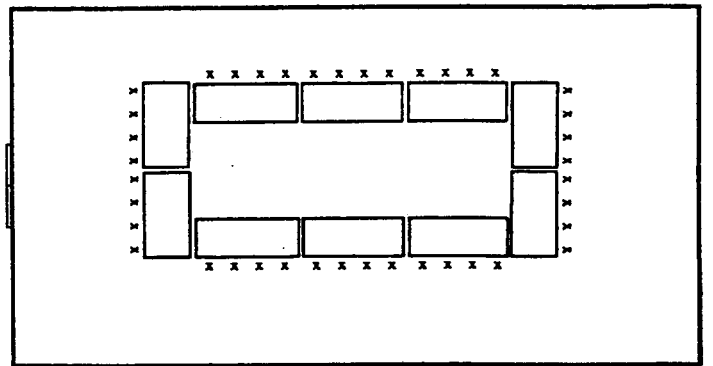
**Seats 60: 15 tables - 4 chairs per table**



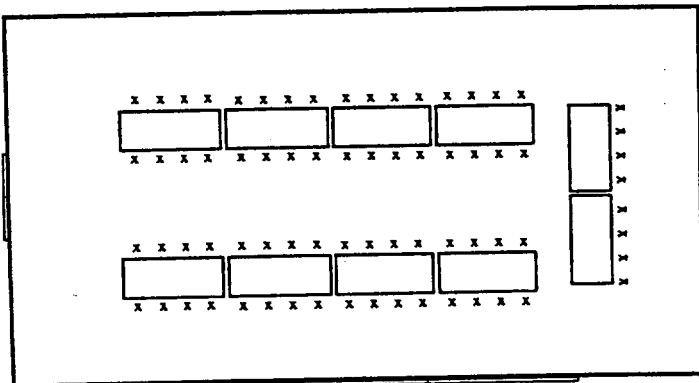
**Seats 56: 14 tables - 4 chairs per table**



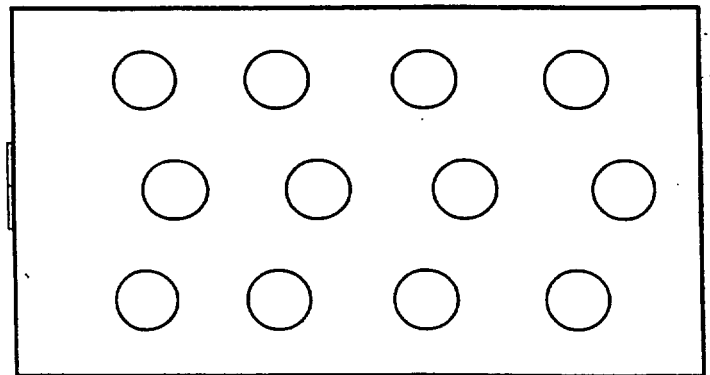
**Seats 96: 12 tables - 8 chairs per table**



**Seats 40: 10 tables - 4 chairs per table**



**Seats 72: 8 tables w/head table**



**Seats up to 96: 12 tables @ 6-8 chairs per table**

The above diagrams suggest just a few of the ways the Community Room table-and-chair setup can be configured to maximize the comfort of your guests and the efficiency of your meeting, seminar, or celebration. Situated on the east end of the Civic Center complex, and set apart from the City Hall offices, the room is a fully carpeted multi-use facility. Access may be gained through an entrance door inside the Council Chambers lobby, or through the three glass double-doors adjacent to the outside Plaza area. A small kitchen is located in the northwest corner with a full-size refrigerator, double sink, microwave oven, and four-socket outlet. Room size is approximately 49 feet x 28 feet. Total square footage = 1,371. Round tables available: 12 each (60" diameter), and rectangular tables available: 15 each (96" long x 29-1/2" wide).

**CITY OF REDDING COMMUNITY ROOM/PLAZA — FACILITY USE FEE SCHEDULE**  
**PRIVATE PARTY RATES (Revised 07-01-09)**

Contact Name : \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Designated Person in Charge [please print]: \_\_\_\_\_

Use Date (MM/DD/YY) \_\_\_\_\_

**\*\*Please circle package and time selection, fill in numbers of chairs/tables, and select necessary equipment\*\***

<b>Packages</b>	<b>Time Frame</b>	<b>Chair &amp; Table Nos. Needed</b>	<b>Private Party Rates</b>	<b>Total Fees</b>
<b>PACKAGE A</b> (Up to 25 People)  *Includes up to 5 Tables and up to 25 Chairs	<b>Minimum Day</b> (up to 2 Hrs.)	<b>Chairs</b> _____	\$100.00	
	<b>Half Day</b> (7am-3pm OR 5pm-midnight)	<b>Tables:</b> Round _____ Rectangular _____	\$240.00	
	<b>Full Day</b> (7am-midnight)		\$320.00	
<b>PACKAGE B</b> (Up to 60 People)  *Includes up to 10 Tables and up to 75 Chairs	<b>Minimum Day</b> (up to 2 Hrs.)	<b>Chairs</b> _____	\$185.00	
	<b>Half Day</b> (7am-3pm OR 5pm-midnight)	<b>Tables:</b> Round _____ Rectangular _____	\$320.00	
	<b>Full Day</b> (7am-midnight)		\$390.00	
<b>PACKAGE C</b> (Up to 100 People)  *Includes up to 15 Tables and up to 100 chairs	<b>Minimum Day</b> (up to 2 Hrs.)	<b>Chairs</b> _____	\$240.00	
	<b>Half Day</b> (7am-3pm OR 5pm-midnight)	<b>Tables:</b> Round _____ Rectangular _____	\$370.00	
	<b>Full Day</b> (7am-midnight)		\$450.00	
<b>Weekend Fee</b> <b>Holiday Fee</b>	<b>Saturday/Sunday</b>		\$100.00 Twice stated rate	
<b>Damage/Cleaning Deposit</b> (Required for All Events)			\$250.00	\$250.00
<b>Equipment Avail. at no cost:</b> Tablecloths (round) <input checked="" type="checkbox"/> Podium <input type="checkbox"/> Whiteboard <input type="checkbox"/> Easel (2) <input type="checkbox"/> Movie Screen <input type="checkbox"/>	<b>Equipment Available for Additional Nominal Fee:</b> PA System..... \$10.00 Overhead Projector..... \$10.00 Slide Projector..... \$10.00 TV/VCR..... \$23.00 Misting Fan..... \$115.00			
<b>Total Charges</b>				\$