



Application and Agreement for use

## **YMCA Oroville Convention Center**

PO Box 1171  
1200 Myers St.  
Oroville, CA 95965  
530-533-9622



Contact: Sarah Pierce  
[spierce@ymcasuperiorcal.org](mailto:spierce@ymcasuperiorcal.org)  
530-533-9622  
530-635-2347

Date of Event \_\_\_\_\_ Event Start\_\_\_\_\_ Event End\_\_\_\_\_

Add. Set-up/Clean-Up dates \_\_\_\_\_ Times Requested\_\_\_\_\_

Activity or Event Title \_\_\_\_\_

Contact Name \_\_\_\_\_ Address \_\_\_\_\_

Contact Phone No. \_\_\_\_\_ E-Mail \_\_\_\_\_

Organization \_\_\_\_\_ Address \_\_\_\_\_

**Hours include Setup, Breakdown, and Rehearsal times; in addition to the actual event.**

- Gym cost:
  - \$150 per hour
  - \$850 for 8 hours
  - \$1200 9 to 14 hours
  - Surcharge of \$200 per day for multiple day events. (This can be waived for Sunday Clean Up)
- Kitchen
  - \$50 w/Gym Rental
  - \$50 an hour w/out Gym Rental
- Stage/Lights/PA \$50
  - \$50 w/Gym Rental
- Dressing Rooms/Shower \$35
  - \$35 w/Gym Rental
- Front Board Advertising \$50 a day \_\_\_\_\_Days
- Is any part of the event taking place outdoors? Yes/No (Ex. Food Truck, Event Tent etc.)

**Estimated Event Cost includes one YMCA staff:**

- **8 hour rental = 3 hours for staff.**
- **9 to 14 hour rental = 4 hours of staff**
- If additional staffing hours are required due to unexpected circumstances those hours will be billed at \$20 an hour.

Rental Total \$\_\_\_\_\_

Deposit \$\_\_\_\_\_ Rentals cannot be reserved without deposit.

Balance \$\_\_\_\_\_

***The following is required 30 days prior to the event date:***

Balance Paid in Full Date Received:

Liability Insurance Date Received:

Alcohol Permit None/Serving/Selling Date Received:

Proof of Security (2) Date Received:

Security Necessary if there are 200 people or Alcohol served. Security hours must match permit hours. Drinking outside of permit hours without security could result in loss of your security deposit and loss of future permits. Alcohol Permits can be obtained at the City of Oroville.

Applicants Signature \_\_\_\_\_

YMCA Rep Signature \_\_\_\_\_

**Audio/Visual Equipment (\$50 add-on)**

- PA and Microphone (Handheld)
- Stage light effects
- Projector and drop down screen.
- Amplified music must be over before 12am
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**Food/ Caterer:**

- Clients are allowed to bring their own food and the following prep areas are available for use: Kitchen area \$50 add on or \$50 an hour.
- Any additional cleaning services required from kitchen use above usual will be taken out of the security deposit.
- Any onsite caterers must provide a certificate of insurance.
- The YMCA is not responsible for any lost or stolen catering supplies, equipment or any other property of the caterer, sub-contractor or user.
- All trash and recycling must be removed from the facility and can be placed in the dumpsters located behind the building. If Dumpsters are full, caterers or clients must remove trash from the premises after the event.

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**Alcohol:**

- ***Alcohol must only be served by a licensed beverage provider.***
- ***If you are selling alcohol you must obtain an ABC license and provide a copy to YMCA. 30 days before the event.***
- ***If you are serving alcohol you must obtain a license from the City of Oroville and provide a copy to the YMCA 30 days before the event.***
- ***2 Licensed Security are required for events with more than 200 people or that serve alcohol.***
- ***Security hours must match permit hours. Drinking outside of permit hours without security could result in loss of your security deposit and loss of future permits.***

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**Insurance:**

- ***For all vendors on YMCA property, the YMCA requires liability insurance with coverage of at least \$1 million listing the YMCA of Superior California as additional insured for the duration of the event.***
- ***Certificate of Insurance can be coordinated with your insurance provider and a copy of the certificate must be provided to the YMCA 60 days before the event.***

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### **Staff:**

- YMCA Staff will be available in the following capacity for your event: Set Up support, Technical assistance, Mid event check in and bathroom clean up, Clean up support. Contract covers 3 hours for an 8 hour rental; 4 hours for a 9 to 14 hour rental. If additional staffing hours are required due to unexpected circumstances those hours will be billed at \$20 an hour.
- This staff is not available to set up, tear down, move inventory, clean up, take out trash, or assist contracted vendors during the event. Those tasks are the responsibility of the facility renter.
- Please work with your selected vendors to ensure ample working staff is scheduled for your event.

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### **Booking:**

- Site Visits must be arranged with staff liaison. Contact Sarah Pierce at [spierce@ymcasuperiorcal.org](mailto:spierce@ymcasuperiorcal.org).
- We request that all guests sign the guestbook.
- ***Availability of rentals is awarded on a first come, first serve basis and is reserved only when deposit is received. It may take up to 2 weeks to approve your date. Requests will not be taken with less than 30 days notice.***
- Rental requests for the new year open September for Non-Profit Organizations and October for the Public
- Invitations or announcements utilizing the YMCA logo are to be approved by the YMCA Marketing Department prior to printing or distribution. This approval process permits the YMCA to ensure accuracy of the information and branding. Please allow 7 to 10 days for approval
- Due to upcoming construction, anticipated from May 2023 - November 2023, there may be some unforeseen changes to the availability of certain areas of the building. The YMCA will do their best to communicate those changes if they will affect the rental.

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### **Cancellations:**

- The YMCA has the right to terminate this agreement at any time and will issue a full refund to the client of any funds received. Cancellations must be made in writing 30 days prior to the event. If canceled in less than 30 days, Client's deposit is forfeited.
- Applicant agrees to be responsible for the condition of the spaces used, which includes assuming financial responsibility for any loss or damage to these spaces on their contents and agrees to reimburse the YMCA for any damage to the facility or its contents.
- The YMCA will provide an 80% refund in the case of unforeseen natural or pandemic disasters.

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### **Usage of the Facility:**

- Event rentals are subject to availability. Date requests will not be accepted with less than 30 day notice. Rentals can take up to 2 weeks to approve.
- The contracted hours in the agreement include setup and breakdown time. Please plan accordingly.
- Maximum capacity is 1000.
- The YMCA of Superior California is not responsible for providing alternate locations in case weather or natural disasters.
- Event rehearsals are considered additional hours and can be scheduled subject to availability.
- Client acknowledges that the venue is open to the public from M-F 6am to 8pm and Saturdays 8am to 12pm set up and breakdown must be coordinated accordingly.
- No pets allowed without prior approval. Service animals allowed.
- The Security Deposit will be refunded after a walk through with the YMCA representative and the renter. The building must be returned to operational standards by the opening of the next business day. If additional cleaning time is necessary, please contact the Branch Manager to arrange for the necessary time. Additional hourly fees apply.
- All YMCA facilities are designated as non-smoking areas, including outdoor space and parking lots.

- Rental equipment can be dropped off starting at the beginning of the rental period. Unless arrangements are made with the Branch Manager. The YMCA is not responsible for counting and checking deliveries and does not assume responsibility for items delivered or left at the YMCA facility.
- The YMCA has no storage area for event equipment. All deliveries and pick-ups must take place on rental dates.
- Any movement of YMCA equipment must be coordinated with staff.
- The Client understands that all efforts are to be made to protect the gym floor. This includes dragging tables, chairs, decorations. A tarp is available for any activities that may cause damage to the floor and is the Client's responsibility to set up and clean up if necessary.

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**Fees:**

- Facility rental is per hour / day and includes setup and breakdown.
- A \$40 fee will be applied for each additional hour after the booked hours.
- The \$500 Security Deposit must be paid at the time of reservation.
- The final balance is due 30 days before the event. No deposits will be returned if the reservation is canceled fewer than 30 days prior to the date of the event.
- The event is subject to cancellation if payment is not received in time.
- Additional fees may be applied for the following: holiday premiums, rental of YMCA equipment, additional hours, extensive power needs, supplemental security and/or event staff, unusual event requirements and other items as reasonably determined by YMCA. .
- Client is fully responsible for damage to or loss of YMCA property including plants and the labor involved to repair/replace damaged property, and Client will be billed accordingly.
- The security deposit is refundable if no damages occur during the event and the building is back to operational condition prior to the next business day.
- The Client will be invoiced if damages exceed the security deposit.
- The YMCA offers discounts to nonprofits with proof of their current 501c3. Please speak to the Branch Manager to make any arrangements.

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**Equipment:**

- Included in your Rental
  - 30 8 ft tables
  - 300 chairs

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**Décor:**

- Lighting is provided at the venue. If you plan to add any additional lighting or large decor, YMCA staff must be notified 30 days in advance.
- Décor items must comply with local fire department regulations.
  - No open flames. Birthday candles are allowed as long as they are on the cake.
- No Birdseed, confetti, or glitter allowed.
- No tacks, nails, staples, or anything that would create a hole. Tape and removable sticky hangers are allowed.
- The Client is responsible for removing all event equipment and decorations at the conclusion of the event.
- A \$100 a day storage and/ or removal fee may be charged for items not removed by the time arranged.

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**Clean-Up:**

- The YMCA venue must be returned to the condition in which it was provided to the Client.
- A pre and post assessment will be conducted by YMCA to determine the amount of security deposit to be returned.
- Clean-up and removal of stains is the responsibility of client and/or client’s sub-contractors. All trash and recycling must be placed in the dumpsters, if space is available, or removed from the YMCA premises entirely.
- The following areas should be checked before departure:
  - Bathrooms should be left clean, sanitary, and usable.
  - Kitchen Area
  - Gym Floors
  - Stage Free of Debris
- If the YMCA premises is not cleaned as needed and not returned to its prior condition, special maintenance services will be contracted by YMCA and the cost for such services will be deducted from the Client's security deposit.

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**Any additional special instructions:**

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*I certify under penalty under the laws of the State of California that I understand and will adhere to the above Rental Agreement Provisions:*

Client Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Special Events Hold Harmless Agreement:**

Except to the extent caused by the YMCA of Superior California’s malfeasance or sole negligence, Client agrees to indemnify and hold harmless the YMCA of Superior California and their respective officers, directors, managers, members, employees, volunteers, contractors, vendors, guests or invitees from and against loss or liability, including attorney’s fees and costs of defense, arising from (a) Client’s use or occupancy of the facility, (b) the event, or (c) acts or omissions of Client or its agents, employees, contractors, vendors, guests or invitees.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

