

Wilton Community Center

9717 Colony Road, Wilton, CA 95693



County of Sacramento Department of Regional Parks
10361 Rockingham Drive, Suite 100, Sacramento, CA 95827
Phone: (916) 875-6336
Fax: (916) 875-6632
ParkEvents@SacCounty.net



Table of Contents

Welcome	1
General Information	1
Facility Reservation Procedure	2
Rental Spaces	2
Rental Pricing	3
Insurance and Permits	3
County Codes & Regulations.....	4
Venue Rules & Conditions.....	4
Alcohol and Security	5
Guests	6
Food & Caterers	6
Security / Damage / Cleaning Deposit	6
Rental Fees & Changes.....	6
<i>Rental Cancellations</i>	7
Cleaning Responsibilities & Procedures.....	7
Application	8
Applicant Signature.....	10

Welcome

Thank you for considering the Wilton Community Center for your special event. Located in the heart of Wilton, the Wilton Community Center offers a variety of opportunities for holding both large and small events. The Center features a large auditorium and a kitchen, making it perfect for a variety of social gatherings. The Wilton Community Center is available for reservations 7 days a week (excluding holidays) from 7:00 am – 11:00 pm.

For detailed information about the facility including rental fees, please see the attached pricing list or visit the County's website at www.Sacparks.net. We encourage you to read through this application packet regarding policies, procedures and other requirements. To check date availability or to schedule a tour, please email us at ParkEvents@SacCounty.net or call us at (916) 875-6336. If your selected date is available, please submit the attached application and signature page to secure your date. All dates are on a first-come, first-served basis and no dates will be held without a deposit.

Thank you again and we look forward to helping you plan your special event!

General Information

- Reservations may be taken via email (ParkEvents@sacounty.net) or over the phone (916-875-6336).
- Event reservations are accepted on a first-come, first-served basis, up to one year in advance of the rental date.
- To secure your reservation, a completed application and deposit are due in order to hold and reserve a space.
- Tours of the facility must be pre-scheduled with a Recreation Services staff member.
- Rental times must include your set-up and take-down/clean-up time.
- All rental fees are due at least 30 days before your rental date.
- Rental permits for groups of persons under the age of 21 will be issued only to adults who accept supervisory and liability responsibilities for the rental contract. Renter is required to check-in and check-out with facility staff.
- Any amendments or revisions to the application may result in an increase of the rental fees, additional stipulations or requirements, denial or revocation of the permit.
- All outside cooking must be prearranged with facility staff. The area must be left clean after use.
- County staff reserves the right to disapprove any application or revoke any approved permit / agreement, based on additional information which will substantially affect the risk or circumstances of a rental.
- The applicant/organization is solely responsible for any damages, accidents, or injuries to persons or property resulting from the use of the Community Center. An event serving alcohol will have security requirements. Any applicant obtaining a permit shall be responsible for the control and supervision of attendees during the use of the building. Applicant shall be responsible for any damage to the existing building, improvements, furniture or fixtures. Any violation of these provisions can result in a denial of further permits and requirements of financial reimbursement for repair or the replacement of the damages or loss upon demand.

Facility Reservation Procedure

- Availability – Email or call the Recreation Services Office for availability or to schedule a viewing of the facility at ParkEvents@saccounty.net or (916) 875-6336. Please note that our office is not at the facility site.
- Complete and submit an Application at the end of this packet. Application can be emailed to: ParkEvents@saccounty.net, or mailed to: Recreation Services 10361 Rockingham Drive, Suite 100 Sacramento, CA 95827
- Security /Cleaning/ Damage Deposit—Due at the time of reservation.
- Rental Fee Balance—All fees are due 30 days prior to your event. Major credit cards are accepted. Checks should be made payable to: Sacramento County Treasurer.
- Liability Insurance—Liability insurance is required for all events. Commercial entities renting the facility that have a Commercial General Liability insurance policy will be able to satisfy the insurance requirements by having their broker or agent issue an ACORD 25 Certificate of Insurance in compliance with the County requirements. For individuals, their homeowners' policies will not meet the requirements. Individuals will be able to purchase a Special Events insurance policy for their event. The policy will protect both the renter and the County and meets all the requirements below. No event will be allowed without the insurance requirements being met. Proof of insurance is required at least 30 days prior to your event, or your event will be cancelled and a cancellation fee will be charged. More information is listed under the Insurance section of this packet.
- Security—If you are serving alcohol at your event, you are required to have security for your rental from the time alcohol is served until all those in attendance leave the facility. You are required to have **2 security guards minimum with at least 1 security guard per 100 people** present at all times. Requirements for additional security will be made at the discretion of County staff. Your security contract needs to be submitted at least 30 days prior to your scheduled reservation. More information is listed under the Alcohol and Security section of this packet.
- Event Permit— An event permit will be sent to you no less than 6 weeks prior to your scheduled use, which will include the rental policy and stipulations related to your rental. You will need to sign and return the permit no less than 30 days prior to you scheduled use of the facility. You will need to have the signed event permit on-site and available during your rental.
- Holiday Rentals—This facility is not available for rent on the following holidays: New Year's Eve, New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Easter Sunday, 4th of July, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve and Christmas Day .

Rental Spaces

The Wilton Community Center is a 3,000 square foot indoor venue perfect for hosting your next special event or community gathering. The Community Center offers a large auditorium, warming kitchen, outdoor patio and plenty of parking. All rentals at include use of tables and chairs indoors only. All private rentals must be a minimum of 4 hours in length. The building capacity for the Wilton Community Center is 204 people.

The auditorium features an open layout to be set up as needed for the type of event. There is a small pull out stage that is available to use if requested. The kitchen is for meal warming only and includes a

triple sink, warming oven, microwave, refrigerator and freezer available to use during the rental. The stove is not operational and unavailable to use. Applicants or caterers must bring pre-cooked food to the event; no meals are to be cooked at the Community Center. Restrooms are located out back (south), which also features an outdoor patio area with a raised stage.

Wilton Community Center is located next to the Dillard Elementary School. Because of the close proximity to the school, no events with alcohol may occur Monday – Friday 7am – 4:30pm, or on other days that the School District has an event scheduled. The use and/or possession of tobacco, alcohol, and/or controlled substances are prohibited on school district property at all times.

Rental Pricing

- Auditorium & Kitchen (4 hour min)
 - Private: **\$60/hour**
 - Nonprofit: **\$35/hour**
- Amplified Sound Permit (Outdoors only)
 - **\$30**

Insurance and Permits

- Liability insurance is required for all events. Commercial entities renting the facility that have a Commercial General Liability insurance policy will be able to satisfy the insurance requirements by having their broker or agent issue an ACORD 25 Certificate of Insurance in compliance with the requirements listed below. For individuals, their homeowners' policies will not meet the requirements. Individuals must purchase a Special Events insurance policy for the event. The policy will protect both the renter and the County and meets all the requirements below. No event will be allowed without the insurance requirements being met. Proof of insurance is required at least 30 days prior to your event, or your event will be cancelled and a cancellation fee will occur.
- This checklist will help you and your insurance representative when reviewing your policy:
 - Policy shall be on an occurrence form
 - The occurrence limit :\$1,000,000 (minimum); aggregate limit: \$2,000,000 (minimum)
 - Fire Damage to Premises Rented occurrence limit \$100,000
 - Medical Payments (any one person) \$5,000
 - County of Sacramento, its governing Board, officers, directors, officials, employees, and authorized agents and volunteers are included as additional insureds ("County Parties")
 - Coverage shall be primary and non-contributory
 - If a caterer is used and is serving liquor, the caterer must carry Liquor Liability insurance with limits not less than \$1,000,000 per occurrence. The caterer must include the County Parties as additional insureds.
 - Liability includes premises, broad form property damage, personal injury, blanket contractual, host liquor/liquor (if applicable).
 - Participants are not excluded.
 - 30-day notice of cancellation
- Certificate needs to be on file at least 30 days prior to your event.
- Renter can purchase Liability Insurance coverage / Event Insurance from their Homeowners Insurance Policy, Renter Insurance policy, or online at sites like EventHelper.com.

- Renter is responsible for securing all required permits and insurance. Must present copies of permits and insurance to County staff at least 30 days prior to rental date.
- If renter plans to have vendors at the event (i.e. DJ, caterer, businesses, lighting), the facility staff must be notified prior to the event. Rental vendors may require additional insurance.
- Any event that charges an admission fee or which goods or services are sold must indicate that on rental application form. Additional requirements may be necessary prior to rental.

County Codes & Regulations

- Smoking is prohibited at the Center and/or on County property at all times. E-cigarettes and Vaping devices are not allowed to be used inside or outside the Community Center. The smoking or ingesting of marijuana or marijuana products is not allowed with Sacramento County Regional Parks and cannot be allowed via the permit process.
- Inside the venue only flameless candles are allowed. All candles outside must be contained or enclosed in glass. The flame must not reach higher than 2" below the height of the glass. Disposing of sand from luminary bags and/or any other foreign substance on the venue landscape, including the parking lot, is prohibited.
- All renters and their guests are required to follow safety rules for public buildings. Occupants will be evacuated during a fire alarm. Renter will forfeit entire deposit if alarm was the result of rental party or any group hired by the renter. Renter is responsible for all fire charges and fines if the fire alarm sounds. The event will end at the time of the alarm.
- County staff may, at any time, instruct renter to turn music down or discontinue music due to violation of the noise permit rules and regulations. Amplified sound levels must be held in compliance with Sacramento County ordinance 6.68.145.
- No animals or pets are permitted indoors at the Community Center without prior approval.

Venue Rules & Conditions

- Identify two (2) representatives authorized to make decisions or respond to questions/problems on the day of the event. **The two (2) representatives must be present at all times and are required to check-in with the staff on site at the beginning of the rental and check-out at the end of the rental.**
- All events must end by 10pm in order to allow for clean-up and closure of the venue by 11pm. It is the responsibility of the renter to cooperate with staff in maintaining this schedule.
- Clean up must follow the event and concluded no later than 11:00 pm. Time used for clean up is included as part of your rental time, please plan accordingly. Late fees will be assessed and forfeiture of your deposit will occur if group remains after this time. If the facility is not left clean, all or a portion of the deposit will be forfeited to the County to offset cleaning costs.
- All decorations must be either non-combustible or treated with State-approved flame retardant solutions or processes. The County reserves the right to request the removal of any decorations that are considered offensive.
- Do not conceal or otherwise obstruct any exit light, fire alarm, hose cabinet, fire extinguisher, or other fire protective device or system.
- Decorations may NOT be hung with nails, staples or screws, which will damage the facility. The only adhesive materials allowed on the walls are Command Strips and Poster Gum which will not damage surfaces. No masking tape, duct tape, electrical tape, transparent tape, or double

stick tape is allowed. No tape or adhesive of any kind is allowed to be used on the floor inside the venue.

- No confetti, glitter, rice, sparklers, pyrotechnics, or smoke/fog machines are allowed inside or outside the venue. Birdseed may be used outside, but not inside the facility. Flower petals may also be used outside however renter must clean them up prior to departure from venue at the end of the night. Piñatas are allowed for decorative use only at the venue.
- If the event involves barbecuing, a mat or similar protection is required for all ground and concrete. Barbecues and grills are to be used outside only. No fires are to be started directly on the grounds of the venue.
- All vehicles associated in any way with the event must be parked within the parking lot adjacent to the venue. Parking availability is not guaranteed and may be limited. No vehicles are allowed on lawns or closed areas under any circumstances.
- Storage prior to and after event is not available unless discussed and approved at least 2 weeks prior to your event.
- The County is not responsible for lost or stolen items and will not be responsible for any items delivered before or left after the designated rental times. Any equipment or property left after the specific rental time is subject to disposal.
- County ladders are not available for public use. Any equipment brought into the facility must have protected feet (rubber or felt).
- Do not slide tables or stacked chairs across the floors. Sitting or standing on tables is not permitted. Renter will be fully responsible for any damaged tables/chairs at the rate of \$150 per table and \$30 per chair and will be taken out of security / damage deposit. Additional damage fees will be billed to renter.

Alcohol and Security

- **Security is required for events serving alcohol.** The renter is responsible for securing the security company and paying for security services. The security is to be present at the event from the event start time until everyone leaves the facility. You are required to have **2 security guards minimum** present at all times. **Security guards must check in and check out with the staff on site.** A copy of your security contract needs to be submitted with the permit, insurance and fees at least 30 days before your event.
- **No alcohol is permitted at your event without prior approval and security. If alcohol is found at your event, staff shall be contacted, your event will be cancelled and everyone will be asked to leave, no refunds of fees or deposit.** Renter will forfeit entire security/damage deposit and may be charged for costs related to Ranger, Police or Fire response due to public safety intervention.
- If alcohol is sold at the event, the renter acknowledges that the renter is responsible for enforcing all licensing and related liquor laws. No alcohol may be served or consumed one (1) hour prior to the end of the rental (including clean up).
- Alcohol may not be served to minors. Alcoholic beverages may be served to persons over the age of 21 under the terms and conditions consistent with all applicable State and county laws.

Guests

- Guests must remain in the room(s) and areas rented. Excessive gathering near the bathrooms or entrance areas may result in the loss of security deposit and/or cancellation of rental.

- Children are not allowed outside rented rooms without adult supervision.
- Renter is responsible for all guests' behavior. Violence, excessive drinking, loud behavior and unsupervised children are not permitted and will not be tolerated. Guests must adhere to all policies and procedures as outlined in rental permit. The County may cancel any event for violations of disturbing the peace laws.
- Renter assumes full responsibility for communication to all attendees for events held. The County of Sacramento or the facility should not be listed as a contact for your event.

Food & Caterers

- Caterers or renters must furnish all cooking and serving utensils; all equipment and food must be removed at the end of the rental. No items can be stored overnight.
- Caterer or renters are required to dispose of all cooking oil properly and remove from the premises. If any cooking oil is splattered on the ground or dumped on site, the renter's deposit will be retained. Additional fines may be charged for any illegal dumping.

Security / Damage / Cleaning Deposit

- A deposit is required for all facility rentals. The deposit will be held in the event that the venue and or rental items are added, damaged, lost, stolen, broken, or altered from their original state throughout the duration of the event. Repair or replacement costs will be deducted from said deposit upon examination of the venue after the event. Additional charges may be made for actual or estimated repair or cleaning costs to restore the venue, grounds, equipment, or other property to the same condition prior to renter's use of the venue and property. Whether a full or partial refund is granted, please allow 8 weeks from the date of your event for the refund to be issued.
- Facility inspections are conducted by County staff immediately following events to determine the condition of the facility (including assembly areas, restrooms and kitchen). Security deposits will be refunded if all the clean-up criteria are met, the rental time was not exceeded, and no damage has occurred.
- The County reserves the right to retain the entire security deposit if the applicant has knowingly made a false statement of material fact or has knowingly omitted to state a material fact in the rental application.
- Security deposit is a separate fee from the rental costs. Security deposit dollar amount cannot be applied toward rental fee.

Rental Fees & Changes

- All rental fees are due at least 30 days prior to the scheduled event. Payments may be in the form of a check, cash or credit card (MasterCard, Visa, American Express or Discover).
- Failure to pay all fees in full at least 30 days prior to scheduled event will result in cancellation of event and retention of deposit.
- Renters who arrive earlier or stay later than the reserved time will be charged for the additional time. This fee will be charged in one hour increments.
- Fees are not refunded for reserved time not used.
- The County reserves the right to adjust fees at any time.
- Event time changes must be made and paid for at least two weeks prior to event.

- Only the person(s) listed as “responsible” on the application are authorized to submit rental changes. Changes must be approved by staff at least two weeks prior to event and additional fees may apply.
- Renter acknowledges the facility may be rendered unusable or otherwise unavailable due to circumstances beyond the County's control, including but not limited to flooding, fire, natural disaster, criminal acts or acts of war or terrorism. In the event the facility should become unavailable due to any such circumstances, the County will refund all fees paid by renter. The County is not liable for consequential damages the renter may experience, including but not limited to lost profits, lost opportunity and any costs incurred in connection to the renter's event.

Rental Cancellations

- The renter may cancel their rental without cause upon written notice to Park staff at any time prior to the event, however if you cancel your event within two weeks of your event, a cancellation fee of \$100.00 will be deducted from your deposit or rental costs.
- The foregoing cancellation policy is not intended to be punitive, but reflect County foregoing actual and potential opportunities in reserving the venue for renters and subsequent diminished ability to rent the venue after cancellation.

Cleaning Responsibilities & Procedures

The renter is responsible for the clean-up and condition of the facility at the end of the rental.

- All food removed and disposed of
- All kitchen surfaces must be free of grease, food particles and spills
- All spills and debris cleaned from the tables and chairs
- All spills on floors cleaned. Spot mop and sweep if necessary
- All toilets flushed and floors cleared of toilet paper and paper products
- Refrigerator and freezer emptied, cleaned and wiped down
- Warming oven emptied, cleaned, and wiped down.
- Microwave emptied, cleaned and wiped down
- All stainless steel surfaces cleared and wiped down
- Tables and chairs need to be returned to the chair and table storage room.
- All decorations and adhesive materials removed
- Pick up all litter left on grounds surrounding the facility
- Place all garbage in designated trash containers and then in the provided dumpster
- When leaving the facility, it should look the same as when you arrived

Application

APPLICANT CONTACT INFORMATION

Name of individual responsible for event: _____
First Last

Application on behalf of: Group Individual Organization Business

(Name of Group, Individual, Organization or Business)

Address: _____
Street City State Zip

Phone: _____
Home Phone Work Phone Cell Phone

Email Address: _____

Alternate Contact Person: _____
First Last

Phone: _____
Home Phone Work Phone Cell Phone

Email Address: _____

RENTAL INFORMATION

Rental Date(s): _____ Day(s) of Week: _____ Guest Arrival Time: _____ am/pm

Time of Rental: _____ am/pm to _____ am/pm
(Earliest 7am and latest 11pm with clean-up from 10pm-11pm)

Type of Activity/Event: _____ Attendance: _____

Rental Space (Check all that apply):

- Auditorium
- Kitchen
- Outdoor Patio

Type:

- Private Organization
- Non Profit 501(c)(3) / Government Entity

Please answer the following questions regarding your event:	YES	NO
Will this event be open to the public?	<input type="checkbox"/>	<input type="checkbox"/>
Will admission be charged?	<input type="checkbox"/>	<input type="checkbox"/>
Will this event generate revenue or be fundraiser?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please provide the Business License number:		
Will this event have alcohol?	<input type="checkbox"/>	<input type="checkbox"/>
Will you be selling alcohol?	<input type="checkbox"/>	<input type="checkbox"/>
Will you be serving food?	<input type="checkbox"/>	<input type="checkbox"/>
Will you be using a caterer?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please provide name and contact info of Caterer: Click here to enter text.		
Will you be serving seafood? (if yes, there is a \$ fee for additional dumpster service)	<input type="checkbox"/>	<input type="checkbox"/>
Will you be selling food?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please provide Health Permit number: Click here to enter text.		
Will you be selling merchandise?	<input type="checkbox"/>	<input type="checkbox"/>
Will you have vendors?	<input type="checkbox"/>	<input type="checkbox"/>
Will you be using the kitchen?	<input type="checkbox"/>	<input type="checkbox"/>
Will your event be an educational/sales/other seminar?	<input type="checkbox"/>	<input type="checkbox"/>
Will you need tables and chairs?	<input type="checkbox"/>	<input type="checkbox"/>
Will there be amplified sound?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, what type? Please also indicate if the amplified sound will be outdoors. Click here to enter text.		
Will you have entertainment at your event (i.e. DJ, Band, Entertainer)?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, what type of entertainment?: Click here to enter text.		
Will you be using a Special Event Planner?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please provide the name and contact information of the Special Event Planner: Click here to enter text.		

How did you hear about our facility? _____

Applicant Signature

Failure to comply with all the County of Sacramento rental permit's policies and procedures may result in loss of your deposit and/or your event being cancelled early or entirely.

- My signature below signifies that I have read and understand ALL the rental policies and rules outlined in the application.
- I agree to abide by all the conditions outlined in this application and any permit(s) issued associated with this application.
- I also agree to pay the County of Sacramento all costs the County may incur as a result of any failure to fully comply with all these conditions.
- Renter shall indemnify, defend, and hold harmless County, its governing Board, officers, directors, officials, employees, and authorized volunteers and agents, (collectively "County Parties"), from and against any and all claims, demands, actions, losses, liabilities, damages, and all expenses and costs incidental thereto, including cost of defense, settlement, arbitration, expert fees, and reasonable attorneys' fees, sustained by any person or to any property in, on, or about the rented premises, resulting from injuries to or death of any person, and damage to or destruction of property or loss of use or reduction in value thereof, arising out of, pertaining to, or resulting from the acts or omissions of Renter, its employees, volunteers, agents, contractors, or guests.
- I understand that the County of Sacramento staff reserves the right to photograph and/or record facilities, activities and program participants for potential future use. I hereby grant permission to the County to use my or my participant's photograph and/or audio/video recording for any lawful purpose, including, for example, such purposes as print and online advertising. I understand that I will not be paid or receive anything related to the County's use of my/my participant's photograph and/or recording. I understand that all photographs and recordings will remain the property of the County and I acknowledge the County's right to alter or edit any photographs and/or recordings at its discretion. I agree to release the County from any and all legal claims I or a third party may have arising from the use of my/my participant's photograph and/or audio/video recording.
- I declare under penalty of perjury under the laws of the State of California that the information I have provided in this rental application is true and correct to the best of my knowledge. I further acknowledge that the security deposit may be forfeited and/or my event cancelled if this application contains any intentional misrepresentations.

Print Name _____

Signature _____

Date: _____

COUNTY OF SACRAMENTO OFFICE USE ONLY	
Date Received: _____	Received By: _____
Approved: _____	Denied: _____ Date: _____ Staff: _____