

ANTIOCH HISTORICAL SOCIETY

P-2: Rental Use of Buildings and Grounds

Purpose: To provide Rental Rates and rules for the rental of buildings and grounds owned by the Antioch Historical Society to the General Public, as well as to Non-Profit 501(c)3 (with tax ID#)/Governmental Agencies/other Historical Societies/Active Military/Antioch Historical Society Board Members and Qualified Volunteers of the Society.

Policy:

The Rental Coordinator has control of the rental calendar.

All applications will be reviewed by the Rental Coordinator. **A Rental/Use Agreement is required for all uses of the building and grounds.** The Administrative Committee or Board shall determine whether fees may be waived for events and/or activities held at the Museum.

This policy, adopted by the Board on April 24, 2024, supersedes all previously approved Rental Policies and shall remain in full effect until replaced by future Board action.

Rental: The following areas are available provided a Board Member or Qualified Volunteer (see P-35) is available to be present to monitor the event:

Outside: Grounds and gazebo: Includes the parking lot and restrooms on the lower floor (rear entrance). Tents are NOT available for rental.

Riverview Room: Includes restrooms upstairs, saloon and use of kitchen for staging purposes only.

Theater/Meeting Room: Includes use of downstairs restrooms.

Caboose: Includes use of lower-floor Museum restrooms (rear entrance) and supervised use of lawn areas, if not in use by other events, for children's parties. No use of or access to main building. (Note: Board Member or Qualified Volunteer is required to be at the Caboose to monitor the event and operate the Lift. Lift is only available/useable for persons who cannot physically use stairs. Use of Lift for "rides" is prohibited.)

1. Deposit to hold date must be paid within seven (7) calendar days of reservation being made to have date placed on the calendar. This amount will either be applied to rental costs or refunded if date is cancelled 30 calendar days prior to event.
2. The full amount of the rental, including Security Deposit, Full Rental Fee, Set-up Fee, Utility Fee and Cleaning Fee must be received in the office no later than 14 calendar days before the event.
 - a. Security Deposit is refundable barring any material damage to facilities, tables and chairs, or waste sorting problems. Facilities are to be left "Broom Clean". A walk-thru will be performed after the event by both a museum representative and the renter. Any charges necessary to pay for picking up debris or sorting waste WILL BE DEDUCTED FROM THE SECURITY DEPOSIT, as well as any charges to repair damages.
 - b. Any deposits due the renter will be returned within 30 calendar days after the event.

3. Renters must provide a public liability and property damage insurance rider from an insurance company with an A+ rating in the amount of \$1,000,000 to be on file at the Museum 14 calendar days before the event. The certificate should include the following language as additional insured: "Antioch Historical Society, its officers, officials, employees and volunteers" at 1500 W. Fourth Street, Antioch, CA 94509
 4. Alcoholic Beverages (Beer and Wine only)
 - a. If alcohol is to be available on site, and is sold/charged for, a one-day Alcohol Beverage Control (ABC) License is required.
 - b. The ABC License, as required, must be on file at the Museum 14 calendar days before event.
 - c. Registered Bar Server (RBS) Certificate Holder, as required by the ABC, must be on site for the duration of the event and have a copy of the certificate on file at the Museum 14 calendar days before event.
 - d. Security guard(s), as approved by the City of Antioch, is/are required for outside events where alcohol is available. A copy of the contract must be on file at the Museum 14 calendar days before the event.
 - e. Any alcohol brought in that is not specified in the contract shall be immediately removed from the site upon request.
 5. The State of California requires an expanded recycling system at all locations, both inside and outside, consisting of three parts, as follows:
 - a. Garbage (landfill): non-recyclable objects, such as plastic bags, Styrofoam, plastic-coated paper products, plastic cutlery, and sanitary waste, including animal waste.
 - b. Recyclable: clean plastics, glass, metal, cardboard, paper and clean paper products. No food contamination!
 - c. Green/Yard Waste (compostable): food waste, paper and cardboard with food waste, any non-plastic-coated paper items, wood or bamboo cutlery. (See F-52: Guide to Event Food Service on Museum Property/RS Guide to Recycling).
 - d. Any items brought into or on Museum property must be either disposed of appropriately at the Museum, or taken home.**
- In addition, the Museum collects plastic water bottles and metal beverage containers, which are to be recycled separately from all other recycled materials.
- Failure to follow the correct state-required waste-disposal protocols will result in a Separation Charge of \$200 to be deducted from the Security Deposit.
6. Government Agencies and Historical Societies are afforded the use of the facility at a fee set to cover the cost of utilities, cleaning and waste disposal as per the governing conditions and regulations contained in the purchase agreement from Contra Costa County.
 7. In order to maintain clear driving space for fire trucks around the Museum building, parking is limited to marked parking spaces ONLY (between 50-55, including staff parking). Additional cars must be parked outside the Museum gates. Vehicles NOT parked in marked spaces will be subject to towing at the owner's expense. Tables and chairs may not be used in the parking lot.
 8. Outdoor events over 75 persons require an Administrative Use Permit from the Community Development Department of the City of Antioch, a copy of which must be on file at the Museum 14 calendar days before the event. (Allow at least 45 days to obtain permit from the City of Antioch.)

9. Loud music/DJ's/dancing are **NOT** permitted inside the building or Caboose.
10. The use of any form of tobacco, vaping or cannabis is prohibited in or on the Museum property.
11. Open flames are **NOT** allowed in the building or Caboose. Electronic/battery-operated flames are acceptable.
12. Decorations may **NOT** be attached to the walls, curtains, lights, etc.
13. Nothing may be placed on the square grand piano in Riverview Room.
14. Entrance counter may be used when **NOT** being used as a Museum display, as determined by the Display Committee.
15. Per IRS rules, all political parties or candidates may rent the facilities at posted rates with NO waivers of fees. Outside political signs may not be posted before or after the event. All political signs, designation flags or balloons must be removed at the end of the event.
16. Events shall be scheduled between the hours of 6 a.m. and 10 p.m., unless specially arranged.
17. All applicable Contra Costa County Health Department rules shall be followed. The Museum kitchen is **NOT** approved for food preparation.
18. Touching of all exhibits is prohibited unless otherwise indicated by a Museum Docent. This includes rocks around the Caboose exhibit.
19. Good behavior is required of all visitors at all times, both in the Museum and the Caboose. Activities such as running, jumping, pushing, etc., are not allowed.
20. Failure to adhere to any of the Rental Agreement Rules after warning by staff to correct the violation, shall terminate the Rental Agreement and the Rental Applicant will be asked to terminate the event and leave the property. All deposits will be forfeited and become non-refundable.

Reference: F-33a: Building & Grounds Rental Agreement Receipt
F-33b: Caboose Rental Agreement Receipt
F-52: Guide to Event Food Service on Museum Property/RS Guide to Waste Management
F-46: Zero Tolerance for Harassment & Discrimination
F-53: Caboose Code of Conduct

RENTAL FEES:

General Public

Time includes setup, activity and breakdown. **All Policies and General Rules listed on pages 1 thru 3 shall apply.**

Rental Rates include utility and cleaning charges:

Outside Grounds/Gazebo	
Base Rate	\$125.00 per hour/4 hour minimum
Setup/breakdown other than day of event	\$ 75.00 per hour
Riverview Room (120 seated)	
Base Rate	\$125.00 per hour/4 hour minimum
Setup/breakdown other than day of event	\$ 75.00 per hour
Theater (25 seated) and Meeting Room (20 seated)	
Base Rate	\$50.00 per hour/2 hour minimum
Caboose (Maximum Capacity 20)	
Childrens' Parties: Require 1 adult over 18	
Per every 4 children under age 18	\$ 75.00 per hour/3 hour maximum
Adult Events:	\$125.00 per hour/2 hour minimum

Other Charges:

Deposits (Refundable):	
Hold date: (May be applied to	
Rental Fees)	\$100.00
Security Deposit: Museum	\$500.00
Security Deposit: Caboose	\$200.00

Fees (Non-refundable):

Chair Rentals (Outside only)	\$ 1.00 per chair
Table Rental (Outside only)	\$ 3.00 per table
Museum provided labor for	
Set-up and Take-down of Chairs & Tables:	
Inside or Out	\$200.00 flat rate
Caboose:	\$100.00 flat rate

Charges against Security Deposit:

Damage to the Facility or Grounds	Cost of Repairs/Replacement
Failure to monitor & separate waste	
according to Health Dept protocols	\$200.00

**Non-Profit 501(c)3 (with tax ID#)/ Active
Military/AHS Board Members &
Qualified AHS Volunteers**

35% Discount on Facility Rental ONLY

**Governmental Agencies and Other
Historical Societies:**

Buildings & Grounds:	\$200.00 Utility/Cleaning Fee ONLY
Caboose:	\$150.00 Utility/Cleaning Fee ONLY