

City Hall Facility Rentals

ROTUNDA

- The glass-domed Rotunda is a public gallery that serves as the ceremonial entryway for visitors to City Hall. This area is available for public use. Examples of use would include: wedding or private ceremonies, receptions, installations and award presentations.
- The Rotunda interacts with the Plaza through a series of operable glass doors, allowing an event to spill out into the Plaza.
- The main floor of the Rotunda is circular and approximately 69 feet in diameter with a total area of 3,300 square feet. The floor finish is marble
- The Rotunda capacity depends on the floor plan used for example:

Theater Style Seating -166 people
Round Table Seating – 120 people
Standing -356 people

PREFUNCTION AREA

- The Prefunction Area is located above the main floor of the Rotunda.
- It views the Main Floor Rotunda and only standing events are permitted in this area.
- To make larger events in the Rotunda this area can be combined to accommodate more standing area for cocktails/appetizers.

COUNCIL CHAMBERS

- The Council Chambers is a theater style room with 166 fixed seated in a tiered seating arrangement.
- The room has extensive audio-visual projection and sound amplification capabilities including simultaneous display of 2 video projectors, DVD player, VCR, document camera (electronic overhead projector), laptop input to video projectors, wireless and wired microphones, and podium.
- No food or drinks are allowed.
- The Council Chambers may only be used under the supervision of City personnel.

CIVIC CENTER PLAZA

- The public may book The Plaza (plaza and amphitheater).
- Only the Plaza Area, which is near the flagpoles bordering Watkins Street, is available.
- Any equipment needed for a Plaza event will be the responsibility of the user.
- Any equipment including chairs, tables, staging and audio-visual equipment will not be allowed on the amphitheater lawn.
- Subject to approval, please note, only one event at a time may be booked in the Civic Center Plaza.
- Certain events may require an encroachment permit from our Planning Dept. at the expense of the user.
- The City will arrange for trash containers and portable restroom at Plaza events at the expense of the user.

GALLERIA

- The Galleria is utilized solely by the Hayward Arts Council and Sun Gallery; and is not available for any other use.

APPLICATION PROCEDURES

- File application with the Building Management Division at least 60 days in advance.

DAYS/HOURS OF USE

- The Rotunda, Prefunction Area and Civic Center Plaza are available for rental Friday evening, Saturday and Sundays only.
- Building event hours; Friday, 5pm – 10pm, Saturday & Sunday, 8am to 10pm.
- Plaza events are allowed from 8am until 30 minutes before sundown, or 8pm at the latest.
- Council Chambers are subject to approval and City of Hayward will have first priority for use.

EQUIPMENT AND CLEANUP

- Any equipment needed will be the responsibility of the user, including tables, chairs, staging, and audio-visual equipment.
- The City must approve any equipment, apparatus, or materials utilized.
- The user must setup their equipment, and remove all equipment after event.
- All equipment and cleanup must end prior to 11 pm.
- If dancing is desired, a dance floor will be required at the expense of the user. Users are responsible for rental, set-up and removal of the dance floor.
- Users will pay for all cleanup and janitorial services associated with the event.

PROHIBITED USES

- Cooking or heating with gas-fired equipment, i.e., natural gas, propane, butane, etc.
- Flaming food, beverages, liquids or gases
- Pyrotechnic displays
- Gas or liquid fueled appliances, tools or apparatus
- Hazardous or toxic materials
- Chafing dishes fueled by Sterno are allowed

INSURANCE REQUIREMENTS

- Users will be responsible for providing a certificate of **general liability insurance of \$1,000,000 coverage** naming the City as additional insured. If alcohol is served or sold, the general liability insurance coverage must also include liquor liability.

ALCOHOLIC BEVERAGES

- The City, in the application process, must approve any serving or sale of alcoholic beverages.
- If permission is granted to sell alcoholic beverages, a license from the State of California Alcoholic Beverage Control Board must be acquired and posted at event.

SECURITY & STAFFING REQUIREMENTS

- Events may require security guards; the City will determine the number. Users will pay the City for all guard services.
- Certain events may require Police and Facilities Attendant services, cost of which will be the responsibility of the user. The City will determine if these services are necessary.

DEPOSITS

- A cleaning and damage deposit may be required of certain events. This deposit will range from \$250 upwards, depending on the size and nature of the event.
- The lessee will be responsible for any damages to the building, furniture or equipment accruing through occupancy or use of the City Hall/Plaza by the lessee. Any, and all, lost equipment or damages sustained to the above, and that exceeds the original rental deposit, shall be compensated within five (5) working days.

RENTAL RATES

ROTUNDA	\$560.00	Per Event
PREFUNCTION AREA	\$349.00	Per Event
PLAZA – HALF DAY RENTAL	\$458.00	4-Hour Rental
PLAZA – FULL DAY RENTAL	\$504.00	All Day Rental
COUNCIL CHAMBERS	\$458.00	Per Event
SECURITY ADMIN FEE	\$46.00	Per Event
SECURITY GUARD FEE	Hourly rate to be determined	Per Event
JANITORIAL SERVICE & ADMIN FEE	\$236.00	Per Event
PORTABLE BAR	\$74.00	Per Event
SOUND SYSTEM	\$130.00	Per Event
INSURANCE ADMIN FEE CITY PURCHASED	\$77.00	Per Issuance
INSURANCE ADMIN FEE CITY PURCHASED	\$53.00 plus the cost of the Special Event Certificate	Per Issuance

I, the lessee, have read and understand the following City of Hayward rental.

Signature _____ Date _____