2025

Red Bluff Community/Senior Center

1500 South Jackson Street
Red Bluff, Ca 96080
(530) 527-8177
(530) 527-4957 fax

Coffee Fees _____
Linen Fees _____
Projector Fees _____

Deposit / Date _____
Room Fees _____
Set up ____hrs. x $60=_____
Balance due _____

FACILITY USE APPLICATION AND LIABILITY RELEASE FORM

Company name		Room name / Package #	
Name of responsible party		Date of room rental	
Event		Time of room request	From: To:
Address for deposit refund		Time of event	
City, State and Zip code		Name of Caterer	
Phone Number		Expected Attendance	
Security Provider		Alcohol Permit	
Policy packet received?		Day Before Setup?	

CONDITIONS OF RENTAL AGREEMENT

1. By signing below, I have agreed to read the Community Center policies and procedures document that was presented to me upon reserving the Community Center. After reviewing the rental policies and procedures guide, I am also agreeing to uphold such policies during my rental time and abide by any and all guidelines as well as any and all City, State and Federal laws that may apply.
2. By signing below, I have agreed to read and uphold the security policy and requirements that was presented to me upon reserving the Community Center. I also understand as the renter/rental party or business that I/we are responsible for securing a contract with a licensed security company. The total amount of security guards that must be present is _____.
3. I am also understanding as the renter/rental party/or business that by signing below, I am agreeing that: If there is negligence, vandalism, “police call outs”, additional time at facility/park, that has not been reserved, additional clean up required or fees associated with staff, facility, or circumstance that my cleaning/security deposit will be forfeited or deducted from as well as additional fees that can apply.
4. The applicant shall hold harmless, defend and indemnify the city of Red Bluff and its officers, officials, employees and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of the performance of the work described herein, but only in proportion to and to the extent such liability, claims, damages, losses, expenses, or attorneys’ fees, are caused by or result from the negligent acts or omissions of the applicant, its officers, employees, agents, guests or invitees. _____ (Initial)
5. In the event of any unforeseen emergency, this reservation will be cancelled, and all fees will be returned.

I have read the items listed and agree to all terms and conditions.

Signature of Applicant_____Date_____

PLEASE CIRCLE YOUR ROOM SELECTION AND ROOM DEPOSIT

AUDITORIUM RATES						
	Deposit	2hr	4hr	6hr	8hr	12hr
Weekday	$200	$251	$474	$642	$679	$750
Weekend	$200	N/A	$570	$770	$814	$899
Empty gym rate is $60 per hour and only offered Monday through Thursday between 8 a.m. and 9 p.m.						
*Auditorium will have an additional fee of $107 for groups with 250 or more people.						

	CONFERENCE (39p)		GARDENSIDE (72p)		WESTSIDE (120p)		BOARD/FIRESIDE	KITCHEN	PARKING LOT
	*Deposit: $75		Deposit: $100		Deposit: $150		*Deposit: $75	Deposit: $100	Deposit: $75
Hours	WEEKDA	WEEKEN	WEEKDAY	WEEKEND	WEEKDAY	WEEKEND	WEEKDAY/WEEKEND	WEEKDAY/WEEKEN	WEEKDAY/WEEKEN
2	$54	N/A	$76	N/A	$92	N/A	$37	$98	N/A
4	$81	$108	$143	$236	$174	$287	$73	$185	N/A
6	$108	$148	$191	$319	$233	$387	$94	$251	$187
8	$134	$187	$202	$338	$247	$410	$103	$264	N/A
12	$187	$208	$223	$372	$272	$453	$114	$294	$368

Weekend Rates (Begins Friday 5:00 p.m. through Sunday midnight) Weekend rentals have a 4-hour minimum.

Insurance and security may be required for your event. Insurance may be purchased through the City of Red Bluff from Hub International or you may acquire it on your own. Security guards may be required for some events, please see security guidelines. Community Center Maintenance team provides set up. For specific layout plans, please submit a separate diagram describing your request.

Check the boxes that apply to your event

Set up Style	Classroom		Theatre (Chairs Only)		U-Shaped		Board Style		
Table Preference	Rounds		Rectangular		Food Tables		Informational Table		Registration Table
Accessories	PA System		Handheld Microphone		Lapel		Screen (Audit, Westside or Conf)		TV/DVD
	Conference Phone		Podium		Easels (3 Available)		American Flag		State Flag
	Projector $65								
Consumables	Ice Water		Hot Water		Coffee (40 Cups) $31		Coffee Refill $21		

Linen Colors					
White		Ivory		Black	
Linens					
Round 85x85 $8.00 each		Banquet 52x114 $8.00 each		Napkins $0.70	

COMMUNITY CENTER
RENTAL POLICIES AND PROCEDURES

RESERVATION PROCEDURES

Booking your event reservation:

1. Reservations will be taken at the Community Center Monday through Friday, 8:00 A.M. - 5:00 P.M. or by appointment. Phone inquiries should not be considered confirmed reservations. (APPLICATION FORMS MUST BE FILLED OUT AND SUBMITTED FOR APPROVAL).
2. Reservations are accepted on a first come, first served basis.
3. The rental time must include all the time necessary for decoration, equipment set- up and clean up/breakdown. Additional hourly charges or fees deducted from the deposit may apply to the rental party if time is exceeded.
4. The Center must be cleaned and locked up at Midnight. Rental permits for groups composed of persons under the age of 21 will be issued only to adults who accept supervisory responsibility throughout the period covered by the rental contract.
5. To secure your reservation, a deposit of $200.00 is required for the Auditorium, $150.00 is required for Westside Room, and $100.00 for the Gardenside Room. A deposit of $75 *may* be required to rent the Conference, Fireside and Board Rooms. The Outside garden area is included with the Gardenside room rent. When the outside area is used, a set-up fee of $50.00 to $100 is required. The remaining balance and any additional fees are due sixty (60) days prior to the event.
6. The Community Center representative reserves the right to book additional events before and after your confirmed rental time.
7. Payment must be in the form of a check, cash or money order. Credit card payments may be done online at the City of Red Bluff website for an extra fee.
8. Any event that charges an admission fee or at which goods or services are sold must obtain a business license from the Community Center representative at least 10 days prior to the event.
9. You are welcome to tour the Community Center during the hours of operation provided that an event is not in progress. If you wish to talk with a staff member regarding your event plans, please schedule an appointment by calling the Community Center office at 527-8177.
10. Reservations will not be taken over a year in advance without prior approval from the Director.

Decoration/set-up Rules

1. Items such as birdseed, rice, confetti, glitter, and metallic confetti are not permitted in or outside the Community Center facility location. No bounce houses or fog machines are allowed.
2. No items may be put on the walls. Use of nails, tacks, scotch tape, staples, pins, etc are not permitted. Masking tape only can be used and must be removed after use.
3. All decorations must be UL approved (flame-retardant). Decorations, and or any type of wire or cord may not be hung, tied, or draped on any light fixture inside or outside the facility. All decorations must be taken down and removed from the facility immediately after an event. Candles must be completely enclosed in a glass, or non-flammable holder. The Director or representative must approve all decorations at least 1 week prior to the event. Decorations may be required to pass Fire Marshall's approval.
4. Tables and chairs are provided for your Community Center location rental; these items will be set up and taken down by the staff. Set up diagrams must be submitted at least two (2) weeks prior to the event.
5. Tables and chairs are not to be taken outside by the renting party unless prior arrangements have been made.
6. If an event requires more than one set up in the same room, an additional fee may be charged for each set up.
7. The facility will not be opened prior to the rental time for caterers, musicians, decorators or deliveries. Arrangements must be made by the renting party or business to have all rental equipment picked up and removed from the facility the same day as the event. The City of Red Bluff is not responsible for any damage or theft of any items left by the renting party or caterer. (Storage is available for an additional fee before or after your event)

Event and Facility Rules

1. Staff will be on duty during the entire event. The attendant will open the facility and provide information and direction. The staff member will not be available to serve, decorate, or be involved in the event. The facility attendant is authorized to enforce all facility use rules and regulations.
2. Smoking is not permitted inside the Community Center. Smoking is not allowed within 20 feet of the main entrances. Smoking is only allowed on the outdoor patios of the Community Center.
3. The applicant/renter and/or organization agrees to hold the City of Red Bluff harmless of any and all claims arising from their rental and further agrees to defend and pay any and all costs incurred by the City as a result of any claims against the City arising from the rental and use of the City facilities.
4. Under no circumstances shall the applicant/renter, and/or organization sublease or allow any other organization or individual to use the facility during the time and on the date for which they have contracted.
5. Sitting or standing on tables is not permitted and could result in serious injury if table collapses.

6. Security may be required for certain types of events held at the Community Center. The renting party should contact the Community Center representative to see if their event requires security and the number of uniformed officers needed. The Red Bluff Police Department may be involved to provide feedback as to whether certain events require security or not.
7. Police Call-outs: If there are repeated calls for disturbances at the Community Center during your event, the renter or responsible party may be charged a “service fee” or forfeit their deposit.
8. The City Manager, Chief of Police, Director or designees shall have the right to terminate any event deemed to be detrimental to the health, safety or welfare of the public, Center or premises. If an event is cancelled, the renter shall be responsible for all costs.
9. Supervision of children is the responsibility of the renting party. Children are not allowed to play or congregate in the restrooms. Children must be supervised at all times and inappropriate behavior to include vandalism and damage is the liability of the renting person or party. The security deposit and additional charges will be incurred if necessary.
10. Fees will not be refunded for reserved time not used. Reserved time should be chosen carefully. After fees are paid, there will be no refunds for decreased reserved or actual use of time unless extenuating circumstances exist, and arrangements have been made with the Director.

Clean up

11. The rental party must clean excessive spills. Sweeping and mopping the auditorium floor or activity room floor is not the renting party’s responsibility and will be done by the staff.
12. All tables must be cleared of all items such as table linens, dishes, decorations, etc.
13. All trash must be placed in receptacles provided. If any trash will not fit in the receptacles, such as boxes or other large items, please contact maintenance.
14. The kitchen area must be thoroughly cleaned and returned to its original level of cleanliness. This includes all work area, ovens, stoves, grill, refrigerators, warming bins, sinks and floors. It is the responsibility of the renting party to ensure that caterers or members of the rental party, fulfills this requirement. In addition, all food and equipment brought in by the caterer or members of the renting party must be removed prior to leaving the facility. Supplies needed to clean the kitchen must be provided by the renting party or caterer with the exception of a mop, broom and trash can liners.
15. The staff will determine the condition of the facility, including rooms, lobbies, rest rooms and kitchen, and will conduct a facility inspection immediately following the event. If all clean up requirements are completed, and no damage has occurred, the facility attendant will O.K. the refund of the security deposit.
16. Security / cleaning deposit will be refunded within four weeks of the event provided there was no damage to the facility or extra clean up required by the staff. Charges for damages or clean up will be withheld from the security deposit. If damages exceed the security deposit, the renting party will be billed for that amount.
17. If the clean up requirements are not completed in a satisfactory manner, the security/cleaning deposit, or portion thereof will be retained to cover the cost of the clean up, including materials and labor.

CANCELLATIONS

With cancellations of confirmed reservations with less than thirty- (30) day's notice, the city will retain 25% of the total rental fee or up to $65.00. If cancellation occurs within 7 days (one week), the City will retain ½ of the total rental fee.

INSURANCE

Evidence of liability insurance may be required at some events. Please contact the Community Center representative for more details.

ALCOHOLIC BEVERAGE POLICY

1. Alcohol may be consumed only by receiving a permit from the Red Bluff Police Department signed by the Red Bluff Police Chief.
2. Only the caterer or the host(s) will be permitted to bring alcohol beverages onto the premises. Alcoholic beverages brought to the Community Center location are the responsibility of the renting party and/or licensed caterer. Guests attending the function will not be allowed to bring their own alcoholic beverages on to the premises.
3. No alcoholic beverages can be sold unless proof of liquor liability insurance is provided with the City as an additional insured and a License from the State of California Department of Alcoholic Beverage Control (ABC). ABC will issue one-day permits to non-profit groups who wish to sell beer, wine or distilled spirits at fund-raisers. Approval for the permit must be granted by the City of Red Bluff Police Chief ABC will not issue permits to private citizens or groups. A caterer with a liquor license must serve alcoholic beverages at events held by private citizens or groups where there is monetary exchange.
4. No alcohol is allowed at youth events – No exceptions.

CATERER'S RESPONSIBILITIES

Caterers may be required to pay $100.00 cleaning/damage deposit prior to using the kitchen facilities. The deposit must be received by the Community Center 60 days prior to the event date. This deposit will be refunded 15 - 30 days following the event provided all cleaning responsibilities are completed, and no damage occurs to the equipment or facility. The kitchen must be returned to the pre-event condition. If additional clean up or repair is required by the staff, the deposit or portion thereof, will be retained to cover the cost of said clean up or repair.

KITCHEN – AT COMMUNITY / SENIOR CENTER LOCATION

The Senior Nutrition Program for Tehama County utilizes the kitchen Monday through Friday 11:30 am – 1:30 pm. Shared use by rental parties may occur by special request, however certain restrictions do apply.

Depending on facility rental, the kitchen may require shared usage to accommodate multiple groups.

Service for 250 people include: dinner plates, salad plates, saucers and coffee cups, knives, forks, and spoons. Other kitchen items available include:

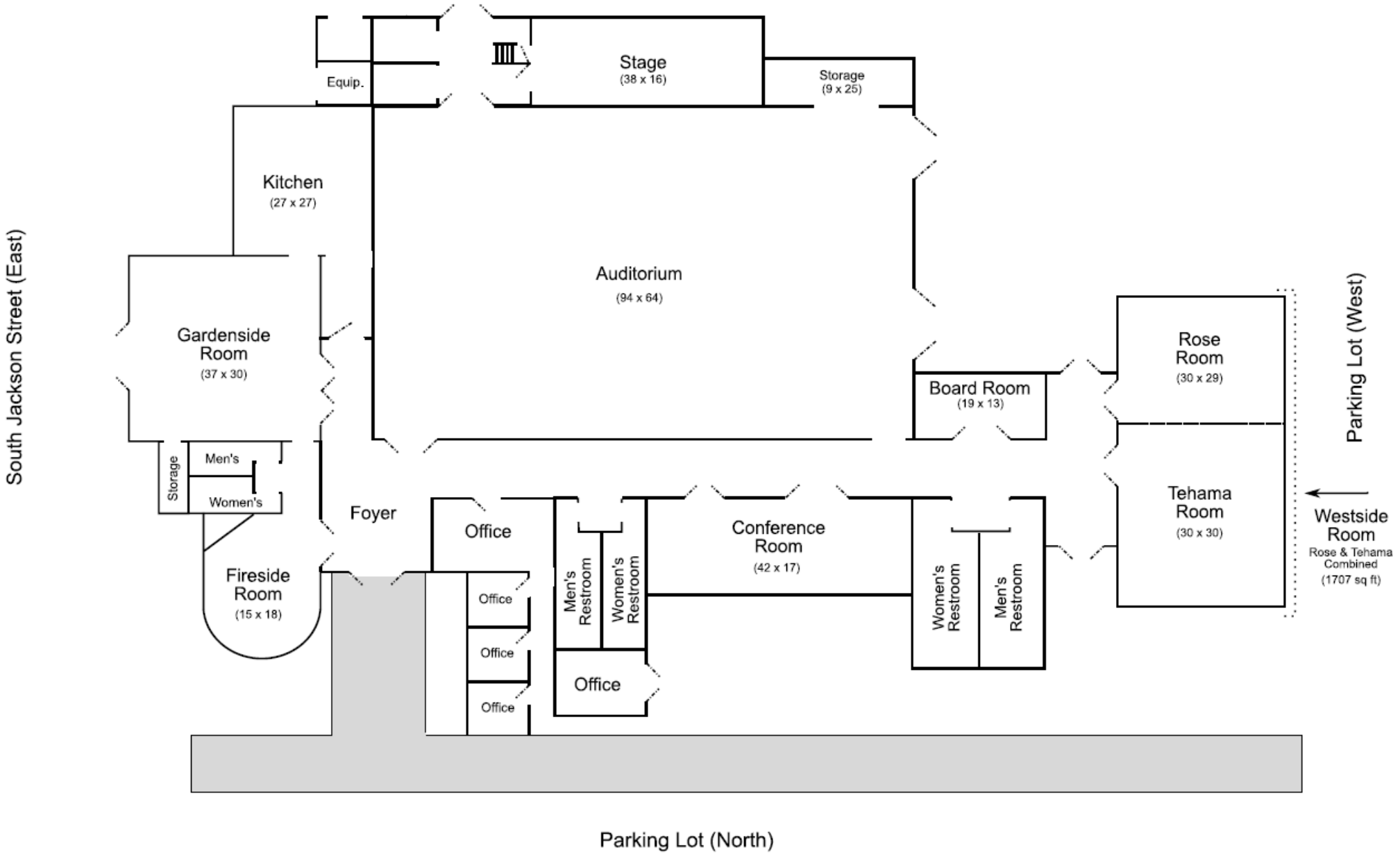
- Coffee Machine (1)
- Coffee Warmer (2)

- Ice Machine
- Omega Dishwasher
- Wolf - 4 Burner/2 Oven Stove
- Wolf Fryer – by permission only
- Wolf Broiler
- Wolf Charbroiler
- Blodgett Oven Wolf Oven
- Walk-in Refrigeration
- Work Counters
- Water glasses (186)
- Serving Carts (2)
- ***Kitchen Items not included*** with rental: pots, pans, mixer, steam table, slicer, steamer and freezer. These items belong to the Senior Nutrition program. Renter must bring own cleaning supplies.

OTHER EQUIPMENT & DÉCOR AVAILABLE AT THE COMMUNITY / SENIOR CENTER

- Quasar 32" TV on TV Cart
- RCA 4 Head Stereo VCR DVD
- Overhead Projector
- Projector Screen
- PA/Podium System Sound System – not available for Tape or CD hookup
- Cordless
- Microphone Stands
- Dry Erase Board (only in board room)
- Easel(s)
- Items available to rent for an additional fee: LCD Data Video Projector ($65 per day), Ceiling Fabric & Lights (Auditorium) and linens.

RED BLUFF COMMUNITY / SENIOR CENTER



Included Services

- Room Setup
- Tables & Chairs
- HDTV/DVD/VCR
- Projection Screen
- PA System
- Conference Call Phone
- Wi-Fi
- Easels
- And More!

Pay Per Use Services

- Coffee/Tea
- Projector
- Linens

Depending on event, additional charges may be required for:

- Insurance
- Security
- Alcohol Permit/License
- Large Set Up Fee— 250+ people

Indoor Packages

1. Auditorium & Kitchen
Ceiling Fabric / Lights
Total Package **$1,061 + $300 deposit**

2. Gardenside & Kitchen
Total Package **$594 + $100 deposit**

Outside Packages

3. Auditorium & Gardenside
Outside set up
Ceiling Fabric / Lights
Total Package **$1,140 + $200 deposit**

4. Auditorium, Gardenside, & Kitchen
Outside set up
Ceiling Fabric / Lights
Total Package **$1,406 + $300 deposit**

5. Gardenside
Outside set up
Total Package **$451 + $100 deposit**

6. Gardenside & Kitchen
Outside set up
Total Package **$716 + $200 deposit**

*Deposit refunded after event if rental terms met.







Maximum Room Accommodation

Tables and Chairs

Auditorium: 427

Westside: 120

Gardenside: 72

(includes garden area)

Conference: 39

Fireside: 16

Board Room: 16

Kitchen: Available after 1:30 P.M.

M-F or all-day Saturday & Sunday



Located off of the I-5 Corridor, the Red Bluff Community Center is convenient to find from wherever your guests are located.

DIRECTIONS:

From the I-5 (North or South)
Exit South Main St.
Left onto Main St.
Left onto Luther Rd.
Left onto South Jackson St.
Corner of Kimball & S. Jackson



RED BLUFF COMMUNITY CENTER



EVENT PACKAGES

1500 S. Jackson Street
Red Bluff, CA 96080
(530) 527-8177
www.cityofredbluff.org