

SENIOR CENTER RENTAL INFORMATION

Parks and Recreation Services
1500 Jefferson Street, Napa, CA 94559
707-255-1800



Facility Description

The Senior Center is conveniently located in central Napa at 1500 Jefferson Street and provides a perfect location for meetings, special occasions and private gatherings. Although preference is given to ongoing and city-sponsored programs, reservations can be made for any day of the week and available year-round for reservations. The Senior Center campus has a variety of rooms available to rent including a large banquet room, small and large meeting rooms, patio areas, a commercial kitchen and a bocce ball pavilion. Room rental includes the use of our tables (8 foot and 60" round), chairs, kitchen, facility attendant, and patio in designated rooms.

Reservation Process

- Rental Form:** Reservation requests can be made 12 months in advance, but no later than 14 calendar days before the requested date. We encourage you to call facility staff to confirm the date is available prior to submitting the rental reservation form.
- Liability Insurance:** All applicants required to have a certificate of insurance and must be provided one month before the reservation. Per the supervisor approval, small business meetings may request to waive this insurance requirement. The applicant may provide the required insurance from their own carrier or may purchase the insurance through the City's 3rd party insurance provider. The insurance certificate must have the following items:
 - The applicant's name or organization must be listed as the one "insured".
 - The policy must not expire before the event date.
 - The policy must be for \$1,000,000.
 - The "description" should list the rental location, date(s), and event planned.
 - If the rental includes alcohol, liquor liability coverage is required.
 - Name the City of Napa as the certificate holder and the "City of Napa, its Officers, Agents and Employees" must be listed as Additionally Insured on a separate addendum, endorsement or provisions.
 - Please send or provide the original certificate to City of Napa, Parks and Recreation Services Department, 1500 Jefferson Street, CA 94559.
- Confirmation:** A hold will be place for the reservation date after the completed reservation form and payment has been provided. No reservation is confirmed until the completed reservation form has been approved, all fees have been paid and the insurance certificate is submitted. Approval is dependent upon intended use, availability, and applicants' agreement to abide by the terms and conditions listed herein.
- Cancellations/Changes/Refunds:** All cancellations or changes must be in writing and are subject to a cancellation/change processing fee. Any cancellations within 30 days will forfeit 50% of the rental fees paid. Any cancellations within two weeks will forfeit 100% of the rental fees paid. Refunds for cancellations will take three to four weeks to process.

Facility Rental Policies

- In keeping with the mission of the Napa Senior Center, the facility is available for rent when the guest of honor or person being celebrated is 50 years or older.

- The facility renter is solely responsible for any and all accidents or injuries to persons or property resulting from the use of the facility. The renter is responsible for the control and supervision of all people in attendance. The renter shall take care that no damage is done to the facility and that all attendees conduct themselves in an orderly manner in and around the facility including the surrounding park areas and parking lot. If damages occur or behavior of the group is deemed inappropriate or unsafe for any reason, the function may be stopped in progress and denied further use of the facilities. Any costs for damages or additional staff hours related to corrective action can be charged to the permit holder.
- Rentals will be limited to 12 hours total per day, including set up and 1 hour minimum clean up time, with a minimum rental time of 3 hours.
- Guests and staff shall vacate the premises no later than 11pm.
- After discussion with the applicant and the desired layout for the rental, the facility staff will ensure all of the tables and chairs are set up for the rental and will put away the tables and chairs after the rental.
- Permits are not transferable and the permit holder must be 18 years old (or 21 years old for private rentals serving or consuming alcohol).
- City reserves the right to close the facility for emergency repairs and will provide adequate notice for annual maintenance closures.
- Alcohol is not permitted at any time in the facility or at the bocce complex unless approved with permit and insurance was provided or purchased. If alcohol is permitted, food and non-alcoholic beverages must be available during the same time as alcohol is served or consumed. For renters serving alcohol, all ABC rules and regulations must be followed. Alcohol service is limited to a maximum of 5.5 hours per event.
- Pets are not allowed in building with the exception of a service animal. Dogs should remain on leash in the outside areas.
- Propane, smoking, glass containers and inflatables are prohibited.
- Portable barbeques are allowed by permit only.
- Amplified music/sound is allowed in city building. However, all music must cease by 10:00 p.m.
- A ratio of 1 adult to 25 minors (17 and under) must be maintained throughout the facility.
- Decorations should be limited to tabletops or free standing. No tape, tacks, pins, nails or any other adhesives should be used on walls, floors or ceilings. Confetti, glitter, sand, birdseed, dry rice are prohibited. String lights, rope lights, candles or open flames (excluding chafing dishes) are prohibited.
- Only one power strip or one extension cord per electrical outlet is allowed. Extension cords should not be across the floor or create a tripping hazard for the guests.
- If the renter would like to decorate the facility one day prior to the reservation, the facility must be available with no other rentals or programs between reservations and the renter will be required rent the facility for those additional hours.
- Motor vehicles are restricted to designated parking areas only and not allowed on paved walkways, turf, park land or no parking zones.
- The facility must be cleaned the same day of the rental. Permit holder is required to leave the facility and sidewalks free of litter and trash. Renter is responsible for removing all trash or debris, from the event location, including any city owned receptacles in the event area. If containers overflow, applicant must empty during event.
- Security staff are required for all rentals serving or selling alcohol. Parks and Recreation Services Department contracts with a security firm to provide the guards for private rentals. Two security guards will be required during the hours of the event, during clean-up and will remain until all guests and city staff have vacated the premises. Security guards are not required during set-up time. If additional hours are required as a result of an incident occurring at the event, the applicant will be billed for the additional charges.
- Failure to comply with any of the facility policies or park rules may result the denial of future reservation and/or immediate ejection from the facility. Parks and Recreation Services staff have the authority to disperse any group for failure to comply with these policies and park regulations.

Fees

All fees are subject to change. The renter will pay 50% of the total fees with the application and the balance of the fees will be due 30 days prior to the event. Rooms listed below can be reserved from 8 a.m. to 11 p.m. (amplified sound must end at 10 p.m.). For weekend rentals, there is a 3-hour minimum. All non-profits with proof of 501c3 status or government agencies receive 50% discount on hourly rental fees.

Rental Areas	Max Capacity	Weekday Fees/Hour Monday-Friday (until 5pm)	Weekend Fees/Hour Friday (after 5pm) Saturday-Sunday
Manzanita	240	\$80	\$160
Oak	60	\$40	\$80
Laurel	20	\$25	\$40
Maple	20	\$25	\$40
Willow	20	\$20	\$40
Patio	60	\$25	\$40
Large Kitchen*	10	\$25	\$40
Bocce Complex (4 Courts)	100	\$5 / court	
Non-resident fee	\$175 / day		
Cancellation/Change fee	\$30.00		
Purchase of 3 rd Party Insurance Certificate	Varies*		
Security staff (max 2 required)	\$70 / hour		

* Kitchen rental fees are included with Manzanita Room fees

Maps

Main Building

