TOWN OF WINDSOR

FACILITY RENTAL GUIDE



Parks and Recreation Department
9291 Old Redwood Highway Bldg. #300D
Windsor, CA 95492

707-838-1260 • facility@townofwindsor.com
www.townofwindsor.com
Office hours: Monday - Thursday 7am to 6pm

Welcome! The Town of Windsor provides three facilities where family, friends, and the community can gather for memorable celebrations, sporting events, or business meetings.

Facilities:

Windsor Community Center, *901 Adele Drive*

- This facility has two adjoining rooms, a stage, patio, foyer, and large kitchen. The capacity for dining/seating is 180 participants. For assembly-type meetings, business expositions, or performances, the capacity is approximately 300-380 participants. The Windsor Community Center is available for rent Monday - Friday (subject to availability) and Saturdays and Sundays 7:00am - 11:00pm. Tables and chairs are available and included in rental of facility.

Huerta Gymnasium, *9291 Old Redwood Hwy Bldg 200*

- The dining/seating capacity is 306 participants with a full-size kitchen available. For assembly-type meetings or business expositions, the capacity is approximately 655 participants. For athletic events, the 61'x73' gymnasium offers a 49'x67' sport court flooring, adjustable height basketball hoops and backboards. A standard volleyball court with net is also available. The Huerta Gymnasium is available for rent Monday - Friday (subject to availability) and Saturdays and Sundays 7:00am - 11:00pm. Tables and chairs are available and included in rental of facility.

Windsor Senior Recreation Center, *9231 Foxwood Drive*

- A more intimate setting is provided at this facility with one large room, a smaller meeting room, and a warming kitchen. The capacity for dining/seating is 93, and for assembly-type meetings capacity is 183. Outdoors is a swimming pool, patio area, and adjacent barbeque/picnic area. The Windsor Senior Center is available for rent Monday - Friday (subject to availability) and Saturdays and Sundays 7:00am - 8:00pm. *Hours may be extended 12 times per month to 9:30pm. Tables and chairs are available and included in rental of facility.

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Windsor Community Center

Creating Community Through People, Parks, and Programs

Facility Reservation and Application Process

The Town of Windsor administers the rental of all Town facilities, which are available on a first-come first-serve basis. Reservations may be made up to one (1) year in advance. Professional and friendly staff are available to assist you in finding the perfect fit for your special event. Facility tours are available by appointment.

Applications may be obtained at www.townofwindsor.com or by calling the Parks and Recreation Department at 838-1260 or in person at the Parks and Recreation office at 9291 Old Redwood Highway, Building 300D. Office hours are Monday through Thursday from 7:00am to 6:00pm, or you can visit the website at www.townofwindsor.com.

Completed applications with a deposit and non-refundable application fee may be faxed (only if deposit is paid by credit card) to (707) 838-1264, brought in person to 9291 Old Redwood Highway, Bldg 300D, or mailed to the following address: Town of Windsor, P.O. Box 100, Windsor, CA 95492.

Rental reservations will be considered for approval upon receipt of the following:

- Completed and signed Facility Use Application.
- Deposit and application fee submitted to the Parks and Recreation Department.
- Advance publicity should not be done until the application has been approved.



Windsor Community Center Kitchen

General Information

The following helpful tips may assist you when organizing your special event:

- Tables and chairs are provided at each facility.
  Huerta Gym: Forty (40) tables (6' long rectangular) and three-hundred (300) chairs available.
  Community Center: Thirty-six (36) tables (5' long rectangular) and two-hundred (200) chairs available.
  Senior Recreation Center: Fifteen (15) tables (6' long rectangular)/five (5) (60" round in diameter) and one-hundred (100) chairs available.
- Equipment is included in the hourly rental fee.
- Facility Attendants are responsible for opening, setting up equipment, and closing facility after the event.
- Tacks, staples, glue, duct tape are NOT permitted when putting up decorations. Double-sided tape, scotch tape or blue painters tape are allowed.
- Candles may be used as long as they are enclosed in a glass vase (hurricane lamp) with the top of the glass at least 4 inches above flame.
- Trash and recycling bins are provided at each facility. Recycling is strongly encouraged.
- Clean-up materials (such as mops, brooms, dustpans) and restroom paper products are provided at each facility.
- On-site parking is available at each facility.
- Glass beverage drinking containers are NOT permitted in Town facilities.
- Amplified sound is permitted at each facility. Only pre-recorded music may be played at the Senior Center. No live band or DJ is permitted.

Responsibilities of Renters

Please review the following housekeeping rules:

- The renter is responsible for the behavior of all guests and/ or participants. Children must be under adult supervision at all times.
- The renter, or designated person, shall be present during the entire time specified on rental contract.
- Renter shall adhere to all facility room capacities.
- Renter and participants shall adhere to all rules and policies set forth by the Town of Windsor, the Windsor Police Department and/or Windsor Fire Protection District.
- The renter shall accept full responsibility for any breakage or damage to property and/or facility.
- Renter shall restore all areas of the facility to the condition in which they were found, including kitchen and restrooms.
- Renter shall be present and responsible for a walk through of facility with Town staff before the event begins and after event is over and facility has been cleaned by renter.
- The renter shall be responsible for all personal belongings and insure that all belongings are removed from facility after event.
- It is the renter's responsibility to remove decorations from walls, tables, chairs, and facility.

No smoking Ordinance - Municipal Code 3-20-115

- Smoking is prohibited in all Town facilities and at least twenty (20) feet away from any building entrance, exit, vent or opening per Municipal Code 3-10-120.
- The No Smoking law includes gardens, playgrounds, picnic and barbeque areas, sporting facilities, tennis courts, swimming pools and surrounding areas per Municipal Code 3-20-110.



Alcoholic Beverages

Service of Alcohol

- SERVICE OF ALCOHOL SHALL END one (1) hour prior to the end of "actual event." This does not include the time allotted for clean-up.
- Alcoholic beverages shall be served in plastic cups and/or plastic flutes (no glass or polystyrene).
- Beer kegs shall be placed on rubber mats to avoid damage to floor.
- Alcohol limits: one (1) keg of beer per one-hundred (100) adults. Wine/champagne is one (1) bottle per two (2) adults.
- Hard alcohol shall not be permitted in Town of Windsor facilities.
- The service or sale of alcohol shall be authorized in accordance with Town policy.
- The Town of Windsor reserves the right to limit quantities of alcoholic beverages.
- If the amount served exceeds the amount approved, the event will be closed and all fees will be forfeited.

Sale of Alcoholic Beverage

All Alcoholic Beverage Control (ABC) Board requirements shall be followed:

- All groups selling alcoholic beverages shall conform to all ABC rules and regulations and must obtain any and all permits required by the ABC.
- Servers shall complete the ABC training.
- Copies of all ABC permits shall be submitted to the Town of Windsor for approval.
- Liquor Liability Insurance of no less than $1,000,000 and a Town Alcohol Permit are required. Insurance based on event.
- Security guards and/or officers will be required at an event when alcohol is being served in Town facilities.

Insurance Requirements

The renter may be required to acquire insurance for any event held at a Town facility. In the event insurance is required, please see insurance requirements below:

- Insurance Certificate of a minimum of 1,000,000 in general liability of coverage is required per event basis. Amount varies.
- Certificate of insurance and all necessary endorsements shall name the Town of Windsor as an "additional insured."
- Certificates and all necessary endorsements shall be submitted to the Town of Windsor forty-five (45) days prior to event.
- One-day special event insurance may be purchased from an independent "Special Event" insurance company.
- Vendors that are participating in an event, such as caterers, decorators and/or security companies will be required to meet the Town of Windsor insurance requirements, including Workers Compensation, if applicable.

Our professional and friendly staff are here to assist you!

Huerta Gymnasium



Security Guards and Youth Chaperones

Renter may be required to provide security guards at an event. Security guards and/or chaperones may be required at an event even if alcohol is not being served. This will be determined by Town staff according to type of event and expected attendance.

Security Guards/Police Officers:

- If security guards are required, the renter shall select a security company to provide supervision. The renter shall provide to the Town a copy of the security contract thirty (30) days prior to the event.
- At an event where alcohol is being served, the required ratio for security guards is one (1) guard to fifty (50) participants or guests.
- Renter shall pay the cost of security guard(s) and/or police officers directly to the company selected.
- Security guards and/or police officers must be present at the event the entire time guests are present as indicated on application (the actual event time).
- Security guards and/or police officers must be in uniform and are responsible for patrolling both the inside and outside premises.
- Overnight security may be required for multiple-day events.
- The Windsor Parks and Recreation Department may require assigned police officers at an event. This cost incurred will be paid as determined by the Town and/or the Windsor Police Department.

Youth Event Chaperones:

- Adult chaperones shall be required for youth activities.
- A list of chaperones shall be submitted to the Parks and Recreation Department at least ten (10) working days prior to the event. This list shall include phone numbers for all chaperones.
- Security guards and/or police officers may be required by the Town and will be at renter's expense.

Security Deposit (refundable)
$500/Service of alcohol
$300/No service of alcohol
$300/Non-Profits w/service of alcohol
$100 Non-Profits w/no service of alcohol

Application Fee (non-refundable) $61

COMMUNITY CENTER
901 Adele Drive, Windsor CA 95492

Elsbree Hall & Renee Room (seats 180 dining/380 assembly)		**Kitchen with facility rental**
Resident Non-Profit	$126 per hour	$247 flat fee
Resident Private/Business	$141 per hour	$275 flat fee
Non-Resident Private/Business/Non-Profit	$154 per hour	$303 flat fee

Elsbree Hall (seats 135 dining/285 assembly)		**Kitchen with facility rental**
Resident Non-Profit	$116 per hour	$247 flat fee
Resident Private/Business	$129 per hour	$275 flat fee
Non-Resident Private/Business/Non-Profit	$143 per hour	$303 flat fee

Renee Room (seats 45 dining/95 assembly)		**Kitchen with facility rental**
Resident Non-Profit	$95 per hour	$247 flat fee
Resident Private/Business	$106 per hour	$275 flat fee
Non-Resident Private/Business/Non-Profit	$116 per hour	$303 flat fee

HUERTA GYMNASIUM
9291 Old Redwood Highway, Bldg. 200, Windsor CA 95492

Gymnasium (seats 306 dining/655 assembly)		**Kitchen with facility rental**
Resident Non-Profit	$126 per hour	$259 flat fee
Resident Private/Business	$141 per hour	$287 flat fee
Non-Resident Private/Business/Non-Profit	$154 per hour	$315 flat fee

WINDSOR SENIOR RECREATION CENTER
9231 Foxwood Drive, Windsor CA 95492

Large Room (seats 93 dining/183 assembly)		**Kitchen with facility rental**
Resident Non-Profit	$85 per hour	$120 flat fee
Resident Private/Business	$95 per hour	$138 flat fee
Non-Resident Private/Business/Non-Profit	$103 per hour	$151 flat fee

Small Room (seats 15 dining/30 assembly)		**Kitchen with facility rental**
Resident Non-Profit	$72 per hour	$120 flat fee
Resident Private/Business	$83 per hour	$138 flat fee
Non-Resident Private/Business/Non-Profit	$91 per hour	$151 flat fee

Outdoor Picnic Area	
Resident Non-Profit	$60 per hour
Resident Private/Business	$66 per hour
Non-Resident Private/Business/Non-Profit	$73 per hour

Additional Fees (if applicable)

Transfer Fee	$40 per request
Rehearsal Fee	$77 per hour
Custodial Fee (4 or more hours with 100 or more people)	$117 flat fee
*Facility Attendant Fee	$45 per hour

**Facility attendant fees will be charged in the event added staff is required for an event.*

Cancellation Policy

If a reservation is canceled sixty (60) days or more prior to event, 50% of the deposit will be returned.

If reservation is canceled between thirty-one (31) and fifty-nine (59) days prior to event, no deposit will be returned.

If reservation is canceled thirty (30) or fewer days prior to event, the deposit and all fees paid will not be returned.

Refunded deposits (or a portion thereof) will be mailed within six (6) weeks after cancellation.

Thank you for choosing our venue for your special event.

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