

CITY OF PIEDMONT  
COMMUNITY HALL, TEA HOUSE AND EXEDRA PLAZA  
711 Highland Ave.  
Piedmont, Ca 94611  
(510) 420-3081 (Reservations)  
(510) 547-9311 (Pay Phone)

**INFORMATION SHEET**

**SETTING:** Piedmont Community Hall and Tea House are surrounded by a park setting and a landscaped plaza. Exedra Plaza area has a large patio and fountain back drop located within the park.

**FACILITIES:**

**Piedmont Community Hall**

Foyer	18' x 10'	
Hall	52' x 30'	
Stage	15' x 9'	
Kitchen	Commercially equipped including large coffee urn	
Tables	Rectangular: 8' x 2 1/2'	(16)
	Round: 5'	(16)
	Cake Table: 4'	(1)
	Card Tables: 3'	(10)
Chairs	White plastic:	(45)
	White folding:	(170)
	Brown folding padded seat and back:	(65)

Maximum Occupancy Load as Required by State Law:

120 Seated Dining (outside patio 150-200 seated)

200 Assembly

**Tea House**

Interior 400 Square Feet,

Elevated Deck 590 Square Feet

Maximum Occupancy Load as Required by State Law:

27 Dining

57 Assembly

**Exedra Plaza**

150 white wood chairs provided, Seats up to 200. Stanchions provided.

**SERVICES PROVIDED:**

Set up and take down of tables and chairs at Community Hall and Exedra Plaza, not the Amphitheater. Custodian is on duty during rental, additional custodian at Exedra site.

**PARKING:**

Off street - 34 Spaces. Additional street parking.

PIEDMONT COMMUNITY CENTER HALL AND TEA HOUSE  
 711 HIGHLAND AVENUE  
 PIEDMONT VETERANS' MEMORIAL BUILDING  
 401 HIGHLAND AVENUE

Reservations/Security Deposit : \$1000.00  
 Deposit for Seminars/Meetings/Scouts: \$400.00

**PIEDMONT COMMUNITY HALL**

**Friday and Sunday - 8 hours Base Rental Period**

	(Insurance included)	
	<u>Base</u>	<u>**Add'l Time</u>
Resident Discount Rate, November - April	\$2050.00	\$250.00
Non-Resident Rate, November - April	\$2650.00	\$250.00
Resident Discount Rate, May - October	\$2450.00	\$250.00
Non-Resident Rate, May - October	\$2950.00	\$250.00

**Saturday - 8 hours Base Rental Period**

	(Insurance included)	
	<u>Base</u>	<u>**Add'l Time</u>
Resident Discount Rate, November - April	\$2200.00	\$250.00
Non-Resident Rate, November - April	\$2800.00	\$250.00
Resident Discount Rate, May - October	\$2550.00	\$250.00
Non-Resident Rate, May - October	\$3600.00	\$250.00

**Weekday-Monday through Thursday, Friday to 3:00p.m. Both Halls** (Insurance not included)

*4 Hour Base Rental Food/Beverage		
Resident Discount Rate	\$ 500.00	\$250.00
Non-Resident Rate	\$ 650.00	\$250.00
*2 Hour Base Rental No Food/Beverage		
Resident Discount Rate	\$ 275.00	\$250.00
Non-Resident Rate	\$ 350.00	\$250.00
*6 Hours Piedmont Non Profit	\$ 375.00	\$250.00
Non Resident Non Profit	\$ 475.00	\$250.00
Seminars Monday-Friday 8:00am-4:00pm	\$ 450.00	\$250.00

**TEA HOUSE**

In Conjunction with Community Hall	\$ 400.00
3 Hour Base Rate	\$ 600.00

**EXEDRA PLAZA AREA**

With Hall Rental - Resident Discount Rate	\$ 375.00
With Hall Rental - Non-Resident Rate	\$ 575.00
With Hall Rental - Weekday Resident	\$ 300.00
With Hall Rental – Weekday Non Resident	\$ 400.00
Without Hall Rental – Weekday Resident	\$ 425.00
Without Hall Rental – Weekday Non Resident	\$ 525.00
Without Hall Rental – Weekend	\$ 750.00

**PIEDMONT VETERANS' MEMORIAL BUILDING**

**Saturday and Sunday - 7 hours Base Rental Period**

	(Insurance included)	
	<u>Base</u>	<u>**Add'l Time</u>
Resident Discount Rate	\$1295.00	\$250.00
Non-Resident Rate	\$1650.00	\$250.00

- \* Your time begins when the first person arrives at the hall, such as the caterer, someone to decorate or make a delivery. When the rental ends, everyone from lessee's group must be out of the hall.
- \*\* Any additional time arranged for or used over the base rental period.
- \*\*\* Custodian is on duty to set up our tables and chairs only, rental items must be set up by your staff. Our custodian will clean and stock the restrooms and set out lined trash containers for your event. Recycle bins will be provided.

**INSURANCE**

Weekday lessees of the facilities are required to purchase liability coverage unless they have such coverage. Premiums will vary with the event. The City will issue a Certificate of Insurance and make the appropriate premium charge. The coverage will provide \$1,000,000.00 worth of general/liquor liability insurance per day/per event.

**EXEMPT ORGANIZATIONS** (City Policy No. 4 Revised 7/31/03)

Custodial Services as needed @ \$20.00 per hour

**OTHER COMMUNITY ORGANIZATIONS** (City Policy No. 4 Revised 2/22/83)

Piedmont Schools (7 times/year) \$15.00 per hour for Custodial Services

**OTHER CHARGES**

\$250.00 if rental items are left overnight without prior authorization.

\$25.00 per hour if access to the hall is needed for rehearsal.

**PAYMENT**

The \$1000.00 security deposit is to be collected at the time of confirmation of the reservation. This will be returned within 6 weeks following the event, provided time is adhered to and the facilities are left in satisfactory condition. Rental charges will be billed at least 120 days prior to the rental date and are due 90 days before the rental.

**CANCELLATION POLICY**

If the reservation is canceled in writing 6-10 months prior to the date of the event, half of the security deposit will be refunded. Cancellations received less than 6 months in advance do not qualify for a refund. Cancellations received 10 months or more before the event will be refunded less \$50.00. If a reserved date is changed more than one time, no refund will be made if the reservation is cancelled, no matter how much in advance the cancellation is received.

**HOURS OF OPERATION**

The facilities are not available prior to 8:00 A.M. No amplified music is allowed past 11:00 P.M. The facilities must be closed promptly at 12:00 midnight.

PIEDMONT COMMUNITY HALL AND TEA HOUSE  
711 HIGHLAND AVENUE  
PIEDMONT VETERANS' MEMORIAL BUILDING  
401 HIGHLAND AVENUE

**LEASE AGREEMENT RULES AND REGULATIONS**

**1. GENERAL**

- a. No scotch tape, masking tape, or other adhesives shall be placed on any surface.
- b. No nails, hooks or tacks shall be driven into **any** surface. Nothing may be hung in **any** trees without **prior** approval from Penny Robb, Rental Supervisor. **No Fog Machines allowed.**
- c. Nothing may be affixed to walls, windows, doors, woodwork, curtains, beams, ceilings, chandeliers or pieces of furniture. No fog machines.
- d. There is an ice machine in the kitchen which produces 90 pds of ice. There is a freezer which will store additional ice. Any additional ice needs are the Lessee's responsibility.
- e. No acids, dyes, solvents, paint pigments, rubber-backed mats or rubber casters are to be used.
- f. **Throwing/use of glitter, candy of any kind, confetti, rice, birdseed, flower petals or any similar material is prohibited in or close to the facilities. Sparklers are NOT allowed. This will result in the forfeit of your Deposit.**

**2. FIRE REGULATIONS**

- a. A permit from the Piedmont Fire Department must be submitted to use anything flammable during your event. Only votive candles or candles in hurricane surrounds (enclosed in glass) are allowed. Sparklers are NOT allowed. If you are planning to use a tent, you will need to submit a fire permit as well as a tent permit. (For tenting guidelines, refer to section "Furniture, Rental Equipment and Supplies.")
- b. All draperies, hangings, curtains, drops, or other such material brought into the facilities shall be made from nonflammable materials. Treatment with a State Fire Marshall approved fire retardant is allowed to meet this requirement. NOTE: ONLY MATERIALS OWNED BY THE LESSEE MAY BE TREATED.
- c. Exit doors, exit lights, fire alarm stations, wet standpipe hose cabinets and fire extinguisher locations shall not be concealed or obstructed by decorative material or any other item. (C.A.C. Title 19, Section 7.20)
- d. Smoking is not permitted in these rental facilities per Piedmont City Ordinance 493 N.S. Smoking is permitted outside the building only.

- e. Exit ways and required means of egress shall not be used in any way that will obstruct their use as an exit or that will present a hazardous condition. (P.F.C. Section 26.107 and C.A.C. Title 19, Section 65.03)

**3. CLEAN UP**

- a. Garbage and debris must be placed in cans provided or in additional plastic bags supplied by the custodian.
- b. The kitchen must be clean and in working order. The stove must be clean and free of grease, drippings and burn marks. (Refer to “Caterer and Lessee Information” sheet and “Refunding Security Deposit Determination Factors” sheet.)

**4. FURNITURE, RENTAL EQUIPMENT AND SUPPLIES**

- a. If City owned furniture is needed in the amphitheater it is the LESSEE'S responsibility to get it down there and returned to the facilities. If it is not returned, lessee will forfeit the entire deposit.
- b. No furniture of any type may be set up on the lawn.
- c. The lessee or his agent is responsible for the setup of any rental furniture. The event custodian is not available for this purpose.
- d. **NO FURNITURE, DISHES, FOOD/BEVERAGES, or DECORATIONS MAY BE LEFT IN THE HALL OVERNIGHT.** All materials and equipment, including rental items, must be removed from the hall immediately following the event. **Arrangements for next day pick up must be made with the rental supervisor or \$250.00 will be deducted from Lessee Deposit.**
- e. If the lessee is using any tenting, the Piedmont Fire Department needs to be notified 90 days in advance. The lessee must fill out and submit the fire permit to the PFD, in addition to a tenting permit, including all the details about the tent, in order for the PFD to sign off on the request. The PFD will do a final tent inspection on the day of the event.

**5. ALCOHOLIC BEVERAGES**

- a. The Director of Recreation or the Rental Facility Supervisor shall approve the consumption of alcoholic beverages at any event in the Piedmont Community or Veterans' Halls.
- b. The lessee is responsible for the behavior and orderliness of all guests and hosts.
- c. Under no circumstances shall minors be allowed to possess or consume alcohol. It will be the responsibility of the lessee to assure that minors are not in possession of or consuming alcohol at any time. Arrests will be made if this rule is not followed, as THIS IS THE LAW.

- d. Alcoholic beverages are to be served from a controlled bar by and to adults.
- e. When alcoholic beverages are being SOLD, either by ticket, by paying in advance or by charging admission, a one day permit must be obtained from the A.B.C. Call A.B.C. to determine the fee which must be paid by money order or cashier check. You will need to take a copy of your reservation and deposit request forms showing the date of your rental to the Piedmont Police Department, 401 Highland Ave., and get a letter from them which you then take along with the other 2 forms to the:  
State of California  
Alcohol Beverage Control Department  
1515 Clay Street  
Room 2208  
Oakland, CA 94621  
(510) 622-4970

A copy of this permit must be on file in the office of the Rental Supervisor 10 days before the event.

**6. LIABILITY INSURANCE REQUIREMENT**

- a. Included in your weekend rental fee is \$1,000,000.00 general liability insurance. This coverage includes liquor liability.
- b. If you rent Monday through Friday afternoon, you will either need to provide a certificate of insurance for \$1,000,000.00 naming the City of Piedmont as "added named insured" or purchase the insurance coverage from the City of Piedmont's insurer through the Rental Supervisor's office.

**7. DAMAGE RESPONSIBILITIES**

- a. The lessee will be responsible for all damage incurred to the facility during the time of the event. This includes, but is not limited to, damage to the restrooms, floors, kitchen, main rooms or patio areas.

**8. PAYMENT**

- a. The security deposit for the Community Hall and the Veterans' Building is \$1000.00 to be collected at the time of confirmation of the reservation. This will be returned approximately 6 weeks following the event provided you were in and out in the time paid for, you followed the rules, and the facility was left in satisfactory condition. *If the maximum seating capacity is exceeded by 10%, you will forfeit your deposit.*
- b. Rental charges will be billed at least 120 days prior to the event and are due 90 days before the rental date. If payment is made later than 90 days prior to use it must be made with a, credit card, cashier's check or money order or the reservation will be subject to cancellation.

- c. If reservation is  canceled in writing 6-10months prior to the date of the event, half of the security deposit will be refunded. Cancellations received less than 6 months in advance do not qualify for a refund. Cancellations received 10 months or more before the event will be refunded less \$50.00. If a reserved date is changed more than one time no refund will be made if the reservation is canceled, no matter how much in advance the cancellation is received.

**9. HOURS AND CONDITIONS OF OPERATION**

- a. The facilities are available for rental from 8:00 A.M. to 12:00 midnight daily.
- b. Amplified music is not allowed past 11:00 P.M. Dances/Parties for groups under 21 years of age are not allowed.
- c. The custodian will set up our tables and chairs in the hall and on the patio if the diagram is received prior to the event. S/he will not set up rental furniture. The custodian is there during the event to give general assistance as needed, to stock the restrooms and to enforce our rules and regulations. No gratuities are expected or necessary.

**10. REHEARSALS**

- a. Rehearsals must be arranged with the rental supervisor to avoid conflicts.
- b. If access to the facility is necessary, time will be charged at \$25.00/hr.

**11. BUSINESS LICENSE**

- a. If holding a for-profit event, you must acquire a city business license from the City Clerk's Office, 120 Vista Avenue, Piedmont, CA 94611, (510) 420-3040.

**12. WEDDING SITE BEHIND EXEDRA/BLUE VASE AREA ACROSS FROM VETERANS' BUILDING**

- a. The Exedra area is available for rent for weddings (in conjunction with rental of one of the halls). Our staff will set up our chairs (150 white wooden) and any tables needed for this site.
- b. Once payment has been received for the Exedra, a refund will only be issued if rain occurs on the day of use.

**13. DRAPERIES AT THE COMMUNITY HALL**

- a. The draperies are **not** to be adjusted. They do not cover the windows or the stage. If the room needs to be darkened, the custodian will lower the motorized blinds.

**14. PIANO RENTAL AT THE COMMUNITY HALL**

- a. Pianos may only be rented from Piedmont Piano Co., 1728 San Pablo Ave., Oakland (510) 547-8188. Delivery and pick up arrangements must be made through them but times must be arranged through the rental supervisor's office.

**15. BBQ AT THE COMMUNITY HALL**

- a. Barbecues may be brought to the hall but must only be used in areas designated by the rental supervisor or custodian. A fireproof pan must be placed under the unit if it is to be used on the patio.

**PIEDMONT COMMUNITY HALL**  
**Caterers and Lessees Information Sheet**

1. KITCHEN: Please leave the hall as you found it. Be sure to check and clean as needed: counters, sinks, refrigerator, stove top and ovens. Floor should be swept and mopped, twice if necessary. If our staff needs to do any kitchen clean up, \$250.00 will be deducted from your deposit. **DO NOT DISPOSE OF COFFEE GROUNDS IN ANY SINK**, please use the recycling cans provided.
2. HALL AND PATIO AREA: Paper and/or plastic plates, cups, eating utensils, napkins etc. are to be put in the garbage/recycling cans provided. Large food/drink spillage should be cleaned up by the caterer.
3. OUTSIDE FURNITURE: **Lessee** is responsible for returning Piedmont Community Hall furniture to the interior of the building from the Amphitheater.
4. RENTAL FURNITURE: No rental furniture or equipment of any kind may be left overnight unless arranged with the office ahead of time.
5. UNLOADING AND PARKING: Caterers may drive down to the bottom of the driveway to unload **BUT MAY NOT PARK ON THE BRICK AREA** and must go back up to the parking lot and park while the event is in progress. Fire trucks must have access and the right of way to Piedmont Community Hall.
6. NO SMOKING: We do not allow **smoking** in the building. Please help us enforce this rule so we can keep the hall looking as attractive as possible.
7. NO GLITTER, ETC.: We do not allow **glitter, candy of any kind, confetti, rice, birdseed, flower petals** or any similar material in or close to the facilities. If used the lessee will forfeit the deposit.
8. LIQUOR: Bar must be tended and/or catering staff must pour at tables. Empty liquor bottles should be put in the recycling bin.
9. ICE: Our ice machine produces 70 pounds of ice. It is the lessee's responsibility to supply any additional ice needs. Ice must be dumped on the dirt between the dumpsters and the building. **DO NOT DUMP THE ICE ON THE LAWN.**
10. GARBAGE & RECYCLING: The caterer should utilize the recycling and green waste bins provided, following the guidelines posted in the kitchen as to what can be put in each receptacle. They must work with the custodian to manage the garbage during the event.

**PLEASE CHECK IN WITH THE CUSTODIAN BEFORE YOU LEAVE!**

**CITY OF PIEDMONT DEPARTMENT OF RECREATION  
358 Hillside Ave., Piedmont, CA 94611**

**REFUNDING SECURITY DEPOSIT – DETERMINATION FACTORS**

Immediately following your group’s use of the facilities, the Event Custodian is required to check the following areas in order to provide information which will determine whether your security deposit will be returned. We advise reviewing these items with the Event Custodian to ensure a full refund.

The factors which will be considered are:

1. Whether you adhered to the rules as stated in the Lease Agreement.
2. No damage to patio plantings or outside of building and patio.
3. No broken doors or windows.
4. Furniture taken down to the amphitheater is returned to the inside of the building in good condition by the lessee. (Piedmont Community Hall only)
5. No rental furniture/equipment is left at hall for later pickup, unless arranged ahead of time.
6. No defacement of walls, floors, furniture or windows (burns, breakage, etc.) has occurred.
7. No furniture, appliances/fixtures are broken. Stove, sinks, refrigerator, toilets, bathroom basins are left in good condition.
8. Excess liquid/food spillage has been cleaned from floors, furniture, appliances, and counters in the kitchen and hall.
9. All debris, broken glass, and paper products from inside and outside the building have been placed in recycling and garbage receptacles provided.
10. Kitchen stove, refrigerator and cabinets are clean. Left over food, utensils have been removed. Kitchen floor has been mopped – twice if necessary.
11. Inventory count of tables and chairs is correct.
12. Lessee’s use of facility did not exceed time stated in contract.

\*\*By signing below you agree that you understand your responsibility in receiving a full refund of your deposit for use of the venue on \_\_\_\_\_.  
(date)

\_\_\_\_\_  
Lessee (Signature)

\_\_\_\_\_  
Caterer (Signature)

\_\_\_\_\_  
Lessee (Print)

\_\_\_\_\_  
Caterer (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Catering Company Name

\_\_\_\_\_  
Contact Phone Number

\_\_\_\_\_  
Date

**DIRECTIONS TO PIEDMONT COMMUNITY HALL**  
**711 Highland Avenue**

**FROM WESTBOUND 580 (Hayward, San Jose)**

1. Follow Westbound 580 (toward San Francisco)
2. Exit Harrison St. MacArthur Blvd.
3. Right at signal onto Oakland Ave.
4. Proceed 1.3 miles to Highland Ave. (3rd signal)
5. Right onto Highland Ave.
6. Proceed 2/10 mile to Piedmont Community Hall driveway  
(Clue: Highland Ave. curves to left and then right around park and hall)
7. Right into parking strip. Street parking available.

**FROM EASTBOUND 580 (San Francisco, Marin)**

1. Follow Eastbound 580 (toward Hayward, Stockton)
2. Exit Harrison St./Oakland Ave. (watch for "PIEDMONT NEXT RIGHT" sign)
3. Bear left toward Oakland Ave.
4. Turn left at sign onto Oakland Ave.
5. Proceed 1.3 miles on Oakland Ave. to Highland Ave. (4th signal)
6. Turn right onto Highland Ave.
7. Proceed 2/10 mile to Piedmont Community Hall driveway.  
(Clue: Highland Ave. curves to left and then right around park and hall)
8. Right into parking strip. Street parking available.

**FROM SOUTHBOUND 13/WARREN FREEWAY (Berkeley, Richmond)**

1. Exit Moraga Ave./ Thornhill Ave. (watch for "PIEDMONT NEXT RIGHT" sign)
2. Bear right onto Moraga Ave.
3. Proceed on Moraga Ave. 1.1 miles to Highland Ave. (1st signal)
4. Turn left at signal onto Highland Ave.
5. Proceed 1/2 mile to facility (Clue: Highland Ave curves to left and then right around park and hall)
6. Right into parking strip. Street parking available.