

**Lafayette Veterans Memorial Building**  
 3780 Mt. Diablo Blvd., P.O. Box 501, Lafayette, CA 94549  
 Phone (925) 283-1153 FAX (925) 283-1168

Contact us at:

[Info@Lafayetteveterans.org](mailto:Info@Lafayetteveterans.org)

**Rental Rates & General Information 2020 Rates**

<b><u>DESCRIPTION</u></b> (Includes use of Full kitchen) <b>10% Discounted Rates for Veterans</b>	<b>Weekdays</b> <i>Four Hour Minimum</i>	<b>Weeknights</b> <i>Four Hour Minimum</i>	<b>Friday Night</b> <i>Four Hour Minimum</i>	<b>Weekend Rates</b>
	<u>Tues-Fri</u> 8am- 4pm	<u>Tues-Thurs.</u> 4pm-11pm	<u>Friday</u> 4pm to Midnight	<u>Saturday and Sunday</u> 8am to Midnight
<b>COMBINED HALL (Undivided)</b> Size: 3,580 Sq. Ft usable Seats: 256 @ Round Tables - 350 chairs only	<b>\$275/Hr.</b>	<b>\$320/Hr.</b>	<b>\$350./Hr.</b>	<b>\$3,800</b> <i>(Eight Hour Block)</i> <i>2pm- Midnight</i>
<b>LARGE DIVIDED HALL (West) FREEDOM ROOM</b> Size: 2,040 Sq. Ft usable Seats: 128 @ Round Tables - 200 chairs only	<b>170./Hr.</b>	<b>\$190Hr.</b>	<b>\$275Hr.</b>	<b>\$350 Hr.</b> <i>Four Hour Minimum</i> <i>8am-2pm</i>
<b>SMALL DIVIDED HALL (East) INDEPENDENCE ROOM</b> Size: 1,500 Sq. Ft usable Seats: 112 @ Round Tables - 150 chairs only	<b>\$145/Hr.</b>	<b>\$170/Hr.</b>	<b>\$195/Hr.</b>	<b>\$295Hr.</b> <i>Four Hour Minimum</i> <i>8am-2pm</i>
<b>LIBERTY ROOM</b> No Longer Available	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>N/A</b>
<b>List of Approved Caterers Included</b> <b>Outside Caterers must be Approved by Building Director</b>	<b>The Non-Event KITCHEN Use Only: Rental Fee \$100/Hr.</b>			
<b>ALCOHOLIC BEVERAGE SERVICE</b>	Ask Management for Details. Professional Bartenders Provided ABC Permit Required for all events with any alcohol service.			
<b>Reserving a Date and Payment Schedule:</b> A deposit of one half (½) of the rental is required at the signing of the Rental Agreement. The balance of the rental is due no later than 30 Days prior to the Event Date. <b>The Security Deposit must be paid no later than 30 Days prior to the Event Date.</b>				
<b>Room Rental Includes:</b> Set Up/ Break Down of Tables and Chairs. Available Parking. 2 Easels. Restroom Access. Full Wi-Fi AV Access. Sound System. Coat Rack. Basic Cleaning and Janitorial. Full Commercial Kitchen Use.				
<b>Kitchen:</b> Renter/Caterer is responsible for full cleaning of Kitchen in accordance with County Health Codes.				
<b>Security Deposit:</b> A Security Deposit of \$600.00 is required for all events. It may be refunded in full within three weeks or 21 days after the event is completed. Deductions may be made from the Security Deposit if any of the following applies: Renter does not clear tabletops, remove decorations, property is missing or damage has occurred, or Renter does not stay within contracted time. The LWV may make deductions from the Security Deposit to cover the cost of this additional labor or loss or damage to property.				
<b>Excess Time:</b> For time used in excess of the contracted rental time, an additional charge will be made in ½ hour increments of the hourly rental rate. This additional charge may be deducted from the Security Deposit. The minimum rental time is four hours. Rates may change without notice. All rates and updates are Effective 1/1/2018				



Building Director at 925.283.1153  
Email [info@Lafayetteveterans.org](mailto:info@Lafayetteveterans.org)

## FREQUENTLY ASKED QUESTIONS (FAQ)

### 1. Is the building available for all event types/ rentals?

A. Yes – business meetings, parties, weddings & receptions, memorial services & celebrations, reunions, religious meetings, and fundraisers are common events held here.

### 2. What are the rates?

A. Our rates vary depending on the size of the room used, the day of the week and the time of the day. Contact the Building Director at (925) 283-1153, or Email [info@Lafayetteveterans.org](mailto:info@Lafayetteveterans.org) to discuss your event size, day and date, to obtain a rate quotation. There are weekday and weekend rates – the rooms are rented by the hour (4-hr minimum). The Building Director can email, mail or fax a copy to you, along with Rental agreement /contract

### 3. Is there a minimum rental?

A. Yes – 4 hours.

### 4. How many people can the building hold?

A. The maximum with chairs only is approximately 350 in the Undivided Hall Auditorium Style Seating. With round tables, approximately 256 Guests  
Adding a space for dancing reduces the available seating space.

### 5. Is there more than one room?

A. Yes. When the sound-reducing room divider is in place, the **Freedom Room** (West Room), seats 128 people with round tables; the **Independence Room** (East Room), seats 112 with round tables;  
More room for people is available in both these rooms if the number of tables and chairs is reduced.

### 6. Do you provide the tables and chairs?

A. Yes. We have 32 five-foot diameter round tables that normally seat 8 people. Some Renters have placed 9 at a table, particularly for receptions. We also have 36 six-foot rectangular tables. All rectangular tables are 30 inches wide and 6' in Length. Tabletop thickness varies from 1 ½ inches to 2 inches. We also provide up to 350 chairs depending on the Guest count.

### 7. Do you have a kitchen?

A. Yes – A full professional kitchen with three regular ovens, a grill top, two convection ovens, several sinks and counter tops, dish sanitizer, double refrigerator, freezer, microwave oven, 400 lb. capacity ice machine and a commercial Bunn Dual Coffee Maker. (Note that the **Freedom Room** (West Room) is closest to the Kitchen.)

### 8. Do you provide a list of approved caterers?

A. Yes, we do provide a list of Caterers that we have their Health and Safety Certificates on file. Should you desire to use a caterer that is not on that list, then that catering service must provide the following: Caterer must have a current County Health & Safety Certificate, proof of Workers' Comp Insurance and a Business License and a General Liability Insurance Policy. A copy of each must be provided to the Building Director before the event, either directly or through the Renter or the Caterer.

## FREQUENTLY ASKED QUESTIONS (FAQ)(cont'd.)

**9. Do you provide plates, silverware, stemware, linens, condiment containers, pitchers, carafes, etc.?**A. No – that is the responsibility of the Renter or Caterer.

**10. Do we have to set up the tables and chairs?**

A. No, our staff sets up, takes down tables/chairs and cleans the Building after each event. The Renter or their Caterer must clean the Kitchen and leave it the way they found it. A kitchen checklist of “do’s and don’ts” is provided to the Renter and the Caterer.  
Renter/caterer must bus/clean the tables and clear all horizontal surfaces at the end of the event. The Renter/Caterer must also break down cardboard boxes and place them in the Blue recycle bin. Renter/Caterer are strongly urged to use the blue recycle wastebaskets for bottles and cans, and any other bin marked “Recycle”.

**11. Do you have a sound system?**

A. Yes, with a total of 8 overhead speakers, 8 wall jacks and 2 floor jacks.  
Any cell phone or device can be plugged into the sound jacks – an adapter cable is normally available for the wall jack. The sound system itself is in the office and volume is controlled from there. Two podiums with microphones & two wireless microphones and one Lapel mic are available. Many Renters bring in their own sound systems, particularly when they have a DJ providing music.

**12. Do you have a screen?**

A. Yes – there are screens in both the East and West rooms, 10 feet wide by 10 feet long . It is raised and lowered electronically and the building staff will assist. .

**13. Do you have projectors?**

A. Yes. we do provide an A/V cart with a power strip and extension cords. Many of our Renters bring a laptop computer and DVD or slide projectors for various presentations.

**14. Do you have easels?**

A. Yes – one at present.

**15. Is there Internet access, phone lines for Credit Card Machine Hookups?**

A. Yes, there is Internet access both plug-in and wireless. And Yes Phone Line is available.

**16. Can we bring in our own beverages?**

A. Yes. See Building Director for details on Alcohol Policies and License requirements. If you do wish to sell alcoholic beverages to your guests or include the cost in your meal or ticket prices, you must obtain a one day liquor permit. Neither the County of Contra Costa, nor the Lafayette War Veterans, Inc. will allow the sale of alcoholic beverages otherwise. The Lafayette Veterans Memorial Building will provide Bartenders at the Renter’s expense for all events that serve alcohol. Note: the bar will close **1-hour** before end of contract. Please note that **no** alcoholic beverage is permitted outside the Building except in posted areas.

**17. What about smoking?**

A. Per California State Law there is no smoking (including electronic smoking devices) in either Building or the patio areas, or within 20 feet of any doorway. Smoking is permitted in the front area of the Building or back Patio area only. A butt receptacle is placed in both areas for guests convenience.

**18. Do we need insurance coverage?**

A. Yes. Liability Insurance is required per page 3, paragraph 1, of the Rental Agreement. Both the **Lafayette War Veterans, Inc. and the County of Contra Costa need to be named as “Additional Insured”**. This is a County-owned Building. Renters may be required to pay for the cost of security for the duration of the rental. The Building Director will make recommendations for security. If security is required for your event, a permit will not be approved until a signed security firm contract is received.

**19. Is there a curfew?**

A. Yes – 10pm Sun-Thurs and 12 midnight Fri – Sat.



## **Lafayette Veterans Memorial Building**

### **General Liability Insurance Carriers**

This is the Name and Website of the broker our Renters have used, if their Homeowner's Insurance doesn't cover this Venue.

Our Agreement requires that both the **Lafayette War Veterans Inc** and the **County Of Contra Costa** be named as Additional Insured.

**Please use this website for Event Insurance**

**Eventhelpers.com**

**Www.theeventhelper.com#PBw3M5**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/02/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

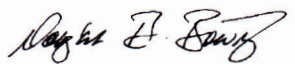
PRODUCER	CONTACT NAME:	Certificate Department	
	PHONE (A/C, No, Ext):	925-299-1112	FAX (A/C, No): 925-953-6270
	E-MAIL ADDRESS:	CertRequests@ajg.com	
INSURED	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A:	QBE SPECIALTY INS CO	11515
	INSURER B:	PRAETORIAN INS CO	37257
	INSURER C:	NATIONAL UNION FIRE INS CO OF PITTS	19445
	INSURER D:		
	INSURER E:		

COVERAGES      CERTIFICATE NUMBER: 31281833      REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> \$2,500 PD DED/OCC	<input checked="" type="checkbox"/>					EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> Comp/Coll: <input checked="" type="checkbox"/> \$500 Ded						COMBINED SINGLE LIMIT a accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ NIL						EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	(See attached suppl. page)						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
ADDITIONAL INSURED(S): Lafayette War Veterans, Inc. and Contra Costa County

<b>CERTIFICATE HOLDER</b>  Lafayette War Veterans, Inc. Veterans Memorial Building in Lafayette  3780 Mt. Diablo Blvd.  Lafayette, CA 94549  USA	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  

© 1988-2010 ACORD CORPORATION. All rights reserved.





**3780 Mt. Diablo Blvd, P.O. Box 501, Lafayette, CA 94549-0501  
Event Manager (925) 283-1153**

## **APPROVED CATERERS**

- ❖ **ALL OCCASIONS - (925) 997-7526**
- ❖ **BARBARA LEWELLYN CATERING - (510) 832-1967**
- ❖ **CARRIE DOVE CATERING - (415) 460-9995**
- ❖ **CHECKERS CATERING-(800) 264-4278**
- ❖ **CHEF'S TOUCH CATERING -(925) 946-1398**
- ❖ **CULINARY EXCELLENCE- (510) 632-5520**
- ❖ **ENGLUND'S CATERING - (925) 609-5989**
- ❖ **ELEGANT OCCASIONS- (925) 372-6660**
- ❖ **GIRARD'S CATERING - (925) 609-7000**
- ❖ **MIRAGLIA CATERING - (510) 483-5210**
- ❖ **SIMPLE ELEGANCE CATERING- (925) 718-8075**
- ❖ **SUNRISE CATERING - (925) 930-6323**
- ❖ **URBAN ORGANICS- (415) 503-7489**
- ❖ **WILMA LOTT CATERING - (925) 372-8612**

***These Caterers have the required County Health & Safety Certificate; proof of Worker's Compensation Insurance, and Business License on file and are approved by Building Director.***

***Any Outside Caterers are required to be approved by Building Director***

**Lafayette War Veterans, Inc.**  
**Lafayette Veterans Memorial Building**  
**3780 Mt. Diablo Blvd., Lafayette, CA 94549**  
**(925) 283-1153**

**CATERERS NOTICE**

In order to be in compliance with applicable Local, State, and Federal regulations pertaining to food establishments, all Caterers contracted to prepare and/or serve food at the Veterans Memorial Center must have the following on file with us:

- 1) \_\_\_\_\_ Copy of a valid Health Certificate from the county in which the caterer's business is located
- 2) \_\_\_\_\_ Copy of their Business License
- 3) \_\_\_\_\_ Proof of Workers' Compensation Insurance covering their employees that may be working at the Veterans Memorial Building property
- 4) \_\_\_\_\_ General Liability Insurance Policy naming the Contra Costa County and Lafayette War Veterans, Inc. as additional insured.

In order to comply with this policy, renters of space at the Veterans Memorial Building planning to have food provided/served must provide us, at **least three weeks prior to the date** of their event, the name of the caterer or food provider (including food delivery) with which they intend to contract for their event.

You may do this by faxing this form to us at 925-283-1168 or email to:  
[Info@lafayetteveterans.org](mailto:Info@lafayetteveterans.org).

Renter's Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Caterer/Provider Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Location Address: \_\_\_\_\_

**Please note the following:**

There are many companies that purport to be catering companies that will present you with a card, about the size of a credit card, which states that they are "certified food servers". This certification **does not meet** any of the requirements stated above and is not acceptable documentation for serving food at the Lafayette Veterans Memorial Building.

**Phone: 925-283-1153**

**Website: [www.lafayetteveterans.org](http://www.lafayetteveterans.org)**

**Fax: 925-283-1168**

**LAFAYETTE VETERANS MEMORIAL BUILDING  
RENTAL CHECKLIST**

**Renters/Caterers Responsibility:  
MUST CHECK OUT WITH EVENTS MANAGER**

**HALL / BAR / HALLWAYS**

- \_\_\_ Clean all table tops and horizontal surfaces.
- \_\_\_ Remove all decorations, flowers, pick up trash, any spillage etc.
- \_\_\_ Use the blue waste cans for recycling of bottles, cans, plastic and paper/cardboard.
- \_\_\_ Break down cardboard boxes and place in the green recycle bin.

**KITCHEN**

- \_\_\_ Wipe clean all horizontal surfaces; clean sinks and all surfaces.
- \_\_\_ Clean grills and ovens inside for spills as well. Make sure pilot lights are on.
- \_\_\_ Turn off all ovens, appliances, faucets, coffee warmers, the fan and the dish sanitizer.
- \_\_\_ Clean the dish sanitizer screen trays and run garbage disposal.
- \_\_\_ Return all borrowed items to the Events Manager.
- \_\_\_ Remove items from refrigerators & freezer.
- \_\_\_ **Sweep and mop kitchen and hallway floor** – this should be the last step **before checking out with the Building Director before departing.**

**OTHER**

- \_\_\_ All Caterers **must** provide a copy of their County Health Certificate, Business License, Workman's Comp, Certificate of Liability, Safe Server certification at least three weeks prior to the event or they will not be allowed to use the kitchen unless discussed with Building Director.
- \_\_\_ Any tables, stages, sound systems or other equipment brought into the Building **MUST** have rubber or plastic footings, otherwise they will not be permitted in the Building.
- \_\_\_ **Absolutely nothing is to be hung from or attached to walls, doors or windows**
- \_\_\_ Tables are to be moved by Building staff **only**, unless permission is otherwise given. No standing on chairs or sitting on tables.
- \_\_\_ No equipment, food, linens, decorations, signs, stages, etc. shall be left overnight.
- \_\_\_ No alcoholic beverages shall be taken out in front of the Building – this is a violation of our Alcoholic Beverage Control License.
- \_\_\_ Ice chests or tubs placed on the wooden floor **must** have a mat or other moisture absorbing material underneath to prevent damage to the floor.



**LAFAYETTE VETERANS MEMORIAL BUILDING  
RENTAL CHECKLIST (CONT.)**

- ❖ **\_\_\_NO** Helium balloons, glitter, confetti (paper, plastic or metal), feathers, water balls, aerosol streamers or rice are permitted inside or outside the building. **No** Fog Machines are permitted. **NO Duct or Gaffing Tape.** Blue Painters Tape is Allowed. Candles **must** have flame enclosed.
- ❖ **\_\_\_The Security Deposit, or part of it, may be kept to pay for the extra cleanup resulting from the use of any of these items.**
- ❖ **\_\_\_ The In and Out times on the Rental Agreement are firm.** We rent space by the hour. It is necessary to keep these times tight to honor the rental agreements we have with any other group using the room(s) before and after the renter's event.

**If the hours on the contract are exceeded, there will be a deduction taken from the Security Deposit based on one half hour increments. Deductions will be made from Security Deposit if rental obligations are not adhered to.**

**Please leave the Building in the condition you would want for your event.  
We appreciate your understanding and cooperation.**

**You are solely responsible and answerable financially for any and all accidents or injuries to persons or property resulting from your use of Building.**

**You shall be responsible for the control and supervision of all people in attendance during your usage of the Building and shall take care to see that no damage is done to the Building, and that everyone conducts him/herself in an orderly manner.**

**If damages or behavior of your group warrant, your function may be stopped in progress, and you may be denied further use of the Building.**

**THE BUILDING PERSONNEL ARE RESPONSIBLE FOR THE BUILDING. THEY MAY REQUEST POLICE ASSISTANCE AT ANY TIME TO PREVENT ABUSE OF PRIVILEGES AND TO ENFORCE BUILDING RULES AND REGULATIONS.**

**Renter Initial:\_\_\_\_\_**

Veterans Memorial Building  
 3780 Mt Diablo Blvd  
 Lafayette, CA 94549  
 FAX 925 283-1168  
 PH 925 283-1153

**PATIO No Smoking or Alcohol**

