

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

Rental Rates & General Information 2021 Rates

DESCRIPTION:

Includes Full Kitchen with Use with Approved Caterer

10% Discounted Rates for All Veterans or 5013 (c) Non-profit organizations

WEEKEND RATES

COMBINED HALL

Size: 3580 Sq Ft

Seats 256 @ Round Tables

350 Chairs Only

4/HR Min Between 8am-2pm

Tues- Fri
8am -4pm

Tues- Thurs
4pm-10pm

Friday
4pm-11pm

Saturdays
8 HR BLOCK
Between hrs 2pm-11pm

\$285/HR

\$330/HR

\$360/HR

\$4000.00 FLAT RATE

FREEDOM/WEST HALL

Size: 2040 Sq Ft

128 @Round Tables

200 Chairs Only

8am-4pm

4pm-10pm

4pm-11pm

2pm-11pm

\$180/HR

\$200/HR

\$285/HR

\$360/HR

Saturdays 4/HR Min Between 8am-2pm

\$300/HR

INDEPENDENCE/EAST HALL

Size: 1500 Sq Ft

112 @Round Tables

150 Chairs Only

8am-4pm

4pm-10pm

4pm-11pm

2pm-11pm

\$155/HR

\$180/HR

\$200/HR

\$310/HR

Saturdays 4/HR Min Between 8am-2pm

\$250/HR

Room Rental Includes: Set-up/ Break down of Building Tables and Chairs. Basic Cleaning including Restrooms, Sweeping and Mopping floors and Waste containers.

Renter/Rental Company responsible for setup/breakdown of any Rental Items....

List of Approved Caterers Included in Packet. Outside Caterers must be approved by Building Director.

CATERER MUST BE LICENSED, INSURED WITH WORKMANS COMP POLICY. NO EXCEPTIONS.

Alcohol Beverage Service: Ask Management for Details. Professional Bar Staff Provided by Venue. Dept of ABC requires alcohol permits for all Events providing Alcohol Service to Guests.

BYO- acceptable within Venue Guidelines. Bartender Fees: \$400. (1) Bartender \$700. (2) Bartenders

Reserving Dates and Deposits: A deposit of one half (1/2) of the Rental is due upon signing of the Rental Agreement. The balance of Rental and Security Deposit is due no later than Thirty (30) days prior to the event date. A One-Thousand dollar (\$1000.00) Security deposit is required for all events. It may be refunded within twenty-one (21) days after the event is completed. Deductions from the security deposit will be held if property is missing or damaged had occurred, or additional cleaning by building staff is required or Renter does stay within contracted time or Caterer does not complete proper protocol for kitchen.

Kitchen: Renter/Caterer will be responsible for the full cleaning and disinfection of the kitchen according to the County Health Code Ordinances. Building Director will provide detailed list of required detailed protocols.

Excess Time: Renter/ Vendors will be allowed to enter the Venue according to the contracted time of the Rental Contract. For time used more than the contracted time, an additional fee will be made in ½ hour increments of the hourly rate fee. This additional charge will be deducted from Security Deposit. The minimum Rental Time is Four (4) hours.

All rates and updates are effective **1/1/2021**.

FREQUENTLY ASKED QUESTIONS

1. Is the LVMB available for all rental types?

Yes- Corporate Meetings, Clubs, Birthdays, Anniversaries, Celebration of Lives, Wedding Receptions, Mitzvahs, Crab Feeds and Fundraisers.

2. How many can the Building host?

The maximum with chairs is approx. 350 in the Combined Hall with Auditorium style seating. With round tables approx. 256 guests.

NOTE: Adding a space for dancing reduces the available seating space.

3. Is there more than one room?

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

4. Do you provide Tables and Chairs?

Yes- We have 32- Five Foot Round Diameter Tables that normally seat 8 Guests but can seat nine. We also have 36 Six Foot Rectangular Tables. All rectangular tables are 30 inches wide and 6 Ft Long. We also provide up to 350 chairs depending on Guest count. Some Renter choose to rent Tables and Chairs from rental companies.

5. Do you have a Kitchen?

Yes- A full Commercial Professional Kitchen with three regular ovens, a grill top, two convention ovens, several sinks and counter tops, dish sanitizer, double refrigerator, freezer, microwave oven, 400 Lb. Ice machine and a Commercial Bunn Dual Coffee Maker.

Note: Caterer is fully responsible for the cleaning and sanitation of the kitchen and must be checked out by Building Director before leaving premises. Failure to do so will be subject to Security Deposit deductions.

6. Do you provide a List of Approved Caterers?

Yes- We do provide a List of Approved Caterers. We have their Health and Safety Certificates on file. Should you choose to use a Caterer that is not on our list, then that Caterer must provide the following: **Current/Valid County Health Certificate, Valid Business License, Valid General Liability Insurance Policy naming the County of Contra Costa and Lafayette War Veterans Inc as additional insured, and a Valid Workman's Comp Policy. Copies of these are mandatory and must be submitted to Building Director at least (30) Thirty days prior to event date.**

Note: All Outside Caterers must be first approved by the Building Director and will not be unreasonably held. Caterers not providing these requirements will not be allowed.

NO EXCEPTIONS

7. Do you provide plates, silverware, stemware, linens, condiments containers, pitchers, carafes etc.?

No- These items are the responsibility of the Renter/ Caterer.

8. Do we have to set up Tables/Chairs /Floor plan?

No- Our Staff will setup and teardown Building tables and chairs. If tables and chairs are rented through a rental company, this is the responsibility of the rental company to set up according to Floor plan and tear down at end of event. The Renter/ Caterer are responsible for the cleaning off the tables tops of all horizontal surfaces such as decorations, dishes, garbage through entire event and at end of event. Renter/ Caterer must also break down all cardboard boxes and dispose them into the recycle bin.

9. Do you have Sound System?

Yes- with a total of 8 over head speakers, 8 wall jacks -an adapter cable can be available to plug in devices, such as cell phones or projectors. The sound system volume is controlled by system in office and operated by Building Staff. Two podiums with microphones, two wireless microphones and two Lapel microphones are available.

Note: Sound system is not capable of providing loud music usually for speaking engagements only. Renters usually provide a DJ service providing their system for music and dancing.

10. Do you have screens for projection?

Yes-there are screens in both the Freedom (West) and Independence (East) rooms. 10 ft wide by 10 ft long. They are lowered and raised electronically by Building Staff.

11. Do you have projectors?

Yes- we do provide A/V carts along with a power strip and extension cords. Renters will need to provide their laptops or other devices to project various presentations.

Note: Projectors are provided for a rental fee.

12. Do you have easels?

Yes- There are 2 on premise currently.

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

Yes- there is Internet access both plug in and wireless and a separate phone line is available.

14. Can we bring in our own Beverages?

Yes- See Building Director for details relating to Alcohol Polices and Permit requirements. The LVMB is required by ABC License to provide Bartending services at the Renters expense. For all Non- Alcohol beverages, Renter/ Caterer is responsible for providing, stemware, dispensers, service, etc.

Note: The Bar service will shut down 1 hour prior to the end of the event contracted time. No alcohol is permitted outside of Building except for the rear patio.

15. What about Smoking?

Per California State Law there is no smoking (including electronic smoking devices) in Building. State law requires all smokers stay at least 20 feet away from any entrance. Smoking is allowed in rear patio or in front of Building. A receptacle is placed in both locations for Guests convenience.

16. Do we need Event Insurance Coverage?

Yes- General Liability Insurance is required by all Renters. Both the Lafayette War Veterans Inc and the County of Contra Costa are required to be named as “Additional Insured” for 1 million. This is a County owned Building. Renters are required to pay for this cost as well as Security (if needed). Ask Building Director for details.

17. Is there a City/County curfew?

Yes- Mondays thru Thursdays 10pm, Fridays and Saturdays 11pm.

18. Is there a sound ordinance?

Yes- City of Lafayette does carry a noise level ordinance Since there are residents living around the Building the sound will be determined at the time of the event.

Note: If Building Director detects sound is too loud, it will be asked to turn to lower volume.

19. Are we allowed to bring in our own food or have potlucks?

NO. Due to the Pandemic of 2020, the CDC and County Health Dept strictly Prohibits this.

BUILDING APPROVED
EVENT INSURANCE CARRIER

Please use this website for Event Insurance:

www.theeventhelper.com#PBw3M5

Our Agreement requires that both **Lafayette War Veterans Inc** and **County of Contra Costa** be named as Additional insured.

RENTAL CHECK LIST
RENTERS/ CATERERS RESPONSIBILITY
MUST CHECK OUT WITH BUILDING DIRECTOR

MAIN HALL/HALLWAYS/BAR

- Clean all tabletops and all horizontal surfaces.
- Remove all decorations, flowers, trash etc.
- Break down all cardboard boxes and place into blue recycle bin outside kitchen area.
- Use **Blue** recycle bin for all bottles, cans, plastic, and paper products.
- Use **Green** cans for all food products located outside kitchen area.

KITCHEN

- Clean and disinfect all horizontal surfaces with provided cleaners.
- Clean all grills, ovens, refrigerator, freezer INSIDE and OUT.
- Make sure all pilot lights are lit.
- Turn off all ovens, appliances, faucets, coffee maker, dish sanitizer and kitchen fans.
- Remove all items from refrigerator and freezer.
- Clean the dish sanitizer trays and run garbage disposal.
- Sweep and mop kitchen floor and hallway floor next to kitchen.
- Clean out all kitchen Floor Drains.
- **CHECK OUT WITH BUILDING DIRECTOR BEFORE DEPARTING BUILDING.**

OTHER:

- Any tables, chairs, sound systems or other equipment brought into Building **MUST** have plastic footings, otherwise will not be permitted into Building.
- **ABSOLUTELY NOTHING IS TO BE HUNG FROM WALLS, DOORS, WINDOWS.**
ALL DECOR NEEDS TO BE FREE STANDING.
- Tables and chairs must be moved by Building Staff unless permission is otherwise given.
- **No** standing on chairs or sitting on tables is permitted.
- **No** Equipment, linens, decorations, signs, stages etc. shall stay overnight unless permission is given.
- All Alcohol deliveries drop offs and pick-ups shall be done in the rear of the Building. **No** Alcohol is permitted to leave through the front door- this is a violation of our ABC (Alcohol Beverage Control) License.
- Ice chests or Beverage tubs that might be placed on wood flooring must have a mat underneath to prevent damage to the floor.
- **No HELIUM** Balloons, Glitter, Confetti, (paper, plastic, or metal) Feathers, Water Balls, Aerosol Streamers, or Rice are permitted inside Building.

CHECKLIST CONTIUED

- **No** Fog Machines are permitted.
- **No** Duct or Gaffing tape, Painters Tape is only permitted.
- Candles must have flame enclosed.
- Building Director can provide ideas and photos for decor ideas.

The Security Deposit, or part of it, may be kept to pay for extra cleanup or repair resulting from the use of any of these items.

IN AND OUT TIMES STATED ON 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 Renters using the room(s) before and after the Renter's event.

If the hours on the Rental Agreement are exceeded, there will be a deduction taken from the Security Deposit based on (½) hour increments.

Deductions will be made from the Security Deposit if Rental obligations are not adhered to.

VERY IMPORTANT PLEASE READ BELOW

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

You shall be responsible for the control and supervision of all people in attendance during your use 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 anytime to prevent abuse of privileges and to enforce Building Rules and Regulations.

LIST OF APPROVED CATERERS

- **ALL OCCASIONS – (925) 997-7526**
- **BARBARA LEWELLYN-(510) 832-1967**
- **CARRIE DOVE CATERING-(415)460-9995**
- **CHECKERS CATERING-(800)-264-4278**
- **CHEFS TOUCH CATERING-(925)946-1398**
- **CULINARY EXCELLENCE-(510)-632-5520**
- **ENGLUNDS CATERING-(925)-609-5989**
- **ELEGANT OCCASSIONS-(925)-372-6660**
- **GIRARDS CATERING-(925)-609-7000**
- **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 Certificate, Proof of Workman's Comp Insurance, Liability Insurance and Business License on file and are approved by Building Director.

Any Outside Caterers are required to be approved by Building Director

CATERERS NOTICE

In order to be in compliance with Local, State and Federal regulations pertaining to food establishments, ALL Caterers contracted to prepare and/or serve food at the LVMB

MUST have the following on file with us

1. Copy of a VALID Business License
2. Copy of VALID Health Certificate
3. Proof of Workman's' Comp Insurance
4. General Liability Insurance Policy naming the Lafayette War Veterans Inc and the County of Contra Costa as "Additional Insured",

In order to comply with this policy, Renters of space at the LVMB planning to have food provided/ served must provide with these at least (30) Thirty days prior to their event date with no exceptions.

You may do this by faxing this form to us @ 925-283-1168 or email to: Info@Lafayetteveterans.org

Renter's name _____ Event Date _____

Caterer Name _____ Phone _____

Please note the Following:

There are many companies that imply to be a Catering Company and will present you with a card, about the size of a credit card, which states they are "Certified Food Servers". The Certification does **NOT** meet any requirements stated above and is not acceptable documentation for serving food at the LVMB.

Phone: 925-283-1153

Fax: 925-283-1168

Email: Info@lafayetteveterans.org

Website www.lafayetteveterans.org