

City of Dixon Senior/Multi-Use Center
201 S. Fifth Street
Dixon, CA 95620

Austin George, Recreation Manager (707)678-7441

Procedures for renting the Senior/Multi-Use Center:

1. Secure date by paying deposit fees.
2. Complete rental contract and pick up Special Event Permit Application at the Senior/Multi-Use Center as soon as you can.
3. Obtain Liability Insurance - Usually you can get what is called a one day rider from your homeowner's insurance policy. If you don't own a home you will have to purchase the insurance for your event. Amount of coverage required is \$1,000,000 for any rental of the Senior/Multi-Use Center. The Senior/Multi-Use Center must be listed as an additional insured on your insurance certificate.
4. After you get your certificate of insurance, fill out the application for a Special Event permit. Take a copy of your contract, your certificate of insurance and your completed permit application to the Police Department. **You must apply for the Special Event Permit at least 4 weeks before your scheduled rental.** The sooner you do it, the better.
5. Pay any money owed for your rental at least two weeks before your scheduled rental date. Be sure that staff has your Special Event Permit and a signed copy of your rental contract on file at least a week prior to your rental to avoid your rental being canceled.

CITY OF DIXON
SENIOR/MULTI-USE CENTER
201 S. FIFTH STREET DIXON, CA 95620
(707)678-7022

FACILITY USE FEES AND INFORMATION

<u>Room</u>	<u>Fee</u>	<u>Minimum</u>	<u>1 hour set up & 1 hour clean up (only if rental is over 4 hours)</u>
Assembly Hall	\$108/hour	2 hours	\$27/hour
Arts & Crafts Room	\$53/hour	2 hours	\$27/hour
Kitchen	\$53	2 hours	

Cleaning, damage and overtime deposit rates:

No Food or Alcohol served: **\$108**

Food and/or Beverage (Non-Alcoholic) served: **\$269**

Food and Alcohol served: **\$539**

**Liability Insurance and a Dixon Dance/Special Event permit are required
before rental of the Senior/Multi-Use Center.**

**All users must obtain liability insurance coverage in the amount of \$1,000,000 or more and a
permit from the Dixon Police Department before any room can be rented.**

User groups are required to do all set up, take down and clean up.

Other Discounts/Fees

Save the Date: Deposit is required to book a date. This money will be applied to the deposit fee charged for reservation.

Non-Resident Use Fee: Add 25% to total (excluding deposit)

Commercial Use Fee: Add 10% to total (excluding deposit)

Non-Profit Agency Use Discount: Subtract 10% of rental fee only (excluding kitchen and deposit fees)

Building Monitor: Included in fee.

Maximum Advance Rental: 6 months

Maximum Attendance: For sit-down functions, 120 people.

Cancellation Fee: Advance notice of 31 + days, the City retains 10% or \$10, whichever is greater; 15-30 days, the City retains 50%; and 0-14 days, the City retains 100%. Deposit excluded.