

**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 Senior/Multi-Use Center . 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	\$111/hour	2 hours	\$28/hour
Arts & Crafts Room	\$54/hour	2 hours	\$28/hour
Kitchen	\$54	2 hours	

Cleaning, damage and overtime deposit rates:

No Food or Alcohol served: **\$111**

Food and/or Beverage (Non-Alcoholic) served: **\$275**

Food and Alcohol served: **\$552**

**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
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.