

# The Waterfront Rodeo | 2025 RATE SHEET

13 Pacific Avenue, Rodeo, CA 94572

Rental hours include set-up, tear-down, and clean-up time	Rates
<b>The Waterfront Lounge (Bar &amp; Stage Room)</b> <ul style="list-style-type: none"> <li>Seating up to 45</li> <li>Full use of the facility for 5 consecutive hours between 10 AM to 11 PM</li> </ul>	\$750
<b>The Bay Room (Conference Room)</b> <ul style="list-style-type: none"> <li>Seating up to 90</li> <li>Full use of the facility for 5 consecutive hours between 10 AM to 11 PM.</li> </ul>	\$850
<b>Express Party Package</b> (Non-weddings) - Valid Sunday - Friday <ul style="list-style-type: none"> <li>This is an in-and-out basic party package.</li> <li>Seating up to 50 included</li> <li>Full use of the facility for 5 consecutive hours between 10 a.m. to 10 p.m.</li> <li>Two time slots available 10AM-3PM or 5PM-10PM</li> </ul>	\$1,200
<b>The Soiree Package</b> (Non-weddings/Quinceañera) - Valid Sunday - Saturday excluding Holidays <b>Included</b> <ul style="list-style-type: none"> <li>Full use of venue for 6 consecutive hours between 10 a.m. to 10 p.m.</li> <li>Seating for up to 180 indoor/75 outdoor</li> </ul>	\$1,700
<b>The Grand Affair</b> - Valid Friday - Sunday & Holidays (December events/Weddings/Quinceañeras) <b>Included</b> <ul style="list-style-type: none"> <li>Full venue use of the event venue for 8 consecutive hours between 11 a.m. to 12:00 a.m.</li> <li>Seating up to 180 indoor/75 outdoor</li> </ul>	\$2,500
<b>Celebration of Memorial Package</b> <ul style="list-style-type: none"> <li>Seating up to 100</li> <li>Full use of the facility for 5 consecutive hours between 10 AM to 10 PM</li> <li>15-6ft tables and 100 black event folding chairs</li> </ul>	\$1,100
<b>Mandatory add-ons:</b> <ul style="list-style-type: none"> <li>Parking attendant (s)</li> </ul>	\$25 per hour
<b>Optional Add ons:</b> <ul style="list-style-type: none"> <li>Additional event time</li> <li>The Marina Room with patio access</li> <li>Back deck</li> <li>Professional post-event cleaning (optional)</li> <li>ABC Certified pourer (bartender)</li> <li>Excessive Garbage Fee/Recycling sorting fee</li> <li>Inflatable Jumper Fee</li> <li>Security (may be required for events with alcohol)</li> <li>The Loony Bean Coffee service</li> <li>Sea Dawgz Hot Dog Cart/Service</li> </ul>	\$180 p/h \$350 \$350 \$450 \$25 p/h \$300 \$50 \$65 p/h TBD TBD
Overnight Load Out (tables, chairs, and event decorations must be picked up the night of the event)	\$250 overnight fee

*Ask about our Non-Profit/Veterans' and Resident discount*

Revised 01/05/2025

## WHAT'S INCLUDED

- One-hour rehearsal, (if applicable), booked at least 30 days before the event.
- 15 indoor 6ft tables and chairs for seating up to 100 (not for use outside)
- Large parking lot for guest parking
- Small areas may be used for barbecues, taco carts, event tents, or food trucks.
- Use of a standard refrigerator.
- Designated area for the bar.

## TO RESERVE A DATE

**BOOKING FEE/ RESERVATION RETAINER:** A non-refundable retainer fee, cleaning fee, and a copy of your ID are required to secure your event and the signed Event Venue Rental Agreement. This retainer fee will be credited toward the total fees owed.

## AUTHORIZATION GIVEN TO THE CUSTOMER

- Vendors of their choice include caterers, florists, photographers, videographers, officiants, etc.
- You may bring liquor but a bartender is required.

## CANCELLATION

- All cancellation requests must be made in writing to the Reservations Department. This request may be emailed to [thewaterfrontrodeo@gmail.com](mailto:thewaterfrontrodeo@gmail.com).
- Once payment is made in full:
- 100% of the reservation retainer WILL NOT be refunded for any/all cancellations AND
  - 90 days or more before the event: 50% of the rental fees **WILL** be refunded. The non-refundable reservation retainer will not be refunded.
  - 89 days or less: 100% of all funds are forfeited. The non-refundable reservation retainer will not be refunded. This includes if the customer chooses to cancel due to weather.

## ADDITIONAL INFORMATION

- An ID is required at booking, payments may be made in cash/debit or credit card.
- Pre-event call for event requirements is required 7 - 10 days before the event.
- We do not have a kitchen, so outside caterers are allowed. Additionally, caterers must come prepared with their water supply for chafing dishes and cleaning, similar to the arrangements made for outdoor events.
- Clean-up must happen within the time allotted. We cannot extend the event time and will not refund the damage/cleaning fee if the space is not cleaned as specified in pre-event documentation.
- Event space must be returned to the state you received, including bathrooms and parking lot.
- You may only set up during your contract time. You must account for set up time when you reserve the space.
- A final walk-through with a member of our event staff is mandatory at the close of your event. Please refer to the checklists either attached to this document or with The Waterfront Rodeo team member. Caterers must remove all trash, composting, and recyclables from the site. All trash, including sorted recyclables and properly sorted compostables, must be collected, properly bagged, and removed by the caterer or party renting the space. Failure to remove or clean will result in additional fees to the applicant and will be charged to the applicant's credit card or rental party on file.
- Any event that goes over 8 hours while in progress will be charged \$375 an hour payable immediately.

**INSURANCE REQUIREMENTS** - Special Event Liability insurance is required of all renters and is due no later than thirty days (30) days before your event. You are required to have a \$1 million general liability coverage. Alcohol needs to be included in coverage if you will have alcohol at your event.

## HOW TO GET INSURANCE

We always recommend calling your home/renters insurance and adding 1-day event insurance.

Some of our clients choose to purchase their event coverage from The Event Helper (<https://www.theeventhelper.com/>) Wedsafe (<https://www.wedsafe.com>) or Wedsure (<https://www.wedsure.com>) but you may take out a policy from any accredited private company or your homeowners' insurance. Additionally, you can use our insurance agent Maria Delgado at M.A. Hays Insurance at 510-235-0353 ext. 121, email [Maria@mahays.com](mailto:Maria@mahays.com).

The type of event and size of the guest list determines the price. Proof of coverage forms must be provided to The Waterfront Event staff no later than thirty (30) days before your event.

**ALCOHOLIC BEVERAGES:** Alcohol can be consumed on-site without a permit if no money is exchanged for them or event admission. However, a bartender or one of our ABC Certified pourers is required at your cost. Alcohol may be served for a limit of five (5) hours total throughout the event and must stop thirty (30) minutes before the conclusion of the event. No alcohol consumption is permitted outside of the facility, i.e. parking lots, sidewalks, streets, landscaped areas, etc.

There is an alcohol prohibition for all high school, sorority, and fraternity groups. No alcohol is permitted in the parking area. All laws regarding the use of alcoholic beverages apply.

**SECURITY REQUIREMENTS** - All rental facility applications undergo review and may be subject to security requirements, incurring a rate of \$65 per hour per security person. Events with alcohol are automatically required to have security officers. Security officers' duties encompass monitoring the facility's interior, front entrance, parking lot, and patio areas. Adjustments to duties may be made for safety. Consumption of alcohol by minors is strictly prohibited. If alcohol is served to minors, security officers and law enforcement may close alcoholic services, with the applicant held responsible for illegal distribution.

The following are basic guidelines for assigning security officers at The Waterfront Rodeo event venues:

- 1-100 in attendance, one officer
- 101-200 in attendance, two officers
- 201-300 in attendance, three officers

**CLEAN-UP:** Clean-up MUST be completed by the end of your rental time. The Waterfront Rodeo will be in a clean condition before your event. You will need to incorporate your set-up time and clean-up time into the rental agreement, you must return the space to the same clean condition in which it was found unless payment for clean-up was made. Otherwise, all trash must be collected, properly bagged, and removed by the renter or the caterer.

The full cleaning deposit will be forfeited in the event of any bodily fluid incidents, such as vomit or any red food/drink stains. All areas, including both restrooms, must be cleared of all dishes, decorations, and garbage. Any spills must be wiped or mopped up, floors swept and vacuumed.

All rental equipment must be removed that night unless approved otherwise by The Waterfront Rodeo.

You can choose to enlist the professional cleaners from The Waterfront Rodeo to handle the cleaning for you. The fee of \$450 can then be included in the final contract, contingent upon confirmation 30 days before the event. This amount would replace the cleaning/damage deposit.

#### **GARBAGE/RECYCLING REQUIREMENT AND FEE**

Sustainability Effort: All Renters must make an effort to minimize waste and maximize the use of provided recycling and composting facilities to support our sustainability efforts. Renters must recycle boxes, cans, bottles, and food scraps per The Waterfront Rodeo's Recycling Policy. Designated bins are provided.

Non-Compliance Fee: Failure to comply will result in a minimum of \$300 fee for additional disposal/sorting costs.

**WASTE MANAGEMENT AND EXCESS GARBAGE REMOVAL**

Allocated Bins: Renters are provided with 2 garbage cans, 1 recycling bin, and 1 compost bin for the duration of the event.

**EXCESS GARBAGE REMOVAL:** The Renter is responsible for ensuring that any garbage exceeding the provided bins is removed from the premises at the end of the rental period. Failure to remove excess waste may result in additional charges or penalties per our Venue Policies and forfeit of the Damage and Cleaning Fee.

- All prices and procedures contained within this Agreement are subject to change.
- The Waterfront Rodeo reserves the right to continually improve and maintain the facilities as required.
- All parties agree that original, faxed, scanned, and electronic copies of signatures become legally binding once submitted.

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**Service/Administrative Fees:** All rates are subject to up to a 5% service/administrative fee.