



Newark Pavilion
6430 Thornton Avenue
Newark, CA 94560
(510)793-4062
(510)793-7899 fax

RENTAL AGREEMENT

info@newarkpavilion.com

Rental Date: _____

Today's Date: _____ No. of People Attending _____

Name of Renter: _____

Organization: _____

Mailing Address: _____ City _____ Zip _____

Phone: Day _____ Evening _____ Email: _____

Facilities Requested

Type of Function: Wedding _____ Quincenera _____ Religious _____ Other _____

Hall Requested: _____ Hall 1 _____ Hall 4

Start Time _____ 8:00 AM

Bar Required: _____ YES _____ NO

Round Tables:

Hall #1 42 available/72" diameter – addl. \$200.

Hall #4 40 available/60" diameter – addl. \$200.

Kitchen Required: _____ YES _____ NO

End Time: Sat. 12AM/Other Days 11PM: _____

Time Requesting Bar be Opened:

Cost \$ _____

Cost \$ _____

Cost \$ _____

Cost \$ _____

Total: \$ _____

Beer – 2 Kegs Maximum(\$300. per keg) _____

Advertise on Website Calendar of Events \$25/30 day max.

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S | <ol style="list-style-type: none"> 1. No Alcoholic Beverages may be brought onto the property. 2. Deposit will not be returned due to cancellation for <u>any</u> reason. 3. Any damage to the property will be charged to the renter. 4. Nothing to be attached to the walls, chandeliers, or ceiling. 5. Rental includes 30"x96" tables and folding chairs only. 6. <u>Proof of liability insurance must be provided one week before the event.</u> 7. No glitter of any kind, and no lit candles 8. <u>No portable ovens or heating sources can be brought onto the premises of the Pavilion</u> |
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Rental Fee \$ _____

Additional Fee \$ _____

Total Rental Fee \$ _____

Deposit with Contract \$ _____

50% Required

Balance Due \$ _____

Balance Due Date ____/____/____

Signature of Renter _____

(I have read and will abide by the rules – failure to abide by these rules can result in immediate closure of your event.)

Signature of Director _____

Rental Agreement

What's the difference between Hall #1 & #4?	Both halls are the same size. Hall #1 has hardwood floors, chandeliers, raised stage and high ceiling. Hall #4 has a portable stage 12'x16'. Both halls have bars. Each hall is approx. 5,000 sq.ft. Hall #1 seats up to 450 people. Hall #4 seats 400 people.
Rental Deposit	We do require a 50% deposit at the time your rental date is confirmed. No date is guaranteed until the contract is signed and the deposit is received. The balance of the rental cost must be paid 30 days prior to the event. Deposit will NOT be returned if you subsequently cancel the rental.
Security (a)	Must check with Director at time rental contract is submitted to get instructions.
Security (b)	If you have more than 400 guests at your event, you will be charged the cost for extra security.
Damages	Any damage to the Newark Pavilion property is the responsibility of the renter. Security staff will check restrooms, etc. at the end of your event.
Insurance	Proof of liability insurance is required for any hall rental. You should be able to obtain a certificate of insurance, with the Newark Pavilion named as Certificate Holder, from your insurance agent. This is commonly referred to as Accord form 25.
Time available	Halls are available to you from 8am until 11 PM daily except Saturday when halls are available until midnight. Hours outside of this schedule may incur additional charges.
Check-in	Upon arrival at the Newark Pavilion, please check in with the staff at the office or caretaker door.
Setup	You are responsible for setup. Setup can begin at 8:00 AM on the day of the event.
Tables & Chairs	Rectangular tables (seats 8) are provided at no extra cost. Round tables (seats 10) are available for an additional cost. We have 40 round tables and 68 rectangular tables.
Cleanup	The Newark Pavilion janitorial staff will begin cleanup one (1) hour after end time stated on the contract.
Decorations	You are responsible for all decorations. You must use two-sided tape only. No glitter of any kind is allowed. Candles are only allowed as table centerpieces.
Alcohol	NO alcohol may be brought into any event at the Newark Pavilion
Beer	A maximum of two kegs of beer can be purchased at a cost of \$300 each. Brand is Budweiser or Budweiser Light.
Bar	By prior arrangement, we can open the bar and provide a bartender.
Soft drinks, Water and Wine	You may provide your own soft drinks, water, wine and champagne. However, no sales are allowed.
Kitchen	The kitchen is available for your use if requested in advance of the event. <u>No portable ovens or heating sources can be brought into any building of the Pavilion</u>
ICE	The Newark Pavilion does not provide ice for any event.
Quinceañera Practice	You may practice on the Wednesday before the event from 5:00 – 6:30 PM
Use of Fire	Use of fire in any religious or other ceremony is strictly prohibited. Violation is subject to immediate termination of the event and clearing of the hall(s).
Vehicles on Premises	The Newark Pavilion is not responsible for any vehicles on the premises.
Pets	No pets of any kind, except service dogs, are allowed on the premises of the Newark Pavilion
Equipment/Supplies	The Newark Pavilion is not responsible for any equipment, articles, supplies, or materials before, during or after any event.
Sports Activities	No sport activities of any kind may be conducted on the grounds of the Newark Pavilion without prior approval. This includes; skateboarding, skating, bouncers, bungees, basketball, soccer, etc.