



EVENT RESERVATION INFORMATION PACKET

THE OROVILLE CONVENTION CENTER

Plan Your Event with Ease

Your event starts here.
Explore everything you need
to plan a smooth, successful,
and memorable experience
at the Oroville Convention
Center



OROVILLE CONVENTION CENTER

Plan Your Event with Ease

SECTION 1: CONTACT INFORMATION

Full Name: _____

Organization / Business Name: _____

Email (Required): _____

Phone (Required): _____

SECTION 2: EVENT DETAILS

Event Name: _____

Event Date(s): _____

Estimated Attendance: _____

Event Description: _____

Any outdoor activities? Yes No

If yes, please describe: _____

SECTION 3: FACILITY SELECTION

Main Floor Stage Kitchen Lobby

Salmon Room (Meeting Room) Mind & Body Studio (Exercise Studio / Meeting Room)

SECTION 4: RENTAL DURATION

Set-Up Date(s) / Time(s): _____

Event Date Start Time: _____

Event Date End Time: _____

Clean-Up Date(s) / Time(s): _____

Rental time includes all access to the facility, including set-up and clean-up.

Entry prior to the reserved time or remaining beyond the reserved time is not permitted and may result in additional hourly charges.



SECTION 5: FACILITY USAGE

Facility Rules

Maximum Occupancies:

- Main Gym Area
 - Standing 900 occupants
 - Concentrated (chairs only-not fixed) 800 occupants
 - Unconcentrated (tables and chairs) 400 occupants
- Salmon Room
 - Standing 120 occupants
 - Concentrated (chairs only-not fixed) 90 occupants
 - Unconcentrated (tables and chairs) 44 occupants

Available furnishings include:

- (30) 8-foot tables
- (10) 6-foot tables
- (300) metal folding chairs

Renter shall take all reasonable measures to protect the gym floor. The dragging of tables, chairs, or decorations is prohibited. A protective tarp is available for use during any activity that may cause damage and shall be set up and removed by the Renter.

No FRRPD equipment shall be moved, relocated, or adjusted without prior approval and coordination with authorized FRRPD staff.

The use or placement of coolers and ice chests on the gym floor is strictly prohibited.

Standing on chairs or tables is strictly prohibited.

No pets shall be allowed on the premises without prior written approval from FRRPD. Service animals shall be permitted in compliance with applicable federal and state law.

All FRRPD facilities are designated as non-smoking. Smoking is strictly prohibited in all indoor and outdoor areas, including parking lots.

FRRPD assumes no responsibility or liability for deliveries or for any items delivered to, stored at, or left at the facility.

Food and Catering

Renter may bring outside food, subject to compliance with all applicable health, safety, and facility regulations.

All caterers and food service providers shall provide a valid certificate of insurance acceptable to FRRPD prior to the event.

FRRPD assumes no responsibility or liability for any lost or stolen catering supplies, equipment, or other property belonging to the caterer, subcontractors, or Renter. FRRPD does not provide food service equipment.

Key and Alarm

FRRPD shall provide the Renter with a facility key and alarm code for securing the premises upon completion of the rental period. The Renter shall be responsible for returning the issued key. Failure to return the key shall result in a \$250 replacement fee, which may include rekeying costs if applicable.

Lighting and Décor

Lighting is provided at the facility. Renter shall notify FRRPD staff at least thirty (30) days in advance of any proposed additional lighting or large décor installations, which are subject to FRRPD approval.

All décor items shall comply with applicable fire and safety regulations. Open flames are prohibited; however, birthday candles are permitted when used on a cake.

The use of birdseed, confetti, glitter, or water beads (e.g., Orbeez) is prohibited.

The use of thumbtacks, nails, staples, or any materials that may damage surfaces is prohibited. Masking tape and painter's tape are permitted.

Renter shall be responsible for the removal of all event equipment and decorations immediately upon conclusion of the event and shall leave the premises in the same condition as received.

Clean-Up

Renter shall return the FRRPD facility to the same condition in which it was provided, normal wear and tear excepted.

Renter shall be responsible for, and shall ensure that its subcontractors are responsible for, the general clean-up of all reserved areas, including the removal of FRRPD linens, trash, and any spills.

Renter shall ensure all trash and recycling are properly disposed of in designated dumpsters, subject to available capacity; any excess shall be removed from FRRPD premises.

FRRPD staff shall be responsible for the breakdown and storage of all OCC tables and chairs. Renter shall not move, stack, or store tables or chairs.



Departure Checklist

Renter shall ensure the following conditions are met prior to departure:

- Restrooms are left clean and in usable condition
- All food and beverages are removed from the kitchen area, including refrigerators and freezers
- Gym floor and stage area are free of debris
- All trash is removed and liners are replaced in trash receptacles
- All décor items are removed from the facility

This checklist is provided as a guideline and does not limit the Renter’s full clean-up responsibilities.

SECTION 6: FEES & PRICING

Facility Rentals

Main Floor

- Up to 8 hours: \$150/hour
- 8–10 hours: \$1,200 flat rate
- 11–14 hours: \$1,600 flat rate

Salmon Room

- \$60/hour

Flat rates apply to total rental duration within the specified time ranges.

Additional Fees

Cleaning Fee	\$125/flat fee
Security Deposit	\$500 (Refundable) – <i>see below</i>
Additional Staffing Needs	\$32/hour

The facility must be returned to operational standards by the opening of the next business day.

If additional cleaning time is necessary, please contact the District to arrange for the necessary time.

Additional hourly fees apply.

Renter is fully responsible for any damage to the facility or its contents and agrees to pay all costs of repair or replacement incurred by FRRPD.



SECTION 7: ADD-ONS (if requested)		FEE
<input type="checkbox"/> Market Lighting (String Lights)		Included in rental
<input type="checkbox"/> Stage Lighting		Included in rental
<input type="checkbox"/> Podium		Included in rental
<input type="checkbox"/> Audio/Video/Projection		Included in rental
<input type="checkbox"/> Microphones	Qty. _____	Included in rental (2 available)
<input type="checkbox"/> Coffee Dispenser	Qty. _____	Included in rental (2 available)
<input type="checkbox"/> Glass Beverage Dispenser	Qty. _____	Included in rental (2 available)
<input type="checkbox"/> Table Linens (Black)	Qty. _____	\$5.00 ea (30 available)
<input type="checkbox"/> Bagged Crushed Ice (10lb)	Qty. _____	\$7.00 ea
<input type="checkbox"/> Front Board Advertising		\$50.00/day (2 images max.)

SECTION 8: INSURANCE REQUIREMENTS

Please refer to the Facility Rental Agreement and FAQ for complete insurance requirements.

- General Liability Insurance (\$1M/\$2M)
- Certificate of Additional Insured (FRRPD)
- Primary & Non-Contributory
- Waiver of Subrogation

Failure to provide required insurance documentation may result in denial of access to the facility.

SECTION 9: ALCOHOL SERVICE/SALES

Will alcohol be sold/served? Yes No

If alcohol will be sold or served, the following requirements shall apply:

- An appropriate permit from the California Department of Alcoholic Beverage Control (ABC) is required for the sale of alcohol
- A permit from the City of Oroville is required for the service of alcohol, as applicable
- Contracted security services, acceptable to FRRPD, are required for all events involving alcohol

All required documentation shall be submitted no later than ten (10) business days prior to the event.

SECTION 10: SECURITY REQUIREMENTS

A minimum of two (2) licensed security personnel shall be required for events with 200 or more attendees or where alcohol is served.

A minimum of three (3) licensed security personnel shall be required for events with more than 500 attendees.

Renter shall provide FRRPD with a copy of a fully executed contract with a licensed security firm prior to the event.

Security services shall be present for the full duration of the event and align with all permitted event hours.

The service or consumption of alcohol outside of permitted hours, or without required security personnel present, may result in forfeiture of the security deposit and denial of future rental privileges.

SECTION 11: PAYMENT SCHEDULES

A refundable deposit of \$500.00 shall be due at the time of reservation. Reservation dates shall not be held without receipt of the deposit.

The remaining balance shall be due no later than thirty (30) days prior to the scheduled event date.

All required documentation, including insurance certificates, security contracts, and alcohol permits (if applicable), shall be submitted no later than ten (10) business days prior to the event.

Final event details, including layout, setup requirements, and any required site walkthrough, shall be completed no later than five (5) business days prior to the event.

Failure to meet payment or documentation deadlines may result in cancellation of the reservation.

SECTION 12: CANCELLATIONS / REFUNDS

All cancellations by the Renter must be submitted in writing.

An administrative fee of **\$50.00** shall be applied to all cancellations and is non-refundable.

Refunds for cancellations shall be issued in accordance with the following schedule:

- Cancellations made thirty (30) or more days prior to the event: 100% refund, less administrative fee
- Cancellations made within twenty-one (21) days prior to the event: 80% refund, less administrative fee
- Cancellations made within fourteen (14) days prior to the event: 50% refund, less administrative fee
- Cancellations made within seven (7) days of the scheduled event: no refund



FRRPD reserves the right to cancel or terminate this agreement due to facility issues, safety concerns, emergencies, or circumstances beyond its control. In such cases, the Renter shall receive a full refund of all fees paid, less any non-recoverable costs incurred by FRRPD. FRRPD shall not be responsible for any additional costs, expenses, or damages incurred by the Renter as a result of such cancellation. Refunds, if applicable, shall be limited to fees paid to FRRPD only.

FRRPD reserves the right to terminate this agreement for safety concerns, policy violations, or breach of terms. In such cases, no refund shall be issued, and the Renter may be held responsible for any additional costs incurred.

AGREEMENT & SIGNATURE

By signing below, the Renter acknowledges receipt of, and agrees to be bound by, all terms and conditions of this Agreement. The Renter agrees to comply with all applicable federal, state, and local laws, ordinances, and regulations, as well as all FRRPD policies. The Renter understands that any violation of this Agreement may result in immediate termination of the event, forfeiture of any deposits or fees paid, and denial of future rental privileges.

Printed Name: _____

Title: _____

Signature: _____

Date: _____



GENERAL USE / FACILITY RENTAL AGREEMENT

1. Indemnification

The (RENTER) shall indemnify, defend, and hold harmless the Feather River Recreation and Park District, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time out of or in any way related to the (RENTER)'s use or occupancy of a facility or property controlled by the Feather River Recreation and Park District, unless solely caused by the gross negligence or willful misconduct of the Feather River Recreation and Park District, its officers, employees, or agents.

2. Insurance Requirements

General liability insurance: The (RENTER) shall procure and maintain, for the duration of the use period contemplated herein, commercial general liability insurance with coverage at least as broad as Insurance Services Office Form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. If alcohol is sold during the permitted activity, coverage must include full liquor liability.

Such insurance shall name the Feather River Recreation and Park District, its officers, employees, agents, and volunteers as additional insureds prior to the use of the facility. The (RENTER) shall file certificates of such insurance with the Feather River Recreation and Park District, which shall be endorsed to provide thirty (30) days' notice to the Feather River Recreation and Park District of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event, the Feather River Recreation and Park District may deny access to the facility.

All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the Feather River Recreation and Park District's self-insurance pool.

Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the (RENTER) maintains higher limits than the minimums shown above, the Feather River Recreation and Park District requires and shall be entitled to coverage for the higher limits maintained by the (RENTER). Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Feather River Recreation and Park District.



3. Inspection and use of premises

Prior to each and every use of the Premises, (RENTER) shall conduct a thorough inspection of the Premises, to confirm the conditions of the Premises are acceptable to (RENTER) and that the conditions of the Premises are safe for the use intended by (RENTER.)

(RENTER) shall immediately notify the Feather River Recreation and Park District of any condition(s) deemed by (RENTER) to pose a risk of injury to persons using the Premises. (RENTER)'s use of the Premises, with or without the inspection required herein, shall be deemed (RENTER)'s acceptance of the condition of the Premises and acceptance of full responsibility for any and all claims stemming from a condition existing on the Premises.

4. Waiver of Subrogation

The (RENTER)'s General Liability and Workers' Compensation policies are to be endorsed to waive all rights of subrogation against the Feather River Recreation and Park District. The (RENTER)'s insurance must provide a Waiver of Transfer of Rights of Recovery Against Others to Us endorsement at least as broad as ISO CG 24 04 with the District, its Directors, Officers, Agents, Volunteers, and Employees scheduled on the endorsement.

5. Primary and Noncontributory

Insurance provided must be primary and noncontributory and include an endorsement at least as broad as ISO CG 20 01 as respects the District, its Directors, Officers, Agents, Volunteers, and Employees. Any insurance or self-insurance maintained by the District, its Directors, Officers, Agents, Volunteers, and Employees shall be excess of the Facility User's insurance and shall not contribute with it. This requirement shall also apply to any Excess or Umbrella liability policies.

6. Compliance with all Applicable Law, Rules & Regulations.

A (RENTER) shall comply with all local, state, and federal laws and regulations related to the use of the facility and public gatherings.

The (RENTER) agrees to abide by all applicable local, federal, and state accessibility standards and regulations.

The (RENTER) further agrees that it is solely responsible for reviewing and ensuring compliance with all applicable public health rules, regulations, orders, and/or guidance in effect at the time of the use of the facility including, but not limited to, physical distancing, limits on the size of gatherings, use of appropriate sanitation practices, etc.

The Feather River Recreation and Park District reserves the right to immediately revoke (RENTER)'s right to use of the facility under this agreement should (RENTER) fail to comply with any provision of this section.

