

City of Diamond Bar

DIAMOND BAR CENTER

1600 Grand Avenue
Diamond Bar, CA 91765

Facility Use Policy



Adopted by City Council on April 3, 2007
Resolution No. 2003-60H

Revisions approved by the City Manager on December 1, 2010.
Revisions approved by the City Manager on May 4, 2015.

Facility Use Information
909.839.7070
City of Diamond Bar

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**City of Diamond Bar
Diamond Bar Center
Facility Use Policy**

I. DESCRIPTION OF FACILITY

The City of Diamond Bar Diamond Bar Center (“Center” or “facility”) is a 22,500 square foot facility owned and operated by the City of Diamond Bar and located at 1600 S. Grand Avenue. The facility consists of assembly rooms, meeting rooms, activity rooms, a senior citizen room, banquet rooms, and a catering kitchen. All of these rooms are available for use in accordance with the terms of this Facility Use Policy (“Use Policy”), which is administered by the Community Services Division of the City.

All rooms listed are for multi-purpose use:

- a. Grand View Ballroom – stage, patio/balcony, room may be separated into 5 separate rooms.

	<u>Entire Room</u>	<u>2/3 Room</u>
Dining capacity:	438	288
Dining capacity w/500 sq. ft. dance floor:	405	255
Dining capacity w/1000 sq. ft. dance floor:	372	222
Theatre capacity:	822	541

- b. Sycamore Room – with enclosed patio, dining capacity: 60; theater capacity: 100
- c. Willow Room – Computer Room; 10 computer stations
- d. Pine Room – Senior Room, dining capacity: 66; theater capacity: 120 *(May only be rented 5 months in advance.)*
- e. Oak Room – Dance/exercise room with hardwood floors, dining capacity: 98; theater capacity: 185
- f. Maple Room – Craft Room, dining capacity: 32; theater capacity: 60
- g. Motor Court – Closed off for Cocktails/Dinning: 300

II. PURPOSE OF THE USE POLICY

The purpose of this Use Policy is to assure that the Center is operated in a manner that best serves the residents of the City of Diamond Bar. It is intended to ensure that the use of the facility is granted in a fair and equitable manner for meetings, activities, and events, which are recreational, social, and/or civic in nature, offering services of interest and need to the community. Fees charged for the use of the facility are intended to recoup on-going maintenance and operation costs of the facility. City facilities are not to be used for personal and/or private gain. The City Manager has the discretion to make operational policy changes while policy changes pertaining to the fees will be reviewed and recommended by the Parks & Recreation Commission and then proposed to the City Council.

III. DEFINITION OF TERMS

1. “Center Director” means the administrative head of the Diamond Bar Center, or its staff, under the direction of the City of Diamond Bar Community Services Division.
2. “City” means the City of Diamond Bar, acting through its officials, representatives, agents, and employees.
3. “User” means an individual who or group which obtains a confirmed reservation to use the Diamond Bar Center pursuant to the terms of this Use Policy.
4. “Applicant” means an individual or group, which submits a completed City of Diamond Bar Facility Use Application and required deposit to use the Diamond Bar Center pursuant to the terms of this Use Policy. The date requested by the applicant will be held as long as the requirements and deadlines of the Facility Use Policy are met.
5. “Confirmed Reservation” means a reservation issued by the City upon approval of a Facility Use Application for use of the facility or some portion thereof by an applicant, after all requirements of the Facility Use Policy are met.
6. “Inquiry” means when an individual or representative of a group seeks information about available dates for possible use by that individual or group. An available date can not be held for possible use by making an inquiry.
7. “Soft Reservation” means when an individual or representative of a group makes an appointment with staff to submit a written application, to sign the contract and to pay the required deposit for a specific room, date and time. The date for possible use will be held from the time the appointment to meet with staff is made until the meeting date and time. The meeting with staff shall occur within seven (7) calendar days of setting the appointment, or else the soft reservation will be forfeited.

IV. GROUP PRIORITY RATING

1. An individual or group seeking permission to utilize the facilities at the Center will be classified in one of the following priority groups. These classifications are used to establish 1) priority of use, 2) applicability of a fee, and 3) amount of the fee, if any. The priority groups are as follows:
 - A. **GROUP A-** Activities conducted and/or sponsored by the City of Diamond Bar.
 - B. **GROUP B-** Activities conducted by the City recognized Senior citizen membership groups.
 - C. **GROUP C:**
 - i. **C-1-** Activities conducted by Governmental agencies other than the City of Diamond Bar, which provide some service to the Diamond Bar community (e.g. County of Los Angeles agencies, districts and authorities, and elected officials; State of California departments and elected officials, multi-city organizations and joint powers authorities to which the City belongs. Federal agencies, departments and elected officials; etc.)
 - ii. **C-2-** Activities conducted by the two local school districts, Pomona Unified School District and Walnut Valley Unified School District.

- iii. **C-3-** Activities conducted by Diamond Bar based non-profit service organizations. To qualify as a local non-profit organization, the organization shall have a minimum membership of 60% Diamond Bar residents or 60% Diamond Bar business addresses (e.g. Boy Scouts, Girl Scouts, Little League, Rotary Club, etc.). A membership roster and the Articles of Incorporation indicating status as a Diamond Bar based non-profit (for example: 501(C)(3) organization shall be submitted as a condition of an organization receiving classification in this group.)

D. **GROUP D:** Private events conducted by Diamond Bar residents.

E. **GROUP E:** Non-resident private events and non-resident groups, and organizations and businesses and commercial functions. (Examples: Commercial functions, resident and non-resident business meetings, or non-resident private affairs.)

2. Priority for use of the facility will be in alphabetical sequence, with Group A applicants receiving the highest priority and Group E applicants the lowest priority.

V. APPLICATION PROCEDURES

1. An individual or representative of a group may inquire about the availability of a specific room, date and time as well as rental rates by telephone or in-person at the Center during regular business hours. An available date can not be held for possible use by making an inquiry.
2. An individual or representative of a group can hold a date for possible use by making an appointment with staff to submit a written application, to sign the contract and to pay the required deposit for a specific room, date and time. The date for possible use will be held from the time the appointment with staff is made until the appointment date and time. The meeting with staff shall occur within seven (7) calendar days of setting the appointment, or else the held date (soft reservation) shall be forfeited.
3. All applicants must complete a City of Diamond Bar Facility Use Application (“Application”) and pay all applicable fees at the time of submitting the application.
4. The applicant shall be classified and assigned a Group in accordance with the definitions and priority rankings set forth in Section IV of this Use Policy.
5. Reservations may be made no earlier than:

Group A: no limit.

Group B: Up to six (6) months in advance for subsidized and/or discounted use, twenty-four (24) months in advance when not subsidized or discounted. Staff will schedule senior facility use 24 months in advance. Scheduling of actual user will be done 6 months in advance during meeting with Group B users that submitted facility use requests.

Groups C-1, C-2 and C-3: Up to twenty-four (24) months in advance.

Group D: Up to twenty-four (24) months in advance.

Group E: Up to twenty (20) months in advance.

6. Reservations will be taken per the advance reservation schedule, listed in number 5 above, beginning on the first day of the month, for the entire month, at 7:30am. If the first of the month falls on a holiday, then reservations will be taken beginning on the next regular business day for the Diamond Bar Center at 7:30am.

In the event that two or more people are interested in renting the Grandview Ballroom, who have the same priority ranking, and show up to reserve the facility on the first day it becomes available at 7:30am, a lottery for the dates will take place. At 7:30am, the lottery will begin with all parties who are present at the time the doors to the Diamond Bar Center are opened by staff. The lottery will run as follows: A staff member will allow one individual from each party to draw a number. The party with the lowest number after individuals from each party have drawn will have first choice of date (one date only) for the month in question. The next choice will go to next lowest number, and so on. Once all the available dates have been taken, the next lowest number, as well as the remaining numbers in order, will be placed on the wait list.

7. Hours of operation are limited to Sunday through Thursday 7:30am – 11:00pm and Friday and Saturday 7:30am - 12:00 midnight. A one (1) hour clean up is mandatory at the end of each event for Grand Ballroom use. Requests for alternate hours require special written approval and may be subject to additional fees.
8. Weekends are defined as beginning at 4:00 pm on Friday and ending at 12:00 am on Monday. Any reserved time that falls between this period of time shall be considered a weekend and will be charged weekend rate. Use on New Year's Eve, Presidents' Day, Memorial Day, Independence Day, Labor Day, and Veterans Day shall be charged weekend rates and shall require minimum use of 2/3 Grand Ballroom.
9. Observed Holidays – Thanksgiving Day, Christmas Eve, Christmas Day and New Years Day – No use shall be scheduled on observed holidays without Center Director's approval.
10. Upon approval of an application, a facility rental contract will be issued authorizing the requested use of the facility. The Center Director may attach such conditions to the contract as she/he may determine necessary for the protection of the public health, safety and welfare and the Center facility. Applicants shall not transfer, assign, or sublet use of the Center or apply for use on behalf of another person or organization.
11. Applications shall be accompanied by proof of liability insurance consistent with the provisions of this Use Policy, a refundable cleaning deposit, an alcohol deposit (if applicable) and fees per the attached fee schedule.
12. Use will be approved based on availability in accordance with priority rankings. In the event that a higher priority user submits a written application for the same room, date and time during the soft reservation period, then the higher priority user will have seven (7) calendar days to sign the contract and pay the required deposit to bump the soft reservation of a lower priority user.

Use may be denied and the application rejected for the following reasons:

- A. That the Center is physically incapable of accommodating the proposed activity by reason of the nature of the activity or the number of people estimated to be in attendance.
- B. That the user has failed to demonstrate its ability to provide adequate security to assure that the event is conducted in a safe manner.
- C. That the applicant has failed to agree to comply with all of the conditions of this Use Policy or those set forth in the facility use permit.
- D. That the activity is likely to cause physical damage to the Center or its equipment.

- E. That conditions for the issuance of a facility use permit have not been fulfilled.
 - F. That any law or regulation is violated by an intended use.
 - G. That another event is already scheduled on the requested date.
 - H. That the applicant previously used the facility and failed to comply with applicable rules or conditions, or due to damage or lack of cleaning, did not receive all of its cleaning deposit back.
 - I. That the applicant has twice before cancelled a scheduled event in the facility without prior notice.
13. If at any time prior to or during the scheduled event the applicant/user is not in compliance with the policies and regulations stated in this Use Policy or the conditions of the facility use permit, and after notice of noncompliance, has failed or refused to comply (or compliance is no longer possible), the City, acting by and through the Director of Community Services or his/her designee, may cancel the reservation or terminate the event. Under those circumstances, no deposits and/or fee(s) previously paid by the applicant shall be returned.
14. The City reserves the right to cancel a permit issued for any event or activity for its convenience. In the event of such a cancellation, notice shall be given as far in advance as possible and a full refund will be made. Every effort will be made to find a suitable alternative facility if cancellation by the City is necessary.
15. Use of the facility for a rehearsal will be approved based on availability in accordance with the following rental guidelines:
- A. A rehearsal may be scheduled no more than 21 days prior to a Diamond Bar Center contracted event date.
 - B. One free hour of use of the Outdoor Ceremony Site shall be granted to the renter, as long as the rehearsal does not interfere with any occurring reservation and/or daily operations of the Diamond Bar Center.
 - C. One free hour of use of a rental room may be granted to the user, as long as the rehearsal does not interfere with any occurring reservation and/or daily operations of the Diamond Bar Center.
 - D. Should the renter request use more than 21 days in advance, and/or use for more than one hour of a rental room the appropriate fee schedule shall apply. (Use for more than one hour is not available on the weekends in the ballroom.)
 - E. Center Staff has final authority to approve or deny a rehearsal date and time. Fees may be charged for use of City equipment during rehearsal time.

VI. ROOMS AVAILABLE FOR USE

- 1. Grand View Ballroom Use (Banquet Room)
 - A. Reservation Procedures for Banquet Room Use
 - i. All potential users shall complete an Application a minimum of 60 days prior to the event.

- ii. Reservations made less than 60 days in advance of the event will be accepted only if the facility and required staffing elements are readily available. Additional fees may be required from service providers when limited advance notice is provided. All applicable fees must be paid at time of submittal of City of Diamond Bar Facility Use Application. Fees paid are subject to cancellation policy.
- iii. No reservation shall be confirmed until appropriate fees, deposits, permits/ licenses, and insurance are obtained and paid.
- iv. Rental fees paid 60 days or more prior to rental date can be paid by personal check, business check, credit card, cashier's check, and cash. Rental fees paid 59 days or less prior to the event must be paid by credit card, cashier's check or cash.
- v. Weekend use of Banquet Room requires a minimum six (6) hour rental period and minimum 2/3 rental of the Banquet Room. Rental time must include set-up and clean-up time.
- vi. Weekday use of Banquet Room requires a minimum two (2) hour rental period.
- vii. Outdoor Usage areas are only available with rental of 2/3 or more of the Grand View Ballroom.

B. Deposits Required for Banquet Room Use

- i. Rental fees exceeding \$1000 require a minimum rental fee deposit of \$500 payable with an approved application. A 50% payment of rental fees is due 180 days prior to the event date. The remaining balance is due at least 60 days prior to the event.
- ii. Rental fees less than \$1000 require a minimum deposit of half of the amount of the rental fee payable with an approved application. The remaining balance is due at least 60 days prior to the event.
- ii. The City reserves the right to require additional cleaning deposits for events whenever it deems appropriate.

C. Cancellation of Banquet Room Permit by Applicant

- i. Groups D and E reserving the banquet room shall adhere to the following cancellation policy:
 - a. Weekend reservations cancelled 180 days or more prior to the event will receive a refund of fees minus \$100.
 - b. Weekend reservations cancelled 90-179 days prior to the event will receive a refund of fees minus \$500.
 - c. Weekend reservations cancelled 30-89 days prior to the event will receive a refund of fees minus \$1,000.

- d. Weekend reservations cancelled 29 days or less prior to the event will receive no refund of the rental fees and a full refund of the cleaning deposit.
 - e. Weekday reservations cancelled 30 days or more prior to the event will receive a refund of fees minus \$100.
 - f. Weekday reservations cancelled 29 days or less prior to the event will receive a 50% refund of the rental fee and a full refund of the cleaning deposit.
- ii. Groups C-1, C-2 and C-3 reserving the banquet room shall adhere to the following cancellation policy:
 - a. Weekday reservations cancelled 30 days or more prior to the event will receive a full refund minus \$10. If cancellation is received 29 days or less prior to the event there will be a \$100 cancellation fee and the reservation/ cancellation will count as one of the group's allotted uses.
 - b. For weekend use, cancellation shall comply with the cancellation policy as stated in Section VI. C. i.
- iii. Groups C-1, C-2, C-3, D and E reserving the banquet room shall adhere to the following Change of Event Date policy:
 - a. Any reservation date changed 90 days or more prior to the event may occur with no penalty. One date change will be allowed free of charge per contract. Additional date changes will cost \$100 per change.
 - b. If the change of date is requested 89 days or less prior to the original event date the appropriate cancellation fees will apply.

D. Recurring Banquet Room Use by Group B Organizations (Senior Groups)

- i. Senior use of banquet room at no cost is limited to weekdays. Room may be reserved up to six months in advance.
- ii. Each City-recognized senior organization may reserve one use of banquet room per week.
- iii. Banquet room may be used only when expected attendance exceeds 115 people for banquet style and 200 people for auditorium style seating.
- iv. Weekend use of Banquet Room by senior groups requires payment of fees according to the rental rates for Group C organizations and is subject to Group C cancellation charges. When the fee for use is not discounted, the room may be reserved up to twenty-four months in advance. When the Banquet Room is not reserved for weekend use six (6) months or less prior to desired use, Diamond Bar-based non-profit Senior Groups may reserve use of Banquet Room for the discounted rate of \$30 per hour of use, with a two-hour minimum, plus \$60 per 100 people for set-up, take down and clean-up. Such use shall not interfere with any other scheduled use of facility, and must receive prior approval from the Center Director. Discounted weekend use of Banquet Room by senior groups is limited to one time per calendar year.

- E. Recurring Banquet Room Use by Group C-3 Organizations (Diamond Bar Based Non-profit service organizations).
 - i. Non-profit organizations in this classification are allowed two (2) uses of the banquet room per calendar year. These uses apply Monday-Friday (before 5:00 pm on Friday) only and the group shall pay \$20 per hour of use plus cleaning deposit.
 - ii. The two (2) allocated uses include a maximum of two hours immediately prior to the start of the event for set up at no charge and one hour of clean up immediately following the event at no charge. Any additional time needed prior to and/or following the event will be charged at the prevailing rental rate.
 - iii. After the two (2) allocated uses in the same 12 month period, non-profit users in this classification will be charged prevailing weekday rates.
 - iv. Weekend use requires full payment according to the approved rental rate for this classification.

F. Refunds of Security, Cleaning and Alcohol Deposits

- i. Security cleaning and alcohol deposits shall be refunded if proper cleanup is completed and no breakage or damage has occurred. This determination will be made by the Center staff.
- ii. The user shall be required to pay the full cost of breakage or damage (over and above the deposited funds), regardless of the amount. If damage occurs and it is less than the deposit, the difference shall be refunded.
- iii. Refunds will be mailed two (2) to four (4) weeks after the event.

2. Sycamore, Oak, Willow, Pine and Maple Room Use (Meeting Rooms and Senior Room)

A. Reservation Procedures for Meeting Room, Sycamore, Oak, Willow, Pine and Maple Room Use

- i. All potential users shall complete an Application a minimum of 60 days prior to the event.
- ii. Reservations made less than 60 days in advance of the event will be accepted only if the facility and required staffing elements are readily available. Additional fees may be required from service providers when limited advance notice is provided. All applicable fees must be paid at time of submittal of City of Diamond Bar Facility Use Application. Fees paid are subject to cancellation policy.
- iii. No reservation shall be confirmed until appropriate fees, deposits, permits/licenses, and insurance are obtained and paid.
- iv. Minimum use is 2 hours of rental time. Fees for reservations made within 60 days of the event must be paid by credit card, cashier's check or cash.

- v. Pine Room (senior room) can be reserved only five (5) months in advance.
- B. Deposits required for Sycamore, Oak, Willow, Pine and Maple Room use:
- i. Rental fees exceeding \$1000 require a minimum deposit of \$500 payable with an approved application. The remaining balance is due 60 days prior to the event.
 - ii. Rental fees less than \$1000 require a minimum deposit of half of the amount of the rental fee payable with an approved application. The remaining balance is due 60 days prior to the event.
- C. Cancellation of Sycamore, Oak, Willow, Pine and Maple Room use
- i. Groups D and E reserving meeting rooms shall adhere to the following cancellation policy:
 - a. Reservations cancelled 15 days or more prior to the event will receive a refund of fees minus \$50.
 - b. Reservations cancelled 14 days or less prior to the event will receive a 50% refund of the rental fee and a full refund of the cleaning deposit.
 - ii. All Group C organizations reserving meeting rooms shall adhere to the following cancellation policy:
 - a. Reservations cancelled 15 or more days in advance shall receive a full refund and this will not count toward one of their twelve meeting room uses.
 - b. Reservations cancelled 14 days or less in advance will receive a 50% refund of the rental fees, a full refund of the cleaning deposit and this will count toward one of their twelve allotted uses.
- D. Recurring Use of meeting room, game room, activity room by Group B Organizations (Senior Groups)
- i. Senior use of meeting room, game room, and activity room is limited to weekdays. Rooms may be reserved up to six months in advance.
 - ii. Each City-recognized senior organization may reserve one use of one meeting room, game room or activity room per week.
- E. Recurring Use of Pine Room (Senior Room) by Group B Organizations (Senior Groups)
- i. Senior use of senior room is available seven (7) days per week, during regular operating hours of facility. Room may be reserved up to six months in advance.
 - ii. Each City-recognized senior organization may reserve two uses of senior room per week.
 - iii. When senior room is not scheduled for senior use, use may be offered to other users, per meeting room policies.

- F. Recurring Use of Meeting Rooms by Group C-3 Organizations (Diamond Bar Based Non-profit service organizations).
- i. Non-profit organizations in this classification are allowed twelve (12) uses of meeting rooms per calendar year. These uses apply Monday-Friday (Friday before 5:00 pm) only and the group shall pay \$20 per hour plus cleaning deposit.
 - ii. After the twelve (12) allocated uses, non-profit users in this classification will be charged the prevailing rental rates.
 - iii. The twelve (12) allocated uses include a maximum of two hours immediately prior to the start of the event for set up at no charge and one hour of clean up immediately following the event at no charge. Any additional time needed prior to and/or following the event will be charged at the prevailing rental rate.

3. Kitchen Facilities Use

A. Reservation Procedures for Kitchen Facilities Use

- i. The kitchen is divided into two sections:
 - a. General Use Section
 - b. Catering Kitchen
- ii. The General Use Section is available at no cost to all users scheduled at the Diamond Bar Center on a first come, first served basis. Use shall be coordinated between the users to best meet the needs of all users. Equipment available includes coffee maker (user provides coffee/service), ice machine, sink, and refrigerator (items must be removed after each scheduled use).
- iii. The Catering Kitchen is available only to users scheduled for a catered event at the Diamond Bar Center. Use of the Catering Kitchen must be requested on the same Application that is submitted for room use. Fee for use of Catering Kitchen is stated on the fee schedule. Equipment available includes refrigerator/freezer (items must be removed after each scheduled use), microwave oven, convection oven, warming top, hot food service unit, warming ovens (2), and a sink.
- iv. Priority usage of the catering kitchen shall go to the renter of the Entire Grand View Ballroom or 2/3 Grand View Ballroom. All other usage shall occur on a first come first serve basis.

B. Kitchen Use Policies:

- i. Only licensed caterers may provide food service for events scheduled at this facility. A valid copy of their Public Health Permit must be submitted at least 30 days prior to the event date.
- ii. The kitchen is designed for food warming and serving. **NO COOKING IS ALLOWED IN THIS FACILITY.**

- iii. Storage for Priority Groups A, B & C-3 that are recurring users may be available on a first-come, first-served basis, for a period not to exceed six months. After six months, if demand exceeds supply, storage space will be allocated through random drawing.

VII. LIABILITY AND INSURANCE

1. All users of the facility shall procure and maintain, at their own expense and for the duration of the event covered, comprehensive general liability and property damage liability insurance, against all claims for injuries against persons or damages to property which may arise from or in connection with the use of the facility by the user, its agents, representatives or employees in the amount of one million dollars (\$1,000,000.00), combined single limit. (If alcohol is to be served, insurance coverage shall include coverage for serving alcohol beverages).
2. All of user's insurance shall:
 - A. Name the City of Diamond Bar, its employees, officials, agents, (collectively hereinafter "City and City personnel") as additional or co-insured on an endorsement.
 - B. Contain no special limitations on the scope of protection afforded to City and City personnel.
 - C. Be the primary insurance and any insurance or self-insurance maintained by City or City personnel shall be in excess of the user's insurance and shall not contribute with it.
 - D. Shall be "date of occurrence" rather than "claims made" insurance.
 - E. Shall apply separately to each insured against the limits of the insurer's liability
 - F. Shall be written by insurance companies qualified to do business in California and rated "A" or better in the most recent edition of Best Rating Guide, The Key Rating Guide, or in the Federal Register, and only if they are of a financial category Class VIII or better, unless such rating qualifications are waived by the City's Risk Manager due to unique circumstances.
 - G. The applicant's policy must include a 30-day written cancellation notice.
3. Certificate of Insurance -- The City of Diamond Bar requires the following information on all certificates and/or additional insured endorsements:
 - A. Wording must read exactly, with no exceptions accepted: "Additional Insured: City of Diamond Bar, its officials, employees, and agents."
 - B. Additional insured endorsements must accompany the Certificate of Insurance and indicate policy number, date, name of insurance company and name of "insured".
 - C. Certificate must be an original. No copies will be accepted.
 - D. The Certificate of Insurance must be filed with the Diamond Bar Center not later than the date of final payment or fourteen (14) days prior to the event, whichever is earlier. If a certificate is not on file by this date, insurance fees will be added to the final payment.
 - E. If alcohol is to be served insurance coverage shall include coverage for serving alcohol beverages.

4. Indemnification Clause -- To the full extent permitted by law, user shall defend, indemnify and hold harmless City, its officials, employees and agents, from any liability, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, actual attorney fees incurred by City, court costs, interest, defense costs including expert witness fees and any other costs or expenses of any kind whatsoever without restriction or limitation incurred in relation to, as a consequence of or arising out of or in any way attributable actually, allegedly or impliedly, in whole or in part to the use of facility by user. All obligations under this provision are to be paid by the user as they are incurred by the City.
5. If the applicant is unable to provide adequate insurance, the City of Diamond Bar, for a fee, will make available Tenant/User insurance coverage. Please see section XIII for information and fees for Tenant/User insurance coverage.
6. The insurance requirements set forth above are inapplicable when planned attendance is less than 25 people and the event consists of a meeting utilizing facility tables and chairs only and no alcohol is to be served.

VIII. GENERAL OPERATING REGULATIONS

1. The Use and Service of Alcohol - The use of alcohol in the Center is exclusively by written permission in advance and must comply with applicable law and the provisions of this Use Policy. Failure to comply with any regulations will result in immediate revocation of the permission to use alcohol and termination of the event. Additional regulations and specifications may be required in the facility use permit for any event.
 - A. "Alcohol use" refers to any beverage that contains any amount of alcohol.
 - B. An alcohol deposit in the amount of \$500 shall be required for any event where alcohol is being served.
 - C. Security is required to be present at all events at which alcohol is served. Cost of the security is the responsibility of the user and is payable to the City of Diamond Bar. Events that serve alcohol with 200 or more guests are required to have a minimum of two security guards. Event may be required to have additional security, as determined by the Center Director. (Please see Section XII page 24 for more information.)
 - D. Alcohol shall not be served to minors. The user's failure to comply, monitor and enforce this provision is grounds for terminating the activity immediately and forfeiture of the refundable deposits and all of the room fees.
 - E. Injuries caused to any person as a result of alcoholic beverages being served and/or consumed on City premises, including but not limited to the Diamond Bar Center, shall be the sole responsibility of the organization, its sponsor or the adult representative, who, as a condition of signing the use permit for the facility agree to indemnify the City for any such injuries.
 - F. Permission to serve alcohol shall not be granted for any event where the majority (50% plus one) of guests in attendance will be under the age of 21.

- G. Alcohol may neither be served nor sold prior to the scheduled start of the event nor until the approved security officer(s) arrive(s) at the Center unless the requirement for security has been waived all together.
 - H. Alcohol may not be served nor consumed outside of the room approved for use. Serving or consuming alcohol on patios adjoining the room approved for use is permitted.
 - I. Alcohol may not be served nor consumed in the parking lot without obtaining a special alcohol permit approved by the Director of Community Services.
 - J. License Requirements (when alcohol is to be sold).
 - i. No sales or requests for donations for alcohol are permitted without a license from the State Alcoholic Beverage Control Board (A.B.C.)
 - ii. A copy of your Diamond Bar Center contract must be furnished to A.B.C. when applying for this license.
 - iii. A copy of the A.B.C. license must be furnished to the Diamond Bar Center a minimum of seven working days prior to the event.
 - iv. A copy of the A.B.C. license must be posted in plain public view near the bar, or other location, where the alcohol is being served.
 - v. Non-Profit Organizations: A one-day alcoholic beverage permit can only be issued to Non-profit organizations and only if the proceeds are going back to that Non-Profit organization.
 - vi. Private Parties: Private parties i.e. weddings, anniversaries, birthdays, meetings, or anyone other than a Non-Profit organization, shall not sell alcohol on their own, but must arrange this through a licensed caterer. The caterer must have a License (Type 47 or 48), which enables the caterer to sell beer, wine, & distilled spirits (hard liquor). If the caterer does not have this license the private party cannot sell alcohol. **NO EXCEPTIONS. It is illegal for a private party to sell alcohol on their own.**
 - K. The service of alcohol at any event is limited to a maximum of **five consecutive (5) hours**.
 - L. **Alcohol service time shall be cut off 1 hour prior to the scheduled end time of the event.**
 - M. All alcohol must be distributed by a server from behind a table or a bar, which must be monitored by the server at all times. The server(s) must be an adult, over the age of 21 who is to be responsible for insuring that no minors are served. The server must also insure that guests are not over-served. The server must be a member of the catering staff or be a hired bartending staff. The server may not consume alcohol while on duty.
 - N. When serving champagne, all bottles must be opened in the kitchen prior to serving. Champagne bottles may not be opened in the banquet rooms. All unopened bottles must be stored in the kitchen.
2. Supervision by Center Staff is necessary for the public's safety and well-being. Center staff shall be responsible for and have complete authority over the facility being used, all equipment, participants, activities, alcohol service and any security firm(s) on site. The staff shall have authority to request

changes in activities or cessation of activities. Users must comply with these requests and instructions. Staff shall be responsible for enforcement of all policies, rules, and regulations. The Center Staff shall have the authority to deny or terminate the use of the facility if a determination is made by Center Staff that the use does not conform to the requirements of Center use policies and regulations and/or may cause damage to the facility. The City reserves the right to require security whenever it deems it appropriate. For example, security guards are usually required when there are private events scheduled in the evening with approximately 100 people or more in attendance. (Please see Section XII page 24 for more information.)

3. Tobacco use of any kind or smoking is not permitted in the Diamond Bar Center. Smoking is permitted in designated outdoor areas only.
4. Incense, fog, hazer or smoke use is not permitted in the Diamond Bar Center at any time. Fire and open flame are strictly prohibited without written approval from Diamond Bar Center Management in the form of a permit issued by the City Building and Safety Official. Typical uses of fire and open flame that may be considered for approval include: a.) Tea lights that meet the design standards of the L.A. County Fire Department; b.) Regular style birthday candles no more than 3 1/2 inches in height that are placed in a cake (pastry or ice cream) and lit for a short duration and then extinguished after the singing of a celebratory song (relight candles are not allowed); Request for permit, along with sample candle or open flame device, must be submitted to the Diamond Bar Center staff a minimum of 7 days prior to event. Candle permits are included in the equipment packages or are \$10 per permit. The use of fog and smoke generating machines and hazers are prohibited. Sterno heaters for food warming are allowed without a permit by licensed caterers if heater is placed under a chafing dish on a table with no guests seated at the table. Propane containers (or similar Class I and II liquid fuels) are prohibited inside the Diamond Bar Center at all times.
5. Animals are not permitted inside the Diamond Bar Center except those that serve as aides to physically challenged individuals. This includes, but is not limited to, guide dogs for the blind and dogs for the hearing or physically impaired.

Diamond Bar Municipal Code section 12.00.260 specially prohibits animals outside the Diamond Bar Center or in Summit Ridge Park (except leashed dogs and cats, and horses on equestrian trails) unless permitted by the Director. Permits will be considered when animal is provided by an insured business and the following conditions are met: 1. Animal must remain under the control of the business animal handler at all times 2. Business must provide one million dollars in liability/property damage insurance listing the City of Diamond Bar as an additional insured, per Section VII. 3. User of facility must pay a \$1,000 cleaning/property damage deposit.

6. Illegal Activities shall not be permitted. All groups and individuals using the Center shall comply with City, County, State, and Federal laws. Fighting, gambling and lewd conduct are prohibited.
7. Removal of Equipment from the building is prohibited without permission of Center Director. Moving, rearranging, or altering equipment for purposes other than its intended use is also prohibited. City equipment shall not be removed from the facility.
8. Facility User's Property (equipment, supplies, etc.) must be removed from Center immediately following activity. The Center reserves the right to remove any remaining items from the premises and have them stored at the owner's expense. If such equipment or supplies are not claimed within two (2) weeks after notice to the applicant/user, the Center reserves the right to dispose of such material in any manner it deems appropriate and retain any proceeds received from such disposal. Any cost to the City, including but not limited to administrative costs, incurred to dispose of the unclaimed property in excess of the

revenue received from such disposal shall be billed to the user with payment due and payable in thirty (30) days.

9. Advertising Materials may be left with the Center Director for approval and will be displayed when deemed appropriate and as space permits. Any item posted which has not been approved will be removed and discarded.
10. In the event of damage, destruction or defacement, the applicant shall be liable for all expenses required to repair, restore or replace the facility, its furnishing, or equipment to its original condition.
11. Minimum group attendance to request a meeting room is five (5) people. The estimated attendance will be used to determine appropriate room placement. The Center Director has the authority to determine appropriate room placement based on attendance and nature of event.
12. Sleeping or lodging is not permitted in the Center.
13. Allocation of Rooms shall be the sole responsibility of the Center Director. The City reserves the right to direct requests for rooms to other City facilities which are deemed more appropriate for the type of request or deny requests if they are deemed inappropriate for the facility. All requests must be in writing and submitted to the Center Director on the required forms.
14. Clean up is the user's responsibility. This includes the wiping of table tops, ensuring chairs are clean, removing all trash from floors, disposing of all trash into proper receptacles, mopping of kitchen floor, wiping of counter tops and kitchen equipment, cleaning up all spillage in refrigerators/freezers, ovens, and removal of all user-owned or leased (non-City owned) items. Clean-up time is the hour following the exit time of guests from the facility. At this time all personal/rental items must be removed from the facility. Storage is not provided at the Diamond Bar Center.
15. Food and Beverage - No food or beverages that cause permanent stains to the facility are allowed. Food and beverages must remain in rented room.
16. Minors - Groups of minors shall be supervised by one adult for every 10 minors, age 12 and under and one adult for every 20 minors under the age of 18 and over the age of 12 at all times while they are using the Center. Events that are specifically geared to minors may be required to have security guards present during the event and cleanup. Permission to serve alcohol shall not be granted for any event where the majority (50% plus one) of guests in attendance will be under the age of 21. (Please see Section XII page 24 for more information.)
17. Revocation for Violation - Reservations may be cancelled at any time by the Center Director if there has been a violation of applicable rules or conditions of the facility use permit.
18. Public Portions - The City shall have the right to control and operate the Center, including the heating and air conditioning systems and common use areas, in a manner deemed best by the City.
19. Discrimination By User Groups - The City of Diamond Bar shall not rent, lease, or allow use of its public facilities by any person or organization that illegally discriminates on the basis of race, color, creed, marital status, sex, religion, national origin, ancestry, sexual preference, or handicap condition.
20. Parking Lot - The use of the parking lot is to service the facility. Exceptions may be issued through approval of a Variance as provided in Section IX. Requests to use the parking lot will be considered under "events not covered" (see paragraph 21 below) for appropriate use, fees, and service.

21. Events Not Covered - Special events or requests not covered in this Use Policy must be submitted in writing and shall be reviewed by the City to determine appropriate use, fees, and services. A Variance may be required as provided in Section IX.
22. Decorations require prior approval by the Center Director. No signs or decorations are to be taped, nailed or otherwise attached to walls, windows, ceilings, or drapes. Decorations must be fireproof. Patio decorations must have prior approval. No rice, birdseed, confetti, or other similar items shall be thrown in or around the facility. Balloons must be secured and not released. Metallic ribbons may not be attached to balloons. A fee will be assessed if facility janitorial staff has to retrieve released balloons.
23. Security of Entrances - All entrance doors on the premises shall be locked when the facility is not in use. All door openings to public corridors shall be kept closed except for normal ingress and egress. During use of the Center, all exit doors shall be unlocked and shall not be blocked in any manner.

IX. VARIANCES

1. An applicant may request a variance from one or more of the rules set forth below in the event that unusual circumstances make it impossible or infeasible to conduct the event within the precise parameters of this Use Policy. Variances may be requested only from the following requirements:
 - i. Hours of use beyond closing times stated in this document.
 - ii. Relief from cancellation fees when facility is then used by an alternate party that pays fees similar to or more than the cancelled event (for the same date and approximate time as the cancelled event). If variance is granted, a \$5.00 refund processing fee will be deducted from refund amount.
 - iii. Use of the parking lot for any purpose other than parking the cars of facility users in marked stalls.
 - iv. Additional recurring Weekday use by priority Group C organizations and/or subsidized/discounted weekend use by priority Group B organizations.
 - v. Additional set-up time for any use by priority Group B or C organizations. Organization will be charged actual costs borne by the City, if any. Such use shall not interfere with any other scheduled use of facility, and must receive prior approval from the Center Director.
 - vi. Large events that involve the use of multiple rooms and/or spaces not normally scheduled for use and uses that may result in parking of event attendees in areas beyond the boundary of the Diamond Bar Center parking lot, or events not covered in this Use Policy.
 - vii. Waiver of fees for Group C-1 (governmental) organizations when it is determined that the use by the Governmental Organization will provide a substantial and measurable benefit to the Diamond Bar community or the event is sanctioned by the City Council through adoption of a Resolution.
2. Requests for waiver or discount of fees will not be accepted nor considered except for variances listed above.
3. Variance Request Procedures:

- i. Variances must be requested in writing at the time of submission of the Facility Use Application. The request must set forth the unusual circumstances that justify a deviation from the ordinary rules.
- ii. Variances will be granted only upon a finding that: 1) the circumstances presented are unusual and not likely to recur often; 2) the grant of the variance will not set a precedent; and 3) the variance will not be detrimental to the public health, safety or welfare, or disruptive to other events occurring in the facility at the same time, or to the immediately surrounding neighborhood. The request for a variance will be acted upon at the time the application is approved.
- iii. In the event a variance is granted, the applicant will pay any supplemental fee necessary to compensate the City for additional costs associated with the variance. Denial of a variance may be appealed within ten days to the City Manager. The City Manager's decision will be final.

X. -- Facility Use Fee Schedule

Groups A: City of Diamond Bar Sponsored Activities~ No fees

Group B: City recognized Senior membership groups

Group B: No fees for regular weekday use

Group C-1, C-2 & C-3: Other Governmental Agencies, Local School Districts and Local Non-profit Service Groups			
Room	Weekday Rates	Weekend Rates	Cleaning Deposit
Grand View Ballroom	\$110/hr*	\$1320 for a 6 hour rental \$110 for each additional hour	\$500
Grand View Ballroom (Divided 2/3)	\$75/hr*	\$880 for a 6 hour rental \$82.50 for each additional hour	\$350
Grand View Ballroom (Divided 1/3)	\$50/hr		\$100
Banquet Room (divided 1/5)	\$30/hr		\$100
Pine Room (Senior)	\$50/hr	\$100/hr	\$100
Sycamore Room with Patio	\$50/hr	\$100/hr	\$100
Oak Room	\$50/hr	\$100/hr	\$100
Willow Room (Computer)	\$50/hr	\$100/hr	\$100
Maple Room	\$27.50/hr	\$55/hr	\$100
Catering Kitchen	\$40/hr		\$100

*Rental of Entire Grand View Ballroom or 2/3 Grand View Ballroom includes catering kitchen, foyer and patio.

1. Tables and chairs are included in the room rental fee.
2. Replacement fee will be assessed if equipment is damaged or destroyed.
3. Tenet/Users Insurance – This insurance is provided under separate contract with the City’s insurer. See section XIII for information and fees. Fees are subject to change without advance notice. Fees are passed through to user.

Group D: Diamond Bar Residents Private Events			
Room	Weekday Rates	Weekend Rates	Cleaning Deposit
Grand View Ballroom	\$165/hr*	\$2640 for a 6 hour rental \$220 for each additional hour	\$500
Grand View Ballroom (divided 2/3)	\$110/hr*	\$1980 for a 6 hour rental \$165 for each additional hour	\$350
Grand View Ballroom (divided 1/3)	\$55/hr		\$100
Banquet Room (divided 1/5)	\$35/hr		\$100
Pine Room (Senior)	\$55/hr	\$110/hr	\$100
Sycamore Room with Patio	\$55/hr	\$110/hr	\$100
Oak Room	\$55/hr	\$110/hr	\$100
Willow Room (Computer)	\$55/hr	\$110/hr	\$100
Maple Room	\$30/hr	\$60/hr	\$100
Catering Kitchen	\$55/event		\$100

*Rental of 2/3 Grand View Ballroom or Entire Grand View Ballroom includes catering kitchen, foyer and patio.

1. Tables and chairs are included in the room rental fee.
2. Replacement fee will be assessed if equipment is damaged or destroyed.
3. Tenet/Users Insurance – This insurance is provided under separate contract with the City’s insurer. See section XIII for information and fees. Fees are subject to change without advance notice. Fees are passed through to user.

Group E: Non Residents and All Businesses

Room	Weekday Rates	Weekend Rates	Cleaning Deposit
Grand View Ballroom	\$220/hr*	\$3520 for a 6 hour rental \$330 for each additional hour	\$500
Grand View Ballroom (divided 2/3)	\$150/hr*	\$2695 for a 6 hour rental \$220 for each additional hour	\$350
Grand View Ballroom (divided 1/3)	\$73/hr		\$100
Banquet Room (divided 1/5)	\$47/hr		\$100
Pine Room (Senior)	\$73/hr	\$146/hr	\$100
Sycamore Room with Patio	\$73/hr	\$146/hr	\$100
Oak Room	\$73/hr	\$146/hr	\$100
Willow Room (Computer)	\$73/hr	\$146/hr	\$100
Maple Room	\$40/hr	\$80/hr	\$100
Catering Kitchen	\$73/event		\$100

*Rental of 2/3 Grand View Ballroom or Entire Grand View Ballroom includes catering kitchen, foyer and patio.

1. Tables and chairs are included in the room rental fee.
2. Replacement fee will be assessed if equipment is damaged or destroyed.
3. Tenet/Users Insurance – This insurance is provided under separate contract with the City’s insurer. See section XIII for information and fees. Fees are subject to change without advance notice. Fees are passed through to user.

XI. – Equipment Rental Fee Schedule: Groups C, D and E

Equipment	Rental Fee
Portable Bar (2)	\$50 each
Keyboard	\$50
Karaoke Machine	\$50
Compact Disc Player (Portable)	\$50
TV/VCR/DVD	\$50
Coffee Pot (55 cup)	\$20
Coffee Pot (100 cup)	\$40
AV Projector	\$100
Overhead Projector	\$20
Microphone (cordless)	\$75
Microphone (corded)	\$50
Dance Floor – 500 sq. ft. thru 1000 sq. ft.	\$350
Dance Floor – less than 500 sq. ft.	\$250
Table Signs: 1-10	\$10
Table Signs: 1-20	\$20
Table Signs: 1-30	\$30
Table Signs: 1-40	\$40
Candle Permit	\$10
Internet Only, Grand View Ballroom	\$75
Phone Line (GVB only)	\$75
Projection Screen	No charge
Easel	No charge
Flags	No charge
Podium with microphone	No charge
<ul style="list-style-type: none"> • Tables and chairs are included in the room rental fee. • Linens, cutlery and decorations are not included with the room rental fee. • Replacement fee will be assessed if equipment is damaged or destroyed. 	

Package Fee Options:

Reception/Party Package (Option A): \$400 – Includes Dance floor up to 1,000 sq. ft. and any other equipment offered by the city for rent. (No internet connection).

Reception/Party Package (Option B): \$300 – Includes Dance floor less than 500 sq. ft. and any other equipment offered by the city for rent. (No internet connection).

Business Meeting Package with Internet Connection (Option A): \$250 – Includes all equipment offered by the city for rent (except dance floors). Also includes internet usage.

Business Meeting Package (Option B): \$200 – Includes all equipment offered by the city for rent (except dance floors). (No internet connection).

Outdoor Usage Fee: \$300--Used in conjunction with Grand View Ballroom rental, specific outdoor area will be designated to renter/party. (Also requires an additional \$200 cleaning deposit with use).

XII. -- Security Guard Information and Fees

1. Security is required to be present at all events at which alcohol is served. Cost of the security is the responsibility of the user and is payable to the City of Diamond Bar. Events with 200 or more guests that serve alcohol are required to have a minimum of two security guards. Event may be required to have additional security, as determined by the Center Director.
2. Security must be present ½ hour prior to the start of alcohol service through the end of the event clean up hour.
3. Cost of Security is \$15.90/hr/officer. Overtime rates will apply when a security officer is requested to work over 8 hours per shift. Each hour thereafter will be billed time and a half (\$23.85/hr).
4. Holiday rates will apply on Presidents Day, Memorial Day, Independence Day, and Labor Day. (\$23.85/hr)
5. The City approved security firm is a contracted company. Therefore, all fees are subject to change.
6. The City reserves the right to require security whenever it deems it appropriate. For example, security guards are usually required when there are private events scheduled in the evening with approximately 100 people or more in attendance.

XIII. -- Tenant/User Insurance Coverage Information and Fees

- ◆ This section is provided to those who do not have their own insurance that meets the requirements of the Diamond Bar Center Facility Use Policies.
- ◆ If the applicant is unable to provide adequate insurance, the City of Diamond Bar, for a fee, makes available the Tenant/User insurance coverage described in the following nine pages.

How to use this section:

1. Locate the type of activity you plan to conduct on pages 26-30.
2. Determine the number of people you expect at your activity. For multiple day activities, estimate the total attendance for all the days the activity will take place. Multiple day events are limited to five consecutive days, unless additional days are approved by the insurance provider.
3. The estimated premium amount corresponds with the Hazard Class I, II or III for your total estimated attendance (page 31).
4. If alcoholic beverages are to be served at a Hazard Class I event, add \$60 for each day of the event to the premium amount from page 31. Alcoholic beverages are allowed only at Hazard Class I events. Liquor Legal Liability for Hazard Class II and II must be approved by the insurance provider. See page 33 for quotes.
5. See sample calculations of premium on page 34.
6. Rates are subject to change without notice.
7. For assistance with or questions about Tenant/User insurance coverage, please contact the Diamond Bar Center Staff at 909.839.7082.

TENANT/USER PROGRAM HAZARD SCHEDULE

(A “Tenant/User Event” is an event that is held or sponsored by companies, Organizations, or individuals that have been permitted to use your premises)

TENANT / USER EVENT	HAZ I	HAZ II	HAZ III	U/W* Approval Required	NO Participant Coverage
AEROBIC & JAZZERCISE CLASSES		X			
ANIMAL ACTS / SHOWS			X		
ANIMAL TRAINING		X			
ANTIQUA SHOWS	X				
ART FESTIVALS / SHOWS	X				
AUCTIONS	X				
AUTO SHOWS (No Auto Coverage)	X				
AWARDS PRESENTATIONS	X				
BALLETS	X				
BANQUETS	X				
BAZAARS	X				
BEAUTY PAGEANTS	X				
BICYCLE RALLIES			X		X
BINGO GAMES	X				
BLOCK PARTIES / STREET CLOSURES (Excludes Bleachers)		X		X	
BOAT SHOWS	X				
BODY BUILDING CONTESTS	X				
BUSINESS MEETINGS / SHOWS	X				
CARNIVALS (NO Rides)			X	X	
CASINO & LOUNGE SHOWS (No Performer or Crew Coverage)			X		
CHAMBER OF COMMERCE EVENTS	X				
CHRISTMAS TREE LOTS / FARMS (No cut your own)		X			
CHARITY BENEFITS (Including Auctions / Sales)	X				
CINEMAS	X				
CIVIC CLUB MEETINGS	X				
COMEDY SHOWS (No Performer or Crew Coverage)			X		
CONCERTS (NO Hip/Hop, Rap, Heavy Metal)					
Classical Music	X				X
Indoors under 1,500	X			X	X
Symphony	X				X
Outdoors under 1,500		X		X	X
Rock under 5,000			X	X	X
Alternative under 1,500			X	X	X
CONSUMER SHOWS	X				
CONVENTIONS (Inside)	X				
CORPORATE EVENTS		X			
COUNTRY WESTERN EVENTS (NO Equine)			X		X
CRAFT SHOWS	X				

- Declination of Events could be due to the attendance size or level of performers
- Athletic Participant’s coverage requires prior company approval and signed waiver(s)

**TENANT/USER PROGRAM
HAZARD SCHEDULE (Continued)**

(A “Tenant/User Event” is an event that is held or sponsored by companies,
oOrganizations or individuals that have been permitted to use your premises)

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- Liquor Legal Liability for Hazard Group II must be submitted for Underwriter Approval.

TENANT / USER EVENT	HAZ I	HAZ II	HAZ III	U/W* Approval Required	NO Participant Coverage
DANCE SHOWS (includes Rehearsals & Dancers)	X				
DANCES		X			
DEBUTANTE BALLS	X				
DEBUTS		X			
DINNER THEATERS (No Performer or Crew Coverage)	X				X
DOG SHOWS		X			
DRILL TEAM EXHIBITIONS / COMPETITIONS	X				
EDUCATIONAL EXHIBITIONS	X				
ELECTRONICS CONVENTIONS	X				
EVANGELISTIC MEETINGS (Revivals, etc)		X			
EXHIBITIONS / EXHIBITS (Inside)	X				
EXHIBITIONS / EXHIBITS (Outside)		X			
EXPOSITIONS (Inside)	X				
EXPOSITIONS (Outside)		X			
FASHION SHOWS	X				
FISHING EVENTS (Inside)	X				
FISHING EVENTS (Outside)		X			
FLOWER SHOWS	X				
FOOD CONCESSIONS		X			
GARDEN SHOWS	X				
GRAD NIGHT (University Only – NO High School)		X			
GRADUATION CEREMONY	X				
GYMNASTIC COMPETITIONS (No Participant Coverage)	X				X
HARVEST FESTIVALS	X				
HAUNTED HOUSES		X		X	
HEADS OF STATE EVENTS			X		
HOME / HOUSING SHOWS	X				
HORSE SHOWS		X			X
HOTEL SHOWS		X			
ICE SKATING SHOWS	X				X
INSTRUCTIONAL CLASSES (non-mechanical)	X				
JAM & JAZZ SESSIONS		X			
JOB FAIRS		X			
KIDDIELANDS (NO Rides)			X		

- Declination of Events could be due to the attendance size or level of performers
- Athletic Participant’s coverage requires prior company approval and signed waiver(s)
- Liquor Legal Liability for Hazard Group II must be submitted for Underwriter Approval.

TENANT/USER PROGRAM HAZARD SCHEDULE (Continued)

(A “Tenant/User Event” is an event that is held or sponsored by companies,
oOrganizations or individuals that have been permitted to use your premises)

TENANT / USER EVENT	HAZ I	HAZ II	HAZ III	U/W* Approval Required	NO Participant Coverage
LADIES CLUB EVENTS	X				
LECTURES	X				
LIVE ENTERTAINMENT (No Performer or Crew Coverage)			X		X
LIVESTOCK SHOWS			X		
LUNCHEONS	X				
MARATHONS (Walking, Running, etc.) No Participant Coverage w/o Company Approval		X			X
MARTIAL ARTS EVENTS (Non-Contact) No Participant Coverage w/o Company Approval			X		X
MEETING (Inside)	X				
MEETING (Outside)		X			
MOBILE HOME SHOWS	X				
MOTION PICTURE THEATERS	X				
MUSICALS (NO Rock)	X			X	
NIGHT CLUB SHOWS (No Performer or Crew Coverage)			X		
OPERAS / OPERETTAS (No Performer or Crew Coverage)	X				
ORGANIZED SIGHTSEEING TOURS (No Auto Coverage)	X				
OVERNIGHT CAMPING	X				
PAGEANTS	X				
PARADES		X		X	
PARTIES / CELEBRATIONS – No Liquor	X				
PARTIES / CELEBRATIONS – With Liquor		X			
PICNIC GROUNDS					
Without Pools or Lakes	X				
With Pools or Lakes OVER 150 feet from Water (Excludes Swimming & Diving)		X		X	
With Pools or Lakes LESS THAN 150 feet from Water (Excludes Swimming & Diving)			X	X	
PLAYS (No Performer or Crew Coverage)	X				X
POLITICAL RALLIES		X		X	
PROMOTERS (Subject to Special Rating)			X	X	
PROMS	X				
PUMPKIN PATCHES / CORN MAZES	X				

- Declination of Events could be due to the attendance size or level of performers
- Athletic Participant’s coverage requires prior company approval and signed waiver(s)
- Liquor Legal Liability for Hazard Group II must be submitted for Underwriter Approval.

**TENANT/USER PROGRAM
HAZARD SCHEDULE (Continued)**

(A “Tenant/User Event” is an event that is held or sponsored by companies, organizations, or individuals that have been permitted to use your premises)

TENANT / USER EVENT	HAZ I	HAZ II	HAZ III	U/W* Approval Required	NO Participant Coverage
RECREATIONAL EVENTS			X		
RELIGIOUS ASSEMBLIES (Church Services, Bible Study, etc)	X				
REUNIONS		X			
RUMMAGE SALES		X			
RV SHOWS	X				
SCHOOL BANDS EXHIBITIONS / COMPETITIONS		X			
SCOUTING JAMBOREES	X				
SEANCES		X			
SEMINARS	X				
SIDEWALK SALES		X			
SKATING PARTY			X	X	
SKI EVENTS / DEMOS			X		
SPEAKING ENGAGEMENTS	X				
SOAP BOX DERBIES		X			
SOCIAL GATHERINGS (Indoors)	X				
SOCIAL GATHERINGS (Outdoors)		X			
SPORTING EVENTS					
Non-Professional (Indoors)					X
BASEBALL			X	X	X
BASKETBALL			X	X	X
SOFTBALL			X	X	X
SOCCER			X	X	X
TENNIS / HANDBALL / RACKETBALL COURTS			X	X	X
STATE & COUNTY FAIRS		X		X	
STREET FAIRS		X		X	
TELECONFERENCES	X				
TELETHONS	X				
THEATRICAL ROAD SHOWS (No Performer or Crew Coverage)			X		X
THEATRICAL STAGE PERFORMANCES (No Performer or Crew Coverage)	X				X
TRADE SHOWS (Inside)	X				
TRADE SHOWS (Outside)		X			

- **Declination of Events could be due to the attendance size or level of performers**
- **Athletic Participant’s coverage requires prior company approval and signed waiver(s)**
- **Liquor Legal Liability for Hazard Group II must be submitted for Underwriter Approval.**

**TENANT/USER PROGRAM
HAZARD SCHEDULE (Continued)**

(A “Tenant/User Event” is an event that is held or sponsored by companies, organizations, or individuals that have been permitted to use your premises)

TENANT/USER EVENT	HAZ I	HAZ II	HAZ III	U/W* Approval Required	NO Participant Coverage
UNION MEETINGS			X		
VACATION SHOWS	X				
VOTER REGISTRATIONS		X			
WEDDINGS & RECEPTIONS	X				
WEDDING PHOTOGRAPHERS	X				
ZOOS			X		

- Declination of Events could be due to the attendance size or level of performers
- Athletic Participant’s coverage requires prior company approval and signed waiver(s)
- Liquor Legal Liability for Hazard Group II must be submitted for Underwriter Approval.

TENANT USER EVENT PREMIUMS
January 1, 2010 to January 1, 2011

PREMIUMS:

HAZARD I		Including Accident Medical Premium (see benefit info page)			
ATTENDANCE	PREMIUM	\$ 5,000.00	\$ 10,000.00	\$ 15,000.00	\$ 20,000.00
1-100	\$ 83.32	\$ 98.32	\$ 107.32	\$ 116.47	\$ 128.32
101-500	\$ 116.15	\$ 138.65	\$ 152.15	\$ 165.90	\$ 183.65
501-1500	\$ 174.22	\$ 204.22	\$ 222.22	\$ 240.52	\$ 264.22
1501-3000	\$ 225.98	\$ 264.98	\$ 288.48	\$ 312.18	\$ 342.98
3001-5000	\$ 342.13	\$ 402.13	\$ 438.13	\$ 474.73	\$ 522.13
5000 +	To Be Determined	To Be Determined	To Be Determined	To Be Determined	To Be Determined

HAZARD II		Including Accident Medical Premium (see benefit info page)			
ATTENDANCE	PREMIUM	\$ 5,000.00	\$ 10,000.00	\$ 15,000.00	\$ 20,000.00
1-100	\$ 122.46	\$ 159.96	\$ 182.46	\$ 205.36	\$ 234.96
101-500	\$ 213.36	\$ 269.61	\$ 303.36	\$ 337.66	\$ 382.11
501-1500	\$ 252.50	\$ 327.50	\$ 372.50	\$ 418.25	\$ 477.50
1501-3000	\$ 420.41	\$ 517.91	\$ 576.41	\$ 635.91	\$ 712.91
3001-5000	\$ 536.56	\$ 686.56	\$ 776.56	\$ 868.06	\$ 986.56
5000 +	To Be Determined	To Be Determined	To Be Determined	To Be Determined	To Be Determined

HAZARD III		Including Accident Medical Premium (see benefit info page)*			
ATTENDANCE	PREMIUM	\$ 5,000.00	\$ 10,000.00	\$ 15,000.00	\$ 20,000.00
1-100	\$ 194.42	\$ 278.92	\$ 329.67	\$ 381.17	\$ 447.92
101-500	\$ 342.13	\$ 468.63	\$ 544.63	\$ 621.68	\$ 721.63
501-1500	\$ 451.97	\$ 620.72	\$ 721.97	\$ 824.92	\$ 958.22
1501-3000	\$ 710.78	\$ 930.28	\$ 1,062.03	\$ 1,195.88	\$ 1,369.28
3001-5000	\$ 872.38	\$ 1,209.88	\$ 1,412.38	\$ 1,618.28	\$ 1,884.88
5000 +	To Be Determined	To Be Determined	To Be Determined	To Be Determined	To Be Determined

PREMIUMS ARE ONLY VALID FROM 1/1/10 TO 1/1/11

PREMIUMS INCLUDE ALL TAXES & FEES

PREMIUMS ARE APPLICABLE PER TOTAL ATTENDANCE.

Accident Medical Premiums Exclude Sports / Athletic Participants & Performers
(Please Contact Alliant for Special Rating, if Available)

TENANT USER EVENT PREMIUMS
January 1, 2010 to January 1, 2011

FOR MULTIPLE DAYS:

- Total the attendance for all days of the event. Refer to premiums schedule and charge the premium corresponding to the **total attendance**. **Events lasting over five days require underwriting approval**. Please submit information to Alliant Insurance Services, Inc.
- **Alcoholic Beverage premiums are to be separately calculated for each day**. Liquor Legal Liability is included in the policy by separate endorsement
- **Liquor Legal Liability for Hazard Groups II and III require underwriter approval. See Page 15 for details**
- Multiple Day Events: List the Event days that are used exclusively for “setting up” or “taking down” on the Quarterly Report as a "set up" or "take down" day. These are considered insured days on the coverage certificate

AFTER MIDNIGHT EVENTS:

- If the event extends beyond Midnight and ends before 2:00 AM the event is considered one day
- If an event **With Liquor** extends beyond Midnight and ends before 2:00 AM (excluding take down days) you can check the appropriate box on the certificate and add a 15% surcharge to the Liquor premium (Example: \$200.00 x 15% = \$230.00)
- **If the event goes beyond 2:00 AM, an additional day will to be charged for the event and liquor**

TENANT USER EVENT PREMIUMS
January 1, 2010 to January 1, 2011

EXHIBITORS AND CONCESSIONAIRE PREMIUMS:

Exhibitors - No Sales	\$30.00	Per Day/Per Exhibitor
Concessionaires - Non Food Sales	\$40.00	Per Day/Per Concessionaire
Concessionaires - Food Sales	\$50.00	Per Day/Per Concessionaire

Premiums Include All Taxes & Fees

Exhibitors and Concessionaires coverage is only available in conjunction with a scheduled event.

LIQUOR LEGAL LIABILITY PREMIUMS:

HAZARD GROUP I ONLY:

Alcoholic beverages **serv**ed charge **\$60.00 premium for each day** of the event.

HAZARD GROUPS II AND III:

Require prior company approval. The premiums below are for quote purposes only

1-150	\$125
151-300	\$150
301-500	\$200
500 +	To Be Determined

Premium include all taxes and fees

Accident Medical Liquor Rate is 20% of Premium subject to a \$25 Minimum Premium

Liquor Legal Liability coverage is only available in conjunction with a scheduled event

LIQUOR CHARGES AFTER MIDNIGHT EVENTS:

- If an event **With Liquor** extends beyond Midnight and ends before 2:00 AM (excluding take down days) you can check the appropriate box on the certificate and add a 15% surcharge to the Liquor premium (Example: \$200.00 x 15% = \$230.00)
- **If the event goes beyond 2:00 AM an additional day will be charged for the event and liquor**

TENANT USER EVENT PREMIUMS
January 1, 2010 to January 1, 2011

EXAMPLES:
SAMPLE EVENT PREMIUM CALCULATION

ONE DAY EVENT RATING:

Weddings with 250 People: Refer to Hazard Schedule I "Weddings & Receptions"	Attendance Category: 101-500	Total Premium: \$116.15
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MULTIPLE DAY EVENT RATING (Events of two or more consecutive days):

5 Day Dog Show with 100 People each day – Total Attendance 500: Refer to Hazard Schedule II "Dog Shows"	Attendance Category: 101-500	Total Premium: \$213.36
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TWO DAY EVENT WITH LIQUOR:

2 Day Celebration with Liquor with 200 people each day – Total Attendance 400: Refer to Hazard Schedule II "Parties / Celebrations With Liquor"	Attendance Category: 101-500	Total Premium: \$213.36
1 Day set up and 1 day Tear down with 25 people each day – New Total Attendance 450 Liquor Premium applies for each day of the event and requires approval – Attendance each day 200 (\$150 x 2 = \$300). Liquor Premium: \$300	Liquor Haz Group II 151-300	NEW Total Premium: \$513.36

AFTER MIDNIGHT WITH LIQUOR:

If the last day of the actual event, excluding take down days, goes beyond "Midnight" but ends before 2:00AM you can check the appropriate box on the certificate and add a 15% surcharge to the Liquor premium (Example: \$300.00 x 15% = \$345.00) **If the event goes beyond 2:00 AM a third day needs to be charged for the event.**

2 Day Celebration with Liquor – Extends beyond 2:00 AM. Event is now 3 days with 150 people each day – Total Attendance 450: Refer to Hazard Schedule II "Parties / Celebrations With Liquor"	Attendance Category: 101-500	Total Premium: \$252.50
1 Day set up and 1 day Tear down with 10 people each day – New Total Attendance 470 Liquor Premium applies for each day of the event and requires approval – Attendance each day 150 (\$125 x 3 = \$375). Liquor Premium: \$375	Liquor Haz Group II 1-150	NEW Total Premium: \$627.50