



Salinas Sports Complex (SSC) Facility Description and Fees

Room: Rodeo Room

Capacity: Dining - 160 maximum, standing only-200, and seated only-200 (Includes children)

Facilities includes: Banquet Hall, Permanent Stage, Kitchen (no stove) and Restrooms

Wi-Fi: Not provided, must bring own hotspot

- **Fees will vary depending on number of people expected to attend event.** Based on the maximum capacity of 160 people, the estimated cost could be up to \$2,300.00 to rent the Rodeo Room (*includes refundable deposit; does not include security*). All fees and paperwork are due no later than two weeks before event date.
- Security contracted by Salinas Sports Complex, fees vary between \$384.00 – \$576.00, depending on expected number of people.
 - **Events held in 2018, the fee is \$24.00 per hour, per guard
 - **Events held in 2019, the fee is \$25.00 per hour, per guard
- \$500.00 **non-refundable** reservation fee is required to book the Rodeo Room and is applied as first payment.
- **\$400.00 refundable** after the event if there is no damage or breach of contract.
- \$300.00 Winter discount for weekend hall rentals in January, February & March.
- Rates are based on 8-hour event time only.
- Decorating time is free day of event, to be scheduled by Facility.
- Decorating rates day before event (if available) - \$25.00 per hour from 10am-4:00pm & \$100.00 per hour after 4:00pm, times to be determined by Facility.
- Kitchen includes: walk-in refrigerator, warmer, sink w/counter space, ice machine and prep tables. There is no stove so please plan accordingly.
- Outside chairs and tables allowed. Fees still apply at \$.50 per chair and \$3.00 per table. SSC staff will not set up or tear down any outside chairs or tables, must be removed same night, at end of event.
- *Copy of outside vendor contract must be submitted for approval to the Salinas Sports Complex before event setup.*

Fee Breakdown: <i>(Subject to change)</i>	Friday- Sunday April-December	Monday-Thursday *Weekends - January-March only
Basic Rate (8 hours)	\$1,100.00	\$800.00
Basic Rate (4 hours)	Not Available	\$400.00 (M-TH only)
Hourly Rate over Basic Rate	\$100.00 per hour	\$100.00/hour (M-TH only)
Refundable deposit	\$400.00	\$400.00
Security Guards	\$Based on yearly rate	\$Based on yearly rate
Chair rental (200max)	\$2.00 per chair	\$1.00 per chair (M-TH Only)
Tables (20max-5 ft. round)	\$9.00 each	\$9.00 each
Rectangular Tables (8 ft. long)	\$5.00 each (first 4 free)	\$5.00 each (first 4 free)
Cocktail Tables (30" round)	\$5.00 each	\$5.00 each
Small Rectangular Table (4' long)	\$5.00 each	\$5.00 each
Podium	\$50.00	\$50.00
PA system	\$125.00	\$125.00 (2 speakers, 2 poles & 1 wireless microphone)

Cancellations: If you cancel your event, you will lose your entire reservation fee; **NO carry-overs to different date.**

Cancellations within 0-30 days of event, you will lose all monies paid thus far. Users will be held financially responsible for all damages to Salinas Sports Complex and personal property, even if it is more than the deposit. The Refundable deposit will be refunded, less any additional clean-up fees, within 14 days of the event provided there is no breach of contract or damage to the rented facility.

Security: The Salinas Sports Complex will provide Security guards for all events. The Security fee for events held in 2018 is \$24.00 per hour, per guard; 2019 events are \$25.00 per hour/per guard. The Salinas Sports Complex reserves the right to determine the minimum number of security guards for each event. Security guards will be in place prior to the start of your event. No guests will be allowed on the grounds until Security guards are in place. Security counts the number of people who enter the grounds; once capacity is reached, no one else is allowed in. NO Exceptions!

Set Up Times: If the facility is not rented the day before your event, the facility may be open to you, for a fee of \$25.00 per hour between 10:00am-4:00pm and \$100.00 per hour after 4:00pm, times to be determined by Salinas Sports Complex. Decorating time is free day of your event, times to be determined by Facility. There will be NO Facility Attendant scheduled during this time, rooms left unattended will be at your own risk.

Set up policy: We will set up the hall **one time** based on your request. If we do not receive a set up plan from you, we will set up the hall in our standard set up. It is your responsibility to move tables and chairs once set up is complete. We will not provide any equipment such as brooms, mops, ladders and extension cords, etc. We will not set up or tear down any outside chairs or tables. Must be removed at end of event.

Event Hours: Rooms must be scheduled and paid for within 14 days prior to your event. Any changes to your scheduled rental hours must be granted in writing one week prior to your event. Events must be completed no later than 12:00 AM. Your event will have a (1) one-hour move-out period, based on the conclusion time of your event. **An overtime rate of \$100.00 dollars for each additional hour will be assessed as late fees.**

NO Bounce/Jump Houses; no outside activity allowed during hall rental events. All people must remain inside the hall during all hours of the event. Children must be supervised by an adult at all times.

Clean Up: You are responsible for the cleanliness of the facility. Facilities used by you must be left in a clean and orderly condition. You are not required to put the tables and chairs away. The clean up fee will cover standard cleaning. Your supplies, equipment and decorations are to be removed from the building within the (1) one hour move out period. If additional clean up is required, other than normal maintenance, you will be charged at a rate of \$25.00 per hour, per person.

Alcohol/Concessions: All events that **sell** alcohol are required to obtain all necessary state and local permits for liquor licenses. A copy of the permit must be submitted to the Rodeo Office during normal business hours prior to your event. You are responsible for the behavior and orderliness of all guests and hosts. Under no circumstances shall minors, (persons under the age of 21) be allowed to possess or consume alcohol, under California State Law.

- Alcoholic beverages will not be sold or served at youth-based events, such as Quinceanera's.
- All events must sign the Salinas Sports Complex "Rental Agreement".
- All alcohol must be poured into clear cups or glasses - ABC requirement.

Food and drinks are allowed only in designated areas. All events that **sell** food must have appropriate health department permits; prior to your event, submit copy of permit to Rodeo Office during normal business hours.

Keys: Keys are not issued to rental groups or individuals reserving the Salinas Sports Complex. A Facility Attendant will be available throughout your rental time to assist you.

Refer to the Salinas Sports Complex Terms, Rules and Regulations for other requirements.

Some events are subject to the City of Salinas' terms and agreements.

For more information: Please call 831-775-3100 or email sdurgan@carodeo.com