



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Establish Rental Fees at Hutchins Street Square

MEETING DATE: MARCH 4, 1998

PREPARED BY: Charlene J. Lange, Community Center Director

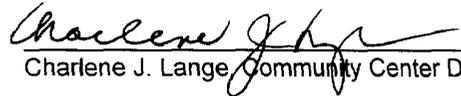
RECOMMENDED ACTION: That the City Council approve new rental rates (Exhibit A) for the facilities at Hutchins Street Square.

BACKGROUND INFORMATION: Rental rates at Hutchins Street Square have historically been reviewed with the addition and completion of each new building. The last time rates were reviewed by the Council was in 1990 with the addition of the Senior Center.

Fees and charges for Kirst Hall were raised 7% from previous rental rates; the pool weekend charge remains constant. The other fees are newly assigned with the construction creating venues for public and private use. Rates of comparable facilities in Lodi and surrounding communities have been reviewed to establish the recommended fee schedule. All proceeds from the rentals are automatically deposited into the City's general fund. Our past history of renting the Kirst Hall has been a 90% occupancy rate on weekends, and we expect to step up our marketing efforts and insure a maximum use of the facilities once construction is complete.

ATTACHMENTS: Exhibit A

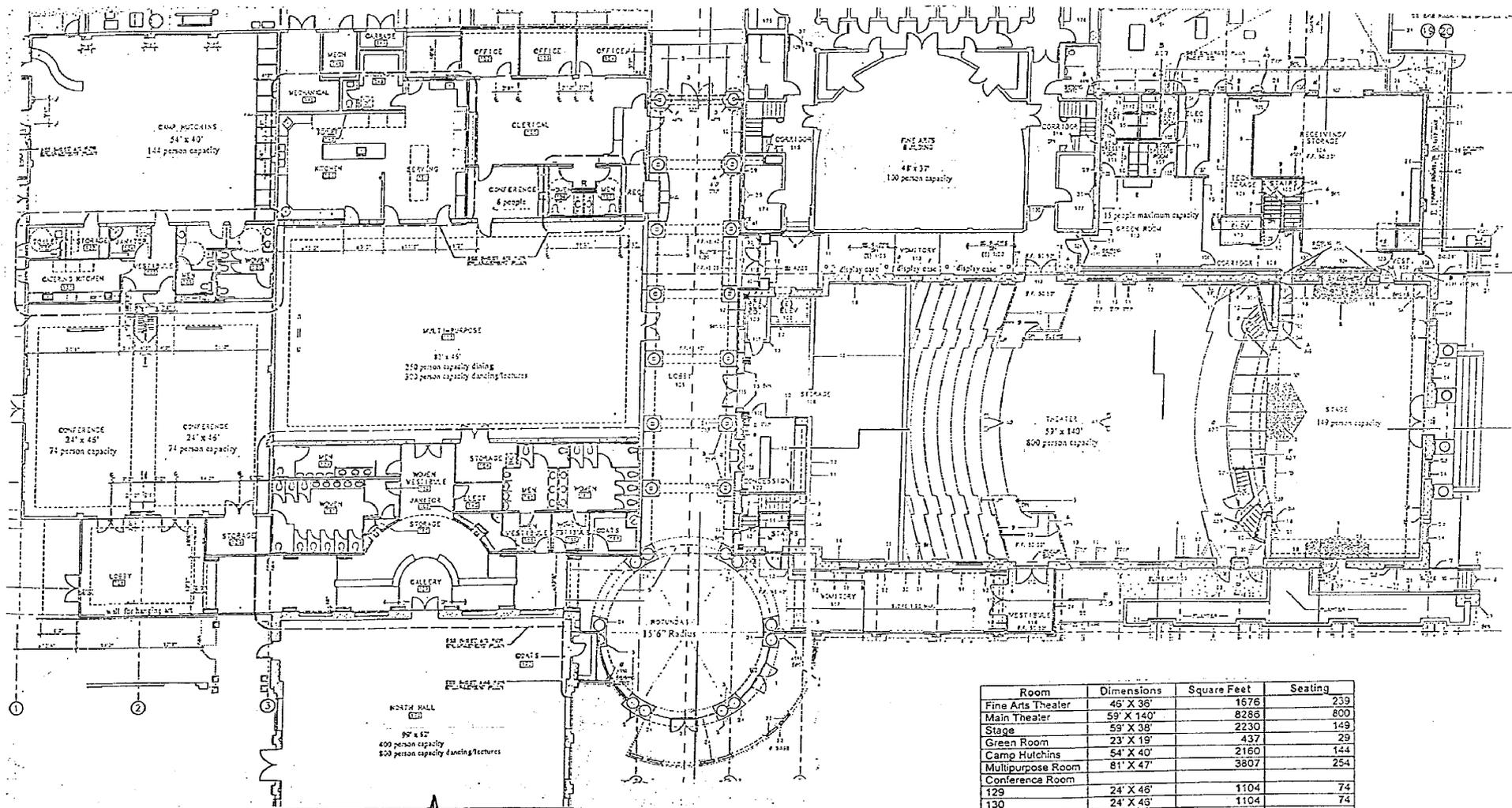
FUNDING: None Required


Charlene J. Lange, Community Center Director


Vicky McAthie, Finance Director

APPROVED: _____


H. DIXON FLYNN, CITY MANAGER



Room	Dimensions	Square Feet	Seating
Fine Arts Theater	48' X 36'	1676	239
Main Theater	59' X 140'	8286	800
Stage	59' X 38'	2230	149
Green Room	23' X 19'	437	29
Camp Hutchins	24' X 40'	2160	144
Multipurpose Room	81' X 47'	3807	254
Conference Room			
129	24' X 46'	1104	74
130	24' X 46'	1104	74
Total (One Room)	48' X 46'	2204	148
Main Kitchen	42' X 23'	966	
Catering Kitchen	21' X 7'	147	
Admin Offices	39' X 29'	1131	
Camp H. Offices	126' X 23'	288	
Main Lobby	20' X 95'	1900	
Gallery Lobby	14' X 110'	1540	
Rotunda	15'6" (R)	755	

RESOLUTION NO. 98-37

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE ESTABLISHMENT OF RENTAL FEES
FOR HUTCHINS STREET SQUARE

=====

BE IT RESOLVED, that the Lodi City Council does hereby approve the establishment of rental fees for use of facilities at Hutchins Street Square as shown on the attached Exhibit A as made a part of this Resolution.

Dated: March 4, 1998

=====

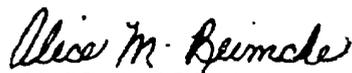
I hereby certify that Resolution No. 98-37 was passed and adopted by the City Council of the City of Lodi in a regular meeting held March 4, 1998 by the following vote:

AYES: Council Members – Johnson, Land, Mann, Pennino
and Sieglock (Mayor)

NOES: Council Members - None

ABSENT: Council Members - None

ABSTAIN: Council Members - None


ALICE M. REIMCHE
City Clerk

HUTCHINS STREET SQUARE RENTAL FACILITIES
 125 South Hutchins Street, Lodi, California 95240 ** (209) 333-6782

Exhibit A

Fee Schedule - Fees listed are based on a 12 hour rental (unless noted)

Facility	Facility Use	Max. Occ.	Rental Fee	Deposit	Rental Fee 8am-Noon or 1-5pm	Deposit 8am-Noon or 1-5pm	Non-Profit Rental	Non-Profit Deposit
THEATRE*	Permanent Seating	789	\$ 1,000	\$ 500	\$ 500	\$ 250	\$ 500	\$ 500
KIRST HALL	Lecture Banquet	700 400	\$ 800	\$ 400	\$ 400	\$ 200	\$ 400	\$ 400
MULTIPURPOSE	Lecture Banquet	500 200	\$ 500	\$ 250	\$ 250	\$ 125	\$ 250	\$ 250
MULTIPURPOSE KITCHEN			\$ 150	\$ 75	\$ 75	\$ 50	\$ 75	\$ 75
FINE ARTS THEATRE	Lecture Banquet	100 100	\$ 300	\$ 150	\$ 150	\$ 75	\$ 150	\$ 150
AMPHITHEATRE	Outdoor Theatre	250	2 hr min.				\$ 50	\$ 50
COTTAGE ROOM	Lecture (chairs only) (tables/chairs)	75 35	\$ 200	\$ 100	\$ 100	\$ 50	\$ 100	\$ 100
CONFERENCE - B	Lecture (chairs only) (tables/chairs)	75 35	\$ 200	\$ 100	\$ 100	\$ 50	\$ 100	\$ 100
COTTAGE/ CONFERENCE - B ROOMS (combined)	Lecture (chairs only) (tables/chairs)	150 75	\$ 400	\$ 200	\$ 200	\$ 100	\$ 200	\$ 200
CATERING KITCHEN (off Cottage Room)			\$ 50	\$ 25	\$ 50	\$ 25	\$ 25	\$ 25
ROTUNDA (available only when no other facility is rented)	Reception (no tables/chairs)	100	\$ 400	\$ 200	\$ 200	\$ 100	\$ 200	\$ 200
SWIMMING POOL	No Food/Drinks	50	\$100 2 hr min.	\$ 100				

* A theatre technician will be assigned for an additional \$50.00 per hour for production or performance time to operate the light and sound equipment.

Notes: 501(C)(3): Any group incorporated as a charitable organization with non-profit tax-exemption status with the IRS. Set-ups requiring unusually difficult formats will be assessed and additional maintenance fees applied. Rental of facilities is subject to availability. The Center reserves the right to deem an event inappropriate for either space or content based on technical requirements and projected audience size. The Center observes all official City holidays. Holiday rental requests are reviewed on an individual basis and added costs will apply.

HUTCHINS STREET SQUARE
MISCELLANEOUS RENTAL RATES

White Banners (Kirst Hall only - 12 available 5' x 9½')	\$250 per day
Black Backdrop (Panels-8pc. 3' x 9', 4pc. 3' x 12')	\$100
Canopies (yellow/white stripe, 10'x10', 15 available)	\$30 each - on site use only
Lobbies - South area (in conjunction with North Hall or Conference Room rentals, upon availability)	\$50 per hour
Overhead Projector	\$30 per day
Flip Chart for Conference Use	\$25 per day
Piano - Baby Grand (Kirst Hall)	\$75 per day
Portable Lectern	\$25 per day
Portable Stages, 6'x8', 24" high	\$25 each
Projector Screens (4' and 5' available)	\$5 per day
TV/VCR	\$30 per day

RENTAL RULES AND REGULATIONS ** HUTCHINS STREET SQUARE
125 S. Hutchins Street, Suite A, Lodi, California 95240 ** (209) 333-6782

PLEASE BE SURE TO READ ALL RULES AND REGULATIONS BEFORE SIGNING THE RENTAL AGREEMENT.

1. RESERVATION PROCEDURE

- Reservations will be accepted a maximum of one year in advance.
- Cleaning/security deposit must be paid before date is confirmed (see Rental Rates for deposit amounts). Check should be made payable to: City of Lodi. **NO EXCEPTIONS. DEPOSIT FEE IS ADDITIONAL TO THE RENTAL FEE.**
- The entire rental fee must be paid one month prior to date of event. If not, event will be canceled and deposit forfeited. Check should be made payable to: City of Lodi.
- Extra cleaning will be deducted from your deposit. You will be billed for any damages not covered by your deposit. Deposits (if applicable) will be mailed to you three to four weeks after your event.
- Reservations are one day only (7:00 a.m. to 1:00 a.m., including cleanup). Maintenance staff will unlock at your designated time with the building remaining unlocked until closing. **YOU WILL BE RESPONSIBLE FOR THE BUILDING SECURITY UNTIL THE MAINTENANCE MAN RETURNS TO LOCK UP. DO NOT LEAVE THE BUILDING UNATTENDED. THE CITY OF LODI OR HUTCHINS STREET SQUARE IS NOT RESPONSIBLE FOR ITEMS LEFT IN THE BUILDING OR MISSING DURING OR AFTER YOUR EVENT.**

2. FEES AND CHARGES

FEES AND CHARGES ARE ESTABLISHED BY THE CITY COUNCIL. THE DIRECTOR DOES MAINTAIN RESPONSIBILITY FOR REVIEW OF SPECIAL CIRCUMSTANCES AND ESTABLISHMENT OF LONG TERM CONTRACT PRICING ON BEHALF OF THE CITY.

3. CANCELATIONS

Deposits are returned by mail if cancelations are made more than two (2) weeks prior to the date of event. Less than two (2) weeks, the deposit and half of the rental fee are forfeited.

4. NO SMOKING

All City buildings are no-smoking facilities, Ordinance #1488. Rooms are posted and renters are expected to insist their guests comply. Ignoring this voter-approved regulation will result in forfeiture of the rental deposit.

5. SERVICES PROVIDED

- A maintenance man will be on site to open and close the facility, and available by phone only in case of emergency.
- Tables and chairs will be provided and set up to your specifications. No labor is provided the day of event for set up, re-arranging or assisting with loading or unloading. Cars may use sidewalk areas and fire lane to unload temporarily but **MUST** park in parking lot. If you do not comply, vehicles will be towed at owners expense.
- You will only be allowed to use the items you have requested in advance on your rental agreement.
- **Barbecues will not be allowed on patio or concrete area. Arrangements must be made in the office prior to rental and listed on setup.**
- The maintenance staff will check the condition of the facility after your event to determine if any additional damage, cleaning or overtime has occurred. You will be notified the week after your rental if any of your deposit is required to pay for cleanup or damage.
- Coffee urns are available at no extra cost.

6. YOUR CLEANING RESPONSIBILITIES

- Tables, chairs and kitchen facilities used **must** be cleaned and wiped down.
- Food, beverage and all spills **must be cleaned up** from floors and/or walls.
- All decorations **must be removed** at the close of event.
- It is your responsibility to inform your caterer of their cleaning responsibilities (see Caterer's Responsibilities).
- Garbage **must be picked up and placed in bins** located in the North service area.

7. CATERER'S RESPONSIBILITIES

- clean all equipment used in kitchen(s) including freezers, refrigerators, ovens, stoves, warming ovens, coffee urns.
- clean all counters and work tables.
- floors must be cleared of any food and any spills mopped up.
- garbage needs to be hauled out to dumpsters in the North and South parking lots.
- all dishes/utensils used must be run through dishwasher if not being picked up the night of event.

8. KITCHEN FACILITIES

The Kirst Hall catering kitchen is supplied with the following equipment:

- refrigerator
- freezer
- dishwasher
- warming ovens
- two Amana microwaves
- two built-in coffee urns

NOTE: There is no electric or gas stove available with this kitchen. It is the renter's responsibility to inform your caterer of what the kitchen is equipped with and of their cleaning responsibilities.

The Multipurpose kitchen is supplied with the following equipment:

- refrigerator
- freezer
- two ovens
- six stovetop burners
- one griddle
- prep table

The Cottage catering kitchen is supplied with a dishwasher.

9. DECORATIONS

- Decorations are limited to table centerpieces or free-standing items only. **NO EXCEPTIONS.** NO items may be hung on walls or from ceilings. NO tape, nails, tacks, pins or staples may be used on walls, ceilings, floors, or on pillars, signs or walls outside of facilities.
- If you are using candles or if there are questions regarding decorations that may be flammable, please contact the Lodi Fire Marshall directly at 333-6735.

10. SECURITY

Licensed security guards must be hired by sponsoring group or organization whenever a public function is held. All private parties (this includes weddings receptions, birthday parties, anniversaries, etc.) must hire a licensed security guard(s). A minimum of one guard per 100 people is required. Guards must be present when guests begin arriving and remain until all guests are gone. The name of your security company and a copy of your security contract must be given to the rental office no later than one week prior to your event.

All activities must conclude by 1:00 a.m. If persons leasing the building refuse to leave at that time, the maintenance staff will contact the Police Department and have them removed. If this occurs, the deposit will not be returned.

11. INSURANCE

1) Insurance may be provided by the City of Lodi, with **additional fee** determined by the City at the time of rental. Coverage does not include liquor liability. *Insurance for your rental is provided under a master policy issued to the City of Lodi. This policy provides liability coverage with limits of \$1,000,000 Each Occurrence/Aggregate and will name the Lessee/Tenant as an Additional Insured. This policy contains exclusions and restrictions found in normal general liability policies. It does NOT cover Liquor Liability. The Assistant City Manager has the actual policy which is available for review.*

OR

2) Under the appropriate circumstances, the City of Lodi may accept personal insurance provided the renter lists the City of Lodi as additional insured. **Proof of insurance must be in the Hutchins Street Square office one month prior to your event. If not received by two (2) weeks prior, you will be required to purchase the City's insurance.**

12. ALCOHOLIC BEVERAGES

Wine and beer are permitted; other alcoholic beverages require approval of the Community Center Director.

A permit to sell alcoholic beverages must be obtained from the State of Alcoholic Beverage Control Department, 31 E. Channel Street, Stockton. A license fee will be charged by the State. Only a cashier's check, money order or cash will be accepted by the ABC office. **AN APPROVAL LETTER SIGNED BY THE CITY OF LODI CITY MANAGER MUST BE REQUESTED FROM THE RENTAL OFFICE A MINIMUM OF TWO (2) WEEKS PRIOR TO EVENT BEFORE A LICENSE CAN BE ISSUED.**

13. CONSIDERATION OF NEIGHBORS

Renters of the Square's facilities need to be aware of the City's Noise Ordinance #1449, and sensitive to the fact that Hutchins Street Square is located in an urban setting. Use of excessive noise (i.e., bands, disc jockeys, musical instruments, demonstrations, etc.) can lead to the cancellation of said event.