



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.

Temperature Controls

Heating Information

Please note that the Convention Center heating system is designed to provide seasonal comfort during cooler weather. Heating performance may vary depending on outdoor temperatures, building occupancy, and the size of the facility space being used.

Summer Cooling Information

Please note that the Convention Center uses an evaporative cooling system. This type of system performs differently than standard air conditioning and is affected by outside weather conditions. Based on manufacturer guidance, indoor temperatures may be reduced by up to approximately 20 degrees below the outdoor temperature.



Clean-Up

Renter shall return the FRRPD facility to the same condition in which it was provided.

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

- Less than 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) – see below |
| Additional Staffing Needs | \$32/hour |



Refundable Security Deposit

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

Event Staffing Information

Facility rental fees do not include on-site staff time during your event. Prior to the event, staff will set up tables and chairs in accordance with the approved facility layout provided by the renter. Following the event, staff will remove tables and chairs as part of the standard rental service.

If additional staffing assistance is needed during the event, requests must be made in advance and are subject to staff availability. Approved additional staff time will be billed at the rates indicated in the current fee schedule.

| 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: _____

Signature: _____

Date: _____