

Permit

Richmond Recreation Complex
 3230 Macdonald Avenue
 Richmond, CA 94804
 PHONE: (510) 620-6793
 FAX: (510) 620-6583
 EMAIL: CSDregistration@ci.richmond.ca.us



Permit # R3510

Status: Tentative
 Date of Issue: Apr 7, 2026 2:06 PM
 Expiration Date: May 8, 2026

Organization Name	United Business Organization - 999		
Customer Type	COMMUNITY GROUP		
Organization	1607 23rd St San Pablo, CA 94806		

Agent Name	Juan Munoz	Cell Phone Number	[REDACTED]
		Email Address	[REDACTED]

System User	Fahm S
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Rental Fee	\$5,199.50
Discounts	\$0.00
Subtotal	\$5,199.50
Deposits	\$3,081.00
Deposit Discounts	\$0.00
Total Permit Fee	\$8,280.50
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$8,280.50

R3510 - Mothers' Day Celebration Community Event 1 resource(s) 3 booking(s) Subtotal: \$8,280.50

Event Notes:
 Setup - 8AM
 Event - 11AM
 Event End/Breakdown - 4PM to 4:30PM

Booking Summary			
CONV CTR Main Floor Auditorium (Community Event)			Center: Convention Center
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Sat, May 9, 2026 8:00 AM	Sat, May 9, 2026 11:00 AM	20	\$615.00
X/F- CONV CTR- Set up/ Break down	\$205.00 / Hour x 3	\$615.00	
Sat, May 9, 2026 11:00 AM	Sat, May 9, 2026 4:00 PM	500	\$3,210.00
PKG - R/F- CONV CTR- Main Floor- 2 (FRI-SUN)	\$642.00 / Hour x 5	\$3,210.00	
Sat, May 9, 2026 4:00 PM	Sat, May 9, 2026 4:30 PM	20	\$102.50
X/F- CONV CTR- Set up/ Break down	\$205.00 / Hour x 0.5	\$102.50	
Resource level fees			\$4,353.00
Deposit	\$3,081.00 / Each x 1	\$3,081.00	
ADMIN- Rental Application Fee	\$31.00 / Each x 1	\$31.00	

XF - Chairs	\$1.00 / Each x 500	\$500.00
XF - Cleaning Fee: Main Floor	\$514.00 / Each x 1	\$514.00
XF - Podium w/Sound	\$99.00 / Each x 1	\$99.00
XF - Tables- Rect	\$4.00 / Each x 10	\$40.00
XF - Tables- Round	\$4.00 / Each x 22	\$88.00

Waivers and Information

WAIVER NAME	DUE DATE	FOR	SIGNING STATUS
1. Contract	May 9, 2026	Juan Munoz	Waiver Signed by: Juan Munoz on Apr 7, 2026

THIS RENTAL AGREEMENT is by and between City of Richmond, Community Services Department, a municipal corporation ("City") and Permit Holder ("Renter"), who agrees as follows:

1. Premises and Purpose of Use

- (a) City rents to Renter and Renter may use the facilities listed within this Permit.
- (b) The Premises shall be used for the type of function indicated within this Permit.
- (c) The official title of the function is as indicated within this Permit.

Renter agrees that they will use due diligence to require all persons entering upon the Premises not to use the Premises in whole or in part during the term of this rental agreement for any purpose other than as, indicated on the Permit, except with prior written consent of the City. If any dispute arises as to whether any activity falls within the use of the Premises as described, in the Permit, City's determination shall be final.

- (d) The attendance shall not exceed the maximum posted facility limit, or the expected attendance, whichever is less.

2. Term

- (a) City rents and Renter may use the Premises as indicated within this Permit.
- (b) The list of facility, date(s) rented, and time(s) of permitted use are as indicated on the Permit inclusive of set-up and clean up.

3. Conditions of Use

Acceptance of Premises- Renters taking possession of the Premises on commencement of the term shall constitute Renter's acknowledgement that the Premises are acceptable and in good condition.

- (a) Subject to City's written approval and noted in item 4 below, the portion of the Premises "kitchen" may be occupied by a concession selected by the Renter during the use of the Premises.
- (b) Renter shall, throughout the term of this Rental Agreement, maintain the Premises in good, safe, and sanitary conditions and keep the Premises in good repair.
- (c) Renter shall not commit, suffer or permit any nuisance in or about said Premises.
- (d) Renter agrees that they will obey and observe and that they will require all persons entering upon said Premises to observe and obey all terms of this Rental Agreement and all municipal, state and federal laws. Renter shall be responsible for paying any fines or charges which may be levied by any governmental agency for violation of law, order, requirement, regulation, rule and ordinance arising out of use of the Premises by Renter or their agents.
- (e) Security Guards. Renters will provide security guards or police protection for each day of use of the Premises which is sufficient to protect life and property, and to ensure proper respectable use of the Premises and its surroundings as follows:
Under 50 persons – one guard; 50-100 persons – two guards; 100-200 persons – three guards; Over 200 persons – four or more guards. City may increase or decrease the number of guards required if, in the opinion of the manager, a greater or lesser number is necessary to achieve the above described protection.
- (f) Alcohol may not be served in any public space, except for the Richmond Auditorium. Please follow all posted parking regulations. Place all trash in trash cans. Clean up liquid spills promptly. Leave the facility in a neat and orderly condition. Report any damaged or malfunctioning equipment to attendant.
- (g) Tenant agrees not to exceed the posted maximum occupancy for the space rented. Tenant agrees: to pay for additional time to set-up in preparation of event including charges for a personnel attendant or a security guard; to pay the basic rental fees- facility rate for time use based on an hourly fee; for personnel attendants or security guards based on the number of attendees as well as janitorial supply expenses for cleaning and preparation for rental, and toiletries. Tenant also agrees to pay for other requested item as set in the Facility Fee Schedule. Facility must be left in a clean condition or in same condition as when first occupied; property owner does not supply cleaning materials /supplies to tenants. For Community Center users-Tenant agrees to fold up chairs and tables after event.

4. Other Covenants and Conditions

The following covenants or conditions are required of the City at Renter's expense to be paid prior to rental:
Rental Fees listed within this Permit.

5. Rental Payment Provisions

- (a) Security Deposit. Renter shall deposit with City the sum listed under "DEPOSITS" within this Permit, upon execution of this Rental Agreement, as Security and Damage Deposit for the performance by Renter of the provisions of this Rental Agreement. If Renter is in Default, City can use the Security and Damage Deposit, or any portion of it, to cure the default or to compensate City for all damage sustained by City resulting from Renter's default. If Renter is not in default at the termination of the Rental Agreement, City shall return Deposit to Renter. City's obligations with respect to the Deposit are those of a debtor and not a trustee. City can maintain the Deposit separate and apart from City's general funds or can commingle the Deposit with City's general or other funds. City shall not be required to pay Renter interest on the Deposit. Rental agreement will remain TENTATIVE and subject to immediate termination by City until Deposit is received.

Rental Reservation Fee (SECURITY DEPOSIT).

The City further acknowledges receipt of the Reservation Deposit to assure Renter's access/use of the Premises. If the Renter does not pay the balance of the Rental Fee, if any, due on or before the date indicated on the Permit, the City's Recreation Department may immediately cancel this Rental Agreement and retain Renter's Reservation Deposit and any portion of the Rental Fee paid by the Renter. However, Renter(s) may cancel the reservation by notifying the City's Recreation Department in writing.

CANCELLATIONS

Deposits and Rental Fees may be refunded if an event is cancelled based upon the following days and cancellation deadlines.

- 31 Days or more prior to the event –100%
- 30 days or less – No refunds will apply.

Return of any deposit by City to Renter will take a minimum of four weeks after last date of rental.

- (b) Rental Payments. Renter shall pay to City as rental, without deduction, setoff, prior notice or demand, the sum listed under "CHARGES" given, on the Permit at least thirty

(30) days prior to the first day of use of the Premises. Failure to make the payment(s) as required herein rescinds this Agreement.

(c) Rental Fee Adjustments. If Renter is qualified under City adopted provisions for a fee adjustment, then the fee adjustment applied to this Facility Agreement is stated in the Permit and rental fees have been adjusted accordingly. If the line is blank, then no adjustment has been applied to Rental.

(d) Payment Schedule. Balance of rental due and payable immediately.

6. Signs

Renter agrees that no signs or placards of an advertising or promotional nature shall be painted, inscribed or placed in or on the Premises or on any building or structure located thereon without the prior written consent of the City which consent will not be withheld unreasonably. Renter agrees to remove promptly and to the satisfaction of the City, at the cost and expense of Renter, upon the expiration of the term or the earlier termination of this Rental Agreement, any and all signs and placards placed by it upon the Premises.

7. Indemnification

Renter shall indemnify and save City, its agents, officers and employees harmless from and against any and all liability, claims, suits, actions, damages, penalties and/or causes of action except with regard to the negligent acts or omissions of the City of Richmond arising during, or from, the term of this Rental Agreement out of any personal injury, bodily injury, loss of life or damage to the property, violation of any federal, state or municipal law or ordinance or other cause in connection with the use of the Premises by Renter, its employees and agents under this Rental Agreement of the Premises including all costs, counsel fees expenses incurred in obtaining expert testimony and the attendance of witnesses, expenses and liability incurred in and about such claim, the investigation thereof or the defense of any action or proceedings brought thereon and from against any orders, judgments, or decrees which may be entered therein. Approval of insurance coverage does not relieve Renter of liability under this Indemnification Clause

8. Insurance

(a) Worker's Compensation. Renter, at its own cost, shall carry and maintain statutory Worker's Compensation Insurance and Employers' Liability Insurance for death or injury to employees to the extent required by law, with limits not less than one million dollars (\$1,000,000.00) with an insurance carrier satisfactory to City at all times during the term of this Rental Agreement, or any extension thereof. Policy shall provide that no cancellation, major change in coverage or expiration shall become effective or occur until at least ten (10) days after receipt of such notice by City. In the event Renter is self-insured, it shall furnish Certificate of Permission to self-insure signed by the Department of Industrial Relations Administration of Self-Insurance in Sacramento, California.

(b) Liability and Property Damage. Renter at its own cost shall maintain comprehensive liability and property damage insurance for the period of this Rental Agreement or any extension in the amount of one million dollars (\$1,000,000.00) per occurrence combined single limit coverage. Such coverage shall include, but not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom and damage to property resulting from the use of the Premises contemplated under this Rental Agreement, use of owned and non-owned automobiles, products and completed operations. Such insurance shall be with insurers and under forms of policies satisfactory in all respects to City's Counsel and shall provide that notice must be given to City at least thirty (30) days prior to cancellation or material change.

The following endorsements shall be attached to the policy: (1) Policy shall cover on an occurrence basis. (2) Policy must cover personal injuries as well as bodily injuries. Exclusion of contractual liability must be eliminated from personal injury endorsement. (3) Policy must cover contractual liability by amending definition of "incidental contract" to include any written contract. (4) City of Richmond, its officers and employees shall be named as additional insured, and the policy shall stipulate that no other insurance affected by City will be called upon to contribute to a loss suffered by Renter hereunder. (5)

Liability policy shall provide Bailee's coverage on property in Renter's care, custody, and control.

9. No Duty to Guard Goods

City shall have no liability for any loss or damage to the goods, property and equipment of Renter or third persons, in connection with or remaining upon the Premises irrespective of the source of such loss or damage.

10. Sub Rental Agreement and Assignment

Renter shall not voluntarily assign or encumber its interest in this Rental Agreement or in the Premises, or Sub Rental Agreement all or any part of the Premises, or allow any other person or entity to occupy or use all or any part of the Premises without first obtaining City's written consent.

11. Events of Default

If Renter defaults in the performance of any of the covenants, conditions, or agreements contained in this Rental Agreement, then Renter shall be deemed to have breached the Rental Agreement and City may rescind or terminate this Rental Agreement immediately by giving notice to the other party.

12. Inspection of Premises

The City may access the Premises at any and all reasonable times on and during the day of operation for the purpose of determining whether or not the Renter is complying with the conditions hereof or for any other purpose incidental to the rights of the City.

13. Nondiscrimination

Renter herein covenants by and for itself, its agents, employees and officers and all persons claiming under or through it that this Rental Agreement is made and accepted upon subject to the following conditions:

That there shall be no discrimination against or segregation of any person or group of persons on account of race, color, sex, national origin, or in ancestry, in the renting, sub-renting, contracting, subcontracting, transferring, use, occupancy, tenure, or enjoyment of the Premises herein Rental Agreement and assigned; nor shall Renter itself, nor any person claiming under or through it, establish or permit any such practice or practices of discrimination or segregation with reference to the selection, location, number, use or occupancy of renters, lessees, sub lessees, sub renters, users or vendors in the Premises herein Rental Agreement and assigned.

14. Waiver - No delay or omission in the exercise of any right or remedy of City on any default by Renter shall impair such a right or remedy or be construed as a waiver.

15. Other - The City may impose Non-Refundable extra fees as follows: Application Processing Fee; Late Set-up/Changes Fee; and Rental Cancellation/Date Change Fee.

IN WITNESS WHEREOF, the parties have executed this Facility Use Agreement and Park Use Permit as of the date printed on the Permit. Renter and City hereby specifically agree to be bound by the provisions in the Facility Rental Agreement and Park User Permit. Renter further acknowledges by execution of this Agreement, that Renter has read and is familiar with and agrees to the provisions in the Facility Use Agreement and Park Use Permit.

Deposit

EVENT	RESOURCE	DEPOSIT FEE	CHARGE	TAX	AMOUNT PAID	REFUNDS	BALANCE
R3510 - Mothers' Day Celebration Community Event	CONV CTR Main Floor Auditorium	Deposit	\$3,081.00	\$0.00	\$0.00	\$0.00	\$3,081.00

Payment Schedules

Original Balance: \$8,280.50 Current Balance: \$8,280.50

DUE DATE	AMOUNT DUE	AMOUNT PAID	WITHDRAWAL ADJUSTMENT	BALANCE
Apr 9, 2026	\$8,280.50	\$0.00	\$0.00	\$8,280.50

X: _____

X: _____

Date: _____

Date: _____

Richmond Recreation Complex

Mailing Address: 3230 Macdonald Avenue, Richmond, CA
94804
Phone Number: (510) 620-6793
Fax Number: (510) 620-6583
Email Address: CSDregistration@ci.richmond.ca.us

United Business Organization

Customer Type: COMMUNITY GROUP
Customer ID: 56096
Mailing Address: 1607 23rd St, San Pablo, CA
94806
Authorized Agent Name: Juan Munoz
Cell Phone Number: [REDACTED]
Email Address: [REDACTED]