



# The Wave Rentals

## Facility Usage Information

**A Wave Facility Rental requires a reservation, and is booked on a first come, first serve basis. All reservations must be done in person at The Wave (4201 Central Parkway, Dublin, CA 94568). Full payment is due at the time of booking.**

### General Information for Rental Use

- Reservations must be made at least 30 days in advance, and full payment is due at the time of booking. Rental requests within 30 days, but more than 2 weeks ahead of event date, will be charged a \$25 late fee.
- Two Hour minimum is required for all rentals.
- There must be at least one (1) adult for every ten (10) minors in attendance.
- Rental time includes all set up and clean up. No early entry is permitted for renters, vendors, or caterers, and rental space must be clean and cleared by the end of your rental time. Items may not be stored at the facility before or after the scheduled rental time. **Rentals that exceed their scheduled rental hours will be charged twice the hourly rate per hour for the extra time; there is no proration for partial hours or unused time.**
- Renters are responsible for cleaning the space used after each event and ensure space is left in the same condition as before the rental. City staff will not clean for you after your event. The renter’s responsibilities for cleanup include removing all decorations and food, cleaning off and wiping down all used surfaces, picking up all debris on the floor, and emptying trash cans and disposing of trash in appropriate dumpsters. The city of Dublin is not responsible for any items left after designated rental times.
- Decorations are allowed, as long as they are not attached to any City property. The use of confetti, sparklers, glitter and other similar items are prohibited. Decoration supplies are not provided by City staff.
- Additional staff fee is \$34 per staff member, per hour.
- Additional set up/Amenity package is \$500 per day. This fee applies for the additional set up for equipment, including, but not limited to: video scoreboard, Colorado touch pads, fire pits, or other items as determined by the scale of rentals.
- All rentals require liability insurance. Please review the “General Liability Insurance” section on page 2 for more information. Please note, insurance must be turned in and approved at least fourteen (14) days prior to rental date.

### The capacity for each amenity is:

Splash Zone	Full Slide Tower	Lower Deck Slide Tower	Natatorium	Sports Pool	Full Park
200 guests	400 guests	200 guests	200 guests	200 guests	1000 guests

### Classification of Users and Fees

#### Group 1. Dublin Residents / Dublin Non-Profits

Splash Zone	Full Slide Tower	Lower Deck Slide Tower	Natatorium	Sports Pool	Full Park
\$344/hour	\$469/hour	\$396/hour	\$292/hour	\$292/hour	\$1,250/hour

#### Group 2. Non-Residents/Non-Dublin Non-Profit Organizations

Splash Zone	Full Slide Tower	Lower Deck Slide Tower	Natatorium	Sports Pool	Full Park
\$413/hour	\$563/hour	\$475/hour	\$354/hour	\$350/hour	\$1,500/hour

#### Group 3. Commercial Uses

Splash Zone	Full Slide Tower	Lower Deck Slide Tower	Natatorium	Sports Pool	Full Park
\$521/hour	\$709/hour	\$584/hour	\$427/hour	\$427/hour	\$1,824/hour

## How to Make a Reservation

**Please note that the City requires the applicant, not another party, to complete all transactions.**

1. For all partial and full park buyouts, customers need to complete The Wave Facility Buyout Application and email it to [TheDublinWave@dublin.ca.gov](mailto:TheDublinWave@dublin.ca.gov) for final approval
2. After you have submitted your application, Wave Staff will be in contact to confirm or deny reservation requests based on availability of facility and staffing requirements.
3. If your reservation request can be accommodated, you will need to complete your booking and remit full payment in person at The Wave. Acceptable forms of payment include all major credit cards or check.
4. If a rental request is submitted less than 30 days before the rental date, but at least 2 weeks ahead of rental date, a late charge of \$25 will be assessed.

## Security Deposit

**A \$750.00 security deposit is required for full park buyouts, and a \$500.00 security deposit is required for partial park buyouts.** The security deposit is due at the time of booking and does not count towards the cost of the rental or additional fees. The security deposit may be used to cover charges for additional clean-up, exceeding the scheduled time, damage to the facility or equipment, or late cancellations. Renters will be billed for any damages not covered by the rental deposit.

## General Liability Insurance

A certificate of commercial general liability insurance is required for all City facility use rentals, and must be submitted to City Staff no later than fourteen (14) days prior to rental date. The renter must provide proof of insurance for one million (\$1,000,000) dollars per occurrence, with a separate endorsement page naming The City of Dublin as the additional insured. Events may only have alcohol if over 50% of attendees are over the age of 21, and renters must have liquor liability coverage included in their insurance documents. Please use the following address and exact verbiage on the endorsement page under 'Name of Additional Insured':

**The City of Dublin, its officers, employees, agents, and volunteers.  
100 Civic Plaza  
Dublin, CA 94568**

## Cancellations, Changes and Refunds

1. Cancellation requests must be made in writing by the applicant to [TheDublinWave@dublin.ca.gov](mailto:TheDublinWave@dublin.ca.gov)
  - a. If the request is received seven business days or more prior to the rental date, the rental fees will be refunded, less the processing fee of \$25.00.
  - b. If the request is received less than seven business days prior to the rental date, the applicant will forfeit all rental fees.
2. Reservations may not be transferred, reassigned, or sublet.
3. Any changes in rental areas or hours will incur a \$25.00 change fee per request. Changes are subject to approval, and payment for changes is due immediately. **Changes will not be accommodated within fourteen (14) days of event, including the day of the rental.**

*The City of Dublin reserves the right to deny the use of City Areas to any person or group if such use is deemed to be contrary to the best interest of the City, the facility, and/or Dublin residents.*



# Wave Facility Buyout Rental Application

City of Dublin - Parks and Community Services Department  
4201 Central Parkway, Dublin, CA 94568  
(925) 574-4800

- Splash Zone    Full Slide Tower    Lower Deck Slide Tower    Natatorium    Sports Pool    Full Park

## APPLICANT INFORMATION

Internal use only: Rental #: \_\_\_\_\_ Int: \_\_\_\_\_ Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Numbers: Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Have you rented one of our facilities before?  Yes  No

## RENTAL FUNCTION INFORMATION

Date Requested: \_\_\_\_\_ Hours of event: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

Day of Week:  SAT    SUN    MON    TUE    WED    THU    FRI

Type of Event:  Family Gathering    Corporate Party    Fundraiser    Birthday    Other: \_\_\_\_\_

Area	# of Hours (2 hr minimum)	Resident Rate	Non-Res Rate	Total
Splash Zone		\$344 / Hour	\$413 / Hour	
Full Slide Tower		\$469 / Hour	\$563 / Hour	
Lower Deck Slide Tower		\$396 / Hour	\$475 / Hour	
Natatorium		\$292 / Hour	\$354 / Hour	
Sports Pool		\$292 / Hour	\$350 / Hour	
Full Park		\$1,250 / Hour	\$1,500 / Hour	
Facility Deposit (\$500 for partial; \$750 for full park)				Circle one: \$500 \$750
<b>TOTAL DUE</b>				

\$1M General Liability Insurance:  Personal Insurance Information: \_\_\_\_\_

Food:  Catering: \_\_\_\_\_  Other: \_\_\_\_\_  N/A:

Alcohol Served:  No    Yes

*\*at least 51% of guests must be over the age of 21 to have alcohol served, and liquor liability must be stated on the insurance certificate*

## PAYMENT INFORMATION (Internal use only)

DATE: \_\_\_\_\_ TOTAL AMOUNT DUE: \_\_\_\_\_ CASH: \_\_\_\_\_ CHECK #: \_\_\_\_\_

CREDIT CARD:  Visa    MasterCard    Discover    AMEX

The undersigned, hereby agrees to be responsible for any damage to the facility occurring during and by this use, and agrees to be responsible for the conduct of all persons attending this function. Applicant further agrees to be responsible for any accident or injury occurring to anyone during and by this use, and agree that the City of Dublin, its officers and employees, shall not be responsible for any such injury or loss, except as arises from the sole willful act, omission or sole negligence of the City of Dublin, its officers or employees. The undersigned has received a copy of the Wave Facility Usage information sheet and agrees to comply with the rules and regulations listed therein.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Organization (if applicable)

\_\_\_\_\_  
Date