



The Wave Rentals

Facility Usage Information



A Wave Facility Rental is booked on a first come, first serve basis. All rentals must be made in person at The Wave (4201 Central Parkway, Dublin, CA, 94568). Full payment is due at the time of the booking. You can schedule a rental meeting and receive more information by emailing thedublinwave@dublin.ca.gov or by calling 925-574-4800.

General Information for Rental Use

1. **Rental Categories** - Facilities may be used by residents, non-residents, public groups, private groups, or commercial groups. Fees are applied based upon who is using the facilities, when, and for what purpose.
 - **Public Agencies** (Alameda County, Dublin-San Ramon Services District, Dublin Unified School District).
 - **Dublin-based Non-Profits** (Dublin Chamber of Commerce, Dublin-based Charitable and Social Welfare Organizations, Homeowners Associations, and Sports League Organizations).
 - Locally based organizations with a Dublin address, recognized as 501 (c) 3 charitable organizations must provide a current membership roster showing 51% of its members either own property or reside in Dublin. To be eligible for this rate - Charitable and Social Welfare Organizations must apply annually for this designation by completing a "*Charitable and Social Welfare Organizations Verification Form*" and submitting a copy of their organization's bylaws, membership roster, and I.R.S. Tax Exemption letter.
 - **Dublin Residents and Non-Residents**
 - Residents are individuals residing within the City's limits.
 - A valid California driver's license, ID, or current utility bill showing proof of residency.
 - Non-Residents are individuals residing outside the City's limits.
 - **Commercial** - use of facilities for business purposes.
 - **Fundraising (Deemed Commercial)** – a rental at which admission is granted upon payment of a designated amount, a donation of an amount left to the discretion of the patron, or a rental at which funds are collected through any type of auction, raffle/door prize activity, or other means designated to generate monies to offset costs or to benefit a community or charitable agency of cause. Tickets may not be sold at the door unless the applicant has received prior approval.
2. **Rental Categories Priority Use**
 - Public Agencies, Dublin-based Non-Profits, and Dublin Residents can reserve one (1) year in advance.

- Non-Residents can reserve *nine (9) months in advance*.
- Commercial rentals can reserve *six (6) months in advance*.

3. **Rental Requirements**

- Reservations must be made at least 30 days in advance, and full payment is due at the time of booking.
- 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. The City of Dublin recommends allowing at least one (1) hour each for setup and cleanup. 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.

4. **Advertising** - No advertising may be posted, petitions circulated, nor solicitations or sales made in the building or on the facility grounds without the Director of Parks and Community Services' written permission. Banners and/or signs may not be hung on the facility's exterior or the grounds unless previously approved by the Director of Parks and Community Services.

5. **Alcohol Use**

- Alcohol may not be sold or consumed at an event designated as a "youth event" (majority of the attendees are under 21 years of age)
- Alcohol must be consumed inside the facility or on the courtyard/patio areas adjacent to the building. It is prohibited to consume alcohol in any other site area (City Ordinance Chapter 5.100, Section 150).
- **Alcohol Sales** – Sale of alcohol or exchange of any type of monetary consideration, i.e., tickets.

Requests to sell alcohol must be submitted in writing to Dublin Police Services, 6361 Clark Ave., Dublin, 94568. If permission is granted, applicants must then obtain the appropriate permit from the Alcohol Beverage Control (ABC) Board. Evidence of approval must be submitted at least *fourteen (14) days prior to your rental date*.

6. **Audio/Sound System** – The Wave offers music throughout the facility from a preset, appropriate song selection that consists mostly of pop music. We do not offer the ability for guests to play their own music on our speaker system.

7. **Candles, Clay Ovens or Open Flames** - Sterno canisters, under chaffing dishes to heat food, are allowed in designated areas. The use of outdoor charcoal burners, LPG (propane), clay ovens, deep fryers, and approved BBQs are permitted in specific designated outside areas.
8. **Caterer's Information** - The City maintains a list of approved caterers who must follow State and County Regulations, City of Dublin rental policies and have a valid City of Dublin Business License. Approved caterers must also have a certificate of liability insurance and endorsement listing the "City of Dublin, its officers, employees, agents, and volunteers" as an "Additional Insured." (All new caterers must be approved 30 days before the rental date). Catering companies that do not properly clean or who cause damage will be removed from the City's approved list. In addition, the facility renter will be charged a fee based upon the condition of the kitchen or any damage incurred, which will be deducted from the security deposit. **The use of food frying equipment is strictly prohibited inside all city facilities.**
9. **Concession Stand** – The concession stand is available for rent for an additional \$36 per hour. The concession stand includes an ice machine and refrigerator. Use of burners, fryers and other cooking equipment is prohibited.
10. **Decorations** – 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.
11. **Designated Representatives** - Each rental is required to identify two (2) representatives authorized to make decisions or respond to questions/problems on the day of the event and agree to be the primary points of contact for City staff.
12. **Exit Doors and Paths** - Do not block or obstruct any hallway, corridor, vestibule, aisle, or exit door.
13. **Guests** - Renters are solely responsible and answerable for all accidents or injuries to person(s) or property resulting from the rental usage. Renter is responsible for the control and supervision of all people in attendance during the rental and that everyone conducts themselves in an orderly manner.
14. **Holiday Rentals** - City facilities are not available for rent on Federal Holidays.
15. **Parking:** Parking is restricted to designated areas only. Reserved parking is not provided nor permitted. Vehicles parked illegally will be cited. Parking in an area designated as a fire zone is strictly prohibited.
16. **Office Supplies/Equipment** - Renters must provide their own supplies (stapler, tape, scissors, etc.) and equipment (ladders with rubber feet, easels, etc.) to complete decorating and registration for their event.
17. **Overcrowding** - Events are limited to the number of attendees stated on the rental agreement. If an event exceeds the limit, the Fire Department may be called to reduce the overcrowded conditions. Renters will not be permitted to exceed the Fire Code Capacity of any room. Overcrowding is forbidden and will result in immediate cancellation of the event and forfeiture

of all fees paid.

18. **Seating/Tables** – Existing eating and tables are included for all rentals. The City will not provide any additional tables or seating.
19. **Smoking - SMOKING IS PROHIBITED** within the interior of all City facilities and 25 feet of every facility entrance (per City Ordinance).
20. **Additional set up/Amenity package** - This fee applies for the additional set up for equipment, including, but not limited to: video scoreboard, Colorado system, fire pits, or other items as determined by the scale of rentals. This fee is \$500 per day.
21. **Liability Insurance** – General Liability Insurance is required for all rentals. Please review the “General Liability Insurance” section on page 4 for more information. Please note, insurance must be turned in and approved at least fourteen (14) days prior to rental date.
22. **Policies and Guidelines** – Renters agree to follow all pool and facility policies and guidelines outlined at <https://thedublinwave.com/177/Policies-Guidelines>.

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 rentals, customers must schedule a reservation meeting to complete The Wave Facility Rental Application.

2. Meetings can be scheduled by emailing TheDublinWave@dublin.ca.gov or calling 925-574-4800.
3. After you have submitted your application, the rental applicant will be contacted within three business days of the application submission to confirm or deny the rental request based on availability of facility and staffing requirements. A booking appointment will be scheduled if the application is approved.
4. Bookings must be made 30 days prior to rental date. Full payment will be required at the time of the booking. Acceptable forms of payment include all major credit cards or checks.

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. The rental deposit is refundable and will be returned within 30 days following the rental, provided there are no violations of the facility policies and rules. Any overtime charges, costs incurred for extra cleaning of the facility or furnishings, both inside and outside, or damages to floors, walls, and landscaping will result in a deduction or forfeiture of the rental deposit. The renter will be billed for any damages not covered by the rental deposit. The renter will forfeit the entire rental deposit and may be charged for Police or Fire response costs due to public safety intervention. Events will end immediately with forfeiture of all deposits and fees.

General Liability Insurance

1. 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

2. Third Party Vendors such as decorators, bartenders, petting zoo requests, tents, DJs, and live bands must be disclosed to the City of Dublin rental facility coordinator upon the rental booking. Requirements for approval, possible permits, and restrictions will be discussed at that time with the renter.

Cancellations, Changes and Refunds

1. Cancellation requests must be made in writing by the applicant to TheDublinWave@dublin.ca.gov
 - Requests received 90+ days from the event will be refunded in full less \$25 processing fee.

- Requests received 89-31 days from the event will forfeit the full deposit and be charged a \$25 fee.
- Requests received 30 days or less from the event will forfeit the entire deposit and 50% of 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.**