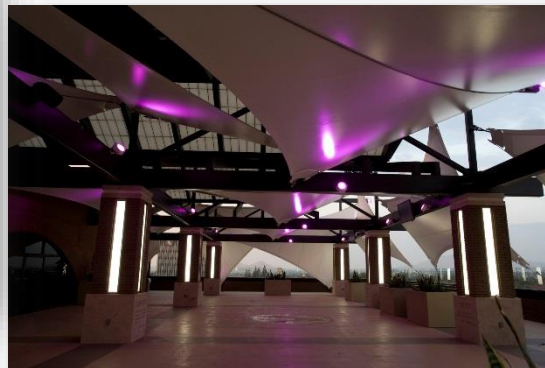


City of Arts & Innovation

GRIER PAVILION – Introduction

The Grier Pavilion is a focal point in the heart of the downtown area and celebrates Riverside's rich cultural heritage. Named for Riverside civil rights activists Dr. Barnett and Eleanor Jean Grier, the Pavilion reflects the City's lasting commitment to inclusiveness and promotes acceptance, dignity and respect for all members of our community. The Pavilion brings to life the diversity, creativity, innovation and dedication represented by the Grier family and other notables of historic Riverside's diversity: Ahn Chang-Ho, Rupert and Jeannette Costo, Jukichi Harada, Oscar Medina, John Wesley North, Miné Okubo, Johnny Sotelo, George Wong and Jesse Ybarra.

The Pavilion is a demonstration of Riverside's celebration of inclusion and exhibits the City's commitment to its diverse community. The Pavilion seeks to create an atmosphere that promotes the history, pride and progress of the City and celebrates lives dedicated to the service of others.



A featured element of the Pavilion is the Circle of Inclusion centered on the main floor of the Pavilion. The circular mosaic reflects multiple cultures through images and brightly colored tiles.



Other notable features of the Pavilion include:

- Inspirational quotations from civil rights leaders including Cesar Chavez, Chief Joseph, John F. Kennedy, Jr., Rosa Parks, Mahatma Gandhi, Abraham Lincoln, Martin Luther King and Ahn Chang-Ho.
- A panoramic, rooftop view of downtown Riverside and beyond.

Construction of the Pavilion began in 2007, representing an investment of approximately \$1.1 million which includes

contributions from the City, businesses, civic groups and community members that are recognized on the structure's lighted pillars. Riverside Public Utilities contributed an additional \$976,000 for construction of photovoltaic energy cells.

GRIER PAVILION – Criteria for Use & Reservation Guidelines

Criteria for Use

Permitted Uses: Permitted uses include, but are not limited to the following:

- Use by the Mayor and City Council for the purpose of addressing issues or celebrating matters of a municipal nature with community impact;
- Use by City government to carryout City business or celebrate city events;
- Use by other levels of government to address issues relating to the City of Riverside; and
- Use by non-profit and community-based organizations that offer a program or service that is sponsored or endorsed by the City of Riverside.

Non-Permitted Uses: The Pavilion may not be used for event such as weddings, or other private parties and political (e.g. partisan, non-partisan, etc.) events.

Availability: The Pavilion is available for reservation Monday through Friday between the hours of 8:00 am and 10:00 pm.

Capacity: The applicant/facility user is restricted to no more than 200 guests, which also reflect adjacent restroom capacity. Seating capacity is 180 guests.

RESERVATION GUIDELINES

Security Deposit: If your event meets the Criteria for Use noted above and is approved by the City, there is no facility fee associated with use of the Pavilion. A deposit of \$500 is required to secure your reservation and must be submitted with your completed Reservation Request Form and signed Applicant Agreement. Please be advised that your event date is not secured until your Security Deposit is received. Any repairs or special cleaning necessary after your event, and any Additional User Fees incurred, will be deducted from your Security Deposit or you will be billed.

Set-Up: A Set-Up Fee will be charged to the applicant/facility user requesting the use of table and chair equipment. Applicant/facility user will be restricted to the use of table and chair equipment provided by the City at the venue. For a full listing of City table and chair equipment please see the "Table & Chair Equipment" section. Set-Up Fees are further addressed in the "Additional User Fees" section.

Site Supervisor: Site Supervisors are responsible for ensuring that use of the Pavilion remains, at all times, fully consistent with all requirements, to include the Riverside Municipal Code. Site Supervisor Fees are further addressed in the "Additional User Fees" section.

Audio/Visual Equipment: The City has equipped the Pavilion with an Audio Visual System. Use of venue electronics (e.g. one (1) wireless microphone, three (3) flat panel screens, colored LED lights, etc.) is permitted; however, an audio/visual technician provided by the City must be present to operate all City-owned systems. Additional audio/visual equipment and audio/visual technician fees are further addressed in the "Additional User Fees" section.

Security: At least one (1) security guard must be present on the first floor during events after 5 p.m. on week-days and during times that City Hall is otherwise closed. A second City-provided security guard may be needed depending on the event timing on the 7th floor lobby. Security Fees are further addressed in the "Additional user Fees" section.

Liability Insurance & Indemnification: Applicant/facility users will need to provide a Certificate of Insurance if deemed necessary based on the type of event. All events where alcohol is present will require the applicant/facility user to provide a Certificate of Insurance with host/liquor liability. Applicant/facility user other than City Departments will be required to sign a Waiver of Liability which fully indemnifies the City against any claims associated with the organization's use of the facility.

Inclement Weather Plans: The Pavilion is an outdoor venue and inclement weather may interrupt your event. When inclement weather is threatening to occur, it is highly recommended that you plan for an alternate location for your event.

First Floor Cafe: The First Floor Cafe in the lobby of City Hall may also be used as an alternate location for events held after 5 p.m. on weekdays. Please be advised that when using the Cafe as an alternate location, cafe tables will be used to set up your event. Use of the Cafe as an alternate location will also be dependent on the anticipated attendance for your event. When using the Cafe as an alternate location for your event, the use of plasma screens and rotating colored LED lights will not be available.

Publicity/Promotions Restrictions: Advertising for non-City events shall make it clear that the location is the Grier Pavilion, but that the event is not sponsored by the City. Decoration shall be approved by the proper City Staff and may not include signage, banners or posters.

Parking: City parking is metered between the hours of 8 a.m. and 5 p.m. on weekdays. Please refer to the Parking Facilities in Downtown Riverside map (attached) for locations of City parking lots and structures.

Loading/Unloading & Deliveries: Access will be provided by the Security Guard. City staff will ensure that such activities do not unreasonably impede employee/public access to City Hall elevators and/or offices.

Animals: Other than Service Animals, all animals are prohibited at City Hall and the Pavilion.

ADDITIONAL USER FEES

Security Deposit Refund: The \$500 Security Deposit will be applied towards any Additional User Fees incurred as described below; any remaining balance will be refunded following inspection of the facility by City staff. Please allow a minimum of 30 days for processing of refund.

Set-Up Fee: A fee will be charged to organizations using City-provided table and chair equipment. This fee is used to cover the staff costs incurred for set-up, clean-up and tear-down of your event. Based on the attendance at your event, the following sliding scale will be used to determine the appropriate Set-Up Fee.

<u>Event Description</u>	<u>Set-Up Fee</u>
Level I Set-Up (50 attendees or less)	\$100
Level II Set-Up (100 attendees or less)	\$150
Level III Set-Up (more than 100 attendees)	\$225
Bar Set-Up only (per bar – not including bartender)	\$150

Site Supervisor Fee: Applicant/facility user will incur a \$45 per hour Site Supervisor Fee, if applicable.

Audio/Visual Technician Fee: Use of venue electronics (e.g. one (1) wireless microphone, three (3) flat panel screens, rotating colored LED lights, etc.) will require the use of an audio/visual technician provided by the City to operate all City-owned systems. Please see the chart below for the appropriate A/V Tech Fee.

<u>A/V Tech Fee Description</u>	<u>A/V Tech Fee Per Hour</u>
Regular Time (Mon – Fri, 8 a.m. to 5 p.m.)	\$36
Overtime* (Anytime outside Regular Time)	\$54
Additional Wireless Microphone	\$100

**A/V Technician overtime begins at 5 p.m. regardless of event start time.*

Security Fee Organizations hosting events on the Pavilion will incur a \$26 per hour per guard Security Fee prior to 7 a.m. and after 7 p.m. on weekdays and during times that City Hall is otherwise closed.

Table & Chair Equipment

Quantity	Description	Dimensions
Chairs		
190	Banquet Chair	N/A
Tables		
20	72" Banquet Round	72" Diameter x 29.5" (H)
10	36" Pedestal Round	36" Diameter x 42" (H)
4	8' Banquet	30" (W) x 96" (L) x 29.5" (H)
2	6' Banquet	30" (W) x 72" (L) x 29.5" (H)
4	Crescent/Serpentine	30" (W) x 60" Diameter x 29.5"
2	Crescent/Serpentine	10" (W) x 60" Diameter x 12"
2	72" Half Round	72" Diameter x 29.5" (H)
2	72" Rectangular Tier	10" (W) x 72" (L) x 12" (H)

Bar Set-Up Equipment Requirements*

- 1 – Crescent/Serpentine Table 1 – Crescent/Serpentine Tier
 OR
 1 – 72" Half Round
 1 – 72" Rectangular Tier

*There is enough equipment for a total of four (4) bar set-ups.



GRIER PAVILION – Reservation Instructions

An organization interested in hosting an event on the Grier Pavilion ("Pavilion") must first contact specialevents@riversideca.gov or (951) 826-5133 to determine availability of the venue. Upon determination of availability, a completed Reservation Request Form and \$500 Security Deposit must be submitted. The completed Reservation Request Form and \$500 Security Deposit must be submitted to the Mayor's Office no less than six (6) weeks prior to the requested event date. Reservations can be made a maximum of six (6) months in advance of the event date.

Submission: The complete Reservation Request Form and \$500 Security Deposit must be submitted to the Mayor's Office and can be done in-person or via US mail to:

City of Riverside
Attn: Grier Pavilion
3900 Main Street
Riverside, CA 92522

Security Deposit: Security Deposit payments must in the form of check, money order or cashier's check made payable to the City of Riverside. Cash deposits will not be accepted. Costs incurred for set-up, security and personnel required to staff your event (Additional User Fees) will be deducted from the organizations Security Deposit prior to refund. A list of estimated Additional User Fees will be provided to the hosting organization prior to the event date. The Security Deposit, less any Additional User Fees, will be refunded if there is no damage to the facility. Please allow thirty (30) days to process the refund.

Upon receipt of the completed Reservation Request Form and \$500 Security Deposit, a hold will be placed on the requested event date/time. Staff will contact applicant to obtain additional detailed information to determine event suitability, staffing availability and conditions of approval. Staff will notify the Primary Applicant of the status of their request.

If you need additional assistance, please contact specialevents@riversideca.gov or (951) 826-5133.

GRIER PAVILION – Reservation Form

Organization Information

Host Organization Name: _____

Non-Profit Organization? YES NO

Applicant Name: _____

Phone Number: (_____) _____ Mobile Number: (_____) _____

Email Address: _____

Mailing Address: _____

Day-of-Event Contact: _____

Phone Number: (_____) _____ Mobile Number: (_____) _____

Email Address: _____

Event Information

Event Date & Time: _____

(Day of Week) (Date) (Event Start Time) (Event End Time)

Type of Event:

Reception Buffet Lunch/Dinner Meeting/Ceremony/Presentation

Sit-Down Lunch/Dinner Other: _____

Anticipated Attendance: _____

Event Set-Up*: Start time: _____ am pm End Time: _____ am pm

**Set-up start time should be a minimum of two (2) hours prior to your event start time to ensure proper reservation of the facility.*

Food/Beverage Service Requested: YES NO

Audio/Visual Needs: Wireless Microphone PowerPoint/DVD Lights

Other*: _____

**Other options may not be compatible with existing equipment.*

Event Description: _____

GRIER PAVILION – Applicant Agreement

Primary Applicant must initial next to each statement indicating their agreement to and understanding of the statement.

_____ Applicant(s) agree(s) to abide by all guidelines for use of the Grier Pavilion as outlined below and as detailed by City staff.

_____ Applicant(s) agree(s) to indemnify and hold harmless the City of Riverside, its agents, officers, employees and volunteers from any and all claims for damage, liability, injury, loss of property, expense and costs allegedly incurred or connected with the requested rental.

_____ Applicant(s) understand(s) he/she will be held financially responsible for any damage to City facilities and/or equipment and will be charged additional fees if he/she is in breach of the Applicant Agreement.

_____ Applicant(s) is/are required to leave the facility in the same condition in which it was first occupied. This includes cleaning and the removal of anything brought to the Grier Pavilion. Refusal by Applicant(s) to clean the facility will result in forfeiture of deposit, payment of any fees incurred by the City of Riverside and/or denial of future reservation requests.

_____ Applicant(s) understand(s) that reservation of the Grier Pavilion may require that the Applicant(s) obtain general liability insurance (to be coordinated through City staff).

_____ Applicant(s) understand(s) that invitation/event publicity is not to be sent out before written confirmation of reservation has been received.

I, _____, have been provided with, have read and understand the Criteria for Use of the Grier Pavilion and the Reservation instructions understand that approval is not final until the \$500 Security Deposit has been submitted, the certificate of Insurance (if applicable) has been provided and a signed copy of this form is return to me or my alternate. I further understand that the City reserves the right to refuse or cancel my approved reservation if necessary, or if any of the information provided on this request form is determined to be inaccurate.

I, _____, will be responsible for the reservation and, if my guests or I breach this agreement, I will forfeit the deposit and/or incur additional fees imposed by the City. The Grier Pavilion reservation may be denied if my alternate or I indicate we will not be present during the reservation period. Cancellations made by the Primary Applicant with less than 72 hours-notice may cause forfeiture of the deposit.

Primary or Secondary Applicant Signature

Date