

RESERVATIONS

Reservations are accepted a maximum of 12 months in advance. Benicia-based non-profits may reserve the facility 13 months in advance of the date.

Contact the Parks and Community Services Department for availability at 707-746-4285. All reservations must be done IN PERSON at the Department office: 370 East L Street, Benicia.

The person filling out and signing the application must be the same person holding the event at the facility. Applicants must provide a valid Driver's License or picture ID, and must be a minimum of 21 years of age at time of application. All reservations must be made a minimum of six (6) weeks in advance of event. Proof of residency is required to receive resident rate.

RENTAL HOURS

Monday—Thursday 8am—11pm
Fri/Sat/Sun 8am—1am

RENTAL FEES

Benicia Resident

Mon-Thu: \$169/hr Fri-Sun: \$195/hr

Non-Resident

Mon-Thu: \$280/hr Fri-Sun: \$352/hr

Benicia-based Non-profit
50% off resident rate

Deposit: \$500 refundable cleaning/damage deposit is required at time of reservation (Deposit for Benicia non-profits is \$150).

If alcohol will be at event, \$117 alcohol fee applies.

Proof of residency is required to qualify for resident rate when completing application.

FACILITY HISTORY

Constructed in 1859 of native Benicia sandstone, the Clock Tower was designed as a U.S. military arsenal. Originally built as a three story building, it provided the occupants with a view of Suisun, San Pablo, and San Francisco Bays. A fire and explosion in 1912 reduced this facility to the two story structure that exists today.

In 1964 the Clock Tower became the property of the City of Benicia and has since served as a multiple use facility for dances, private parties, receptions, and community functions. The Clock Tower is Benicia's largest facility with a maximum standing capacity of 603 people and a seating capacity of 536 people.

OPEN VIEWING:

Tuesdays:
5:00pm—7:00pm

An attendant is on-site and available to answer questions.

We recommend that you attend an open viewing if you would like to:

- Decide if the facility is right for your event
- Decide where to set up tables and chairs
- Determine where to hang decorations
- Show your caterer, party planner, photographer, etc., the facility before your event



CLOCK TOWER

1189 Washington St.

Rental Information:
707-746-4285

Parks and Community Services
370 East L Street
Benicia, CA 94510

www.beniciarec.org





SERVICES PROVIDED

A Facility Attendant will be on site during your entire use of the facility. The Attendant is available to open the facility, answer questions, and check in periodically with the person in charge of the event.

Tables and chairs are provided. You are responsible for setting up and putting away all or your tables and chairs (unless you use the cleaning service we provide).

Rectangular tables are 8'x2.5'

Tables: 50; Chairs: 350

Your set up begins at the rental start time.

Caterers, bands, decorators, etc., can access the facility at that time. Your

rental time should also include 2 or more hours for cleaning at the end of the event.

We offer a cleaning service for an affordable price if you prefer to leave the cleaning to us.

ADDITIONAL RENTAL INFORMATION

Insurance coverage of the facility is required by every individual/organization for their event.

All reservations are reviewed by the Benicia Police Department. Additional requirements, such as an ABC License may be required. Security is required for every rental.

The balance of your rental fees and your insurance is due thirty (30) days prior to your event.

Applications may be denied or revoked if the intended facility use or event is misrepresented or the application is incomplete, inaccurate, or contains false information.

Facility access outside or your rental time is not permitted. All equipment rentals must be delivered and picked up during rental period.

WE SUGGEST

- View the facility before reserving—see open viewing time on back of pamphlet
- Hire our contract cleaning service
- If renting in Summer months, rent portable AC units (the facility does not have AC)
- Hire a band/DJ for primary music



DEPOSITS/DAMAGES

The refundable deposit is due at the time of your reservation. Return of deposit is made within 2-4 weeks following your event via check to the address on the contract. Expenses for additional cleaning, [both inside and out], vandalism, theft, damages to floors, walls, furnishings and landscaping, staff time, and/or repairs will result in a reduction or forfeit of the deposit. Damages not covered by the deposit will be billed.

CANCELLATIONS

Refunds and service fees are as follows:

- 61 days or more prior to rental date—\$100 processing fee is charged
- 60 days or fewer prior to rental date—Forfeiture of 1/3 total rental charges plus \$100 processing fee is charged.
- Only the individual named on the contract may make payments, changes to, or cancellation of the reservation. All changes must be in writing.

Benicia Parks and Community Services

370 East L Street
Benicia, CA. 94510

707-746-4285

Visit us on the web:
www.benicirec.org