



ALAMEDA RECREATION AND PARK DEPARTMENT  
 2226 Santa Clara Avenue, Alameda, CA 94501  
 (510)747-7529 / FAX (510) 523-4071 - [arpd@alamedaca.gov](mailto:arpd@alamedaca.gov)

## ALBERT H. DEWITT OFFICERS' CLUB

641 West Redline Ave., Alameda, CA 94501

### HISTORY:

The Albert H. DeWitt Officers' Club was built at the Alameda Naval Air Station in 1941 when nothing was too good for the Navy's elite. The Officers' Club was built and furnished in an era when people really cared about quality which is still seen in the chandeliers and matching sconces made of leaded crystal and overstuffed leather booths. The military men and women who gathered here got a taste of the gentlemen's life, and so can you. Be a V.I.P. at your own event while getting a glimpse of the Officers' Club glamorous past.

### RENTAL HOURS:

Sunday	12:00 noon to 10:00 p.m.
Tuesday through Thursday	8:00 a.m. to 10:00 p.m.
Monday	Not Available
Friday and Saturday	12:00 noon to 1:00 a.m.

### RESERVATIONS:

**All reservations** are to be made in person by appointment at the Alameda Recreation and Park Department, 2226 Santa Clara Avenue, during regular business hours. Please give yourself about a half hour to go over information, sign paperwork, and pay deposit. A refundable cleaning and security deposit of \$750.00 (\$1000.00 if serving alcohol) is required at the time of booking your reservation. A **minimum of 21 working days in advance** and a **maximum of 1 year prior** to your event is required. Contact ARPD at 510-747-7576 for availability of your desired date, appointment to schedule event and/or times available for **public viewing** of the facility.

**Proof of residency** is required to obtain City of Alameda rates. This can be a utility bill.

**Set-up and clean-up** hours must be included in reservation time. Your event will be set up according to your room diagram with tables and chairs when you arrive. You will need to bring your own linens, dishes, silverware and decorations. **No entry allowed prior to event time.**

**All plans for decoration** must be approved by the ARPD prior to installation and it must be removed at the end of the permit time. At no time shall any nails, tacks, staples, electrical tape or marring materials be used or attached to walls or fixtures of any facility. **NO GLITTER, CONFETTI, SMOKE OR FOG MACHINES, CANDLES OR OPEN FLAMES TO BE USED INSIDE THE BUILDING. YOU MAY NOT COOK IN THE BUILDING WITH OUTSIDE EQUIPMENT.**

**Music** must be concluded one hour prior to your end time. No music allowed after 10:00 p.m. Sunday through Thursday; 12:00 midnight Friday and Saturday. Sound may not exceed noise levels as specified in City of Alameda Municipal Code. The Officers' Club does not have Wi Fi or a sound system so you will need to bring your own.

**Smoking** is not permitted inside the building, or within 20 feet of building. (Ordinance #3038)

## **PERMITS:**

**Permits** will be issued to adults (21 and over) with a four-hour minimum for all events. Rentals for events for persons under 21 years of age require 1 adult per 10 youth for supervision.

**Administration fee** of \$15 will be charged for each change to permit.

**No changes will be allowed after 14 days prior to event.**

**Day of Event:** An ARPD staff person will be assigned to your event and will be present during the entire permit time. Staff is present for facility support only, not to act as security or crowd control. The onsite staff during events require 100% access. Our policy is no closed / locked doors allowed during any event for any reason.

## **VENDORS / CATERING:**

Alameda Recreation and Park Department, (ARPD), does not offer an in-house caterer. For an additional fee, there is a kitchen available to heat and warm food only. There are two large ovens for warming food only, a large refrigerator, ice machine and many counter tops.

**Outside Vendors / Catering.** The use of outside catering and vendors (inflatable jumpers, photo booth, etc.) by any rental groups must be approved by ARPD prior to date of use. There may be an additional cost.

**A Certificate of Liability Insurance** by your caterer / vendor is required and it should list the City of Alameda as additional insured for \$1 million, including the following required endorsements to their policy as a Certificate Holder:

**“City of Alameda, and its members, officers, directors, agents, volunteers, employees and officials. 2263 Santa Clara Avenue, Alameda, 94501”**

The insurance should also list your name, date of event and location under “Description of Operations”

All insurance requirements **must** be met 14 working days prior to your event date to avoid forfeiting a portion or all of deposit as stated in the Facility Use Permit.

## **ALCOHOL:**

If you are serving alcohol, you **must** obtain a Certificate of Liability through **[www.cjprma.org](http://www.cjprma.org)**. The City of Alameda does not collect this fee and has no knowledge or authority when these fees change. This must be completed at least 14 working days before your event as it is sent to the City of Alamedas’ Risk Manager for approval. Alcohol shall not be consumed outside of the building, on any public street, sidewalk, or right-of-way.

**No advertising or selling** of any product or service is allowed.

**FEES:**

ROOM/ OCCUPANCY	GROUP A	GROUP B	GROUP C	GROUP D	GROUP E	GROUP F	KITCHEN USE FEE
<b>MAIN</b> 250-300 max	\$25 per hour	\$90 per hour	\$138 per hour	\$180 per hour	\$210 per hour	\$240 per hour	\$150
<b>TRIDENT</b> 120-200 max	\$25 per hour	\$78 per hour	\$120 per hour	\$150 per hour	\$180 per hour	\$210 per hour	\$150
<b>TERRACE</b> 90-110 max	\$25 per hour	\$66 per hour	\$96 per hour	\$120 per hour	\$150 per hour	\$180 per hour	\$150
<b>SQUADRON</b> 30-50 max	\$25 per hour	\$60 per hour	\$60 per hour	\$60 per hour	\$90 per hour	\$120 per hour	\$150
<b>Garden</b>	Set-Up	\$250	Must accompany other room rental				n/a
<b>Main Patio</b>	Set-Up	\$250	Must accompany other room rental				n/a
<b>Holidays</b>	All Holiday Rentals, add 15% per hour						+15%
<b>Crab Feeds</b>	Additional Non-Refundable Cleaning Fee						\$250
<b>Kitchen Use</b>	Flat \$150 per event						\$150
<b>Admin Fee</b>	\$15 for each transaction, 30-15 days before event						\$15
<b>Alcohol Permit*</b>	This is an online process in addition to our fees						Approx.\$125
<b>Set up Fee</b>	Table & chair set up for attendance of 150 and over						\$150

**Requests will be taken on a first-come, first-served basis using the following priority system:**

<b>Group A</b>	<b>Priority 1</b>	<b><u>City / Government</u></b> Any and all City and local government sponsored functions and/or activities
<b>Group B</b>	<b>Priority 2</b>	<b><u>Alameda Unified School District</u></b> School activities generated by School District for purposes directly related to the education as directed or approved by the School Board or District Office administration.
<b>Group C</b>	<b>Priority 3</b>	<b><u>Alameda Non-Profit Groups</u></b> All groups (Alameda based and/or majority membership Alameda residents). Group must be non-profit, tax exempt, non-restrictive in membership, meet regularly, and have a definite organizational structure and by-laws. Groups may include: PTA and other school associated parent/teacher/student associations, Booster Clubs, etc.
<b>Group D</b>	<b>Priority 4</b>	<b><u>Private Alameda Resident</u></b> All Alameda youth or adult groups and/or individuals not open to the public and/or using recreation facilities for private organizations, denominational and sectarian groups, fraternities, sororities, parties, dinners, etc. Profit-making groups will not be allowed.
<b>Group E</b>	<b>Priority 5</b>	<b><u>Non-Residents and Non-Alameda Non-Profit Groups</u></b> All non-Alameda youth or adult groups and/or individuals not open to the public and/or using recreation facilities for private organizations, denominational and sectarian groups, fraternities, sororities, parties, dinners, etc. Profit-making groups will not be allowed.
<b>Group F</b>	<b>Priority 6</b>	<b><u>Commercial Business</u></b> All youth or adult groups and/or individuals not open to the public and/or using recreation facilities for private organizations, denominational and sectarian groups, fraternities, sororities, parties, dinners, etc.

## **PAYMENT:**

Payment may be made by cash, cashier's check, money order, and personal check, VISA, MasterCard and Discover. Please make checks payable to ARPD. A refundable cleaning and security deposit of \$750, or \$1,000 (if serving alcohol), is required at the time of booking. Final remaining balance must be paid in full 14 working days prior to your event.

**All fees, insurance, and paperwork are due 14 working days before event.** If not received 14 working days prior to event half of deposit will be forfeited. If received less than 7 days prior to event **full deposit will be forfeited.**

## **CANCELLATION POLICY:**

- More than 61 days \$15 administration fee and full refund.
- 60-31 days prior to event will forfeit half of security deposit.
- 30-15 days prior of event, forfeit full deposit.
- Less than 14 days forfeit full deposit and any fees paid.  
Deposits/refunds may take up to 30 days to process.

## **SECURITY DEPOSIT REFUND:**

- You are expected to return the reserved room to pre-use condition and leave at the time on your permit in order to receive your security deposit refund. You also must agree to take full responsibility for the behavior exhibited by your guests. If ARPD Staff deems a situation uncontrollable and must call for Police intervention, your total deposit will be automatically forfeited. Failure to follow policies and procedures, to obtain necessary permits and/or damage to any facilities will result in forfeiture of security deposit and additional fees may apply.
- We will refund your security deposit the week following your event. You will receive a full refund if the facility is cleaned properly and you and your guests have followed the agreed policies. You will be refunded in accordance to how you paid your deposit. If you pay your deposit via credit card, you will be refunded to that same credit card which usually is posted to your credit card account immediately. If you pay via cash or check, a City of Alameda refund check will be mailed to the address you provide on your Facility Use Permit. Please note that this may take up to 3 to 4 weeks.
- If a portion or all of your security deposit is not refunded, you will be notified via letter with explanation.