The Boathouse At Bridgeway Lake

AS OF JANUARY 1ST, 2026



Information Packet

CONTACT VIA EMAIL: RENTALS@CITYOFWESTSACRAMENTO.ORG

CITY OF WEST SACRAMENTO

3650 SOUTHPORT PKWY,
WEST SACRAMENTO, CA 95691

The Boathouse at Bridgeway Lake



RATES

Rental Fees	Resident Rates	Non-Resident Rates	Nonprofit & Gov's Rates
Hourly Room Only	$80.00/HR	$96.00/HR	$64.00/HR
Hourly Patio Only [Add On]	$55.00/HR	$66.00/HR	$44.00/HR
Hourly Peak Room Fee [June, July, & August]	$110.00/HR	$132.00/HR	$88.00/HR
Deposit (Refundable)	$250 No Alcohol or $500 With Alcohol		

ALL RENTALS REQUIRE A $1,000,000 LIABILITY INSURANCE. ALCOHOL REQUIRES LIQUOR LIABILITY COVERAGE

INFORMATION

ALL RESERVATIONS MUST BE MADE AT LEAST 60-DAYS PRIOR TO THE EVENT

ALL RESERVATIONS ARE ON A FIRST COME, FIRST SERVE BASES

* **Renters are responsible for:**
  - All Set Up
  - Clean Up (Including Trash)
  - Take Down

* **Amenities:**
  - 75 White Foldable Chairs
  - 10 Rectangle Tables (6-8 chairs)
  - 9 Round Tables (6-8 chairs)
  - Trash Bags, & Cleaning Equipment are included in the cost of rental.
  - *Refrigerator, & Ice Maker are available upon request.*

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CITY OF WEST SACRAMENTO

Scan our QR Code for more information and to access our application

Application Information

All reservations must be made 60 days in advance,
& all changes must be made 30 days in advance.

Once your application is reviewed, you will be contacted on how to proceed.

- **All forms are required for booking**
- **All payments will be made online**
- **How to pay information will be sent out after the application has been processed.**
- **Deposits must be paid within 3 business days of the rental confirmation & invoice email to secure your date.**

Please keep in mind:

The Boathouse at Bridgeway Lake is not a full-service venue, all renters are responsible for

- **All setup, take down and all clean up during their reservation time.**
- *The Boathouse provides all cleaning amenities including trash bags.*

Reservation Time & Event Time:

- **Reservation Time:** Selected Hours reserved to set up and clean including the event time; specifically
  - The *hours you are reserving in total.*
  - *You will need to add however much time you will need to set up before your event starts and time at the end of your event to take down and clean up.*
  - *We recommend 2 hours before and 1 hour after*
- **Event Time:** Hours your event will start and end with guests.

Alcohol Permit Information:

- **You are required to obtain a permit through the city if you will be selling alcohol or if event guests will be purchasing alcohol.**
- **If you are providing alcohol or having an open bar you will not need a permit however will need liability included in your insurance.**
  - *We can help you obtain a permit if needed*

Insurance Information

Insurance Requirements:

Insurance is required for all rentals and events here at The Boathouse at Bridgeway Lakes. You have two options when it comes to obtaining insurance for your event:

1. Obtaining Insurance through your provider:
You can obtain insurance from your provider, as long as your insurance certificate follows our Insurance Requirements (below).

- **Copy of Insurance Certificate must be submitted via email or in person 30 days before your rental reservation date.**

Insurance Criteria Requirements:

Certificate of Insurance for COMPREHENSIVE GENERAL or COMPREHENSIVE PERSONAL LIABILITY coverage for a minimum of $1,000,000. This can normally be obtained from the renter's insurance agent. The following statement must appear on the certificate:

"Additional Insured Endorsement names the City of West Sacramento, its officers, officials, employees, and volunteers as additional insured". Also, include the facility name "The Boathouse at Bridgeway Lakes" and the date of your event.

2. Obtaining Insurance from The City Risk Management:
We can get an insurance quote from our representative and send that over to you. If you like the quote that was given, an insurance fee will be added to your account to pay.

- **Insurance Fee must be paid 30 days before your rental reservation date.**
- **Please email RENTALS@CITYOFWESTSACRAMENTO.ORG if you would like a quote for insurance.**

Amenities Information

TABLES & CHAIRS

With all rentals we offer use of our tables and chairs.

- **75 Folding Chairs**
- **9 Circle Tables (60 inch Diameter)**
- **10 Rectangle Tables (72 in. x 30 in.)**

All used tables must have a table cover (provided by renter)



OTHER AMENITIES ON SITE

- **Private Restrooms**
- **Ice Machine and Refrigerator**
  - No Freezer Available
  - *Located behind the park. Staff will walk you over and unlock as needed.*

Public Playground and Splash Park: Splash Park only available in summer months with weather and drought conditions withstanding.







Decoration Information

Permitted Items and Decorations:

- Decorations may be hung using painter's tape or carpenter's tape only.
- The use of LED candles is encouraged whenever candles are needed.
- Flowers and balloons are permitted.
- String lights may be installed along the patio railings only.
- Chafing Dishes & Crockpots are allowed
- Heaters may be permitted with authorized permission

All decorations and materials must be fully removed, and the area must be cleaned at the conclusion of the event.

Not Permitted

- The use of clear tape, Scotch tape, or duct tape is prohibited.
- The use of tacks, staples, nails, or any other fasteners that may cause damage is strictly prohibited.
- Decorations may not be hung from the patio roof or any overhead structures inside or outside the facility.
- Open flames, torches, or similar devices are not permitted under any circumstances; the sole exception is the use of birthday candles.
- The use of confetti, glitter, rice, birdseed, hay, or similar materials is strictly prohibited due to cleanup and environmental concerns.

- **Renters are responsible for ensuring all decorations and materials are fully removed at the conclusion of the reserved rental period and that the space is returned to its original condition.**
- *All walls, pillars, and surfaces must be left completely free of decorations, tape, adhesive, or residue of any kind, regardless of size.*
  - *Any items left attached to walls, pillars, or other surfaces may result in additional cleaning or damage fees.*

FAILURE TO COMPLY WITH THESE GUIDELINES MAY RESULT IN THE REMOVAL OF PROHIBITED ITEMS, ADDITIONAL CLEANING FEES, AND THE FORFEITURE OF ALL OR A PORTION OF THE SECURITY DEPOSIT.

Music & Amplified Sound Information

Due to our proximity to a residential area, all guests are required to be considerate of surrounding neighbors

- All speakers/sound **must be oriented toward the park and away from the lake**.
- Sound levels on the patio must not exceed **60 decibels**.
- *Staff will monitor speaker placement and sound levels throughout the duration of the rental & will advise if any adjustments are necessary.*



InCorrect Speaker Orientation

Correct Speaker Orientation

FAILURE TO COMPLY MAY RESULT IN A REQUEST TO REDUCE OR DISCONTINUE MUSIC AND SOUND, OR THE IMMEDIATE CANCELLATION OF THE REMAINDER OF THE EVENT.

Parking Information

PARKING AT BRIDGEWAY LAKES BOATHOUSE

- You may use our main public parking lot & street overflow parking on Bridgeway Lakes Drive.
- There is no parking allowed on Southport Parkway.
- Regular Parking is a public parking lot; we cannot guarantee space will be available.









Check-in & Check Out Information

At the designated reservation time, the renter will meet with the rental attendant to conduct a walkthrough of the facility, including the snack bar, restrooms, patio areas, and dumpster locations. The renter will then review and sign the check-in form, which outlines all facility rules, policies, and usage guidelines. Cleaning requirements for all rental areas will be reviewed in detail at this time.

- **All equipment, decorations, furnishings, and supplies—including items delivered or serviced by third-party vendors—must be delivered, set up, removed, and cleaned up entirely within the reserved rental period**. No materials may be left on-site overnight. Failure to remove all items may result in additional fees, and check-out will not be considered complete until all areas are returned to their original condition.
  - **The renter is responsible for ensuring that all guests, vendors, and service providers comply with facility policies throughout the duration of the event.** *Any damage, excessive cleaning, or policy violations may result in additional charges or deductions from the security deposit.*

- Both the check-in and check-out forms must be completed, reviewed, and signed by the renter and the rental attendant. The cleaning checklist must be fully completed and initialed at check-out to qualify for the return of the refundable security deposit.
- Refundable security deposits are processed after a final inspection of the facility.
  - *Refunds may take up to 2-6 weeks to be completed & returned.*
  - *Any deductions will be documented and communicated to the renter prior to processing.*

THE FOLLOWING THREE PAGES ARE COPIES OF THE CHECK-IN/OUT FORM & THE CLEANING SHEET:

Boathouse Rental Use Check-in & Check-out Form

Date of Rental:_____/_____/____ **Area used:** Room, Patio, or Both **Time**_____:_____

*Name of Primary Contact:_____ *Cell Number:(____)_____-_____

*Second Contact: _____ *2nd Phone Number: (_____)_____-_____

 # Occupancy:_____

Snack Bar Use Y N | Alcohol Y N

Check In		Check Out		Comments Observations
	Floors		**Floors**	
	Swept		Swept	
	Mopped		Mopped	
	Holes or cuts		Holes or cuts	
	Carpets		Carpets	
	Walls		**Walls**	
	Holes or cuts		Holes or cuts	
	Free of debris		Free of debris	
	Ceiling		**Ceiling**	
	All tiles in place		All tiles in place	
	Free of debris		Free of debris	
	Tables Number present Rectangle [ ] Circle [ ]		**Tables** Number present Rectangle [ ] Circle [ ]	
	Clean		Clean	
	No debris on underside		No debris on underside	
			Use of table cloths	
	Chairs		**Chairs**	
	Number present [ ]		Number present [ ]	
	Clean		Clean	
	Bathrooms		**Bathrooms**	
	Clean		Clean	
	Snack Bar		**Snack Bar**	
	Sink clean		Sink clean	
	Counters clean		Counters clean	
	Refrigerator empty		Refrigerator empty	
	Garbage Dumped		Garbage Dumped	
	Windows		**Windows**	
	Unbroken		Unbroken	
	Main Room Sink Area		**Main Room Sink Area**	
	Sink Clean		Sink Clean	
	Counters Clean		Counters Clean	
	~~**Sidewalk Pole Unlocked**~~		No Dishes Left Behind	
	~~No cars/vehicles present during rental~~		**Sidewalk Pole Relocked**	
			No cars/vehicles present during rental	

* Indicates a number or time needs to be inserted

Check In		Check Out		Comments Observations
	Outside areas		**Outside areas**	
	Cleaned of all trash		Cleaned of all trash	
	Landscaping		Landscaping	
	Fire Extinguisher		**Fire Extinguisher**	
	Cleaning supplies, including: mop, broom, bucket, dustpan etc.		**Cleaning supplies, including: mop, broom, bucket, dustpan etc.**	
	Thermostat and cover		**Thermostat and cover**	
	Light switches		**Light switches**	
	Trash/recycling cans		**Trash/recycling cans**	
	Table dolly (s)		**Table dolly (s)**	
	Chair dolly(s)		**Chair dolly(s)**	
	Odors		**Odors**	
	No odors		No odors	

NOTES:_____
_____
_____
_____
_____
_____
_____
_____
_____

Check In 2	1.Rental Party _____ 2.Building Attendant _____	Check Out 3	1.Rental Party _____ 2.Building Attendant _____	
	Time [: am/pm]		Time [: am/pm]	

I acknowledge that I am aware that the entire facility is to be left in the same or better condition in which it was presented to me upon my use of the facility.

1 *Lessee_____ *Date_____

Facility Attendant_____

* Indicates a number or time needs to be inserted

BOATHOUSE CLEANING

Please Check All The Below Items and Submit this Document back to the Facility Attendant for Final Walkthrough. Please Initial Each Task as you Complete it on the Left and Return this Paper to the Facility Attendant.

Area	Initial Once Completed	Checklist Items
Room		Tables & Chairs are wiped down and put away (stacked and place back on carts)
Room		Counters and Sink both are free from debris and wiped down
Room		Carpets are Vacuumed & Floors are Swept & Mopped (Mop Bucket can be filled and dumped in the room sink)
Room & Patio		All decorations are taken down both inside and outside
B.H. Room & Both Men's/Women's Restrooms'		Trash and Recycling are taken out and thrown inside the dumpsters. & Lock the Dumpster (Located by the exit of the parking lot)
B.H. Room & Both Men's/Women's Restrooms'		Trash Bags have been replaced and put into trash can (9 In total. 5 in room | 2 Men's Restroom | 2 Women's Restroom)
Both Men's/Women's Restrooms'		Floor, Sinks, & Changing Table is free of debris (Changing table is wiped down)
Patio (Upper & Lower Deck)		All spilled & potential stains are cleaned.



Boathouse Photos & Layout



Inside the Boathouse Community Room



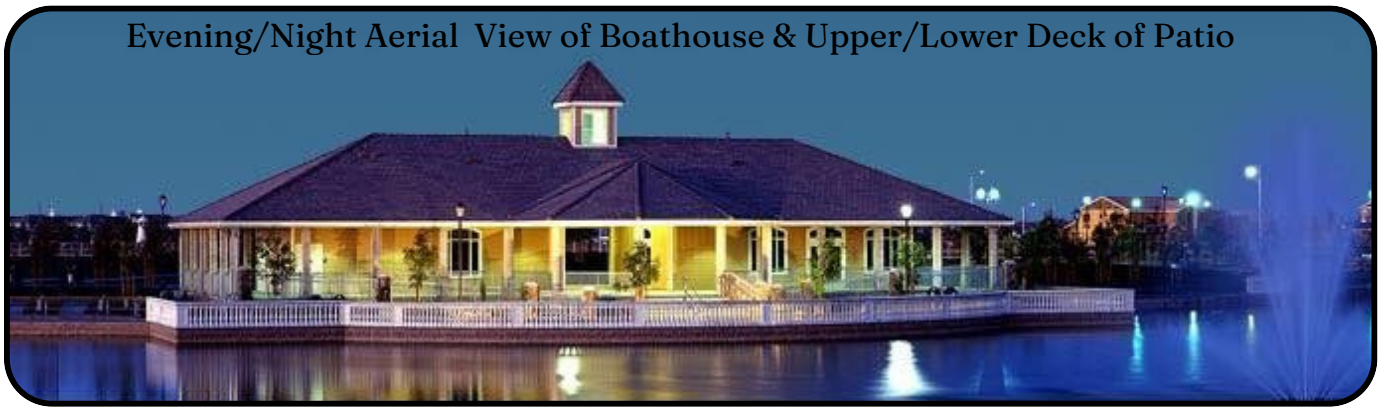
Inside the Boathouse Community Room



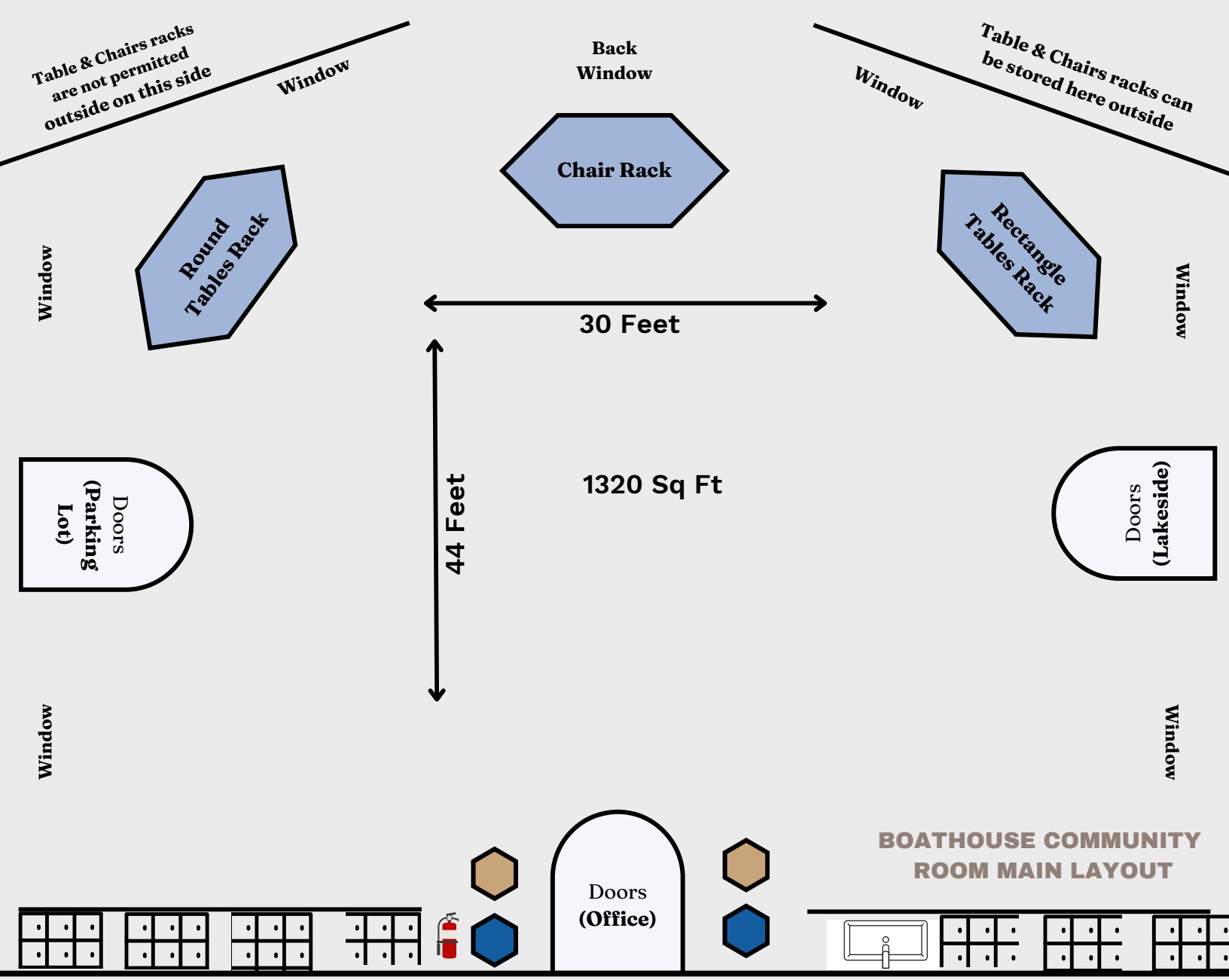
Aerial View of Boathouse & Upper/Lower Deck of Patio



Front Entrance



Evening/Night Aerial View of Boathouse & Upper/Lower Deck of Patio



Entrance to Parking lot & Public Areas

Patio Outdoor Hallway

Entrance to Main Upper & Lower Deck Patio
*Fountain Located here Deck Patio

Women's Restroom (Outside) Around the Corner

Men's Restroom (Outside) Around the Corner

Main Office
(Rental Attendant)

Notes