

RENTAL INFORMATION
Pleasant Hill Community Center
320 Civic Drive, Pleasant Hill, CA 94523
(925) 676-5200 ext. 15 • Fax (925) 689-9683



**Pleasant Hill
Recreation & Park District**
People, Parks & Programs Since 1951

RENTAL INFORMATION

Fee schedule for the Pleasant Hill Community Center

320 Civic Drive, Pleasant Hill, CA 94523
(925) 676-5200 ext. 14 Fax (925) 676-5630

2009/2010 Fee Schedule

**Pleasant Hill Recreation and Park District Residents
Receive a 10% discount on room rentals.**

Parkside Rental Package (Parkside Room, Kitchen, Dance Studio and Patio)

**** SECURITY DEPOSIT of \$500 due at the time of booking reservation.**

(\$1000 deposit required for Saturdays.)

(The security deposit is NOT applied toward the Room Rental Fees but is fully refundable pending no damages or overtime)

**** Friday, 5pm-12am**

**** Saturday 10 hour Package. Any continuous 10 hours between 9am to 12am**

**** Sunday, any 7 continuous hours between 9am to 11pm**

**** All contracted hours include the set up and the clean up time.**

Parkside Package Base Rates Includes set up and take down of tables/chairs. **The full room rental fee is due no later than one month prior to your event; late payment could result in cancellation of your event and forfeiture of your security deposit.**

| (200 guests or less) | Room Rental Fees |
|-----------------------------|-------------------------|
| Friday Rate (7hrs.) | \$1040 |
| Saturday (10hrs.) | \$2250 |
| Sunday (7hrs.) | \$1215 |
| Additional Hours | \$165/hr* |

| (201-350 guests) | Room Rental Fees |
|-------------------------|-------------------------|
| Friday Rate (7hrs.) | \$1240 |
| Saturday (10hrs) | \$2450 |
| Sunday (7hrs) | \$1415 |
| Additional Hours | \$165/hr* |

* Charge for additional hours upon availability with office approval.
5% discount on room rentals for, civic and non-profit groups.

Upstairs Package Hourly Rental-Upper Club/Conference Room (Terrace available May-Oct., addl' charge for set up) Minimum 3-hour rental time includes set up and take down of chairs and tables. **Room Rental Fee \$80/hr.**

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Hourly Rates for Weekdays

Monday morning through Friday, 5pm. Requests for banquet facilities or rentals of groups over 150 are subject to package rate.

Hourly Room Rental Fees

| | |
|--------------------------|-------|
| Parkside Room | \$120 |
| Dance Studio | \$40 |
| McHale Room | \$85 |
| Conference Room | \$30 |
| Art Studio | \$35 |
| Upper Club Room | \$45 |
| Kitchen with Room Rental | \$15 |
| Kitchen w/o Room Rental | \$40 |

Appointment

A letter will be mailed to the applicant six to eight weeks prior to the event. Please call and make an appointment to discuss the final arrangements. Seating arrangements must be selected from our diagrams, which are approved by the Pleasant Hill Fire Marshal. Your seating arrangement may not be altered the day of your event. The addition of one or two tables must be requested no later than two days before your event. No tables or chairs are allowed on the lawn areas. Basic rental rate is due one month in advance.

ALL GROUPS ARE RESPONSIBLE FOR LEAVING THE ROOMS AND OUTDOOR AREAS IN GOOD CONDITION. THE SECURITY DEPOSIT WILL BE RETURNED THREE TO FOUR WEEKS AFTER THE EVENT. FAILURE TO ABIDE BY THE CONDITIONS WILL RESULT IN FORFEITURE OF YOUR DEPOSIT.

Additional Procedures and Conditions

- ** NO SMOKING IN THE BUILDING
- ** SECURITY GUARDS MAY BE REQUIRED.
- ** NO DANCING ON THE CARPETED AREAS
- ** GLASS ENCLOSED CANDLES ONLY. DECORATIONS MAY NOT BE ATTACHED TO BLINDS.
- ** NO GLITTER, CONFETTI, OR BIRDSEED ALLOWED.
- ** NAILS AND/OR TACKS ARE NOT ALLOWED. 3M BLUE PAINT TRIM TAPE IS ACCEPTABLE.
- ** REMOVE/CLEAN UP ALL DECORATIONS AND LITTER FROM ROOM BEFORE LEAVING.
- ** REMOVE ALL LITTER FROM GROUNDS BEFORE LEAVING.
- ** PERMIT REQUIRED FOR SALE OF ALCOHOL.
- ** ALCOHOL MAY NOT BE SERVED AT EVENTS THAT ARE DESIGNED FOR YOUTHS UNDER 21 YEARS OF AGE.
- ** ADDITIONAL \$100 CHARGE FOR ALL CRAB FEEDS.

Rates are subject to change

Charges are set and approved by the Board of Directors of the Pleasant Hill Recreation and Park District. Charges are reviewed and revised annually. Please be sure you understand all costs in effect at the time of your rental.

I, the undersigned, have read and agree to abide by the rules and regulations as stated above

Signature _____ Date _____