Rental Conditions:

All capacity limits must be adhered to and are set by the Fire Marshal.

Reservations:

Reservation Applications are accepted up to a year in advance on a first come, first served basis, with preference given to on-going, City and City-sponsored programs.

Applications submitted less than thirty (30) days prior to an event date are subject to the approval of the Facility Manager, availability of space, availability of staff, current insurance, payment of total fees, and special conditions for facilities such as gymnasiums.

Application Submission:

Before a reservation request can be accepted the rental application must be filled out and signed by an authorized person 21 years of age or older. Name must be consistent on all required documents. Residency verification will be required to qualify for any applicable Palo Alto resident discounts. No reservation is confirmed until the application has been approved and the reservation payment is paid in full. Approval is dependent upon intended use, availability, applicant's agreement to abide by the terms and conditions listed herein and any other conditions deemed necessary by the Facility Manager (as attached to the approved contract).

Insurance:

Some rentals require certificate of general liability insurance that names the City of Palo Alto as an additional insured in the minimum amount of one million dollars due thirty (30) days before your event. Insurance must be provided by a carrier rated A-VII or higher by Best's Insurance Rating Service. Insurance may be available for purchase through the City of Palo Alto. Failure to provide or purchase insurance will result in the cancellation of the booking.

Fees & Charges:

See fee schedule for rental rates. A down payment (50% of all incurred charges) is due upon application approval. This is refundable, with written permit holder request, within 10 calendar days from application approval. Refunding the down payment will cancel your permit. After the 10 days has passed, the amount is no longer refundable. The remaining balance is due thirty (30) days before the event, this is also nonrefundable. Failure to pay rental charges when they are due may result in cancellation of your reservation and/or charges to the credit card on file.

Picnic areas, field house, camp sites, Interpretive Center meeting rooms, and Banners all require full payment upon application approval.

A) Non-profit Discount:

Non-profits are eligible to receive a non-profit discount. Organizations must submit an IRS letter of nonprofit 501(c) (3) status with their application. No discount will be given if fees are charged by the renting organization or donations requested for the event.

B) Facility Staff:

Facility staff is required if the activity is held outside the posted hours of the facility or if the nature of the event makes their presence necessary. The facility staff is on duty to assist the client and for facility safety. The Facility Manager will determine the number of staff required. In some cases, and at the permit holder's expense, the services of a professional security firm may be required based on the type of event and the number of participants. Permit holder is responsible for set-up, clean up, and take down of rooms. City facility staff will be on the premises at all times during rental period. Staff will not be on site for rentals at the Alma Room or Peers Park Field House

C) Cleaning and Damage Deposits/Overtime:

A refundable cleaning/damage deposit of up to $2,000 may be assessed. Cleaning and/or damage expenses, extra staff time, and/or extra room rental time may be deducted from the cleaning/damage deposit and/or charged to the credit card on file. Permit holder will be signed out of the facility by the facility staff on duty, when applicable. Any charges incurred to return the venue to its original condition, reasonable wear and tear excepted, will be deducted from the cleaning/damage deposit and/or charged to the credit card on file. This deposit may be forfeited for violations of ANY rental conditions named herein.

If cleaning/damage deposit was charged, permit holder will be charged for any damages in excess of the deposit. If no deposit was required, permit holder will be charged for any damages, cleaning expenses, and overtime

D) Rental time:

Must include time for set up, decoration, take down and facility clean up. Rental times differ among facilities so please check when events must conclude.

Any requests to modify dates, times, rooms, equipment, etc., to an existing contract must be made in writing ten (10) days from application approval. After which, your rental will be locked in and only additions (of time and/or equipment) to your rental can be made. Any fees incurred due to the amendment will be payable immediately. Deliveries and pickups cannot be outside the rental period unless prior arrangements are made with the Facility Manager.

In respect of our neighbors, for events that have live or recorded music, the music must conclude by 11:00 p.m. on Fridays and Saturdays and by 9:00 p.m. Sunday through Thursday. Any exceptions require prior arrangements and approval of the Facility Manager.

E) Cancellations:

For rentals that are booked more than 30 days out, 50% of your rental payment is due up front, you have 10 days* to cancel for a full refund, after that the 50% is no longer refundable, (any portion that went toward the refundable deposit will be refunded).
The final 50% is due no later than 30 days prior to the date of your booking. After final payment has been made, only the refundable deposit is eligible for refund.
Rentals approved at or within the 30-day mark are not eligible for a refund, with the exception of the deposit.
*Please note, the 10 day window to cancel for a full refund may be shortened if the final payment due date is less than 10 days out.

Special Conditions:

A) Liquor Conditions:

Sale or dispensing of distilled spirits at any rented City facility is strictly prohibited. The sale of beer and wine requires the Facility Manager's prior approval, liquor liability insurance, and a state license, which is the responsibility of the permit holder to obtain. No alcohol may be brought into the facility except that which is served by the permit holder. Based on the type of the event, the number of participants, the presence of minors at the event, and other criteria, the Facility Manager may require additional security deposits, the use of City-approved security officers, and other safeguards at events that sell or dispense alcoholic beverages (beer, wine and champagne). No alcohol is permitted at Rinconada Pool.

If food/refreshments are to be sold, a health permit (and/or ABC permit) is required and is the responsibility of the permit holder to obtain. Proof of the licenses must be on file with the appropriate Facility Manager fourteen (14) days before the event.

B) Sound Restrictions:

Sound, as heard from outside the rented facility, cannot be greater than 15 dB above the local ambient noise level at a distance of 25 feet or more from the facility (PAMC 9.10.050). Sounds from an event must not interfere with any other scheduled events. Amplified sound is not permitted in the Art Center Sculpture Garden or Historic Courtyard at any time. In order to protect the habitat of nesting swallows, amplified music is not permitted at the Baylands Interpretive Center mid-March through mid-September.

C) Equipment:

Check with facility staff for availability and fees.

Permit Holder's Responsibilities:

Returning the facility to its clean and tidy condition existing at the beginning of the rental is the renter's responsibility. Unless otherwise specified City staff will not provide janitorial service for the event. Spilled food or beverages must be cleaned up immediately. All equipment, decorations, food, beverages and trash must be removed and properly disposed of. The City is not responsible for any materials or equipment left by the renter after the event. No rice, confetti, birdseed, or other substances may be thrown in or around the facility. Decorations must be flame retardant and fastened in an approved manner. Lighted candles, incense and open flames may be permitted under special conditions. Check with the facility staff for particular facility rules. All City facilities prohibit smoking inside or outside (within 20 feet of a public entrance). Posted parking rules must be observed and authorized parking stalls used.

The Alma Community Room: Only incidental snack foods, i.e. cookies, soft drinks, coffee, can be consumed in the room and food preparation is prohibited onsite. No alcoholic beverages, smoking, amplified music or sound is allowed. Parking at Alma Plaza is limited to (1) hour parking and is strictly enforced. The Community Room is available for use weekdays from 8:00 a.m. to 1:00 p.m. and after 6:30 p.m. The room is also available weekdays from 1:00 p.m. to 4:00 p.m. for groups not more than 20 people. For weekend use, the Community Room is available from 8:00 a.m. to 11:00 a.m. and after 6:00 p.m.

Thank you for choosing the Palo Alto Art Center for your upcoming event. This document will provide you with the information needed to help ensure that your event runs smoothly. Please pass this document along to your event's caterer and any other vendors.

Prior to Submitting Your Rental Application:
Prior to submitting your rental application, please create an account at www.cityofpaloalto.org/enjoyonline and save your credit card to your account. Submit your application using the online form.

Rentals at the Palo Alto Art Center:
Please review the Community Services Department Rental Conditions document contained within the Rental Agreement. The information below provides supplemental information specific to the Art Center facility.

Reservation Applications at the Art Center are accepted up to a year in advance on a first-come, first-served basis, with preference given to Art Center, City of Palo Alto, and City-sponsored programs.

Rental Rates and Fees:
See fee schedule for current rental rates. A down payment (50% of all incurred charges) is due upon application approval. This is refundable, with written permit holder request, within 10 calendar days from the application approval. Refunding the down payment will cancel your permit. After the 10 days, the amount is no longer refundable. The remaining balance is due 30 days before the event, this is also nonrefundable. Failure to pay rental charges when they are due may result in cancellation of your reservation and/or charges to the credit card on file.

Additional Fees and Deposits:
A refundable cleaning/damage deposit of up to $2,000 will be assessed for all facility rentals that involve more than 150 people, the use of equipment, the renting of multiple spaces and/or the serving of alcohol. Cleaning, damage, and/or replacement expenses to facilities or equipment may be deducted from the cleaning/damage deposit and/or charged to the credit card on file. The Permit Holder will be signed out of the facility by the facility staff on duty. Any charges incurred to return the Art Center spaces or equipment to its original condition, reasonable wear and tear exempted, will be deducted from the cleaning/damage deposit and/or charged to the credit card on file. In addition, any events that involve 50 or more people, with food service, require that the renter coordinate with Greenwaste and complete a Special Event Waste Collection Service Form to reserve waste stations.

Technology at the Art Center:
The Art Center has integrated sound and projection systems in the Auditorium and Meeting Room, available to renters and included in the rental fee. The systems can be used with a renter-provided laptop computer or other device. Renters are responsible for having the appropriate adapters to connect to the Art Center system. If your event involves use of the Art Center sound and/or projection system, please arrange a date and time to test the presentation and laptop computer connections. Renters may also access the Art Center guest WiFi by selecting the network PA_OverAir_Guest. No password is required, and the City of Palo Alto will ask users to agree to its terms and conditions every hour. Access to wifi for an extended period may be arranged with advance notice.

Facility Rules and Regulations:

- Wine (including sparkling wine) and beer may be served; no distilled spirits are allowed. It is not permitted to any persons under 21 to consume alcoholic beverages.
- All open flame devices (including votive candles, wax candles, outdoor grills, and chafing dishes) are prohibited from use at assembly events held in City of Palo Alto buildings. Exceptions may be granted only for religious/ceremonial events and for theatrical or performance purposes, which will be evaluated on a case-by-case basis by the Fire Prevention Division. Each exception must undergo review and approval prior to the event to ensure compliance with applicable fire safety requirements. You must contact the City of Palo Alto Fire Department to obtain an Open Flame Permit.
- Only removable blue "painter's tape" is allowed for use to affix an item to any wall surface, and decorations must be flame-retardant and fastened in an approved manner.
- All interior and exterior decorations (such as balloons and signs) must be removed from the facility before departing.
- Posted parking rules must be observed and authorized parking stalls used.
- Spilled food or beverages must be cleaned up immediately.
- All City of Palo Alto facilities prohibit smoking, including electronic smoking devices inside, and outside within 20 feet of a public entrance.
- Please do not drag tables and chairs across any floor surface. Ask for a cart if needed.
- There is no amplified music permitted in any outdoor space at the Art Center, as the Art Center is located in a residential neighborhood. All indoor events with amplified sound must close all doors and windows, or reduce the sound volume, by 10:00 p.m.
- Renters are responsible for all set up and clean-up of the event. Set up and clean-up time must be listed on the contract and rental costs are assessed at the same rate as program/event time. Rental spaces should be returned to the condition found at time of arrival. Floors and tables should be cleared of any food or other debris.
- The individual listed as "responsible person, day of event" on the rental contract must be onsite during the event, and the rented space will be made available at the prearranged entry time. This individual should introduce themselves to the House Manager or other staff on the day of the event. The "responsible person" will be responsible for ensuring your event's compliance with all facility rules and regulations, including the prearranged exit time.
- It is not permitted to: throw rice, confetti, birdseed, glitter, or other substances in or around the facility; dispose of ice or other beverage on any grass surface; drag trash bags across any floor or carpet area; use any office equipment; or to place drinks on the floor.

Palo Alto Zero Waste Guidelines:

The City of Palo Alto has the goal of Zero Waste. In an effort to achieve this goal, the City requires that all special events practice zero waste through waste reduction, reuse, recycling and composting measures. Make recycling and composting convenient (set recycling and composting containers next to garbage containers) and be sure event attendees know where the containers are and what is accepted in each. Signs are available for you to download at www.zerowastepaloalto.org or you can create your own. A complete list of acceptable recyclable and compostable materials is available at www.zerowastepaloalto.org.

Liability Insurance:

Rentals of City of Palo Alto facilities that involve alcohol, pianos, microphones, and all rental equipment, and/or that have a guest count of 150 or more require evidence of general liability insurance for a minimum of one million dollars. This certificate must be on file at least 15 days before your event. In many cases, a certificate can be obtained from the underwriter who issues your homeowner's policy. The insurance certificate, often referred to as an "Accord" form, must include the wording: "City of Palo Alto is named as additional insured" or "Certificate holder is named as additional insured." If you are unable to locate an insurance service provider, you are welcome to use the services of www.eventinsure.com to procure the necessary insurance documents.

House Managers:

House Manager staff are onsite to let you into the facility, to ensure that rooms and restrooms are tidy for your use, to ensure access to all pre-arranged facility amenities, and to enforce facility rules and regulations. They will remain on premises and available during your event and will assist in an emergency. House Manager staff are required if the activity is held outside the posted hours of the facility or if the nature of the event makes their presence necessary and their cost will be included in your rental fees Extra staffing time required due to event delays may be deducted from the Cleaning/Damage Deposit and/or charged to the credit card on file.

Nonprofit Rentals:

Nonprofit organizations receive a reduced rental rate. Charging for event(s), accepting donations, or fundraising will void the discounted nonprofit rate, resulting in updated charges. 501(c)3 documentation must be provided with your rental in order to receive the nonprofit discount.

Please contact us at artcenter@paloalto.gov or 650.329.2366 with questions.

Room Rental Rates

1313 Newell Road Palo Alto, CA 94303

PAAC Rental Information Website – artcenter@paloalto.gov – (650) 329-2366

		Per Hour (under 5 hours)		*Per hour (5 or more hours)**		*Notes*
Room	**Approximate Capacity**	**Palo Alto Resident**	**Non-Resident**	**Palo Alto Resident**	**Non-Resident**	*A 15% discount is applied to rentals of five or more consecutive hours.
Meeting Room	45-50	$137.00	$213.00	$115.00	$180.00	Includes projection system, screen, eight tables, up to 50 chairs.
Auditorium	180 (theater) 80 (dining)	$217.00	$337.00	$185.00	$285.00	Includes projection system, screen, up to 180 chairs and 11 tables.
Sculpture Garden	300 (reception) 150 (dining)	$173.00	$268.00	$150.00	$230.00	Includes 10 café tables and 20 chairs; sound restrictions.
Historic Courtyard	100-125	$131.00	$204.00	$110.00	$175.00	Bench seating around perimeter; sound restrictions.
Lobby	50-60	$131.00	$204.00	$110.00	$175.00	Includes tables and chairs from Meeting Room.
*Kitchen^* *(Preschool Classroom)*	30-40	$57.00	$89.00	$55.00	$80.00	Includes stove, oven, refrigerator, sink, prep space.
Non-profit organizations:	The City of Palo Alto offers a 50% discount on rental rates for non-profit organizations, if the following conditions are met: 1. The organization must be a 501c(3) non-profit and must submit proof of non-profit status 2. The event must be free to attendees. No donations may be accepted and no tickets or merchandise sold (Note: discount is for rental fees only; equipment rental and staff fees are not discounted)					

^Kitchen only available as an add-on with other rental spaces. Primary use of space is an art classroom, available only after class hours.

Other charges that may be incurred:

House Manager — $55.00 per hour. Required for building security, and direction during room and equipment use.

Liability Insurance: By quote, based on expected total attendance, liquor liability extra.

Equipment available for rental: 2 grand pianos in Auditorium and portable sound system with podium.
Please see reverse side for rental rates and equipment available.

Food Warmers:
48" Width x 20" Length
$60 Residents
$85 Non-Residents

(From City of Palo Alto Community Services Fee Schedule, as of 07/01/2026)

PALO ALTO ART CENTER

Equipment Rental Rates Per Rental

Equipment	Palo Alto Resident	Non-Resident
Grand Piano	$135.00	$200.00
Portable Sound System (podium with microphone and speakers)	$20.00	$35.00
Auditorium Projection System and Screen	Included in rental of Auditorium	Included in rental of Auditorium
Meeting Room Projection System and Screen	Included in rental of Meeting Room	Included in rental of Meeting Room

(From City of Palo Alto Community Services Fee Schedule, as of 07/01/2026)

Procedure for Providing Event Insurance

The City of Palo Alto requires a minimum of one million dollars of coverage. You may purchase insurance through any event insurance broker of your choosing. Many renters use their homeowners insurance policy for this requirement. If you do not have that option or are unsure of who to contact, you may use: http://www.eventinsure.com.

1) Purchase the required general liability insurance which covers both bodily injury and property damage. $1,000,000.00 is the minimum requirement for all uses as established by the City of Palo Alto Municipal Code. Ask your insurance broker to do a combined single limit; the premium cost for the insurance you purchase is set by the insurance broker or your insurance agent. High-risk activities, such as serving alcohol require additional coverage and will be communicated as part of the rental reservation process.

2) Under the section "Description of operations, locations, vehicles, special items" place the following phrase: "The City of Palo Alto is named as an additional insured."

3) Under the section "Certificate Holder" it should read:

   City of Palo Alto
   1313 Newell Road
   Palo Alto, CA 94303

Ask your insurance broker to send a signed COI (certificate of insurance) via email to artcenter@paloalto.gov or mail it to:

Facility Rentals
Palo Alto Art Center
1313 Newell Road
Palo Alto, CA 94303

COIs need to be delivered to PAAC a minimum of 30 days prior to the event.

We appreciate your understanding,
Palo Alto Art Center

CITY OF
PALO ALTO