

Ballroom

DIMENSIONS & CAPACITY

2800 sq ft. or 40' x 70'

200 maximum* guests for dining

300 maximum* guests for lecture

*maximum capacity does not permit space for extra tables or chairs or dance floor in the room.

PROJECTOR SCREEN

The projector screen can be lowered if needed for your event. We DO NOT have a projector, cables, or computer for you to use.

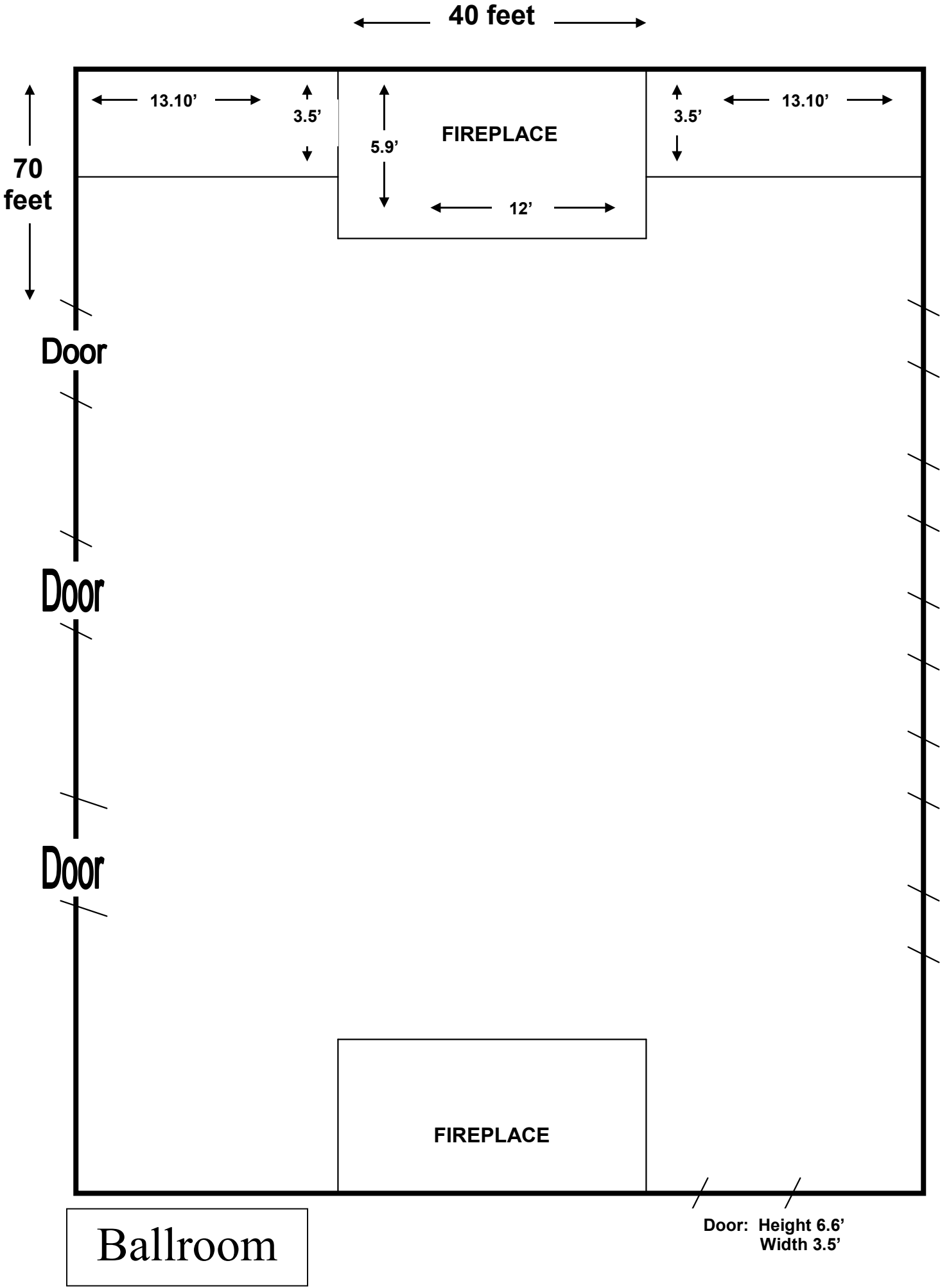
MUSIC, SOUND, ITEMS IN ROOM

There is a built in sound system in the room that you can plug in to any headphone jack. The Grand Piano must stay in the space and can be used for an additional fee. Mirrors can be removed at renters request. You may utilize the counter tops on the left for food service, gift storage, candy bar, etc.

FIRE PLACES

Fire places are able to be turned on and off with a remote. Just ask staff if you would like to have them lit during your event.





Community Room

DIMENSIONS & CAPACITY

1125 sq ft. or 25' by 45'

75 maximum* guests for dining

125 maximum* guests for lecture

*maximum capacity does not permit extra tables or chairs in the room.

PROJECTOR SCREEN

The projector screen can be lowered if needed for your event. We DO NOT have a projector, cables, or computer for you to use.

MUSIC, SOUND, ETC.

This space is adjacent to the lobby of the Community Theatre. You may be asked to turn your music, microphone, etc. down if it is conflicting with the theatre performance.

KITCHEN AND PATIO USAGE

Utilizing the kitchen and/or patio is only permitted if you have rented them. If you have not rented that space, another group may rent it.

← 25 feet →

↑ 40 feet ↓

Community Room

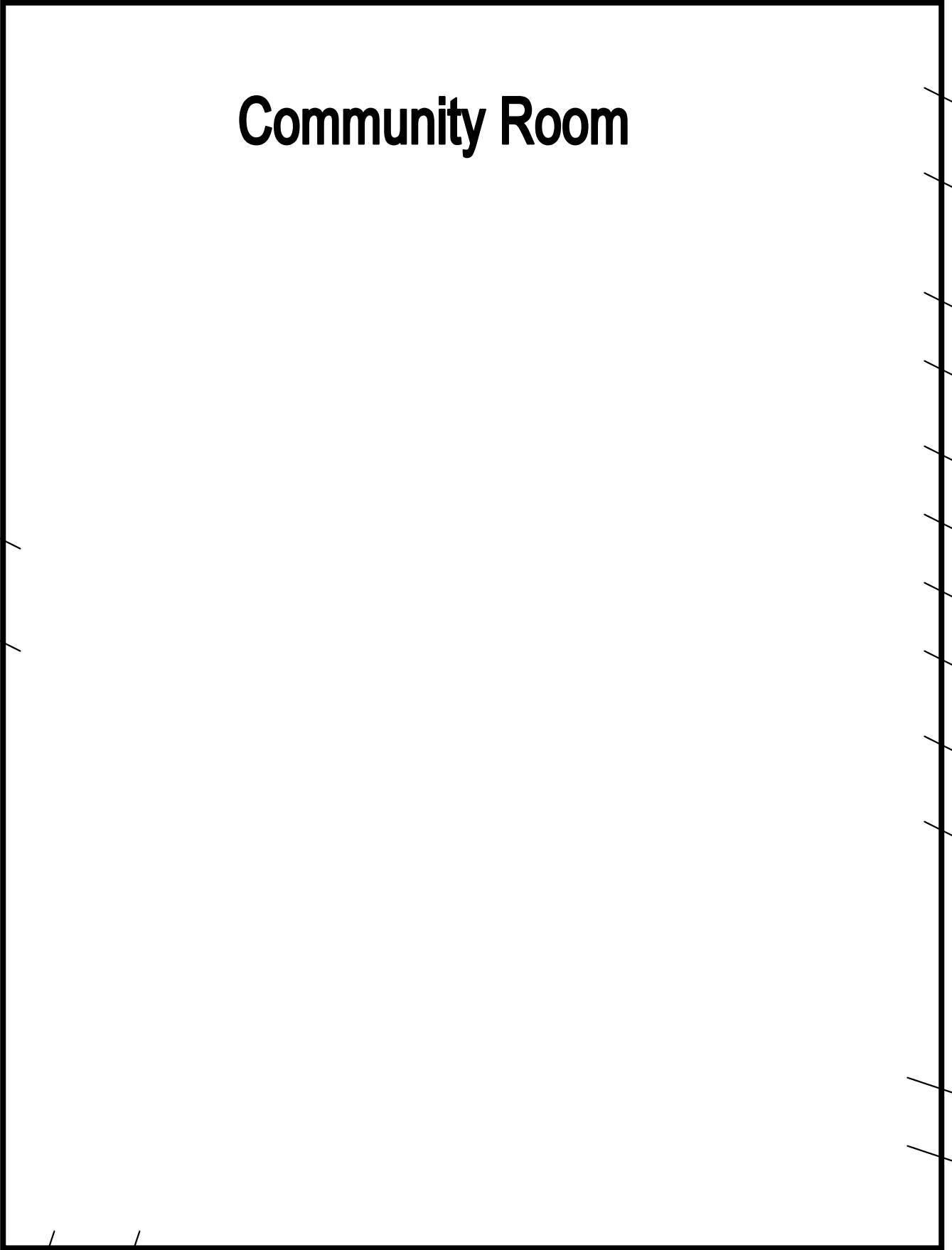
Door

Door

Patio

Door

Door



Fireside Room

DIMENSIONS & CAPACITY

650 Sq Ft. or 25' x 26'

45 maximum* guests for dining

70 maximum* guests for lecture

*maximum capacity does not permit extra tables or chairs in the room.

FIREPLACE

You may place candles in the fireplace for decoration, but we are not able to permit fires in the the fireplace due to county ordinances.

KITCHEN AND PATIO USAGE

Utilizing the kitchen and/or patio is only permitted if you have rented them. If you have not rented that space, another group may rent it.



Door

Window



Door

Window

Window

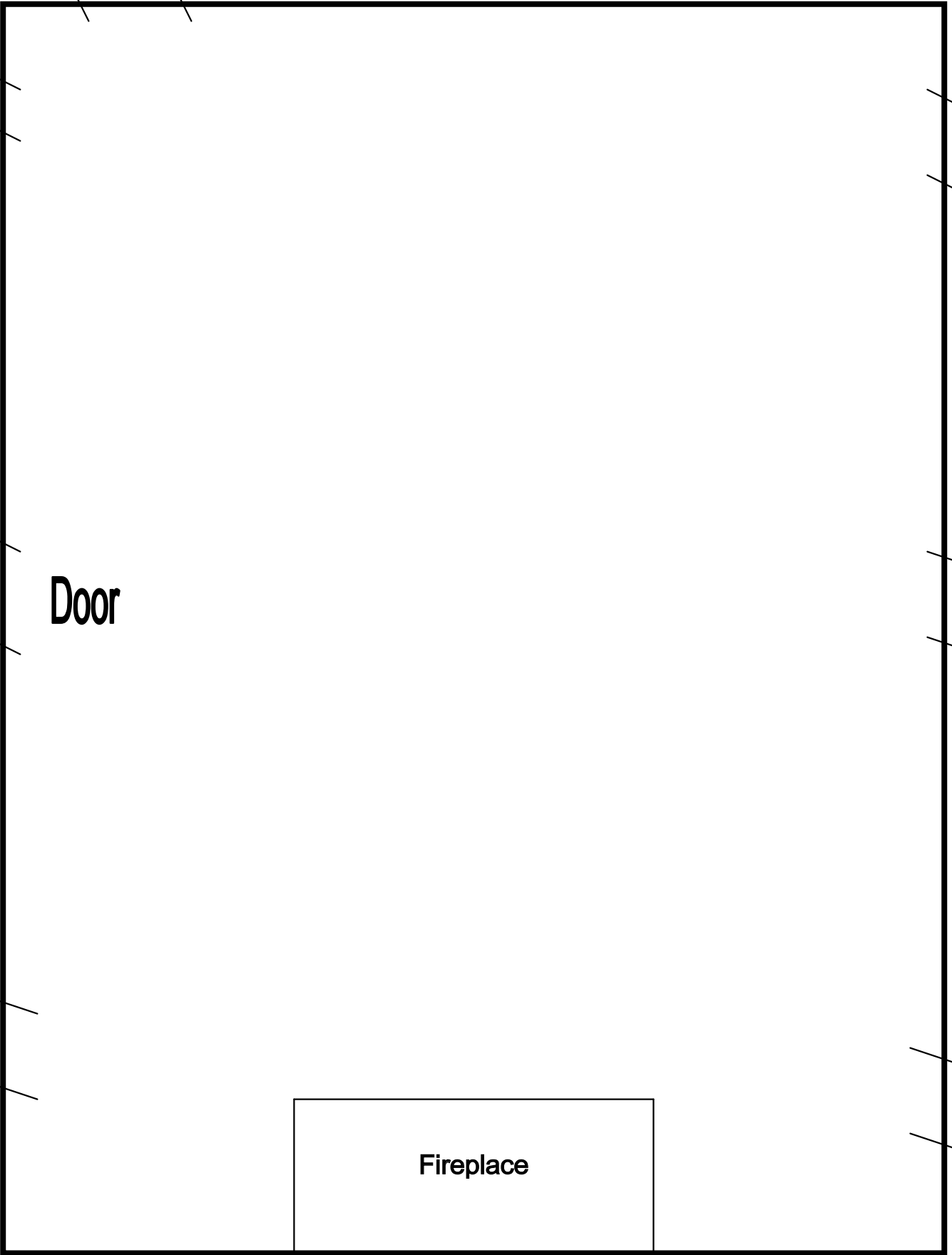
Door

Patio

Window

Fireplace

Fireside Room





Patio

DIMENSIONS & CAPACITY

6300 sq ft. 70' by 90'

150 maximum* guests for dining

250 maximum* guests for lecture

*maximum capacity does not permit space for extra tables or chairs or a dance floor.

DANCE FLOOR

You may bring in a dance floor for your event as long as it does not leave holes in the grass.

STRING LIGHTS

The string lights cannot be removed. They are solar powered and will turn on when it gets dark. Canopies may be set up so long as they do not hit the lights or leave holes in the grass.

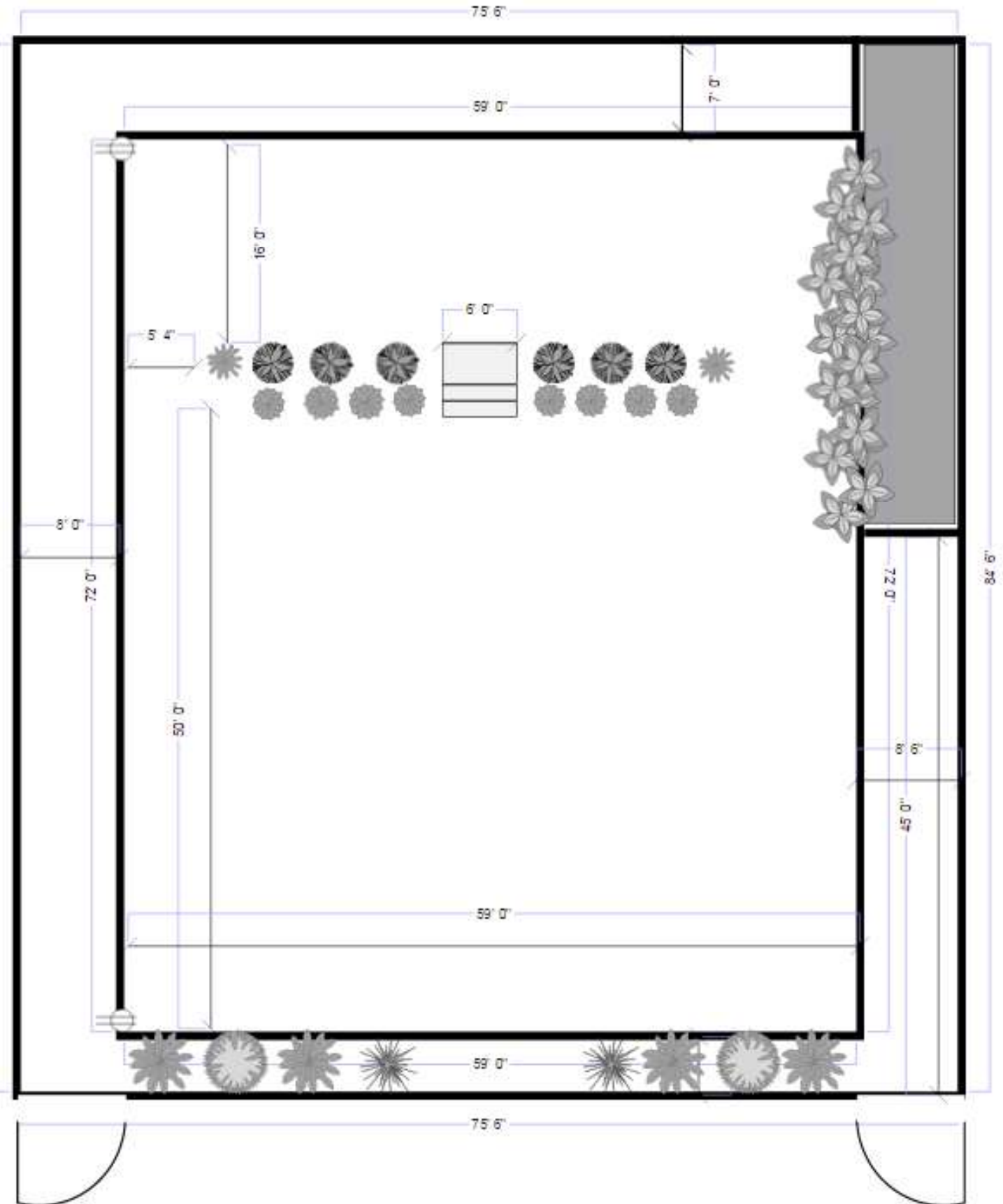
SET-UP FOR YOUR EVENT

You may set up anywhere in the patio except on the bricks opposite the community center. Guests may mingle there but no tables or chairs can be set up.

MUSIC, SOUND, ETC.

This space is adjacent to the lobby of the Community Theatre. You may be asked to turn your music, microphone, etc. down if it is conflicting with the theatre performance.

LUCIE STERN CENTER - PATIO



Kitchen

EQUIPMENT AVAILABLE

Gas Stove/Oven, microwave, sink, dishwasher, fridge/freezer.

Stove/Oven is for reheating of food ONLY. Absolutely no cooking allowed. There is no ice machine.

FOOD STORAGE

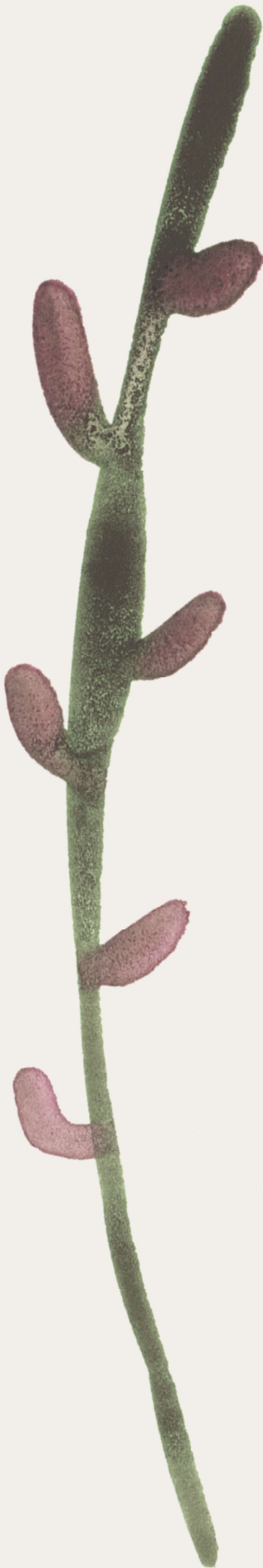
Storage of food in the fridge/freezer is only permitted during your rental time.

RENTAL REQUIREMENTS

You may rent it for shorter hours than your main event. There is no minimum duration needed to rent the kitchen, you must have it cleaned and vacated by the end of your requested rental time. Extending the rental time may be permitted based upon availability. If you rent one of the adjacent spaces, you must still request the kitchen in order to use it.

GRILLING

You may grill with anything that can be turned off immediately if it gets knocked over. Open flame grills must not be located under the overhang.



General Info

Applicable to the whole facility.

PUBLIC COURTYARD

The open courtyard space adjacent to the main lobby is public space. Your guests may mingle out there. It is not permitted to set up any equipment or decorations in this space. No alcohol is permitted in this area.

SMOKING

Smoking is permitted in the parking lot only.

DECORATIONS

Decorations must be hung with blue painters tape. Nothing is permitted to hang off the string lights. You may hang décor over the beams in the ballroom, but you must bring your own ladder. Candles are permitted only if they are in a votive at least 1" higher than the lit flame.

ALCOHOL

Insurance is required if you plan on serving beer, wine, or champagne at your event. Absolutely no hard liquor is permitted.

VENUE SET-UP & CLEAN-UP

Set up and clean up is the responsibility of the renter and must be added to your overall rental time. If you have exclusive use, you may set up outside of specific rental rooms. Keep in mind that hallways **MUST** be kept clear per PA Fire Code. If you are renting a single room, all rental set up, signage, etc., must be kept to your designated rental room.

PREFERRED VENDORS

As a government facility, we do not have any preferred vendors. You may utilize any vendor of your choosing.

Lucie Stern Community Center

All events will be charged a minimum \$500 cleaning/damage deposit. It is 100% refundable, provided the premises are left in the same condition as when you arrived.

All events taking place outside of our normal business hours (Monday-Friday 8:30am-5:30pm) will be charged a \$52/hour (\$79/hour on Federal Holidays) Facility Attendant Fee.

Insurance is required for groups of 150+ and/or if you are serving alcohol.

Ballroom: **Resident Rate: \$252/hour | Non-Resident Rate: \$374/hour**
This room measures 40 by 70 feet and can accommodate up to 300 guests theatre-style or 200 for dining.

Community Room: **Resident Rate: \$188/hour | Non-Resident Rate: \$263/hour**
This room is 25 by 45 feet and can accommodate 125 guests theatre-style or 75 for dining. This room provides a comfortable setting for smaller events or meetings.

Fireside Room: **Resident Rate: \$143/hour | Non-Resident Rate: \$205/hour**
This room measures 25 by 26 feet and can accommodate 70 guests theatre-style or 45 for dining.

Patio: **Resident Rate: \$137/hour | Non-Resident Rate: \$203/hour**
This enclosed outdoor space measures 70 by 90 feet and can accommodate 250 guests theatre-style or 150 for dining.

Kitchen **Resident Rate: \$53/hour | Non-Resident Rate: \$76/hour**
This fully equipped kitchen will easily meet the requirements of your caterer.

Fireside Room/Patio: Resident Rate: \$195/hour | Non-Resident Rate: \$288/hour

Community Room/Patio: Resident Rate: \$227/hour | Non-Resident Rate: \$334/hour

Multi-Room Use Packages include usage of all the rooms listed above, all of our equipment, and a facility attendant in one flat rate.

Saturday Multi-Room Use (Ten consecutive hours) Resident Rate: \$5261 | Non-Resident Rate: \$6094

Multi-Room Use, Weekday Hourly (Monday-Thursday) Resident Rate: \$504/hour | Non-Resident Rate: \$624/hour

Multi-Room Use, Weekend Hourly (Friday-Sunday) Resident Rate: \$551/hour | Non-Resident Rate: \$697/hour

Lucie Stern Community Center

Equipment List

6' by 2.5' rectangle table | Quantity: 30

Free for all renters to use

Black Adapt Chairs | Quantity: 300

Free for all renters to use

5' round tables (seat 6-8) | Quantity: 25

Residents: \$9/table | Non-Residents: \$12/table

White folding chairs | Quantity: 200

Residents: \$1.60/chair | Non-Residents: \$2.60/chair

Podium with microphone | Quantity: 1

Residents: \$42 | Non-Residents: \$68

Portable Sound System w/ Mic | Quantity: 1

Residents: \$19 | Non-Residents: \$30

Wireless LED Up Lights | Quantity: 1 set (12 lights)

Residents: \$190 | Non-Residents: \$254

Grand Piano | Quantity: 1

Residents: \$128 | Non-Residents: \$199

Grand Piano MUST stay in the Ballroom

Electric Food-Warming Shelves | Quantity: 3

Residents: \$50 each | Non-Residents: \$75 each

The City of Palo Alto does not have a preferred vendors list. All items listed above are available on a first come, first served basis. Quantities are subject to change without notice.



CITY OF

PALO ALTO

Facility Use Application and Rental Agreement

Questions? Call: 650.463.4949 Permit # _____

Approved Denied Date _____

Canceled by: _____ Date _____

First Name

Last Name

Address

City, State, Zip Code

Email Address

Phone Number

Organization Name

Address

City, State, Zip Code

Email Address

Phone Number

501(c)3 Non-Profit: No Yes

IRS Non-Profit Number: _____

Type of Event/Activity:

Attendance:

Food/Beverages Served No Yes

Alcohol Served No Yes Sold

Charging for event No Yes

Asking for Donations No Yes

Open to Public No Yes

Open Flames during event?
(i.e. candles, chafing dishes) No Yes

Event Co-Sponsored by City of Palo Alto No Yes

If Yes, list Department Name & Contact:

List Equipment Needed (Furniture, Piano, Etc.)

Responsible Person Day of Event

Cell #

Room/ Campsite Name	Start Date	End Date	Day(s) of Week	Rental Start Time	Rental End Time

Repeat Instructions

- No Repeat/ One Time Rental
- Daily Weekly Monthly

Exceptions:

- All City Observed Holidays
- List Other _____
Dates: _____

Event Notes

(list any room, time, or date flexibility)

Terms of Agreement

I on behalf of the organization or myself have read and understand the facility rental agreement. I agree to inform persons participating in this proposed activity of the terms and conditions of the permit, if granted, and agree to comply with the conditions set forth in the permit. I understand that I am responsible for the actions and behavior of my guests, and I assume responsibility for any damages or extra fees that might be incurred due to my guests' actions or behavior. I further agree to hold harmless and indemnify the City of Palo Alto, its officials, officers, employees and agent for any liability, loss or damage due to personal injury, death or property damage caused by or resulting from activities permitted by this rental agreement, excepting that which is caused solely by the negligence, recklessness or willful misconduct of the City, its officials, officers, employees or agent. I have also read and reviewed the rental conditions on the back of this form.

Name on Payment Card: _____ LAST 4 Digits of _____
 _____ saved card on file _____

I understand that payment for the deposits and fees associated with this permit must be made by the indicated date(s). I hereby authorize the City of Palo Alto to charge past-due balances and cleaning/damage fees associated with this permit to the card listed on file.

Applicant's Signature: _____ Date: _____

OFFICE USE ONLY

Non-Profit Req Received Key Given: No Yes

Insurance Req Received

Initial Payment: Req Received

Fees to be charged: Date: _____ Amount: _____

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 providing a majority (51% or more) of their service to Palo Alto residents are eligible to receive a non-profit discount. Palo Alto serving 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.



Lucie Stern Community Center Rental Agreement

Please read and initial next to each numbered item. Applications will not be processed without this form.

- 1) ___ Enter and exit the facility at your scheduled rental time, only.
- 2) ___ Rentals can be paid in full or broken down into two payments. Failure to pay on time will lead to cancellation of your permit. **First payment:** 1/2 of total rental fees is due immediately upon application approval. You have 10 days from the approval date to cancel your event for a refund in full. **Second payment:** the remaining 1/2 of rental fees is due no later than 30 days prior to event. Note: The damage/cleaning deposit is factored into your total rental fees.
- 3) ___ Rates may change at our fiscal year (July). Any changes made after June 30 may result in a higher balance.
- 4) ___ Facility Attendants are on-site to
 - a. Let you into the facility on time
 - b. Ensure that the rooms and restrooms are tidy and ready for use
 - c. Have available for use, all pre-arranged facility amenities
 - d. Enforce facility rules and regulations.
 - e. Remain on premises, and be available at all times
 - f. Assist in any emergency situation requiring fire, police, or ambulance services.
 - g. To ensure the safety of our patrons, and to lessen the possibility of damage to our facility, the attendant must periodically survey the exterior of the building.
- 5) ___ Set-up and clean-up are the responsibility of the renter and must be conducted and completed between the hours of the contracted rental agreement.
- 6) ___ Cleaning is required before the end of your scheduled rental time. This includes but is not limited to wiping down tables and chairs, sink, stove, counter tops and cabinet doors, clean out refrigerator, sweeping/mopping floors as needed, vacuuming, placing trash in bags provided and removing filled trash bags from building to outside dumpsters.
- 7) ___ Rooms are expected to be returned in the condition they were found at the start of rental. Failure to adhere will forfeit your cleaning and damage deposit.
- 8) ___ **NO** open flame, such as wax candles, votives, chafing dishes without special permission from the CPAFD
- 9) ___ Absolutely **NO** balloons or inflatables of any kind allowed on City of Palo Alto facilities.
- 10) ___ It is **NOT** permitted to:
 - a. Throw rice, confetti, birdseed, glitter, or other substances in or around the facility
 - b. Place food or beverages on the piano
 - c. Move piano out of the ballroom
 - d. Dispose of ice or other beverage on any grass surface
 - e. Use any office equipment or enter any office spaces

- f. Drive vehicles onto any grass area (ZERO exceptions)
 - g. Allow minors under the age of 21 to consume alcoholic beverages
 - h. Hang up decorations with anything other than blue painter's masking tape.
- 11) ___ Music shall be no louder than 70 dBs at a distance of twenty-five feet or more from source.
 - 12) ___ The individual making the reservation has reviewed and understands the refund and cancellation policies and understands that they must be on site for all dates listed on their permit.
 - 13) ___ Children 17 and under must be supervised at all times.
 - 14) ___ I agree to adhere to the City of Palo Alto's Zero Waste policies. (Cityofpaloalto.org/zwparty)
 - 15) ___ Only beer, wine, and champagne, are permitted with proper insurance coverage at events.
 - 16) ___ Smoking is prohibited in all public spaces.
 - 17) ___ Permit holder is responsible for all attendees of the function. Any gathering considered dangerous, a disturbance of the peace, or endangering public property is subject to closure without refund of the rental fee or security deposit.

NON-PROFIT RENTALS ONLY:

- 18) ___ Charging for event(s), accepting donations, or fundraising will null and void the discounted non-profit rate, resulting in updated charges of resident or non-resident rates pending location of your non-profit.
- 19) ___ 501(c)3 must be submitted with rental application in order to receive the non-profit discount.

REOCCURRING RENTALS ONLY:

- 20) ___ Payments for your rental are due the first day of each month in which you have a reserved space.
- 21) ___ Early cancellation of permit can be processed 30 days prior to your amended end date, with no charges for canceled dates.

Please contact us at LSCC@PaloAlto.gov with any questions or concerns that you may have about these agreements. Our full "Guidelines for Use" is available on our home page.

Please check this box if you would like to make your entire payment upon approval of your application (your rental fees will be processed in full). ___

Please check this box if you prefer your total to be split into two (2) payments (only applicable if your event is more than one month out). ___

I have read, understand, and will abide by the "guidelines for use" during my facility rental. Failure to do so may result in rental cancellation and forfeiture of deposit and/or additional charges.

Print name

Signature

Date of Application

Date of Event

LSCC Event Insurance Procedure

For events with 150+ planned attendees and/or Alcohol:

1) Purchase the required insurance for both bodily injury and property damage. Ask your insurance broker to do a combined single limit. The amount of insurance is set by the City of Palo Alto; the premium for the insurance you purchase is set by your broker with the insurance company. \$1,000,000.00 (one million dollars) is the minimum requirement for all uses. High risk activities require additional coverage and will be communicated with you if needed.

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

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

City of Palo Alto
1305 Middlefield Road
Palo Alto, CA 94301

4) Ask your insurance broker to send a signed certificate of insurance (COI) via email to LSCC@palocalto.gov or mail to:

Lucie Stern Community Center
1305 Middlefield Road
Palo Alto, CA 94301

COIs need to be delivered to LSCC a minimum of 14 days prior to the event.

Alcohol Requirements:

The City of Palo Alto requires "Liquor Liability" insurance to serve alcohol on the premises. Such coverage must be stated on your insurance certificate.

Whenever alcohol is available for consumption and money is transacted in ANY form (i.e. for donation, for a ticket, for a meal, for entry to the event, for a beverage) **Liquor Liability insurance AND an ABC License are required.**

If you plan to sell alcohol or if alcohol is present at your event and money is transacted in ANY form, proof of ABC License is required and must be received at least 14 days prior to your event. Please contact the San Jose Branch of the Alcohol Beverage Control for more information:

[San Jose Branch](#)
408-346-2417
224 Airport Parkway, Suite 620
San Jose, CA 95110

You may purchase insurance through any event insurance broker of your choosing. If you are unable to locate one or are unsure of who to contact, you may consider the services of [HUB International](#) or [Eventsured.com](#).

Thank you,

Lucie Stern Community Center



Courtyard

ENTER

ENTER

Community Theatre

Offices

Front Desk

Offices

Restroom

Community Room

Patio

Kitchen

Offices

ENTER

Restroom

Fireside Room

Ballroom

Entrance/Exit to rental space or venue.

