



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.