

MAPLE HALL RENTAL FEES

Facility Rental Fee (hourly)	Capacity	Group 1	Group 2*		Group 3*	
		Res+/Non-	Res+	Non-Res	Res+	Non-Res
Maple Hall (includes Kitchen)	145	No Charge	\$50	\$60	\$160	\$180
City Hall Plaza	-	No Charge	\$20	\$30	\$40	\$60
Application fee (non-refundable)		No Charge	\$15	\$15	\$15	\$15
Damage Deposit (refundable)		No Charge	\$500	\$500	\$500	\$500
City Hall Plaza Deposit (with Maple Hall rental only)		No Charge	\$500	\$500	\$500	\$500
Building Attendant Flat Rate (75+ requires additional set-up)		No Charge	\$100	\$100	\$100	\$100
AV equipment rental per event		No Charge	\$75	\$75	\$75	\$75
Alcohol Beverages Fee (non-refundable)		\$50	\$50	\$50	\$50	\$50
Unscheduled Rental Time (calculated in 1 hour increments)		\$180	\$180	\$180	\$180	\$180
Insufficient Funds		\$20	\$20	\$20	\$20	\$20

		Park Facilities	Maple Hall & Plaza
Security (required for events with alcohol and teen events)		\$50/hr	\$75/hr
Insurance	Individual renter is responsible for providing liability insurance in the amount of \$2 million (See pg. 7)		

*Hourly facility rental fees include one Building Attendant @ \$20/hour

**Alcohol is not permitted at any facility located in a public park

+Must reside/be located within the San Pablo city limits, and provide proof of residency and/or business location at time of reservation

GROUP USER DEFINITIONS

Group 1 - Public meetings held by elected representatives serving the San Pablo area (including Town Hall meetings, events of public interest, etc.), local election candidate forums sponsored by a non-profit organization, polling and/or trainings offered by the local Registrar of Voters, meetings offered by the WCCUSD or public meetings by other governmental agencies that serve San Pablo residents, as well as fundraisers (where 100% of the proceeds go toward the event) offered by non-profit organizations who have assumed leadership for events once provided by the City. The WCCUSD is eligible dependent on current Joint Use Agreement. Registrar of Voters are each eligible for up to three (3) reservations per year.

Group 2 - Programs and activities for which there is no entry fee for participation or attendance offered by local non-profit organizations (San Pablo schools, churches, youth groups, clubs, sports leagues, service groups and organizations), as well as City Hall tenants, events sponsored by/for WCCUSD groups, meetings or trainings by District or other governmental agencies that are not open to the public, and fundraising events supporting City programs or San Pablo public schools.

To qualify for non-profit status rates, customers must provide a copy of their letter of non-profit status from the CA Secretary of State's office with their non-profit ID number indicated and must pay with an organization check or charge card. Organization name on letter of non-profit status, check/charge card, and permit must all be in the same name.

Group 3 - Private meetings, groups, parties, banquets, and social events (such as wedding receptions, anniversary or birthday parties, cultural events, etc.) for which there are no entry fees for participation or attendance, as well as fundraisers or events involving an entry fee sponsored by non-profit organizations (where a limited number of tickets are sold in advance). Private, business or commercial meetings, seminars, parties, auctions, fundraisers or other events where an entry fee is collected/charged or funds are raised.