

Healdsburg Parks and Recreation Community Center Fee and Rate Schedule

Healdsburg Community Center
1557 Healdsburg Ave.
Healdsburg, CA 95448
707.431.3303

ROOMS * Hourly Rental Fees (1 hr. minimum)	NON-PROFIT		PRIVATE RESIDENT/ BUSINESS	
	RES	NR	RES	NR
MULTI-PURPOSE ROOM (2251 sq ft)	\$80	\$98	\$91	\$110
COMMUNITY MEETING ROOM (979 sq ft)	\$56	\$74	\$69	\$80
MEETING ROOMS #3, #4, #5 (823 sq. ft.)	\$33	\$51	\$46	\$57
LEASABLE CLASSROOMS / OFFICE SPACE MEETING ROOMS #12, #13, #14, #15, #16 (897 sq ft.)	\$1.10 per sq ft plus CPI	\$1.20 per sq ft plus CPI	\$1.20 per sq ft plus CPI	\$1.25 per sq ft plus CPI
COURTYARD	\$38	\$56	\$50	\$63
CUSTODIAL- event clean-up fee - per contract				
* Discount rates available when renting multiple rooms				

Deposit: \$100.00 is due at the time the Application is submitted. Multi-purpose room \$200.00, multiple room rentals deposit is \$300. Deposit does not apply toward room fees. If a reservation is made less than 2 weeks prior to the event, deposit and fees must be paid at the time the Application is submitted. Deposit will be refunded approximately 6-8 weeks following the event unless instructed to retain on-file for future bookings.

Staff: Charges for staff will be made if there are no department activities running concurrently with a rental. Events with more than 100 participants and/or some special events may require additional staffing and private security guards. Staff charge is \$20/hour including setup and breakdown.

Alcohol: No alcohol is permitted at the Community Center.

Furniture: Tables and chairs included in rental fee if available.

Caterer: Events using a paid professional caterer are required to provide the City of Healdsburg with a current Food Industry Health Permit, issued from the county the caterer resides within, 30 days prior to the event. All caterers must have a Healdsburg Business License. Call 707-431-3102 to obtain application. All caterers need to furnish proof of liability insurance (\$2 Million) with an Endorsement naming the City of Healdsburg as Additionally Insured with "primary" language.

Custodial: Groups serving food and/or beverages will be required to pay a custodial fee.

Insurance: The City of Healdsburg requires the Event Sponsor to sign our indemnification form (CJPRMA). At the discretion of the City's Risk Manager, the City of Healdsburg may require Liability Insurance in the amount of \$2,000,000 naming the City of Healdsburg, its officers, officials, caretakers, employees and volunteers as Additional Insured. An Endorsement with "primary language" may also be required. An Insurance certificate may be purchased through the City. Insurance costs are based on the nature and size of the event.

All fees and insurance are due and payable 30 days prior to the event.