

# Healdsburg Community Services - Senior Center Rental Fee Schedule

Effective 01/01/2020



**Healdsburg Senior Center**  
133 Matheson St.  
Healdsburg, CA 95448  
(707) 431-3324

Rooms Available for Rent	Resident: Non-Profit or Individual*	Resident: Commercial Resident/Business*	Non-Resident*
	Hourly Rental Fees ( 1hr min.)	Hourly Rental Fees ( 1hr min.)	Hourly Rental Fees ( 1hr min.)
Dining Room & Kitchen M-F (8 am - 4 pm)	\$47	\$54	\$72
Dining Room & Kitchen M-F (4 pm - 10 pm)	\$23 plus \$26 cleaning fee	\$27 per hour plus \$26 cleaning fee	\$36 per hour plus \$26 cleaning fee
Dining Room & Kitchen Weekend/Holiday	\$59 per hour plus \$26 cleaning fee	\$68 per hour plus \$26 cleaning fee	\$90 per hour plus \$26 cleaning fee
Meeting Rooms (Card/Craft/Fireside)	\$29	\$33	\$44

**Deposit:** \$100 is due at the time the Application is submitted. 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 2-4 weeks following the event less withholding for damages/non-return of key.

**Furniture:** Tables and chairs included in rental fee. Limited to furniture located on premises. City staff reserves the right to restrict usage of some furniture based on event type.

**Staff:** City staff will be on duty during event unless deemed necessary by City due to the nature of the event. If staff are assigned to event, applicant will be charged an additional \$29 per hour. Approved applicant will be issued a facility key to be picked up in advance by appointment and returned as instructed. A \$50 fee will be deducted from deposit if key is not returned.

**Custodial:** Applicant is responsible for room set-up and for returning room to the way it was found unless instructed otherwise by Center staff.

**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. See insurance requirements below.

**Insurance:** The City of Healdsburg requires Liability Insurance in the amount of \$2,000,000 naming the City of Healdsburg, it's officers, officials, caretakers, employees and volunteers as Additional Insured. An Endorsement with "primary language" is also required. An Insurance certificate may be purchased through the City. Insurance costs are based on the nature and size of the event.

**On-Going Rentals:** For rentals that take place on a regular weekly or monthly basis payment is expected monthly or quarterly as agreed upon. A facility key (one per applicant only) will be issued at the discretion of Center staff.

**\*Classifications:**

**Resident Non-Profit Groups:**

- 501(c)3 organizations, government and schools within the Healdsburg Unified School District boundary.
- Non-Profit organizations are required to provide proof of non-profit status or they will be charged the private rates.*

**Resident Individual:** The applicant's residence must be within the Healdsburg Unified School District boundary. All contracts must be made in the applicant's name in order to receive the Resident rate and the event must be for the applicant.

**Resident Commercial/Business:** Any resident with a business or organization which meets for the purpose of private activities.

**Non-Resident:** The applicant's residence is not within the Healdsburg Unified School District boundary

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