



# Charges for Rental & Use of Indoor Facilities

## Burlingame Parks and Recreation Department

850 Burlingame Ave • Burlingame, CA 94010

Phone: (650) 558-7300 • Fax: (650) 696-7216

www.burlingame.org/rec



\*CDL or Utility Bill Required for Burlingame Resident Rate\*

Rooms Fees listed below are on a per room, per hour basis.

Security deposits may be required for Group B and are required for all Group C events.

Security deposits are \$500 for the Auditorium and \$200 for all other rooms.

Group Classifications	Recreation Center Rooms	Size/ Capacity	Group C	Group B	Group A																		
<p><b>Group C:</b> Private parties, commercial, business and profit-making organizations. <i>Examples: Weddings, receptions, birthday parties, educational seminars, etc...</i></p> <p><b>Group B:</b> Non-profit groups &amp; organizations <i>Examples: AYSO, BGSA, BYBA, SMUHSD, Scouts, etc...</i></p> <p><b>Group A:</b> City of Burlingame sponsored activities, Burlingame School District</p>	<b>Auditorium</b>	71'x50' Dinner Event: <b>240</b> Assembly: <b>450</b>	<u>Residents:</u> <b>\$271</b> for 1st hour <b>\$137</b> for each additional hour <u>Non-Residents:</u> <b>\$314</b> for 1st hour <b>\$154</b> for each additional hour	<u>Residents:</u> <b>\$157</b> for 1st hour <b>\$81</b> for each additional hour <u>Non-Residents:</u> <b>\$171</b> for 1st hour <b>\$86</b> for each additional hour	<b>No Cost</b>																		
	<b>Lounge I</b>	35'x27' up to 50	<u>Residents:</u> <b>\$157</b> for 1st hour <b>\$81</b> for each additional hour  <u>Non-Residents:</u> <b>\$171</b> for 1st hour <b>\$86</b> for each additional hour	<u>Residents:</u> <b>\$121</b> for 1st hour <b>\$61</b> for each additional hour  <u>Non-Residents:</u> <b>\$132</b> for 1st hour <b>\$65</b> for each additional hour	<b>No Cost</b>																		
	<b>Lounge II</b>	47'x27' up to 75																					
	<b>Social Hall (No Food)</b>	34'x32' up to 70																					
	<b>Art Room</b>	33'x33' up to 60																					
	<b>Ceramics Room</b>	39'x23' up to 50																					
	<b>Studio B</b>	15'x23' up to 15																					
	<b>Dance Room</b>	up to 49																					
<b>Additional Charges</b>	<b>Conference Room</b>	up to 15																					
<table border="1"> <tr> <td>Tables/Chairs</td> <td>Custodian</td> <td>Miscellaneous</td> </tr> <tr> <td>Up to 50-\$20</td> <td>Weekend-\$102</td> <td>VCR/TV-\$10</td> </tr> <tr> <td>51 to 100-\$29</td> <td>Weekday-\$32</td> <td>Coffee Pot-\$15</td> </tr> <tr> <td>Over \$100-\$45</td> <td></td> <td>Insurance</td> </tr> <tr> <td>Wine/Beer Served-\$33</td> <td colspan="2">Second Building Attendant if over 150 &amp;/or serving alcohol-\$40/hr</td> </tr> <tr> <td colspan="3">Extra, non-scheduled hrs-\$268/hr</td> </tr> </table>	Tables/Chairs	Custodian	Miscellaneous	Up to 50-\$20	Weekend-\$102	VCR/TV-\$10	51 to 100-\$29	Weekday-\$32	Coffee Pot-\$15	Over \$100-\$45		Insurance	Wine/Beer Served-\$33	Second Building Attendant if over 150 &/or serving alcohol-\$40/hr		Extra, non-scheduled hrs-\$268/hr			<b>Kitchen (50% off if rental of other rooms)</b>	up to 10	<u>Residents:</u> <b>\$36</b> per hour  <u>Non-Residents:</u> <b>\$42</b> per hour	<u>Residents:</u> <b>\$20</b> per hour  <u>Non-Residents:</u> <b>\$24</b> per hour	<b>No Cost</b>
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### Payment & Refunds

Any group, organization or individual reserving a Parks & Recreation Department facility must pay a deposit (amount to be determined by the Department), which will act as a security deposit, upon making the reservation. **Total fee is due with the signed contract at least 30 days prior to the event.** The security deposit may be refunded, all or in part, depending upon the condition of the facilities after the activity. User is responsible for damage to premises or extra custodial work incurred as a result of the activity. If damage or custodial costs exceed the value of the security deposit the renter will be billed for the additional costs incurred.

Groups may cancel an event up to one month prior to the activity and receive a full refund of the rental fees and 50% of the security deposit. Activities cancelled less than 30 days of the reserved date forfeit 100% of the security deposit and are subject to forfeiting the entire rental fees. Rev. 7/1/19