



## PIEDMONT RECREATION DEPARTMENT RENTAL FACILITIES

At Piedmont Community Hall, creating a magical event is our specialty. The inspiring views of the San Francisco buildings and the nature feel of the redwood trees allows Piedmont Community Hall to be the perfect setting for your event. At Piedmont Community Hall, your occasion will be unforgettable as the grandeur of the breathtaking surrounds.

**Event Tours and Consultations are available by appointment.**

**Pricing listed is subject to change.**

*Please contact us to schedule your visit:*

*Piedmont Recreation Department Rentals*

*[prrentals@piedmont.ca.gov](mailto:prrentals@piedmont.ca.gov)*

*510.420.3081*

Piedmont Community Hall- 711 Highland Avenue, Piedmont, California 94611  
Piedmonts Veterans' Memorial Building- 401 Highland Avenue, Piedmont, California 94611  
510.420.3081 or [prrentals@piedmont.ca.gov](mailto:prrentals@piedmont.ca.gov)

# Piedmont Community Hall & Patio

Piedmont Community Hall offers a splendid structure, Mediterranean in style with light taupe walls and terracotta tile roof. The main event space is a great party room, with a high, beamed ceiling, newly renovated shining hardwood floors and chandeliers. Floor-to-ceiling windows allows lots of natural light and ensure that the “outdoor” feeling of the adjacent park carries over to your reception. This is a refined, nicely designed space, suitable for an elegant wedding, company party or corporate retreat.

**\*120 inside seated dinner and 200 outside person capacity**

## Pricing

### Friday & Sunday (8 hour base rental period)

	Base	Add 'l Time
Rental Rate.....	\$4725	\$220/hr.
Resident Discount Rate.....	\$3045	\$170/hr.

**\*\*Additional time requested within 7 days of rental will be charged \$265.00/hour.**

### Saturday (8 hour base rental period)

	Base	Add 'l Time
Rental Rate.....	\$5250	\$265/hr.
Resident Discount Rate.....	\$3412	\$215/hr.

**\*\*Additional time requested within 7 days of rental will be charged \$315.00/hour.**



# Piedmont Community Hall & Patio

**Monday-Thursday and Friday before 3:00pm (2 hour minimum required)**

**With Food & Beverage**

Rental Rate..... \$220/ hr.

Resident Discount Rate.....\$170/hr.

Non-Profits Rate .....\$105/hr.

**Hours:** Between 8:00am-12:00am (amplified music must end at 11:00pm inside and 10:00pm outside)

**Security Deposit:** \$1000.00 is to be collected at the time of confirmation of the reservation.





# Additional Piedmont Community Rental Facilities

## Japanese Tea House

Donated to Piedmont Community Center in 1946 by the school board, the Japanese Tea House is a unique facility that can help set your event apart from others. The Japanese Tea House can serve for a small ceremony, brides can spend some quiet time here before the wedding or use it as a private space to get ready for the big event.

## Pricing

With Community Hall Rental..... \$475  
(May enter 30 minutes prior to permit time)

Without Community Hall Rental - 3 Hour Base Rental Rate..... \$675  
(Add 1 hours charged at \$225.00/hour)



## Amphitheater

Our most popular ceremony venue, located in the heart of the park in a redwood grove; it is the perfect setting if you are looking for natural beauty. The patio can seat up to 120 guests with additional seating in the bleachers for 80 more guests.

## Pricing

### With Community Hall Rental

Rental Rate ..... \$375

Resident Discount Rate.....\$300

### Without Community Hall Rental (Monday-Thursday)

Rental Rate .....\$475

Resident Discount Rate.....\$400



# Piedmont Veterans' Memorial Building

Piedmont Veterans' Memorial Building offers a spacious structure, with a vintage feel of hardwood floors and neutral walls that allows you to envision your perfect event.

**\*200 person capacity seated, 250 standing**

## Pricing

### Friday -Sunday (8 hour base rental period)

	Base	Add 'l Time
Rental Rate.....	\$2625	\$210/hr.
Resident Discount Rate.....	\$1705	\$160/hr.

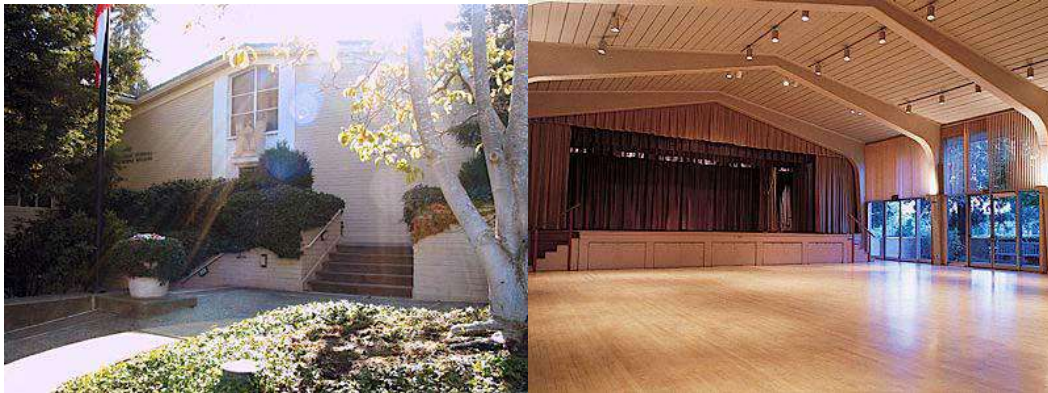
**\*\*Additional time requested within 7 days of rental will be charged \$265.00/hour.**

### Monday-Thursday and Friday before 3:00pm (2 hour minimum required)

Rental Rate.....	\$185/ hr.
Resident Discount Rate.....	\$135/hr.
Non-Profits Rate .....	\$95/hr.

**Hours:** Between 8:00am-12:00am (amplified music must end at 11:00pm inside and 10:00pm outside)

**Security Deposit:** \$750.00 is to be collected at the time of confirmation of the reservation.





# Frequently Asked Questions

**PARKING:** 30 spaces available in the Piedmont Community Hall parking lot. Additional street parking is available.

**WHEN DOES MY PERMIT BEGIN:** Your time begins when the first person arrives at the hall, such as the caterer, coordinator, D.J, Etc. When the contracted rental time ends, everyone from lessee's group must be out of the hall. Additional time may be requested through the rental office. Our event monitor is on duty to set up our tables and chairs only, rental items must be set up by your staff. Our custodian will clean, stock the restrooms, and set outlined trash containers for your event. Recycle bins will be provided, your catering staff is responsible for breaking down garbage/boxes.

**CANCELLATION POLICY:** If the reservation is cancelled in writing 6-10 months prior to the date of the event, half of the security deposit will be refunded. Cancellations received less than 6 months in advance do not qualify for a refund. Cancellations received 10 months or more before the event will be refunded \$50 less. If reserved date is changed more than one time, no refund will be made if the reservation is cancelled, no matter how much in advance the cancellation is received.

**INSURANCE:** Lessees of the facilities are required to purchase liability coverage unless they have such coverage. The coverage will provide \$1,000,000.00 worth of general/liquor liability insurance per day/event.

**RENTALS:** Rentals must be dropped off on the day of your event and picked up following your event in the evening. There is a \$250.00 fee if rental items are left overnight without prior authorization.

**ALCOHOL:** Must be served from a controlled bar. Only beer, wine, and champagne are allowed. Alcohol service stops promptly 90 minutes before the end time of the permit.

**REHEARSALS:** Must be scheduled with the Piedmont Rental office and can be scheduled up to 90 days prior to your event. There is a \$25.00/hour charge if access to the hall is needed for your rehearsal.

**VENDORS:** You may select any vendors of your choice. We do ask that you keep us informed as to who you have selected, so that we may work with them on your event.

## **SERVICES:**

***Piedmont Community Hall Supplies:*** 200 -White Chairs, (20) 5' round tables, (16) 8'x 2.5 banquet tables, (2) 6'x 2.5 banquet tables, (5) 30' round cocktail tables, (6) 34' square card tables, (1) 36" round table, (1) 5 half round table

***Veterans' Memorial Building Supplies:*** 200 Chairs, (10) 5' round tables, (25) 8' banquet tables, (4) 6' banquet tables, (15) 34' square card tables

# A Dream Come True

