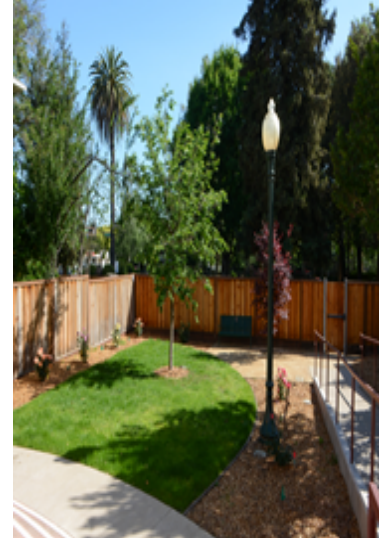




# SAN CARLOS ADULT COMMUNITY CENTER



For over 35 years **San Carlos Adult Community Center** has served the community in its mission to “promote healthy lifestyles, lifelong learning and independence”. In addition to our numerous programs and activities, our newly renovated facility offers room rentals for residents and non-residents for reasonable rates.

We are located in the heart of San Carlos, on the Peninsula between San Francisco and San Jose. Our facility is easily accessed from both interstates 280 and 101.

Our versatile rental rooms offer the perfect environment for events such as:

- Weddings
- Anniversaries
- Parties
- Meetings
- Celebration of Life
- Conferences
- Memorials
- Mixers
- Recitals
- Retreats
- Seminars

Call Matt Okada (650) 802-4113 or email [mokada@cityofsancarlos.org](mailto:mokada@cityofsancarlos.org) for an appointment.

San Carlos Adult Community Center  
601 Chestnut Street, San Carlos, CA 94070  
(650) 802-4384

FACILITY RENTAL GUIDE  
Effective 7-1-23



# Rental Fees

ROOM	CAPACITY	WEEKEND FEES <i>All rooms 3 hours minimum.</i>		DEPOSIT
		RESIDENT	NON-RESIDENT	
<b>Parkview/Patio</b> The space offers a banquet room with bay windows overlooking a lovely garden area.	140 Seated ( <i>Dinner Only</i> ) 120 Seated ( <i>Dinner &amp; Dancing</i> ) 175 Assembly	<b>\$1,025</b> <i>\$107 Per Additional Hour</i>	<b>\$1,230</b> <i>\$128 Per Additional Hour</i>	\$500
<b>Parkview Room</b> This unique space comes with a baby grand piano. Perfect for parties, recitals, or dinner and dancing	100 Seated ( <i>Dinner Only</i> ) 75 Seated ( <i>Dinner &amp; Dancing</i> ) 135 Assembly	<b>\$826</b> <i>\$107 Additional Hour</i>	<b>\$991</b> <i>\$128 Per Additional Hour</i>	\$500
<b>Patio Room</b> This space is perfect for a smaller event or meeting.	40 Seated ( <i>Dinner</i> ) 50 Assembly	<b>\$494</b> <i>\$107 Per Additional Hour</i>	<b>\$593</b> <i>\$128 Per Additional Hour</i>	\$250
<b>Chestnut Room</b> Meeting room featuring pull down screen, smart TV and mounted white board with DVD player	50	<b>\$494</b> <i>\$107 Per Additional Hour</i>	<b>\$593</b> <i>\$128 Per Additional Hour</i>	\$250
<b>Game Room</b> This room features a pool table, shuffleboard table and poker table.	20	<b>\$494</b> <i>\$107 Per Additional Hour</i>	<b>\$593</b> <i>\$128 Per Additional Hour</i>	\$500

**Weekend Fees:** Friday 5:00 p.m. – Sunday 11:00 p.m.

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## Available Amenities

**Outside Patio Area Fee:** \$50  
 May be rented in conjunction with the Parkview Room, Patio Room, Chestnut Room and Game Room Rental. Includes teakwood furniture, Gas BBQ and Fire Pit

**Kitchen Fee:** \$50  
 May be rented in conjunction with the Parkview Room, Patio Room and Game Room Rental. It includes use of a commercial refrigerator, 6 burner stove and double ovens, serving carts, ice machine and microwave oven.

**Tables & Chairs:**  
 We provide 60” round tables, 6 ft. rectangle tables, banquet chairs and room set up is included

**Staff:**  
 Every rental is provided with a staff person to assist with any additional set up or questions

**Portable Stage:**  
 6 x 4 Stage available if needed

**Sound System:**  
 Access to a microphone, microphone stand, ipod dock and podium available upon request

**Screen:**  
 Includes pull down screen in Parkview Room and Chestnut Room

**Baby Grand Piano:**  
 Available if needed

**Internet Access:** Available

**Caterers:**  
 All caterers must have a valid business license

## Other

**Insurance:**  
 An Insurance Certificate is required for any reservation. A renter may provide their own insurance or insurance can be purchased through the City for a fee.

## Required Fees:

**Rental Application Fee:** \$25 will be applied to the rental fee and is non-refundable.

**Janitorial Service Fee:** \$220