

Oak Hill Park Community Center

RENTAL INFORMATION

3005 Stone Valley Road, Danville, CA 94526

(925) 314-3405

Thank you for inquiring about the Oak Hill Park Community Center for your special event. This packet will provide you with general information about renting our facility. **Please refer to our *Policies and Procedures for Parks and Facilities Use* for more detailed information before booking an event.**

The Oak Hill Park Community Center is available for rent until 11:00pm Sunday through Thursday and 1:00am Friday and Saturday evenings.

The Banquet Room is approximately 2,484 sq. ft. and will seat 140 comfortable for dining. There is a patio off the Banquet Room that faces a lake with a beautiful fountain. The kitchen is located off the Banquet Room and is set up as a catering kitchen. There is also a beautiful green meadow nearby with a lovely view of a willow tree and the lake, just perfect for an outdoor ceremony.

A security deposit of **\$500.00** is due upon completion of application. Reservations are confirmed after the deposit has been made and you have received a reservation confirmation. The deposit is NOT applied toward rental fees, but is fully refundable pending no damage/overtime after your event is completed.

All large events will be charged a Facility Attendant at the rate of \$23.00 per hour for the length of your event.

The Town of Danville requires permit users to provide a “**Certificate of Liability Insurance**” naming **the Town of Danville as an additional insured**. You may purchase liability coverage through the Town of Danville for an additional cost, or you may provide a certificate through your homeowners’ insurance carrier naming the Town of Danville as additionally insured. Insurance coverage must be submitted 90 days prior to your scheduled event.

NO HARD LIQUOR. Beer, wine and champagne are permitted if served with food.

Renters and their caterers must follow all rules and regulations regarding cleanup as stated in the policies and procedures manual.

PLEASE PLAN AHEAD TO INCLUDE YOUR SETUP, DECORATING, TAKEDOWN AND CLEANUP TIME WITHIN YOUR SCHEDULED TIME FRAME. Tables and chairs are NOT set up prior to your rental time. (Extra time will be charged at twice the hourly rate).

Restrictions

No changes to hours 3 weeks prior to the event

No open flamed candles (must be in containers only)

No throwing of rice

Placement of live music or DJ will be determined by Town staff

Music outside must end by 9:00pm

RENTAL FEES FOR THE OAK HILL PARK COMMUNITY CENTER

	Private Resident Rates	Private Non- Resident Rates	Commercial Resident Rates	Commercial Non- Resident Rates
Banquet Room	\$193/hr	\$236/hr	\$244/hr	\$300/hr
Kitchen	\$72/use	\$90/use	\$74/use	\$93/use
Small Classroom	\$34/hr	\$44/hr	\$44/hr	\$55/hr
Medium Classroom	\$53/hr	\$67/hr	\$77/hr	\$97/hr
Large Classroom	\$86/hr	\$108/hr	\$120/hr	\$150/hr
Grass Area (for outside events)				
Grass Area – hourly	\$54/hr	\$68/hr	\$63/hr	\$79/hr
Grass Area – daily	\$207/use	\$259/use	\$249/use	\$311/use

Ask us about our non-profit and government rates

EQUIPMENT AVAILABLE:

Portable Hand-held Microphone Sound Unit
 TV/VCR or DVD
 Additional Microphones with/without stands
 PA System (Ball room only)
 Lecterns

EQUIPMENT AVAILABLE FOR RENT:

White Wooden Chairs (for outside ceremonies)	\$3/each
TV/VCR or DVD	\$27/use
Cocktail Tables	\$10/each

Thank you for your interest in our Oak Hill Park Community Center. Please call if you have any further questions.

Thank you,

Town of Danville Facilities

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 Fax: (925) 743-1450
facilities@danville.ca.gov