

Lucie Stern Community Center

General Information

How to Rent

The facility use application can be found on our website www.cityofpaloalto.org/luciestern or in person at Lucie Stern. Please complete the application and either fax, hand in in person, or email the application to lsc@cityofpaloalto.org. Once your application has been approved, you will receive an email confirmation and permit. Until you receive the email confirmation, your permit has not been approved.

Payment Details

After you have submitted your facility rental application and it has been approved by our staff, we will send you a rental permit confirming the dates of your payments. One third of your overall payment is due 10 business days after the approval of your application. The remainder of your payment is due one month before your event. If we do not receive an alternative form of payment on your rental due dates, we will charge the card on file that you have provided for us. Any changes made to your rental must be made one month prior.

Rates

You must be a resident of Palo Alto to qualify for the resident room rates. If you live outside of Palo Alto you are considered a non-resident and must pay the non-resident room rates. A non-profit discount is available for organizations who submit a 501(c)3 certification letter with their permit. The non-profit discount is half the resident rate.

Insurance

If you have over 100 guests and/or are serving alcohol, general liability insurance is required to be on file for your rental. You may purchase this insurance through the City of Palo Alto or provide us with a certificate from your own insurance provider. Please see insurance charge matrix at the end of this document.

Cancellation

Cancellations must be made in writing and must be made 30 days before the event. 1/3 of the rental fees and charges are non-refundable unless the City cancels the permit, wherein a full refund will be made. No refund is given if a cancellation is made less than thirty days before the event.

Cleaning and Damage

A credit card is required on your application at the time of submission. Any past-due charges and cleaning/damage fees associated with the permit will be charged to the card listed on file. A max deposit of up to \$2000 may be assessed. Please see the back of the facility use application for more information.

Renter Responsibility: Weekday versus Weekend

The facility staff will set up the rooms for renters who are booking for a weekday (Monday through Friday). Weekend rentals are responsible for setting up with their own room layout, picking up and taking out garbage and waste.

Capacity

The room capacities listed on our website is based on basic room set ups. If you have any special set up requirements, please check with us to make sure that we can accommodate those changes in your desired room.

Tables and Chairs

Our rectangular tables and banquet chairs are included in your rental at no additional cost, however they may not be available based on our other events that booked prior for the same day. We have 40 rectangular 6 x 2½ foot tables and 170 conference chairs. All other equipment come with additional charges, please see equipment charge matrix on our website.

Music

Live music and DJs are both allowed. Music must end by 11:00 PM in accordance with our sound ordinance polices.

Equipment and Sound

A portable sound system, microphones, auxiliary cords, podium, and projector screens are available for rent at additional costs. We do not provide linens, serve ware, lighting, or decorations of any kind.

Catering

We do not have a preferred vendors list. Renters are welcome to work with any caterers they choose. There is a kitchen on site available for rent.

Alcohol

Beer, wine, and champagne are the only alcoholic beverages allowed at Lucie Stern. No hard liquor is allowed on the premises. If you are having alcohol, we require that you bring in or purchase from us general liability insurance. Please see the back of the rental application for more details.

Hours

We ask that all events at Lucie Stern wrap up at 11:00 PM, with everyone completely out of the facility by midnight.

Storage

We do have limited storage space available for renters who wish to leave additional equipment at Lucie Stern either before or after their rental. Please work with the facility staff to determine if our storage space is available and/or will work for your rental needs.

Tours

We are open Monday through Friday from 8:30 AM - 5:30 PM for tours of the facility. Please email us at lsc@cityofpaloalto.org to schedule a tour.

Security

No security is required at Lucie Stern, however you may hire your own security if you wish.

Room Capacity Rubric

Room	Theatre Capacity	Dining Capacity
Ballroom	300	200
Community Room	125	75
Fireside Room	70	45
Patio	250	150

Insurance Cost Rubric

50-150 People w/o Alcohol	\$107.40
150-250 People w/o Alcohol	\$125.98
25 and under w/ Alcohol	\$81.60
26-50 People w/ Alcohol	\$128.04
51-150 People w/ Alcohol	\$128.04
150-250 People w/ Alcohol	\$146.62