



1313 Newell Road Palo Alto CA 94303

650/617-3530 (rental inquiries)

Room	Approximate Capacity	Per Hour (under 5 hours)		Per hour (5 or more hours)*		Notes
		Palo Alto Resident	Non-Resident	Palo Alto Resident	Non-Resident	
Meeting Room	45-50	\$108.00	\$162.00	\$92.00	\$138.00	*A 15% discount is available for rentals of five or more consecutive hours Includes projection system, screen, eight tables, up to 50 chairs
Auditorium	180 (theater) 80 (dining)	\$170.00	\$255.00	\$145.00	\$217.00	Includes projection system, screen, up to 180 chairs, 11 tables
Sculpture Garden	300 (reception) 150 (dining)	\$135.00	\$202.50	\$115.00	\$172.00	Includes 10 café tables, 20 chairs; sound restrictions
Historic Courtyard	100-125	\$103.00	\$154.50	\$88.00	\$131.00	Bench seating around perimeter; sound restrictions
Lobby	50-60	\$103.00	\$154.50	\$88.00	\$131.00	Includes tables and chairs from Meeting Room
Kitchen* (Preschool Classroom)	30-40	\$45.00	\$68.00	\$38.00	\$58.00	Includes stove/oven, refrigerator, sink, prep space
Non-profit organizations:	The City of Palo Alto offers a discount on rental rates for non-profit organizations, if the following conditions are met: 1. The organization must be a 501c(3) non-profit, and must submit proof of non-profit status 2. The event must be free to attendees, no donations may be accepted, no tickets or merchandise sold 3. Organization must provide a majority (51% or more) of their service to Palo Alto residents (Note: discount is for rental fees only; equipment rental, damage deposit, staff fees are not discounted)					

*Kitchen only available as an add-on with other rental spaces

Other charges that may be incurred:

Liability Insurance \$70.00 and up Based on expected total attendance, liquor liability extra

Equipment available for rental: Grand pianos in Auditorium, portable sound system with podium, urns for hot water
 (Please see reverse side for rental rates and equipment available)

(From City of Palo Alto Community Services Fee Schedule, as of 07/01/2020)



Equipment Rental Rates (per day)

Equipment	Palo Alto Resident	Non-Resident
Grand Piano	\$100.00	\$150.00
Portable Sound System (with microphone, podium)	\$16.00	\$24.00
Hot Water Urn	\$13.00	\$19.50
Auditorium Projection System and Screen	Included in rental of Auditorium	Included in rental of Auditorium
Meeting Room Projection System and Screen	Included in rental of Meeting Room	Included in rental of Meeting Room

(From City of Palo Alto Community Services Fee Schedule, as of 07/01/2020)