

**CITY OF PACIFIC GROVE**  
**2018 FACILITY USE FEES & POLICIES**

**1. RENTAL FEES (CLASS III)**

All private party rentals require the following:

- Minimum rental of four hours
- \$515 Deposit Required (refundable)

**Community Center (515 Junipero Ave.)**

**Weekend Rentals (Max capacity: 150 banquet / 180 auditorium style)**

- \$412 for 4 hrs. (Residents) Additional Hours @ \$77/hr.
- \$852 for 4 hrs. (non-residents) Additional Hours @ \$82/hr.

**Weekday Rentals**

- \$48 per hour (Lebeck Room)
- \$35 per hour (Kuwatani Room)

**Sally Judd Griffin Center (700 Jewell Ave.)**

**Weekend Rentals (max capacity: 100)**

- \$515 for 4 hrs.(Residents) Additional Hours @ \$77/hr.
- \$1,065 for 4 hrs. (non-residents) Additional Hours @ \$82/hr.

**Chautauqua Hall (162 – 16<sup>th</sup> St.)**  
**(Max capacity: 250)**

- \$1,095 for 4 hrs., plus \$500 to the Chautauqua Hall Preservation Fund (Residents)
- \$2,132 for 4 hrs., plus \$500 to the Chautauqua Hall Preservation Fund (Non-residents)
- Limited Hours/Dates Available (call for information)

**2. PERMITTED TIMES**

***Rentals are not generally permitted at these facilities on the days observed as holidays by the City of Pacific Grove. Holiday rentals may be permitted at the discretion of Recreation Department staff.***

Because our facilities are located in residential neighborhoods, as a courtesy to our neighbors, all music must be turned off by 9:00 pm Sunday-Thursday; 10:30 pm Fridays & Saturdays. This is a Municipal Code!

**3. RESERVATION POLICY**

**Applies to all facilities:** Reservations made on first-come, first-served basis, no more than one year in advance and no less than 10 working days in advance. Facility is not reserved until all applicable fees have been paid, all permits are signed and final approval is granted. Cancellations result in loss of both rental, permit and insurance fees. No refunds if cancelled within 30 working days of event. If a refund is warranted, the city will charge a 25% Service Fee!

Applicants must adhere to all terms as specified in the City of Pacific Grove Recreation Department's Facility Use Permit Application with respect to obtaining necessary permits for sound and liquor liability insurance.

Effective: July 2, 2018

Contact: Pacific Grove Recreation Department Staff through City Hall

**NON – RESIDENT RATES: WEDDINGS (Fee structure for a 7 HR. RENTAL for a Wedding!) - Note: only 4 hours are required!**

<b>FACILITY</b>	<b>COMMUNITY CTR. 515 JUNIPERO AVE.</b>	<b>SALLY JUDD GRIFFIN CTR. 700 JEWELL AVE.</b>	<b>CHAUTAUQUA HALL 162-16<sup>TH</sup> ST.</b>
<i># of Sq. Ft.</i>	<i>2,200 sq. ft. (44' x 47' +)</i>	<i>Please call Andrea Fuerst 375 – 4454</i>	<i>3,500 sq. ft. (50' x 70')</i>
<b>Total # of Guests! (Sit-Down Diner.)</b>	<b>150</b>	<b>100</b>	<b>250 +</b>
<i>Google Search Address:</i>	<i>(515 Junipero Ave.)</i>	<i>(668 Jewell Ave.)</i>	<i>(162 – 16<sup>th</sup> St.)</i>
<b># of Tables &amp; Chairs (Note: <i>only rectangular tables at Community Ctr. and Chautauqua Hall.</i>)</b>	<b>26 - 6' tables 11 - 8' tables 170 chairs - Bar B-Q pit</b>	<i>Please call Andrea Fuerst 375 – 4454</i>	<b>only 24 - 6' tables 70 - chairs</b>
<b>1<sup>st</sup> Four (4) Hours (Minimal Rental)</b>	<b>\$ 852</b>	<b>\$ 1,065</b>	<b>\$ 2,632</b>
<b>Each Additional Hour (add for 3 hrs.)</b>	<b>\$ 82 (\$ 246)</b>	<b>\$ 82 (\$ 246)</b>	<b>\$ 159 (\$ 477)</b>
<b>Host Liquor Liability Insurance</b>	<b>\$ 245</b>	<b>\$ 245</b>	<b>\$ 245</b>
<b>Sound permit</b>	<b>\$ 32</b>	<b>\$ 32</b>	<b>\$ 32</b>
<b>Total Fee (for 7 hours time)</b>	<b>\$ 1,375</b>	<b>\$ 1,588</b>	<b>\$ 3,386</b>
<b>Refundable Damage Deposit</b>	<b>\$ 515</b>	<b>\$ 515</b>	<b>\$ 515</b>
<b>Total Amount Due w/ Application</b>	<b>\$ 1,890</b>	<b>\$ 2,103</b>	<b>\$ 3,901</b>

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**RESIDENT RATES: WEDDINGS (Fee structure for a 7 HR. RENTAL for a Wedding!) - Note: 4 hours are required!**

<b>FACILITY</b>	<b>COMMUNITY CTR. 515 JUNIPERO AVE.</b>	<b>SALLY JUDD GRIFFIN CTR. 700 JEWELL AVE.</b>	<b>CHAUTAUQUA HALL 162-16<sup>TH</sup> ST.</b>
<i># of Sq. Ft.</i>	2,200 sq. ft. (44' x 47' +)	<i>Please call Andrea Fuerst 375 – 4454</i>	3,500 sq. ft. (50' x 70')
<b>Total # of Guests! (Sit-Down Diner.)</b>	<b>150</b>	<b>100</b>	<b>250 +</b>
<i>Google Search Address:</i>	<i>(515 Junipero Ave.)</i>	<i>(668 Jewell Ave.)</i>	<i>(162 – 16<sup>th</sup> St.)</i>
<b># of Tables &amp; Chairs</b>  <i>(Note: <b>only rectangular tables at Community Ctr. and Chautauqua Hall.</b>)</i>	<b>25 - 6' tables 12 - 8' tables 170 chairs  - Bar B-Q pit</b>	<i>Please call Andrea Fuerst 375 – 4454</i>	<b>only 35 - 6' tables 70 - chairs</b>
<b>1<sup>st</sup> Four (4) Hours</b> (Minimal Rental)	<b>\$ 412</b>	<b>\$ 515</b>	<b>\$ 1,595</b>
<b>Each Additional Hour</b> <i>(add for 3 hrs.)</i>	<b>\$ 77</b> (\$ 231)	<b>\$ 77</b> (\$ 231)	<b>\$ 154</b> (\$ 462)
<b>Host Liquor Liability Insurance</b>	<b>\$ 245</b>	<b>\$ 245</b>	<b>\$ 245</b>
<b>Sound permit</b>	<b>\$ 32</b>	<b>\$ 32</b>	<b>\$ 32</b>
<b>Total Fee (for 7 hours time)</b>	<b>\$ 920</b>	<b>\$ 1,023</b>	<b>\$ 2,334</b>
<b>Refundable Damage Deposit</b>	<b>\$ 515</b>	<b>\$ 515</b>	<b>\$ 515</b>
<b>Total Amount Due w/ Application</b>	<b>\$ 1,435</b>	<b>\$ 1,538</b>	<b>\$ 2,849</b>