
PACIFICA COMMUNITY CENTER

From wedding receptions to parties, the Pacifica Community Center is a popular venue to hold all of your personal and social events. Our spacious locations and flexible arrangements can accommodate any event at an affordable price and our professional staff will guide you every step of the way. Our locations are an ideal place for ceremonies, wedding receptions, private parties, photo shoots, meetings and more.



Each location is equipped with tables and chairs. A warming kitchen is available for rental. Every event includes a building attendant to assist you with questions and handle last-minute needs. Free parking is available to your guests in the Pacific Community Center parking lot located east of the building.

Our locations are all handicapped accessible.



To book your event, please email Imacario@pacifica.gov or call 650-738-7376 for an appointment.

RENTAL INFORMATION

Pricing on other side of page. See additional policies below:

- A security deposit of \$250 (private rentals) or \$500 (non-profit) is required to secure date & time.
Security deposit will be refunded, pending approval from City staff. (Refunds may take up 30 business days).
- For private & commercial rentals, staff will setup the tables and chairs. Non-profits and fundraisers are responsible for setup.
- For all rental groups, client is responsible for clean-up and breakdown of tables and chairs.
- Rentals must secure insurance from an outside source. Proof of insurance must be provided 10 days before the event.
 - Coverage requirements: \$250,000 Personal Injury or Death, \$500,000 per Occurrence and \$250,000 Property Damage Liability.
- Insurance when serving or selling alcohol is required.
 - Selling alcohol requires client to obtain an ABC license from the state. Proof of insurance must be provided 10 business days before the event.
 - When alcohol is served, two security guards (one if under 100 guests) must be present during the event. Security guard information (name, badge ID, company) must be on file 10 business days prior to the event. Upon arrival for the event, guard must read and initial the security guard agreement stating their responsibilities during event.
- Extra time, unauthorized usage of equipment, damage to Community Center property, or failure to properly clean up may result in partial or full loss of security deposit and additional fees.
- Events utilizing entire building may require additional Building Attendants at an extra per hour fee.
- Kitchen is an additional flat rate of \$100 for use of warming and staging food only.
- Friday and Saturday permitted events MUST conclude and vacate building by 10:30PM.
- Weekday permitted events MUST conclude and vacated building by 9:30PM.

PACIFICA COMMUNITY CENTER PRICING GUIDE

All rates are hourly. Warming Kitchen and additional rooms may be added for an additional fee. A security deposit is required to reserve the booking. Community Center requires a **minimum 4-hour** event for weekend rentals. Capacities vary depending upon equipment used and table set-up. The capacity numbers listed below are based upon maximum allowed by Fire Department. To receive non-profit pricing, client must provide a copy of the **501c3** status.

Weekend rates: Friday after 1:30PM through Sunday.

RESIDENT & NON-RESIDENT							
TYPE OF ROOM	LOCATION	Weekday Resident	Weekend Resident	Weekday Non-Res	Weekend Non-Res	SEATING ONLY	TABLES & CHAIRS
Large Size Room	Auditorium	\$64	\$107	\$107	\$161	125	105
Mid Size Rooms	Card Room	\$43	\$81	\$48	\$86	42	28
	Portola Room	\$43	\$81	\$48	\$86	15	11
	Craft Room	\$37	\$69	\$43	\$74	29	22
	Ceramics Room	\$21	\$69	\$26	\$74	29	22
Small Size Rooms	Game Room	\$21	\$53	\$26	\$59	15	10
	Art Gallery	\$21	\$53	\$26	\$59	N/A	Varies

NON-PROFIT & COMMERCIAL PRICING							
TYPE OF ROOM	LOCATION	Weekday Non-Profit	Weekend Non-Profit	Weekday Commercial	Weekend Commercial	SEATING ONLY	TABLES & CHAIRS
Large Size Rooms	Auditorium	\$37	\$81	\$134	\$182	125	105
Mid Size Rooms	Card Room	\$21	\$59	\$53	\$86	42	28
	Portola Room	\$21	\$59	\$53	\$86	15	11
	Craft Room	\$16	\$48	\$48	\$81	29	22
	Ceramics Room	\$16	\$48	\$31	\$81	29	22
Small Size Rooms	Game Room	\$16	\$48	\$31	\$59	15	10
	Art Gallery	\$16	\$48	\$31	\$59	N/A	Varies



FACILITY USE APPLICATION & PERMIT

FACILITY REQUESTED

<input type="checkbox"/> Community Center Parking Lot Max Cap: Varies \$250 Deposit	<input type="checkbox"/> Card Room Max Cap Seating 42 Tables/ Chairs 28	<input type="checkbox"/> Game Room Max Cap Seating 15 Tables/ Chairs 10
<input type="checkbox"/> Auditorium Max Cap: Seating 125 Tables/ Chairs 105	<input type="checkbox"/> Portola Room Max Cap Seating 15 Tables/ Chairs 11	<input type="checkbox"/> Art Gallery Max Cap Varies
<input type="checkbox"/> Kitchen \$100 Flat Fee for usage	<input type="checkbox"/> Craft Room Max Cap Seating 29 Tables/ Chairs 22	<input type="checkbox"/> Meeting Room Max Cap Seating 7 Table/ Chairs 5
<input type="checkbox"/> Dance Studio Max Cap Seating 70 Tables/ Chairs 39	<input type="checkbox"/> Ceramics Room Max Cap Seating 29 Tables/ Chairs 22	

EVENT INFORMATION

Event Name: (if applicable)	Type of Event:
Date/s of Event:	Recurring Event: <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> /A <input type="checkbox"/> Mon. <input type="checkbox"/> Tue. <input type="checkbox"/> Wed. <input type="checkbox"/> Thu. <input type="checkbox"/> Fri. <input type="checkbox"/> Sat. <input type="checkbox"/> Sun. <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th
Event Time: (Including setup and cleanup) _____ am/pm to _____ am/pm	
Will you be renting the kitchen <small>**\$100 additional fee required</small>	<input type="checkbox"/> Yes* <input type="checkbox"/> No Estimated Attendance:
Will Food/Beverages be served?	<input type="checkbox"/> Yes <input type="checkbox"/> No Music: <input type="checkbox"/> Live Music <input type="checkbox"/> D.J. <input type="checkbox"/> N/A
Will Alcohol be served? <small>*Must have 1 security guard for <100 guests: 2 security guards for >100 guests</small>	<input type="checkbox"/> Yes* <input type="checkbox"/> No Will Alcohol be sold? <input type="checkbox"/> Yes** <input type="checkbox"/> No <small>**Must have ABC License **\$21 additional fee required</small>

CONTACT INFORMATION

Organization: (if applicable)	Non-Profit Tax ID #:
Contact Name:	Email Address:
Day Phone:	Cell or Evening Phone:
Visa / Master Card / American Express: Full Name on Card: _____ Credit Card Number: _____	CVC#: _____ Exp Date: _____
Address:	
City:	State: _____ Zip: _____
2 nd Contact Name:	Day Phone:
Group Type: <input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident <input type="checkbox"/> Non-Profit/Fundraiser** <input type="checkbox"/> Commercial <small>**Note: Table/Chair set-up is not applicable to <u>Non-Profit/Fundraiser Groups</u> who are responsible for their own set up/clean up.</small>	

OFFICE USE ONLY

Security Deposit: Date Paid: Amt: <input type="checkbox"/> \$250 <input type="checkbox"/> \$500 Paid by: <input type="checkbox"/> Check # _____ <input type="checkbox"/> CC Permit #: _____
Final Balance: Due: \$ _____ Date Paid: _____ Kitchen Walk Through <input type="checkbox"/> Completed Date: _____
**Required City Insurance: <input type="checkbox"/> \$101 (0-50ppl) <input type="checkbox"/> \$127 (51-249ppl) <input type="checkbox"/> \$149 (51-249ppl)
Insurance: <input type="checkbox"/> Personal Homeowners Insurance \$1M+ plan. Name of Insurance Company _____
Security Guard Information: Guard 1: _____ Guard 2: _____
Table & Chair Set Up <input type="checkbox"/> Renter <input type="checkbox"/> Pacifica Staff