

# Facility Rental Rates



City of Walnut Creek Facility Rentals Office

301 N. San Carlos Drive, Walnut Creek, CA 94598

(925) 256-3575 – rentals@walnut-creek.org

www.walnut-creek.org/rentals

For Events Dated:

July 1st, 2024 through June 30th, 2025

Room	Rental Category	Monday thru Thursday & Friday before 5pm*	Friday Nights after 5pm & Sunday All Day	Saturday All Day
Rental Hour Minimums & Capacities		3 Hour Minimum**	6 Hour Minimum	8 Hour Minimum
<b>Center for Community Arts Auditorium</b> <i>Theater-Style &amp; Sit-Down Dining Capacity: 300 guests</i> <i>Sit-Down Dining with Dance Space: 225 guests</i>	Non-Profit & Military	\$120/hour	\$195/hour	\$245/hour
	General	\$155/hour	\$225/hour	\$280/hour
<b>Civic Park Community Center Assembly Hall</b> <i>Theater-Style Capacity: 250 guests</i> <i>Sit-Down Dining Capacity: 225 guests</i> <i>Sit-Down Dining with Dance Space: 200 guests</i>	Non-Profit & Military	\$120/hour	\$170/hour	\$245/hour
	General	\$155/hour	\$205/hour	\$280/hour
<b>Heather Farm Community Center Lakeside Room &amp; Deck</b> <i>Theater-Style &amp; Sit-Down Dining Capacity: 200 guests</i> <i>Sit-Down Dining with Dance Space: 175 guests</i>	Non-Profit & Military	\$120/hour	\$170/hour	\$245/hour
	General	\$155/hour	\$205/hour	\$280/hour
<b>Oak View Room at the Walnut Creek Library</b> <i>Theater-Style Capacity: 140 guests</i> <i>Conference &amp; Classroom Capacity: 72 guests</i> <i>Sit-Down Dining (Buffet) Capacity: 64 guests</i> Social Events Must Begin After Library Hours	Non-Profit & Military	\$110/hour	\$135/hour	\$135/hour
	General	\$155/hour	\$175/hour	\$175/hour
<b>Heather Farm Community Center Club Room</b> <i>Theater-Style Seating: 60 guests</i> <i>Classroom-Style Seating: 60 Guests</i> <i>Sit-Down Dining Capacity: 48 guests</i>	Non-Profit & Military	\$85/hour	\$85/hour	\$85/hour
	General	\$115/hour	\$115/hour	\$115/hour
<b>Civic Park Gazebo Permit</b> <i>Capacity: 300 guests</i> Renter Must Provide Own Tables & Chairs Rental Permitted in Daylight Hours Only	Non-Profit & Military	\$90/hour or \$340/5 hours		
	General	\$115/hour or \$425/5 hours		

\*Monday through Friday rental availability is subject to City of Walnut Creek class and programming schedules—released quarterly.

\*\*Monday through Thursday requests for less than the 3-hour rental minimum are subject to the venues’ availabilities and are approved at the rental teams’ discretion.

<b>Security Deposit</b>	\$500 / booking	Used to hold your date and acts as a cleaning and damages deposit pending contract violations. Refundable after your event.
<b>Beer/Wine Permit</b>	\$100 / booking	Not permitted at events where the guest of honor is under the age of 21. Only permits use of beer, wine, and champagne. <b>No hard spirits allowed. Alcohol is not permitted at the Civic Park Gazebo and surrounding areas.</b>
<b>Security Guards</b>	\$50 / hour, per guard	60 - 125 guests: 1 guard required   126 - 175 guests: 2 guards required   175+ guests: 3 guards required. <b>At least one guard required for all events with an alcohol permit, regardless of guest count.</b>
<b>Projector</b>	\$50 / booking	Only available in the Auditorium, Lakeside Room, Assembly Hall, and Oak View Room.
<b>Change Reservation Start/End Date</b>	\$25 / new contract	When requested 90 days or less prior to your event. Changing of start or end times are subject to availability and must be requested 30 days ahead, or more, from your event date.
<b>Overtime</b>	\$100 + hourly rental fee	Any events going beyond their contracted time will be subject to overtime fees withheld from their security deposit.
<b>Stage</b>	\$70/ per panel	Only available at the Auditorium - Stage panels are 4’x8’ or 6’x8’. Up to a maximum size of 24’x20’.

