

RENTAL INFORMATION

Winslow Center

2590 Pleasant Hill Road, Pleasant Hill, CA 94523



**Pleasant Hill
Recreation & Park District**

People, Parks & Programs Since 1951

RENTAL INFORMATION

2011 FEE SCHEDULE FOR THE WINSLOW CENTER

2590 Pleasant Hill Rd, Pleasant Hill, CA 94523

Phone (925) 676-5200 ext. 14 Fax (925) 676-5630

Pleasant Hill Recreation and Park District Residents
receive a 10% discount off the total room rental.

ASSEMBLY ROOM (4 HOUR MINIMUM RENTAL)

Access lift available if needed, please request instructions at the time of booking your reservation.

CAPACITY-115 DINING 130 ASSEMBLY

MEETINGS (\$200 DEPOSIT) \$80/HR

PARTIES (\$300 DEPOSIT) \$90/HR

CLASSROOMS (2 HOUR MINIMUM RENTAL)

CAPACITY 20 ASSEMBLY

SECURITY DEPOSIT \$75.00

ROOMS 1 OR 2 \$25/HR

COMBINED ROOMS 1 & 2 \$45/HR

All groups are responsible for the set up and take down of the tables and chairs, along with the clean up of the facility rented. This must be done within the contracted rental hours. Failure to abide by the conditions of the rental agreement will result in forfeiture of your deposit.

Additional Procedures and Conditions

- ***No Smoking** in the building.
- *Signs may be posted on the day of the event, subject to office approval.
- *A Dance Floor may be rented and set up by an outside rental source. The Dance Floor must be removed immediately following the event. Overnight storage is prohibited.
- *Glass enclosed candles only.
- *No glitter, confetti or birdseed allowed.
- *Nails and/or tacks are not allowed. 3M blue paint tape is acceptable.
- *Remove/clean up all decorations and litter before leaving. Check grounds for litter.
- *Permit required for the sale of alcohol.
- *Some events may require security guards.

Revised 1/09; 1/2011