

## RENTAL INFO REQUEST

First & Last Name
Address
City State Zip
Phone
Email
# of Persons/Guests:
Type of Event: Ex. +21 Party, Meeting, Conference, Quince, Sweet 16, Wedding
Date of Event: 1st , 2nd, and 3rd Choice
Start Time and End Time
Alcohol? Y or N      Insurance? Y or N



### SENIOR CENTER

2727 Parkside Circle  
Concord, CA 94519  
Phone: 925-671-3320  
Fax: 925-671-3392

Email is preferred for rental requests.  
Email: concordsc@cityofconcord.org

## RENT OUR FACILITY MEET, CELEBRATE OR LEARN



### SENIOR CENTER

*Parks Make Life Better!*

## RENTAL RATES, REQUIREMENTS & OTHER

Room	Capacity w/Tables or Theatre seats	Weekdays after 2pm	Saturdays 8am to 12am	Sundays 8am to 12am	Damage Deposit (Refundable)
<b>Wisteria Hall</b>	200 or 230 Persons	\$125	\$195/hr \$1500/9 hrs.	\$135/hr	\$750 (\$500 if NO FOOD)
<b>Wisteria A or B (Half Hall)</b>	100 or 115 Persons	\$85	\$105 n/a Apr-Oct	\$95	\$375
<b>Garden Room</b>	50 or 60	\$80	\$80	\$80	\$250
<b>Garden Rm A or B (Half room)</b>	20 or 30	\$40	\$40	\$40	\$100
<b>Dianda or Garavanta</b>	20	\$25	\$25	\$25	\$100
<b>Front Patio</b>	100	\$175	\$175	\$175	n/a
<b>Lounge</b>	Add-on to room rental	\$20	\$20	\$20	n/a

- 4 hour minimum rental. This must include set up and clean up time.
- Liability Insurance Required. \$69 to \$129 depending on # of persons attending event. You can purchase your own certificate if you wish to use Home Owners or Renter's Insurance company.
- Security is required if serving Alcohol and/or youth events. 1 for every 75 persons.
- Weekday rentals are limited due to Class Schedule, Senior Club and Senior Café programs.
- **Non profits may ask about non profit rates. We require proof of tax status.**

Other Add-Ons	Projector & Screen	Mic and Podium	Coffee Urn & 50 cups	Alcohol Permit	Extension/ Adapter Cords
<b>Cost</b>	\$50	\$50	\$50	\$75	\$10



*Wisteria Hall*

### HOW TO RENT A ROOM

- \* Read room descriptions to get an idea which room will work best.
- \* Fill out the back page and leave at senior center.
- \* Rental specialist will contact you with quote and or appointment time. EMAIL is best.
- \* Signed contract and 50% of rental fees are required to hold room. Paid in full 60 days prior to event, including refundable damage deposit and Liability insurance.
- \* If you would like to view rooms, you may walk-in Tue thru Fri b/t 3:30—5pm or make an appointment. Call 925-671-3320. The Sr. Center is an active community center throughout the day so viewing hours are limited.
- \*Email [concordsc@cityofconcord.org](mailto:concordsc@cityofconcord.org)

### WISTERIA HALL

(55X53FT OR 2,915 SQ . FT)

This is the Senior Center’s largest room. It has a stage, windows flanking both sides, high ceilings and light wood flooring.

The room has a capacity of 200 persons with a dance floor and round tables or 230 persons with theatre style seating.

Perfect for your celebration, party, wedding reception, meeting or graduation.

The kitchen is included with full hall rental or B side rental. Kitchen has steam tables, cold table, prep table, 3 compartment sink, flat grill, 6 burner stove , 3 ovens, alto sham, large refrigerator and ice maker.

For Saturday rentals, ask about our 9 hour rental package and additional options that can improve your event experience like easels, podium, mics, projectors and other A/V options. (Additional fees will apply.)

This room can be sold by halves using the room divider. Choose stage side (A) or kitchen side (B). Ask rental specialist for more details.

Concord Sr. Center has hosted many memorable events and we hope you give us a chance to make your event day special.

### GARAVANTA/DIANDA

(18X24 FT OR 432 SQ . FT)

Our small rooms are perfect for more intimate activities, business meetings or classes. A maximum capacity of 20 persons, you can utilize 3x3 or 5x3 tables. Both rooms have a sink and counter with linoleum floors for easy cleanup.



*Dianda*

### TABLES, CHAIRS AND SETUP

All rentals come with the room setup. Chairs and tables are included.

Wisteria Hall uses 72” Round Tables with a maximum of 170 armless chairs and up to 60 armed chairs for a 230 person capacity. 5x3 rectangular tables are available for food buffets, dessert and gift tables.

Classroom , Dianda and Garavanta rentals use 5x3 tables or 3x3 tables. Mixed armed and armless chairs.



*Classroom*

### GARDEN ROOM

(46X22FT OR 506 SQ . FT)

Classroom has a cozy feel with carpeted floors. It is adjacent to the front patio. With a maximum capacity of 60 persons, your meeting, class, activity or party can be a success.

The room is equipped with a sink and counter .(Class A side) If your event needs a/v options like a projector and sound, this can be provided (add’l fees).

This room can be sold as half the space using our room dividers. Choose sink side or white board side. Ask rental specialist for more details.

### VIDEO

View video of our rooms on Youtube.com. Search for Wisteria Hall Rental, Classroom Rental or Dianda Rental at Concord Senior Center.