

Senior Center Multi-Purpose Room Rental Frequently Asked Questions

How do I rent the multi-purpose room?

Please call (650) 616-7155 to set up an appointment with the Coordinator.

During your appointment, you will complete a Facility Use Agreement Form and submit a \$400 deposit check.

This form will be sent to San Bruno Police Department for approval.

You will receive a rental letter outlining the remaining cost of your rental with payment dates via email.

Final payment is due one month prior to the event.

What happens to the deposit if the rental is cancelled?

If the cancellation occurs greater than 30 calendar days before the event date, 50% of the deposit will be returned (\$200). If the cancellation occurs within 30 calendar days of the event date, the entire deposit will be forfeited.

How much does it cost to rent the multi-purpose room?

Please refer to the Facility Rental Fees sheet, linked on the Multi-Purpose Room page. Estimates are available over the phone at (650) 616-7155.

What is the capacity of the multi-purpose room?

250 people.

Are tables and chairs provided with the rental?

Yes. Tables are 8' rectangular and can seat 8 to a table, 10 if you seat guests at the head of each table. 25 tables are available for your rental, as well as 250 chairs.

Can renters provide their own tables and chairs?

Yes.

How late can the facility be rented?

The room can be rented until midnight.

Is a kitchen included?

Access to the kitchen is provided for a \$45 flat rate (please see Facility Rental Fees sheet for additional information regarding fees). Cookware and utensils are not provided.

When can the facility be viewed?

Please make an appointment to view or reserve the facility by calling (650) 616-7155.

Are DJs or live bands allowed?

Yes.

Can renters arrive early to set-up and decorate?

Renters will be charged on an hourly basis. Please add additional hours in your rental agreement if you need time to set-up or decorate the room.

Can renters provide their own custodial service?

No. The Senior Center has an approved custodial service that will clean-up after your event. A \$250 check made payable to R. Guerra & Associates is due on the day of your event to cover this cost.

Is the security deposit refundable?

Yes. The \$400 security deposit is refundable, if all the requirements of the rental letter are met.

Can we use an outside caterer?

Yes. Please have the caterer schedule an appointment with the Coordinator prior to your event by calling (650) 616-7155.