



CUPERTINO PARKS AND RECREATION DEPARTMENT

cupertino.gov/recreation

FACILITY RENTAL INFORMATION AND POLICIES

City of Cupertino Parks and Recreation offers several excellent indoor facilities for rent suitable for a variety of events. To view facility photos online visit the Indoor Facilities webpage at cupertino.gov/facilities.

FACILITIES AVAILABLE TO RENT

For rental information or facility availability inquiries for Quinlan Community Center or Creekside Park Building, visit the Quinlan Community Center (QCC) Recreation Office at 10185 North Stelling Road, Cupertino, call (408) 777-3120 Monday to Friday from 8 a.m. to 5 p.m., or email recreation@cupertino.gov. Facility tours are available for QCC by appointment.

Creekside Park Building
10455 Miller Avenue

Quinlan Community Center
10185 North Stelling Road
❖ Conference Room
❖ Cupertino Room
❖ Social Room

For rental information or facility availability inquiries for Cupertino Senior Center or Community Hall, visit the Senior Center at 21251 Stevens Creek Boulevard, Cupertino, call (408) 777-3150 Monday to Friday 8 a.m. to 5 p.m., or email senior_center@cupertino.gov. Facility tours are available by appointment.

Community Hall
10350 Torre Avenue

Cupertino Senior Center
21251 Stevens Creek Boulevard
❖ Arts and Crafts Room
❖ Bay Room
❖ Classroom
❖ Conference Room
❖ Reception Hall

MAKING A RESERVATION

- Reservations are only accepted **in-person, on a first-come, first-served basis**. They require **at least 14 days'** notice, or **30 days** (except Creekside) if alcoholic beverages will be served.
- Applicants must complete a *Facility Rental Application* to provide contact and event information.
- Applicants must be at least 18 years of age, or 21 years of age if alcohol will be served.
- Applicant assumes all responsibility for use of the facility and supervision of attendees. Applicant must plan to be in attendance for the duration of the rental. Applicant has sole authority to request changes to the rental permit. Permits may not be transferred, assigned, or sublet.
- All rentals require a two-hour minimum.

Reservations require submittal of an application, a government issued Photo ID, and applicable security deposit. In addition, the following are required documents for the applicant fee category:

FEE CATEGORY	DESCRIPTIONS	REQUIRED AT TIME OF RESERVATION
Cupertino Non-Profit (Group 1)	Non-Profit with a Cupertino address	- Internal Revenue Service (IRS) 501(c) Determination Letter - Request on organization letterhead signed by officer or staff member stating qualifying criteria used for Cupertino Non-Profit (include event date and time, facility, rental purpose, estimated attendance). - Applicant must be organization contact on file. - Full membership list with addresses (if qualifying with 33% residents' membership)
	Non-Profit with 33% Cupertino resident members or participation	
	Non-Profit that regularly provides service to Cupertino community	
	Non-Profit community benefit event, free and open to Cupertino public	
	Government agencies, including public schools	Request on agency letterhead signed by agency contact (include event date and time, facility, rental purpose, estimated attendance).
Non-Resident Non-Profit (Group 2)	Non-Profit with address outside of 95014 zip code	- IRS 501(c) Determination Letter - Applicant must be organization contact on file or provide verification to act on behalf of agency.
Cupertino Resident (Group 3)	Applicant resides in 95014 zip code	Current utility bill listing applicant's name and serviced address.
Cupertino Business (Group 3)	Organization with a valid business license	Request on business letterhead (include Cupertino business license number, event date and time, facility, rental purpose, estimated attendance count).
Non-Resident or Non-Resident Business (Group 4)	Applicant or business resides outside of 95014 zip code	- Non-Resident- no additional documents. - Non-Resident Business- request on business letterhead (include event date and time, facility, rental purpose, estimated attendance count).

Fees and Charges: Included in rental rates are tables, chairs, amenities, Audio/Visual (A/V) equipment, and an attendant to set up City equipment and furniture, and to provide general assistance during rental time. See details in Appendix A. *Facility Rental Fees Matrix* and *Facility Rental Amenities and Equipment Matrix*. Charges may include:

- **Security Deposit** - Required (except QCC Conference Room) and due with the rental application. It is normally refunded within four weeks after completion of event date based on compliance with the facility Rental Policies, and Post-Event Inspection. Extra costs incurred by an event may be deducted (e.g., overtime, damages, extra cleaning).
- **Rental fee** - Hourly rate charged based on fee category, date, and time.
 - ✓ Rental time must include event time, and group's time for setup and clean up (e.g., decorations, caterer, DJ, third party rental items). Room setup and take-down of City furniture and equipment will be done by City staff outside of rental time.
 - ✓ **Due Date for Fees** - Fees are due **30 days prior** to event date. If fees are past due, the City reserves the right to cancel your permit and withhold the security deposit.

- ✓ Additional time for event practice or rehearsal must be reserved and paid for at least 14 calendar days in advance and is subject to special approval.
- ✓ Rental fees are not refunded for unused rental time when an event ends early, or check-out is completed prior to scheduled rental end time.
- **Overtime** - A rental exceeding permit rental times will be charged a **lump sum** fee of 1.5 times the associated hourly fee for any extra time up to the first half-hour. After the first half hour, the charge will be at a **rate** of 1.5 times the associated hourly fee for every hour thereafter. Charges are deducted from the security deposit or billed if costs exceed the deposit or if no deposit was required.
- **Security Staff** - Required for Cupertino Room, Social Room, Reception Hall, and Community Hall if serving alcoholic beverages and provided for an additional fee from a third party contracted by the City. Must be paid for from rental start to end time, or for a minimum of six hours, whichever is greater.
- **Liability Insurance and Endorsement** - Insurance that **includes the City of Cupertino as additionally insured** may be required for rentals that meet the requirements for Quinlan Center, Senior Center, and Community Hall as defined in the *Facility Use Insurance Requirement Policy* or as determined by department.
 - ✓ May be required if event is serving alcoholic beverages or if event expects 100+ people.
 - ✓ Purchased separately either through the City carrier, renter homeowners, or other insurance carrier. Inquire to get a quote if you wish to purchase through City carrier.
- **Permit Amendments** - After a permit is approved, three amendment requests to the permit are allowed at no charge. Each additional amendment thereafter will be charged a \$10.00 fee.
 - ✓ Request must be submitted only by permittee in writing to the permitting office and is subject to approval.
 - ✓ Requests to change reservation time or date must be submitted at least 14 days before event date or at least 30 days if adding alcohol permit. If additional cost is added, payment must be included with request if change requested less than 30 days before event date.
- **Other**- An administrative fee may be charged if you cancel a rental on the day of the scheduled rental, or the rental is no-show.

Multiple Reservations: Multiple date reservations (e.g., monthly meetings) are only allowed as follows:

- Community Hall- allowed for all rental fee categories.
- QCC, Senior Center, and Creekside Park Building allowed six months at a time only for Cupertino Non-Profit Organization (IRS 501c) fee category. Renewal of the reservations for the next six months may be submitted during the fifth month of the current permit. Other categories may only make a single date reservation and the date must pass before another request is accepted. Inquire for additional details.

Reservation Confirmation: A reservation is not confirmed until submitted rental application has been reviewed and approved. If permit is approved, an approval reservation packet is sent to you. If not approved, any paid fees will be refunded in full. Approval is dependent upon intended use, facility and staff availability, and applicants' agreement to abide by rental terms and conditions. The City reserves the right to deny rental to groups or individuals who have previously used the facility and left it in poor condition. Final confirmation is obtained when:

- All required deposits and fees have been paid.
- Proof of Liability Insurance (when required) has been submitted and approved.

Cancellations and Refunds: All cancellation requests must be submitted in writing only by permittee to the permitting office either in person or by email.

- Requests must be submitted **at least 30 days before event date (or original date if it was postponed)** to receive a full refund (includes security deposit, paid rental fees and Liability Insurance purchased through the City).
- Requests submitted **less than 30 days before event date** forfeit rental fees paid and only the deposit will be refunded. **If no rental fees have been paid, deposit is forfeited and is not refunded.**
- Original payments in cash or check are refunded and mailed out as checks. Credit card payments are refunded to original credit card.

- The City reserves the right to cancel any use of a facility or equipment in emergencies due to unplanned situations. A full refund of rental fees and deposit will be issued. It is understood that there shall be no claim for damages by the permittee.

RULES AND POLICIES

Building Attendant: One attendant will be available during your rental to provide general assistance as needed, and to enforce facility rental rules and policies.

- Attendant opens and closes facility and provides pre-event and post-event inspection procedures.
- The City reserves the right to have the attendant perform periodic check-ins on your event.
- **City policy prohibits City employees from accepting gratuities.** Please do not offer gratuities of any sort.

Building Use: Use of any area(s) or room(s) not pre-approved in your reservation permit is prohibited.

- All City furniture and equipment **must remain indoors** and may not be moved outside the building. Due to safety policies, rental parties may not move any City furniture.
- All exit doors and signs must always remain unobstructed. Doors may not be propped open.
- Only plastic tubs may be used in the building to chill drinks with ice. No galvanized tubs are allowed.
- **Decorations-** City staff is not available to assist with your setup of decorations.
 - ✓ Painter's or gaffer's tape may be used to hang decorations at City facilities, except at Community Hall where only table and freestanding decorations are allowed.
 - ✓ Cellophane adhesive tape, masking tape, command hooks, nails, staples, thumbtacks, push pins, and screws are not allowed.
 - ✓ Permittee must provide their own ladders. City chairs and tables may not be used as a 'ladder.'
 - ✓ Use of candles, open flames, or smoke and fog machines are prohibited under the direction of Santa Clara County Fire Marshal. Special fuel flames (e.g., Sterno) to heat chafing dishes are allowed at food tables, but tables must be placed at least one foot away from a wall.
 - ✓ Birdseed may be thrown at weddings, but **only outside** the buildings. No confetti or rice is allowed indoors or outdoors.
 - ✓ Balloons may be used, but helium balloons must be tied down. Any balloons left behind in high ceilings or elsewhere after rental ends may incur a per balloon cleanup fee to be deducted from the security deposit.

Check-in and Check-Out: Only the permittee may check in and check out of the rented facility. Permittee must check in with the building attendant no earlier than rental start time and participate in a pre-event inspection walkthrough of the rented facility. Room setup and equipment as requested in the setup form will be reviewed. Anything unsatisfactory must be brought to the attention of the attendant so that it is noted or, if possible, an action to correct the situation can be taken. Permittee must sign the Pre-Event Inspection Report to acknowledge check-in. At the end of the event, prior to vacating the facility, permittee must check-out with the attendant and participate in a post-event inspection walkthrough of the facility. Permittee must sign the Post-Event Inspection Report to acknowledge check-out. **Failure to sign the inspection reports may result in a forfeited security deposit.** Before security deposit is refunded, a more detailed secondary inspection is performed by staff after the rental ends.

Clean-up: Permittee is responsible for restoring the facility and any areas used to their original condition prior to usage. Facility must be cleaned and vacated by the rental end time to avoid overtime charges.

- Decorations, tape, string, personal property, and 3rd party rental items must be removed by rental end time. Any balloons left behind will incur a clean-up fee for special removal.
- Event debris and spills in any facility or building area used must be cleaned up, including debris in outdoor areas and parking lot. Tables must be cleared and wiped down.
- All debris, cartons and beverage containers must be neatly disposed of in the garbage containers provided (At Senior Center, garbage must be brought to the dumpster). Boxes and oversize items that do not fit in containers must be removed from facility or disposed of in our dumpster. Recycling is encouraged and

containers are provided for your use. Please refer to *Waste Management Guide & Growing Greener Events* handout provided in your reservation packet. If container space fills up, additional garbage bags are available upon request.

Event Information on Permit: Event information submitted on the Facility Rental Application must coincide with actual event activities. Misrepresentation of your event may result in immediate cancellation and forfeiture of rental deposit and fees, or denial of future rental applications.

Food, Catering and Alcoholic Beverages:

- Permittee may use any Caterer of their choosing. The City does not provide an approved list of Caterers. Permittee is responsible for verifying caterer(s) have proper business license and insurance.
- Food truck catering is allowed exclusively for your event. All items must be pre-paid and no extra sales to the public may be made during your rental.
- Alcoholic Beverages - Serving alcohol requires pre-approval for all rentals.
 - ✓ Liability Insurance is required for most facilities (inquire for details). Proof of insurance must be submitted in advance.
 - ✓ Security Staff is required for Cupertino Room, Social Room, Reception Hall, and Community Hall and provided for an additional fee.
 - ✓ Only wine, champagne, and beer may be served. **No kegs or hard liquor (including cocktails) are allowed.**
 - ✓ Under-age drinking is prohibited. Servers must be the legal drinking age of 21.
 - ✓ Alcohol must be consumed inside a City facility, or limited outdoor areas included in rental. Consumption in parking lots is prohibited.
 - ✓ Only fundraiser events are allowed to sell alcohol. The non-profit organization hosting the event must obtain a State ABC (Alcoholic Beverage Control) license. In some cases, a caterer may provide the license. Proof of license must be submitted no later than two weeks prior to event.
 - ✓ If any of the above rules is found to be broken, the event may be stopped, and deposit and rental fees forfeited.

Kitchen: Areas used must be cleaned and left in the condition they were found. All items (e.g., food, beverages, dishes, equipment) must be delivered and removed within rental time.

- Kitchen supplies (e.g., linens, utensils, cookware, silverware, dinnerware, dish towels) are **not** provided. Basic cleaning supplies (e.g., paper towels, hand soap, tabletop cleaning spray, broom, garbage bags) are available.
- City ordinance prohibits the use of polystyrene (Styrofoam) products on City property.
- Remove food debris from sinks, wipe surfaces and used appliances, sweep up debris from the floor, and discard garbage in provided containers. Do not pour oil, grease, coffee grounds or solids down the drain.

Liability: Permittee is solely responsible for all accidents or injuries to persons or property resulting from the use of the facility.

Music: Amplified or acoustic sound is allowed inside the facility. Audio level generated by music and event guests must adhere to levels as defined in Municipal Code (10.48.040). If the level is excessively high, the attendant will monitor the audio level and request lowering if necessary. If the level continues to be excessive, event may be stopped, and deposit and rental fees forfeited.

Non-Profit Organizations: Only organizations that are registered with the IRS as a 501(c) are categorized as a Non-Profit and qualify for a Non-Profit fee category.

Parking: Event parking, including parking to load and unload your vehicle, is only allowed in designated parking areas. Parking spots may not be reserved. Cars must vacate parking lots after rental end time. Please observe posted signs on neighboring streets as parking citations may be given for illegal parking.

Present at Event: Permittee must be present at the event from permit start time to permit end time.

Restrooms: City provides restroom supplies. Areas used must be cleaned and left in the condition they were found.

Room Capacity: Event may not exceed posted room capacity, otherwise it will be shut down immediately.

Room Set Up: When City furniture and equipment is requested, set up and take-down is done by City staff outside of your rental time. Permittee must complete the room setup form and submit it prior to event date. Amenities and limited A/V equipment may be available for use at some facilities and must be requested in advance on the form.

- All setup requests are subject to approval. Only **one** setup layout per event is accepted.
- **Layout and equipment change requests within 48 business hours of rental start time, or on the day of your event are not accepted.**
- Rental party is responsible for the set-up and take-down of their special setup (e.g., decorations, caterer, DJ, third party rental items) within rental time.
- No deliveries or storage of items (e.g., food, beverages, flowers, third party rental items) is allowed before or after rental times.
- Rental parties must provide their own electricity extension cord(s) to set up non-City items. Caution must be used for proper and adequate setup to not overload the facility electric circuits.

Sales and Solicitations, Fundraisers: Commercial, concessions, or profit-making activities are not allowed at City facilities, except at Community Hall. Only IRS 501(c) Non-Profit Organizations are allowed to hold fundraising events.

- A fundraising event is defined as one where a fee is charged for entry or participation, or a donation is collected to raise funds for an organization, individual, or special cause. Examples may include, but are not limited to: Art Fair, Crab Feed, Auction, or business seminar.
- Only one fundraiser rental at a non-profit fee category is allowed per fiscal year (July 1 to June 30). Additional fundraisers will be charged at a Group 3 or 4 fee category. Inquire for more information.

Security Deposit: Deposit is automatically refunded in full within four weeks after completion of permit rental(s), based on compliance with the rental contract and Rental Rules. Extra fees may be deducted from the security deposit or billed for costs exceeding the deposit for any of the following, but not limited to:

- Overtime exceeding rental time.
- Damages - Any costs incurred for damages to the rental facility or City property.
- City equipment not returned.
- Sheriff called in at any time to address an issue or disturbance at your event.
- Items identified in the post-event inspection walkthrough or secondary inspection.
- Cancellation on event day, or no show on event day.
- Fire alarm pulled accidentally by an event participant.

Smoking: Smoking is not permitted inside any facility or within 30 feet of a City recreation area, including all City parks and parking lots.

Supervision: Permittee is responsible for the control and supervision of all people in attendance to conduct themselves in a lawful and orderly manner in and around the facility, including the surrounding park areas and parking lot. If damages occur or their behavior is deemed inappropriate or unsafe, the event may be stopped and denied further use of the facility.

Supervision of Minors: Groups composed of minors or with minors in attendance must be supervised by one adult for every 15 minors. **Minors must be always under adult supervision.** Youth Dances may require the Sheriff's Department to be present. City staff assists with arranging Sheriff service. Permittee is responsible for payment.

Transfer of Permit: Permits may not be transferred or sublet.

APPENDIX A

FACILITY RENTAL FEES MATRIX								
For Creekside Park Building or Quinlan Community Center rental information, visit the Quinlan Community Center recreation office or call (408) 777-3120.								
								
SPACE RENTAL	FEE CATEGORY	ADVANCED RESERVATIONS		HOURLY FEE				SECURITY DEPOSIT
CREEKSIDE PARK- 10455 Miller Avenue Available Hours: Mon - Sun 10 a.m. - 10 p.m.*								
		Mon-Sun	Mon-Fri 5p.m.		Fri 5p.m.-Sun			
			Regular	Overtime**	Regular	Overtime**		
Creekside Building 50 capacity	Cupertino Non-Profit	6 months	\$24	\$36	\$39	\$59	\$100 If alcohol served, \$250	
	Non-Resident Non-Profit	3 months	\$30	\$45	\$48	\$72		
	Cupertino Resident/Business	6 months	\$48	\$72	\$80	\$120		
	Non-Resident/Business	3 months	\$60	\$90	\$100	\$150		
QUINLAN COMMUNITY CENTER- 10185 N. Stelling Road Available Hours: Sun - Thu 8 a.m. - 10 p.m., Fri - Sat 8 a.m. - 11 p.m.*								
		Mon-Fri 5p.m.	Fri 5p.m.-Sun	Mon-Fri 5p.m.		Fri 5p.m.-Sun		
				Regular	Overtime**	Regular	Overtime**	
Conference Room 20 capacity	Cupertino Non-Profit	6 months	1 year	\$10	\$15	\$25	\$38	None
	Non-Resident Non-Profit	2 months	6 months	\$16	\$24	\$40	\$60	
	Cupertino Resident/Business	3 months	1 year	\$31	\$47	\$52	\$78	
	Non-Resident/Business	2 months	9 months	\$39	\$59	\$65	\$98	
Cupertino Room 240 capacity-Banquet 280 capacity-Theatre	Cupertino Non-Profit	6 months	1 year	\$30	\$45	\$80	\$120	\$500***
	Non-Resident Non-Profit	2 months	6 months	\$48	\$72	\$128	\$192	
	Cupertino Resident/Business	3 months	1 year	\$168	\$252	\$280	\$420	
	Non-Resident/Business	2 months	9 months	\$224	\$336	\$368	\$552	
Social Room 80 capacity	Cupertino Non-Profit	6 months	1 year	\$20	\$30	\$60	\$90	\$300***
	Non-Resident Non-Profit	2 months	6 months	\$32	\$48	\$96	\$144	
	Cupertino Resident/Business	3 months	1 year	\$72	\$108	\$120	\$180	
	Non-Resident/Business	2 months	9 months	\$90	\$135	\$150	\$225	
For Community Hall or Cupertino Senior Center rental information, visit the Cupertino Senior Center recreation office or call (408) 777-3150.								
SPACE RENTAL	FEE CATEGORY	ADVANCED RESERVATIONS		HOURLY FEE				SECURITY DEPOSIT
COMMUNITY HALL-10350 Torre Avenue Available Hours: Sun - Thu 8 a.m. - 10 p.m., Fri - Sat 8 a.m. - 11 p.m.*								
		Mon-Sun	Mon-Fri 5p.m.		Fri 5p.m.-Sun			
			Regular	Overtime**	Regular	Overtime**		
Community Hall 152 capacity-Banquet 170 capacity-Theatre	Cupertino Non-Profit	1 year	\$30	\$45	\$80	\$120	\$500***	
	Non-Resident Non-Profit		\$48	\$72	\$128	\$192		
	Cupertino Resident/Business		\$120	\$180	\$200	\$300		
	Non-Resident/Business		\$200	\$300	\$300	\$450		
CUPERTINO SENIOR CENTER-21251 Stevens Creek Boulevard Available Hours: Sun - Thu 8 a.m. - 10 p.m., Fri - Sat 8 a.m. - 11 p.m.*								
		Mon-Fri 5p.m.	Fri 5p.m.-Sun	Mon-Fri 5p.m.		Fri 5p.m.-Sun		
				Regular	Overtime**	Regular	Overtime**	
Arts & Craft Room or Bay Room 40 capacity	Cupertino Non-Profit	6 months	1 year	\$22	\$33	\$36	\$54	\$300
	Non-Resident Non-Profit	2 months	6 months	\$27	\$41	\$45	\$68	
	Cupertino Resident/Business	3 months	1 year	\$43	\$65	\$72	\$108	
	Non-Resident/Business	2 months	9 months	\$54	\$81	\$90	\$135	
Classroom 26 capacity	Cupertino Non-Profit	6 months	1 year	\$20	\$30	\$32	\$48	\$300
	Non-Resident Non-Profit	2 months	6 months	\$24	\$36	\$40	\$60	
	Cupertino Resident/Business	3 months	1 year	\$38	\$57	\$64	\$96	
	Non-Resident/Business	2 months	9 months	\$48	\$72	\$80	\$120	
Conference 10 capacity	Cupertino Non-Profit	6 months	1 year	\$10	\$15	\$25	\$38	\$300
	Non-Resident Non-Profit	2 months	6 months	\$16	\$24	\$40	\$60	
	Cupertino Resident/Business	3 months	1 year	\$31	\$47	\$52	\$78	
	Non-Resident/Business	2 months	9 months	\$39	\$59	\$65	\$98	
Reception Hall 160 capacity-Banquet 200 capacity-Theatre	Cupertino Non-Profit	6 months	1 year	\$30	\$45	\$80	\$120	\$500***
	Non-Resident Non-Profit	2 months	6 months	\$48	\$72	\$128	\$192	
	Cupertino Resident/Business	3 months	1 year	\$144	\$216	\$240	\$360	
	Non-Resident/Business	2 months	9 months	\$180	\$270	\$300	\$450	
* All reservations require 2 hours minimum ** Rentals exceeding, prior to or following permit rental time, are charged the overtime fee for any time up to the first half-hour, plus a rate at the overtime fee for every hour thereafter. *** Additional fees required if alcohol served: 1) Security staff at \$43/hour, 6 hrs minimum 2) Liability Insurance that includes City of Cupertino as additionally insured.								
Rev 6/10/24								

FACILITY RENTAL AMENITIES AND EQUIPMENT MATRIX

Availability of amenities and equipment subject to change. Equipment must be requested in advance.



Creekside Park Building				QCC-Conference Room	
ROOM EQUIPMENT	QTY	KITCHENETTE EQUIPMENT	QTY	ROOM EQUIPMENT	QTY
Rectangular tables- 72" x 30"	10	Refrigerator w/ Freezer	1	Conference table	1
Chairs	50	Stove/Oven	1	Chairs	20
Dry-erase whiteboard (built-in)	1	Microwave	1	TV w/ webcam for Zoom meeting	1
		Sink	1	Teleconferencing phone	1
				Dry-erase whiteboard (built-in)	1
QCC-Cupertino Room				QCC-Social Room	
ROOM EQUIPMENT	QTY	KITCHEN EQUIPMENT	QTY	ROOM EQUIPMENT	QTY
Round tables- 54"	35	Large refrigerator	1	Round tables- 60"	8
Rectangular tables- 96" x 30"	13	Large freezer	1	Rectangular tables- 96" x 30"	8
Chairs (240-banquet, 280-theatre)	-	Ice machine	1	Chairs	80
Blu-ray/CD (MP3) player	1	Gas Stove/Griddle/Oven	1	65" TV cart w/BluRay player	1
Wireless handheld microphones	4*	Convection double oven	1	Wireless handheld microphones	4**
Lapel wireless microphones	4*	Microwave	1	Lapel wireless microphones	4**
Omni directional microphones	8*	Coffee maker (60 cups size)	1	Hardwire microphone	1
Mic stands (Tripod Boom)	3	Dishwasher station	1	Mic stands (2 Round Base, 2 Tripod)	4
Rear projecting video projector (built-in)	1	X-Large food prep tables	2	Projector Cart with projector (portable)	1
Projector screen- 8' 5" x 13' 6" (built-in)	1	Sinks	4	Projection screen- 3' 3" x 5' 10" (portable)	1
Laptop adapters (Mac/Display/USB-C)	-	Utility carts	2	Podium	1
Podium	1	OTHER		Laptop adapters (Mac/Display/USB-C)	-
65" TV cart w/BluRay player or		Baby grand piano	1	XLRLLine-level Input	1
55" foyer display screen	1	Flags (USA, CA)	1 ea.	Dry-erase whiteboard (portable)	1
Dry-erase whiteboard (portable)	1	Private restroom	1	Flip chart stands	2
Flip chart stands	3	Enclosed patio with 4 Tables	-		
		Stage	-		
		Gazebo	-		
* Pick any combo of up to 8 wireless (ex. 4 lapel and 4 wireless, or 8 Omni)				** Pick any combo of up to 4 wireless	
Community Hall				Senior Center-Arts & Craft Room	
ROOM EQUIPMENT	QTY	KITCHENETTE EQUIPMENT	QTY	ROOM EQUIPMENT	QTY
Round tables- 60"	20	Refrigerator w/ Freezer	1	Rectangular tables- 96" x 30"	12
Rectangular tables- 72" x 30"	19	Dishwasher	1	Chairs	40
Chairs (152-banquet, 170-theatre)	-	Microwave	1	Portable TV (w/ Apple TV)	1
Projection screens- 6' x 8' (built-in)	2	Food Prep Table	1	Projection Screen-5' x 7' (portable)****	1
Multimedia projectors (built-in)	2	Sink	1	HDMI Cord	1
Lectern w/ DVD, laptop connectors	1	Utility carts	2		
Wireless microphones with stand	8***	OTHER			
Lapel wireless microphones	8***	Flags (USA, CA, Cupertino)	1 ea.		
BluRay player	1	Stage	-		
Bluetooth	1				
Flip chart stands	3				
*** Pick any combo of up to 8 wireless (ex. 4 lapel and 4 wireless, or 8 lapel)					
Senior Center-Reception Hall				Senior Center-Bay Room	
ROOM EQUIPMENT	QTY	KITCHEN EQUIPMENT	QTY	ROOM EQUIPMENT	QTY
Round tables- 60"	20	Refrigerator space- 1 shelf	1	Rectangular tables- 72" x 18"	12
Rectangular tables- 72" x 30"	2	Freezer space- 1 shelf	1	Chairs	40
Rectangular tables- 96" x 30"	6	Dishwasher	1	Mounted TV (w/ Apple TV)	1
Rectangular tables- 144" x 30"	10	Microwave	1	Projection Screen- 8' x 8' (built-in)****	1
Square tables- 36" x 36"	4	Stove w/Oven	1	HDMI Cord	1
Chairs (160-banquet, 200-theatre)	-	Warming Oven	1	Senior Center-Classroom	
Podium	1	Coffee maker	1	ROOM EQUIPMENT	
Projection screen- 8' x 10' (built-in)****	1	Ice machine	1	Rectangular tables- 72" x 18"	6
Dry-erase whiteboard (portable)	1	Food Prep Table	1	Square tables- 36" x 36"	6
Wireless microphones	2	Sink	1	Chairs	26
HDMI Cord	1	OTHER		Mounted TV (w/ Apple TV)	1
Portable TV (w/ Apple TV)	1	Flag (USA)	1	Projection Screen- 8' x 8' (built-in)****	1
Bluetooth	1			HDMI Cord	1
**** Projector not included				Rev 08/23/24	