

Library | Parks & Recreation Center Building Fees

901 Civic Campus Way-Banquet Hall (For Larger Events- 220-240 max)

- Application fee **\$96.00**
- **Insurance is Required** – (One-day Certificate of Insurance with your homeowner's insurance company, or obtain a quote by clicking the HUB International Insurance Services link): www.eventinsure.com
- Set-up hourly Rate (Prep time) **\$90.00**
- Resident hourly rate (minimum rental time 5 hours) **\$296.00**
- Nonresident hourly rate (minimum rental time 5 hours) **\$337.00**
- Non-Profit (Based in SSF) **\$276.00**
- Large Kitchen A Resident with hall rentals **\$161.50 flat rate**, or
- Small Kitchen B with hall rental **\$107.50**, or
- Both Kitchen A & B with hall rentals **\$269.00 flat rate**
- Sound System Option **\$87.00 (music must conclude 30 minutes prior to event end time)**
- LCD Projector Option **\$57.00**
- Alcohol Rates (4-hour flat rate & Ends 1 hour prior to event ending):
 1. Hard Liquor **\$120.00** (Requires Security)
 2. Beer **\$91.00**
 3. Wine **\$63.00**
- **Portable Bar (must be used when having alcohol) \$68.00**
- Refundable damage deposit **\$500.00** (All refunds will be issued either as a check or account credit; note, refunds will not be processed back to credit cards. Please ensure your mailing address and account details are up to date to avoid delays). Refund checks are typically mailed within 5–7 weeks after your event date.
- **Security Requirements:**

Please note that events serving alcohol may require security personnel. South San Francisco Police Department (SSFPD): **\$180.00 per hour**, or Private Security. Rates vary depending on the provider and end event.



For availability, please contact the Recreation Office at 650-829-3800 or e-mail facilityrequests@ssfca.gov . **Appointments needed in advance to view facility.**