



# CITY OF HAYWARD FACILITIES RENTAL INFORMATION

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## FACILITIES AVAILABLE

### City Hall Rotunda

The glass-windowed Rotunda is a public gallery that serves as the ceremonial entryway for visitors to City Hall. This area is available for public use such as wedding or private ceremonies, receptions, installations and award presentations. The Rotunda interacts with Civic Center Plaza through a series of glass doors, allowing an event to spill out into the Plaza. Finished in marble, the main floor of the Rotunda is circular and approximately 69 feet in diameter with a total area of 3,300 square feet. The Rotunda capacity depends on the floor plan used for example: Theater Style seats 166 people, Round Table Seating for 120 or Standing for 356



has extensive audio-visual projection and sound amplification capabilities including simultaneous display of 2 video projectors, DVD player, VCR, document camera (electronic overhead projector), laptop input to video projectors, wireless and wired microphones, and podium. No food or drinks are allowed in the Chambers and may only be used under the supervision of City personnel.

### Civic Center Plaza

The Plaza has both a paved plaza and amphitheater lawn, but only the plaza bordering B and Watkins Street is available. Any

equipment needed for a Plaza event will be the responsibility of the user. Any equipment including chairs, tables, staging and audio-visual equipment will not be allowed on the amphitheater lawn. Only one event at a time may be booked on the Plaza. Certain events may require an encroachment permit from our Planning Division at the expense of the user. The City will arrange for trash containers and portable restroom at Plaza events at the expense of the user.

### City Hall Prefunction Area

The Prefunction Area is located above the main floor of the Rotunda, looking out over it. Only standing events are permitted in this area. This area can be combined with Rotunda rental to accommodate larger events with more standing area for cocktails/appetizers.

### City Hall Council Chambers

The Council Chambers is a theater style room with 166 fixed seated in a tiered seating arrangement. The Chambers

### City Hall Galleria

The Galleria is utilized solely by the Hayward Arts Council and Sun Gallery and is not available for rental.

## APPLICATION PROCEDURES

To apply for use of a City facility, simply file application with the Building Management Division at least 60 days in advance.

### Days & Hours of Use

The Rotunda and the Prefunction Area are available for rental Friday evenings from 5 to 10pm, and on Saturdays and Sundays from 8am to 10pm. Civic Center Plaza events are allowed from 8am until 30 minutes before sundown, or 8pm at the latest. Council Chambers are subject to approval and official City events have priority.

### Equipment & Cleanup Details

Any equipment needed will be the responsibility of the user, including tables, chairs, staging, and audio-visual equipment. The City must approve any equipment, apparatus, or materials utilized. The user must setup any equipment, and remove all equipment after event.

All equipment and cleanup must end prior to 11 pm. If dancing is desired, a dance floor will be

required at the expense of the user, with users responsible for rental, set-up and removal of the dance floor. Users will pay for all cleanup and janitorial services associated with the event.

**Prohibited Uses**

Cooking or heating with gas-fired equipment using—but not limited to—natural gas, propane, or butane fuels. Other prohibited items include: flaming food, beverages, liquids or gases; pyrotechnic displays; gas or liquid fueled appliances, tools or apparatus; hazardous or toxic materials.

However, chafing dishes fueled by Sterno are allowed

**Insurance**

**Requirements**

Users will be responsible for providing a certificate of *general liability insurance of \$1,000,000 coverage* naming the City as additional insured. If alcohol is served or sold, the general liability insurance coverage must also include liquor liability.

**Alcoholic Beverages**

The City must approve any serving or sale of alcoholic beverages. If permission is granted to sell alcoholic beverages, a license from



the State of California Alcoholic Beverage Control Board must be acquired and posted at event.

**Security & Staffing Requirements**

Some events may require security guards; the City will determine the number. Users will pay the City for all guard services. Certain events may require Police and Facilities

Attendant services, the cost of which will be the responsibility of the user. The City will determine if these services are necessary.

**Deposits**

A cleaning and damage deposit may be required of some events. This deposit will range from \$250 upwards, depending on the size and nature of the event. The lessee will be responsible for any damages to the building, furniture or equipment accruing through

occupancy or use of the City facilities by the lessee. Any and all lost equipment or damages sustained to the above—exceeding the original rental deposit—shall be compensated within five (5) working days.

**FACILITIES RENTAL AND EQUIPMENT RATES**

**Facilities Rental Rates**

City Hall Rotunda	\$575 per event
City Hall Prefunction Area	\$358 per event
Civic Center Plaza, Half Day Rental	\$470 per 4-hour rental
Civic Center Plaza, Full Day Rental	\$517 per all-day rental
City Hall Council Chambers	\$470 per event
Security Service Admin Fee & Security Service Fee	\$47 plus hourly rate for security guard per event
Janitorial Service Fee	\$237 per event
Insurance Admin Fee	\$54 plus certificate charges per issuance

**Equipment Rental Rates**

Equipment Fees are for one setup per day.

Portable Bar	\$76
Sound System	\$133
Chairs	\$3
<i>Tables</i>	
60" Round Table, Seats 6-8	\$9
24" Round Bistro Table	\$8
8' Table	\$8
8' Classroom Table	\$8