



Facility Rental Information

Updated April 2017

The Oak Glen Pavilion is an artistic blend of sustainable features and functions, providing an eco-friendly atmosphere. Renting the Oak Glen Pavilion includes the use of an adjoining commercial kitchen, 12 round tables, 11 rectangular tables, 110 chairs. The pavilion provides audience style seating for 150, Dinner Seating and Dancing for 96, or as many as 200 for a cocktail and appetizer event.



Oak Glen Pavilion Rental Rates

- Sunday through Friday | \$100/hour (2 Hour Minimum)
 - All Day (8 Hours or More) | \$800

- Saturdays and Holiday | \$125/hour (4 Hour Minimum)
 - All Day (8 Hours or More) | \$1000

- Security Guards | \$30/hour
 - Are required for evening or weekend events and events that serve alcohol.
 - One guard per 100 guests for evening (after 5pm) and weekend events.
 - One guard per 100 guests is required for events that serve alcohol.
 - 4 Hour Minimum, or \$120, is imposed by the security company.

The Amphitheater is being remodeled and is not available for rent. Call 805.541.1400 x300 for status update.



Rental Policies

- Fees are subject to change at any time without notice.
- Additional fees may be assessed if clients require time/hours outside of 8am to 10pm on the rental day.
- **To reserve a date, 50% of rental fees and a \$200 Damage Deposit are due.**
 - **The balance of rental fees is due 30 days prior to the wedding date.**
 - Rental fees are refundable, less \$250, if canceled in writing at least 30 days in advance of event date. Rental fees are NON-refundable if reservations are canceled LESS than 30 days in advance.
 - The Garden may retain all or any portion of the \$200 Damage Deposit if: physical damage is done to any part of the Garden, if significant cleaning above and beyond normal use is required, if the Garden deems any action by the client and or guests inappropriate, or if any other default occurs hereunder.
 - The Garden will determine the amount of the Damage Deposit to be refunded to the client. Any refund due will be mailed to the client within 30 days after the rental date.
 - The Garden shall not be required to keep the Cleaning and Damage deposit separate from its general funds and the client shall not be entitled to interest.
- Listed fees are for the use of the Oak Glen Pavilion, commercial kitchen, Garden, and Amphitheater facilities only.
- Listed fees do not include parking fees, imposed by the El Chorro Regional Park; in effect from April 1 through September 30. Contact SLO County Parks for more information: www.slocountyparks.com
- A \$1 Million General Liability (\$2 Million Aggregate) Insurance policy is required for all rentals.

To reserve a date or request more information, please complete the Event Information Sheet on the following page and return it to the Garden via fax 805.541.1466 or email rental@SLOBG.org.



To reserve a date or request more information, please complete the following and return it to the Garden via fax 805.541.1466 or email rental@SLOBG.org.

Event Information Sheet

Client Contact Information

First Name: _____ Last Name: _____
 Client's Agent (Business/Group): _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Email: _____
 Cell #: _____ Home #: _____
 Work #: _____ Fax: _____

Event Information

Event Date: _____ Type of Event: _____
 Est. Number of Guests: _____ Will Alcohol be Served? Yes No
 Set Up Time: _____ Event Start Time: _____ Event End Time: _____
 Clean up will be completed by (Time): _____ Total Number of Hours: _____

Facilities & Equipment Requested

Oak Glen Pavilion Commercial Kitchen Garden Amphitheater
Audio Visual Equipment, available for use in the Oak Glen Pavilion ONLY
 Screen Podium Microphone/Speaker System (PA)

For Office Use Only

\$ _____ Rental Deposit: Check # _____ Check Date: _____
 \$ _____ Damage Deposit: Check # _____ Check Date: _____
 Name on Check(s): _____

Notes: _____

