



Facility Rental Information

Updated September 1, 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 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)
- Saturdays and Holiday | \$125/hour (4 Hour Minimum)
- 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.

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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? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Set Up Time: _____	Event Start Time: _____	Event End Time: _____	
Clean up will be completed by (Time): _____		Total Number of Hours: _____	

Facilities & Equipment Requested

<input type="checkbox"/> Oak Glen Pavilion	<input type="checkbox"/> Commercial Kitchen	<input type="checkbox"/> Garden Amphitheater
<i>Audio Visual Equipment, available for use in the Oak Glen Pavilion ONLY</i>		
<input type="checkbox"/> Screen	<input type="checkbox"/> Podium	<input type="checkbox"/> Microphone/Speaker System (PA)

For Office Use Only

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

Notes: _____
