

SIGMUND STERN GROVE CLUBHOUSE (TROCADERO)

19th Ave. & Sloat Street

The Stern Grove Clubhouse may be reserved for Weddings/Receptions and Company Functions.

	Reservation Fee	Hourly Rate (Minimum Six(6) Hours)	Outside surrounding area: additional Fee	Staff Salary Per Hour (Minimum Six (6) Hours)
<i>Monday – Friday (Daytime: 10 am – 4 pm)</i>	\$40	\$110	\$150	\$25
<i>Monday – Thursday (Evening: 5 pm – 11 pm)</i>	\$40	\$ 110	\$150	\$25
<i>Friday – Sunday (Evening: 5 pm – 11 pm)</i>	\$150	\$115	\$150	\$25
<i>Saturday – Sunday (Daytime:10 am – 4 pm)</i>	\$150	\$115	\$150	\$25
<i>Legal Holidays: Except: * See below</i>				
<i>(Daytime:10 am – 4 pm)</i>	\$150	\$115	\$150	\$25
<i>or</i>				
<i>(Evening: 5 pm – 11 pm)</i>	\$150	\$115	\$150	\$25

Viewing Time: Wednesday: 1:00 p.m. until 3:00 p.m.; Saturday and Sunday: 9:30 a.m. until 10:00 a.m.
(Viewing on Sunday's are cancelled from June through August)

Capacity: maximum - 120 sit down OR maximum – 140 stand up

A **Performance Bond** of **\$750.00** (separate check from rental fee) in the form of a cashier's check or money order, **payable to S.F. Recreation & Park Department** is required for every reservation. The performance bond will be returned if the reserved area is left clean and undamaged following the event.

Please Note: Halloween, Thanksgiving, Christmas Eve, Christmas, New Years Eve and New Years are NOT reservable.

The Stern Grove Clubhouse will be closed from December 24 through January 31 for yearly maintenance.

IMPORTANT: ALL WEEKEND EVENING RENTALS (Friday, Saturday & Sunday) REQUIRE A SECURITY GUARD from 7:30 p.m. until half an hour past the event time.
- Permittee must obtain a California State Licensed and Insured/Bonded Security Firm/Company.
A copy of the contract must be sent to the Permits & Reservations office to be put on file six (6) months prior to the event.

Payment:

- A **20% (non –refundable deposit)** of the total Rental Fee is due **five (5) business days** from the date the reservation was made.
- Remaining Balance, Performance Bond and Staff Salary is due six (6) months prior to event.
- If request for reservation is two (2) months to six (6) months prior to the event date, **full** payment and performance bond, candle permits, security contract and staff salary is due **five (5) business days** from the date the reservation was made.

Refund/Cancellations: Cancellations must be phoned in. The Permits & Reservation Office must receive a written letter confirming cancellation within five (5) business days after the phone in cancellation.

- Cancellations made prior to three (3) months before the event will receive **50%** of the Remaining Balance that was paid.
- Cancellations made three (3) months or less before the event will receive **NO** refund.
- Staff Salary (Stern Grove) will be fully refunded in case of cancellation.

NOTE: ALL FEES ARE SUBJECT TO CHANGE

