



City Hall and Community Center Rental Fee Schedule

- All rates listed are per hour unless otherwise stated.
- Reservations must be made a minimum of 30 days in advance.
- Fees do not include preparation time. Tables and chairs can be set up by staff before reservation at renter’s request. Additional time needed for preparation must be included in rental application.
- There is a **\$500** Minimum Damage Deposit for all Meeting Rooms and Event Rooms.
- No alcohol is allowed in Meeting Rooms. There is a **\$1000** Minimum Damage Deposit for Event Rooms (*Ballroom, Community Room, and Orchard Pavilion*) if alcohol is served.
- The Ballroom and Orchard Pavilion require a minimum rental time of four (4) hours. All other rooms require a minimum rental time of two (2) hours.
- To request a tour of the facilities contact the Facility Coordinator at 408-730-7335 or Parkandfacilityresv@sunnyvale.ca.gov

City Hall | 456 W. Olive Avenue, Sunnyvale, CA 94086

Regular Hours: Monday through Thursday 5:00 PM – 10:00 PM (*City Hall Meeting Rooms are NOT available to rent during normal business hours: Monday-Friday 8:00 AM – 5:00 PM*)

Prime Time Hours: Friday 5:00 PM to midnight, Saturday/Sunday 7:00 AM to midnight

Meeting Rooms	Capacity	Room Size (Sq. Ft.)	Regular Hours			Prime Time Hours
			Sunnyvale Resident	Non-Profit	Non-Resident	Resident, Non-Profit & Non-Resident
Bay Room	75	2,281	\$85	\$75	\$120	\$185
Cottonwood Room	15	500	\$70	\$60	\$95	\$95
Cedar Room	12	445				

Community Center | 550 E. Remington Drive, Sunnyvale, CA 94088

Regular Hours: Monday through Thursday 8:00 AM to midnight, Friday 8:00 AM – 5:00 PM

Prime Time Hours: Friday 5:00 PM to midnight, Saturday/Sunday 8:00 AM to midnight

Meeting Rooms	Capacity	Room Size (Sq. Ft.)	Regular Hours			Prime Time Hours
			Sunnyvale Resident	Non-Profit	Non-Resident	Resident, Non-Profit & Non-Resident
Meeting Room	45	1,290	\$70	\$60	\$95	\$95
Cypress Room	45	912				
Laurel Room	45	900				
Sequoia Room	45	912				
Neighborhood Room	40	864				
Board Room	25	640				
Conference Room	15	464				

Event Rooms	Capacity	Room Size (Sq. Ft.)	Regular Hours			Prime Time Hours
			Sunnyvale Resident	Non-Profit	Non-Resident	Resident, Non-Profit & Non-Resident
Orchard Pavilion	250	4,363	\$185	\$175	\$220	\$320
Ballroom	250	3,548	\$85	\$75	\$120	\$220
Community Room	80	1,600	\$70	\$60	\$95	\$120