

# Historic Atascadero City Hall

## Meeting Reservations

The Historic Atascadero City Hall fourth floor Rotunda room may be reserved for meetings based on availability. All applications for meeting reservations must be received at least 30 days prior to the event.

Reservations will be taken on a first come, first served basis.

### Monday – Friday Rentals

#### **Upper Rotunda/City Council Chambers:**

Reservations are required to be a two hour minimum rental. Rental times include the arrival and departure time of the renter. Pricing in the upper Rotunda includes up to 200 chairs. The number of chairs may be requested and set-up in advance.

#### **Monday - Thursday 8:00 am–5:00 pm (2 hour minimum)**

\$144 per hour for private (resident)

\$157 per hour for private (non-resident)

\$112 per hour for non- profit

#### **Friday Evenings (2 hour minimum)**

\$594 per hour for private (resident)

\$653 per hour for private (non-resident)

\$487 per hour for non- profit

#### **Security Deposit and Cleaning Fee:**

\$594 – Non-refundable security deposit & separate cleaning fee, for meetings that serve food/drinks or are longer than 2 hours.

#### **Public Meeting Rooms (First Floor Conference Rooms #104 & #106):**

Renters are responsible for setting up the room in their desired configuration.

#### **8:00 am – 5:00 pm Monday - Friday**

\$52 per hour for private (resident)

\$59 per hour for private (non-resident)

\$31 per hour for non-profit

#### **Event Cleaning Fee:**

\$57 per event cleaning fee for events that serve food.

#### **Reservation Process:**

A completed application with full payment is required to reserve a requested date. In the event of a cancellation, 50% of the payment will be refunded.

For more information, please call 805-470-3366 or email [events@atascadero.org](mailto:events@atascadero.org).