

7/30/2018

7/14/19

Print

ITEM 4

**Subject:** Senior Center rental inquiry  
**From:** Jennifer Herb (JHerb@SantaClaraCA.gov)  
**To:** bobalou27@att.net;  
**Cc:** OAdib@SantaClaraCA.gov;  
**Date:** Monday, July 30, 2018 5:09 PM

Hi Lou –

I think you're out of the area until September, but I wanted to get back to you regarding your inquiry of renting the Senior Center on Saturday, December 8. I'm trying to work it out the accommodate both rentals on the same day.

We have the City's Breakfast with Santa event that ends at 12:00 noon, but if you're okay with the timeline below...I think we can make it work.

Staff would need to turn over the room and could probably have it ready by 2:00/2:30 pm at which time, you'd be able to enter the facility and begin setting up for the event.

Please note that there will be a charge for the rental. It appears in the past your group has not been charged, which was an oversight on our end. For non-City events there is a hourly room rental fee (\$294.00/hr.) as well as hourly maintenance staff fee (\$32.00/hr). Based on the size of the event in the past, we would have two (2) maintenance staff work this event. Please see the attached document for details.

I've cc: Omeed in this email so he can work out the details of the rental, if you're still interested. Just let him know how you want to proceed.

Let me know if you have any questions.

**Jennifer Herb**

Jennifer Herb | Recreation Supervisor  
1303 Fremont Street | Santa Clara, CA 95050

D: 408.615.3171 | F: 408.246.0176

Room needed on Dec. 8 from  
 3 to 9 pm. plus 1 1/2 hours  
 before for city set-up and 1 1/2 hrs  
 after for city clean-up.

Room Rental 9 hrs	(\$294/hr)	= \$2,646
Staff Fee 9 hrs	(\$64/hr)	\$576
		<hr/>
POST MEETING MATERIAL		Total Fee = \$3,222