

### Reservation Information

Facility reservations are accepted up to 12 months in advance.

Reservation dates are only saved after a deposit has been placed on the date.

To reserve your date further out than 60 days 50% of rental fees are due.

Reservations made within 60 days of the event require full payment of rental fees.

Any required security staff are to be paid directly by renter at the time of the event.

For further information, please contact Jan Warne at 408-794-1060 or by emailing [jan.warne@sanjoseca.gov](mailto:jan.warne@sanjoseca.gov). Sorry, but reservations cannot be taken over the phone.

See a 360° of the Mayfair Banquet Hall at:

<http://www.sanjoseca.gov/prns/communitycenters/mayfair/default.asp#tour>



*Parks, Recreation and  
Neighborhood Services*

**Weddings, Bridal Showers,  
Birthdays, First Communions,  
Quinceaneras, Sweet 16's,  
Baptisms, Baby Showers,  
Awards Banquets or  
any other special event**

*Celebrate here  
at Mayfair!*



**LEED Certified Green  
Building since 2009**

*Renting the Banquet Hall  
and Classrooms at  
Mayfair Community Center*



**2039 Kammerer Ave  
San Jose, Ca 95116  
Phone: 408-794-1060**

## Important Notes

- ◆ All events must end by 10:00 pm and clean up must be done by 11:00 pm.
- ◆ Smoking is prohibited inside facility.
- ◆ Consumption of alcoholic beverages by anyone under 21 years old is strictly **PROHIBITED!**
- ◆ **Beer and Wine** are the only Alcoholic beverages allowed
- ◆ **Alcoholic Beverages May Not Be Sold!**
- ◆ The consumption of alcoholic beverages is limited to the Banquet Hall, lobby, and patio. Alcoholic beverages can not be consumed in the park or parking lot.
- ◆ Two police officers are required if serving alcoholic beverages.



## Additional Items

Stage	\$150.00
Coffee Urn	\$10.00
Podium	\$10.00
Portable Movie Screen	\$15.00
Portable PA System	\$30.00
TV and VCR/DVD on Cart	\$25.00
Overhead Projector	\$10.00
LCD Projector	\$25.00
Portable Easel	\$5.00
Portable Easel with pads	\$5.00
Built-in Movie Screen	\$10.00
Built-in LCD Projector	\$15.00
Built-in Sound System	\$25.00
Chair / with Patio Rental	\$1.00
Other items	Actual Cost

### Cancellation Charges

- ◆ More than 90 days prior to reservation date customer pays \$50.
- ◆ Within 90 or fewer days of reservation date customer pays 25% of total estimated fees.
- ◆ Within 30 or fewer days from reservation date, but prior to 48 hours notice customer pays 50% of total fees.
- ◆ Less than 48 hours notice customer pays 100% of total estimated fees.
- ◆ Each time a customer modifies reservation a \$10.00 fee will be added to total charges.

Classrooms (up to 50 people)	<b>\$40 Per Hour</b>
Full Banquet Hall (up to 250 seated dining, 430 assembly)	<b>\$125 Per Hour</b>
Half Banquet Hall (up to 88 seated dining,	<b>\$70 Per Hour</b>
Gated Patio/Courtyard	<b>\$150</b>

Application Fee **\$55**

### Cleaning & Damage Deposit

Classrooms for meeting use	<b>\$50</b>
Full Banquet Hall	<b>\$500</b>
Half Banquet Hall	<b>\$250</b>
Gated Patio/Courtyard	<b>\$150</b>
Alcohol Deposit	<b>\$500</b>

### Staff Fee

Mayfair Staff **per hour \$38.00**

### Security Fee

Each Police Officer **per hour \$46.50**

1 officer required if over 70 guests. 2 required to serve alcohol.

All fees listed are for private rentals by San Jose residents. Fees differ for public events and non residents. Reservations are taken on a first come, first serve basis.

Rental policies & rates are subject to change.