

Room Facts

- Meeting capacity: 200
- Dining capacity: 174
- 12 foot Rectangular tables
- 66 inch in diameter circular tables (available for an additional fee)
- Chairs
- Outside patio area (not included)
- Large warming kitchen with 2 refrigerators
- Small stage area
- Room provides for a reception area for a wedding ceremony in the Lower Patio.



Additional Info

All rental applications must be made in person. Reservations will be taken on a first come, first served basis.

A minimum of three(3) hours is required to rent the facility, but no more than eight(8) continuous hours are permitted during peak hours.

There is no smoking allowed inside or outside.

No open flame (including candles) are allowed.

Full payment is due with application.

Alcohol is limited to beer, wine, sake, and champagne. Consumption of alcoholic beverages by anyone under the age of 21 is illegal and strictly enforced.

Kitchen is only for re-heating, no cooking allowed

Use subject to City approval.



City of San José
Parks, Recreation, and Neighborhood Services
Leininger Center
1300 Senter Rd
San Jose, CA 95112
(408) 794-PARK
www.sjparks.org

City of San José
Parks, Recreation, and
Neighborhood Services

Okayama Room At Leininger Center Kelley Park



Basic Fees

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|--|-----------------------|
| <u>Application Fees</u> | |
| Basic Rate | \$60 |
| Discounted Rate | \$40 |
| Staffing Fees | Actual cost per hour |
| <u>Cleaning and Damage Deposits</u> | |
| Under 50 people | \$50 |
| 50-150 people | \$250 |
| 151+ people | \$500 |
| Serving alcohol is an additional fee | \$500 |
| Cleaning and Damage Charges | Amount of actual cost |

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|--|-------------------------------|--|-------------------------------|
| Peak Hours Friday 4:00pm through Saturday midnight | | Non-Peak Hours Operating Hours Monday through Thursday & Friday until 4:00pm | |
| Basic Hourly Rate | Discounted Hourly Rate | Basic Hourly Rate | Discounted Hourly Rate |
| \$130 | \$50 | \$125 | \$30 |
| Two(2) police officers are required for all after hour events. \$46.50 per hour per officer for a minimum of three(3) hours. | | | |

Basic Hourly Rate—San Jose Service Association or San Jose Non-Profit which is holding a meeting/event/activity:

- That is closed to the public
- An event where fees are charged for attendance/participation
- A revenue generating activity
- Private party

Discount Hourly Rate—City of San José Departments, Government Agencies, Schools, Non-Profits (Non-Profits are defined as tax-exempt organizations serving San José residents and at the time of application the organization shows proof of Federal and State tax exempt statues with a Letter of Determination) and San José Service Organizations which service Seniors, Youth or the Disabled (proof of organized structure: by-laws or articles of incorporation).

Additional Fees

| | |
|--|--|
| Kitchen Warming fee | \$100 |
| Lower Patio area (for Wedding Ceremonies) | \$250 per event for to 4 hours |
| | \$50 per hour for additional hours |
| | \$150 Refundable Cleaning and Damage Deposit |
| Charge for use beyond the scheduled reservation time | Two(2) times the normal rate or \$25 whichever is greater per hour or fraction thereof |
| Change fee | \$20 each change |
| Parking fees are collected daily | \$0 to \$20 per car |
| <u>Cancellation charges</u> | |
| More than 90 days | \$50 charge |
| Within 31-90 days | 25% of estimated fees |
| Within 30 days | 50% of estimated fees |
| Less than 2 days | No refund |

Other specialized fees may apply for certain uses. Fees and charges subject to change.

