

**FACILITY PACKAGE FEES**

**Package 1 (without alcohol) \$2550**

Package includes the use of the Tea House and Kitchen for up to 7 hours; seating for up to 100 guests (terrace included); round tables, rectangle tables, cocktail tables, skirting for tables, and chavarri chairs. Fees include staffing, cleaning & damages deposit.

**Package 2 (with alcohol) \$3050**

Package includes the use of the Tea House and Kitchen for up to 7 hours; seating for up to 100 guests (terrace included); round tables, rectangle tables, cocktail tables, skirting for tables, and chavarri chairs. Fees include staffing, cleaning & damages deposit.

Additional charges will apply for the following services:

- ❖ Each additional hour at \$300 per hour.
- ❖ Each police officer at a rate of \$46.50 per hour.
- ❖ Food warmers \$250.
- ❖ Outside catering \$150.

**FACILITY RESERVATION HOURLY FEES**

**PEAK HOURS: 8 hour minimum**

Friday Evening, Saturday and Sunday 8 am – Sunset

Application Fee:	Basic: \$60	Discount: \$45
Hourly Rate:	Basic: \$300	Discount: \$225

**NON-PEAK HOURS: 3 hour minimum**

Monday – Thursday 8 am – Sunset and Friday until 4 pm

Application Fee:	Basic: \$60	Discount: \$45
Hourly Rate:	Basic: \$250	Discount: \$150

**Basic Hourly Rates:**

- ❖ Private Parties
- ❖ San Jose Services
- ❖ Organization or non-profit holding a meeting/event/activity that is: Closed to the public, fees are charged for attendance.

**Discount Hourly Rate:**

- ❖ City of San Jose Departments
- ❖ Government Agencies
- ❖ Non-Profit

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# The Tea House

AT THE JAPANESE FRIENDSHIP GARDEN

## General Info:

- Parking fee included with rental
- Preferred vendor list available for rentals upon request.
- Prices effective March 2014
- Available to be reserved from 8 am to sunset or after

## ADDITIONAL FEES

**Facility Attendant:** \$20.00/hr per staff member  
All rentals require a minimum of one staff member.

**San Jose Police Officer:** \$46.50/hr per officer  
A minimum of one officer may be required per event. One or more officers are required if alcohol is being served.

**Exceeding time limit:** Twice hourly rate for each additional hour.

**Catering:** In-house catering menu available on request.

**Portable lighting – after sunset events:** Price on request.

## CLEANING & DAMAGE DEPOSIT:

- \$500 – alcohol-free events (refundable)
- \$1,000 – if alcohol is served (refundable)

## CANCELLATION AND CHANGES

- Cancellation 90 or more days prior to reservation date: \$50.
- Cancellation within ninety (90) or fewer days of reservation date: 25% of estimated fees.
- Cancellation within thirty (30) or fewer days of reservation date: 50% of estimated fees.
- Cancellation less than 48 hours notice: **No refunds.**
- Changes made to reservation per change: \$20.00 per change.

\*No refunds due to inclement weather

\*\*All changes MUST be in writing\*\*

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