



# Palo Alto Junior Museum & Zoo

## Facility Rental Guide



[jmzeventrequests@paloalto.gov](mailto:jmzeventrequests@paloalto.gov)  
(650) 329-5111



# Exhibit Hall

A flexible, indoor gallery-style space surrounded by engaging science exhibits.

***After-hours only (2-hours minimum)***

***4,900 sq. ft***

***150 people maximum***



# Zoo

A netted aviary, with multiple animal exhibits and nooks to explore. Including a treehouse.

***After-hours only (2-hours minimum)***

***4,680 sq. ft of walkways***

***150 people maximum***



# Science Lab 1

A hands-on classroom-style lab that's ideal for smaller group activities or meetings.

***After-hours only (2-hours minimum)***

***30' x 20' ft.***

***70 x 32 tables accompanied by chairs***

***Refrigerator, freezer, sink, and projector available***

***Private restroom***

***30 people maximum***



# Science Lab 2

A spacious classroom designed for larger groups. Perfect for interactive workshops and birthday parties.

***After-hours only (2-hours minimum)***

***30' x 27' ft.***

***70" x 32" tables accompanied by chairs***

***Refrigerator, freezer, and sink available***

***Private restroom***

***40 people maximum***



# Dinosaur Garden

An immersive experience of California's Cretaceous period, including life-sized dinosaurs and interactive exhibits.

***After-hours only (2-hours minimum)***

***3,300 sq. ft***

***50 people maximum***



# Science Yard

A bright outdoor space, perfect for hosting memorable, family-friendly events.

***After-hours only (2-hours minimum)***

***1,631 sq. ft***

***50 people maximum***



# Exclusive Use

Rent all space that is available at the Palo Alto Junior Museum & Zoo.

***After-hours only (4-hours minimum)***

***15,200 sq. ft***

***300 people maximum***

# Venue Size, Capacity, and Price Chart

Facility	Size	Capacity	Resident Price	Non-Resident Price
Exhibit Hall	4,900 sq. ft	200	\$378/hr.	\$585/hr.
Zoo	4,900 sq.ft of walkways	150	\$378/hr.	\$585/hr.
Dinosaur Garden	3,300 sq. ft	50	\$320/hr.	\$431/hr.
Science Lab 1	30' x 20' ft.	30	\$121/hr.	\$138/hr.
Science Lab 2	30' x 27' ft.	40	\$152/hr.	\$237/hr.
Science Yard	1,631 sq. ft	50	\$152/hr.	\$237/hr.

Staff	Price
Facility Attendant	\$52/hr.
Zoo Attendant	\$52/hr.

# Policies and Procedures

## Smoking

Smoking is prohibited in all public spaces.

## Alcohol

Insurance is required if you plan on serving beer, wine, or champagne at your event. Absolutely no hard liquor is permitted.

## Decorations

Decorations must be hung with blue painter's tape. No decorations may be hung from the ceiling. No open flames, confetti, glitter, piñatas, or balloons. No decorations or glass are allowed in the zoo. All decorations must be approved by the Events Lead at least four (4) weeks prior to the event.

## Venue Setup & Cleanup

Set up and clean up is the responsibility of the renter and must be added to your overall rent time. If you are renting a single room, all rental set up, signage, etc., must be kept in your designated rental room. Outside entertainment is allowed with rental insurance.

## Rental Hours

All rentals below must require a minimum of a 2-hour rental, and the rates are charged per hour. The rental period must include set-up and clean-up time. The exclusive use facility rental requires a 4-hour minimum rental.

## Facility & Zoo Attendants

Facility attendants are required during your rental. Zoo and facility attendants will be required if renting the zoo. The amount of facility attendants needed depends on the size of your party.

## Pricing Subject to Change

All rental and attendant prices are subject to pricing changes.

## Catering

The City of Palo Alto does not have any catering preferences or recommendations. You may utilize any vendor of your choosing.



CITY OF

**PALO ALTO**

# Facility Use Application and Rental Agreement

Questions? Call: 650.463.4949 Permit # \_\_\_\_\_

Approved  Denied Date \_\_\_\_\_

Canceled by: \_\_\_\_\_ Date \_\_\_\_\_

First Name

Last Name

Address

City, State, Zip Code

Email Address

Phone Number

Organization Name

Address

City, State, Zip Code

Email Address

Phone Number

501(c)3 Non-Profit:  No  Yes

IRS Non-Profit Number: \_\_\_\_\_

Type of Event/Activity:

Attendance:

Food/Beverages Served  No  Yes

Alcohol Served  No  Yes  Sold

Charging for event  No  Yes

Asking for Donations  No  Yes

Open to Public  No  Yes

Open Flames during event?  
(i.e. candles, chafing dishes)  No  Yes

Event Co-Sponsored by City of Palo Alto  No  Yes

If Yes, list Department Name & Contact:

List Equipment Needed (Furniture, Piano, Etc.)

Responsible Person Day of Event

Cell #

Room/ Campsite Name	Start Date	End Date	Day(s) of Week	Rental Start Time	Rental End Time

## Repeat Instructions

- No Repeat/ One Time Rental
- Daily  Weekly  Monthly

### Exceptions:

- All City Observed Holidays
- List Other \_\_\_\_\_  
Dates: \_\_\_\_\_

## Event Notes

(list any room, time, or date flexibility)

## Terms of Agreement

I on behalf of the organization or myself have read and understand the facility rental agreement. I agree to inform persons participating in this proposed activity of the terms and conditions of the permit, if granted, and agree to comply with the conditions set forth in the permit. I understand that I am responsible for the actions and behavior of my guests, and I assume responsibility for any damages or extra fees that might be incurred due to my guests' actions or behavior. I further agree to hold harmless and indemnify the City of Palo Alto, its officials, officers, employees and agent for any liability, loss or damage due to personal injury, death or property damage caused by or resulting from activities permitted by this rental agreement, excepting that which is caused solely by the negligence, recklessness or willful misconduct of the City, its officials, officers, employees or agent. I have also read and reviewed the rental conditions on the back of this form.

Name on Payment Card: \_\_\_\_\_ LAST 4 Digits of \_\_\_\_\_  
 \_\_\_\_\_ saved card on file \_\_\_\_\_

I understand that payment for the deposits and fees associated with this permit must be made by the indicated date(s). I hereby authorize the City of Palo Alto to charge past-due balances and cleaning/damage fees associated with this permit to the card listed on file.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OFFICE USE ONLY

Non-Profit  Req  Received Key Given:  No  Yes

Insurance  Req  Received

Initial Payment:  Req  Received

Fees to be charged: Date: \_\_\_\_\_ Amount: \_\_\_\_\_

## Rental Conditions:

All capacity limits must be adhered to and are set by the Fire Marshal.

### Reservations:

Reservation Applications are accepted up to a year in advance on a first come, first served basis, with preference given to on-going, City and City-sponsored programs.

Applications submitted less than thirty (30) days prior to an event date are subject to the approval of the Facility Manager, availability of space, availability of staff, current insurance, payment of total fees, and special conditions for facilities such as gymnasiums.

### Application Submission:

Before a reservation request can be accepted the rental application must be filled out and signed by an authorized person 21 years of age or older. Name must be consistent on all required documents. Residency verification will be required to qualify for any applicable Palo Alto resident discounts. No reservation is confirmed until the application has been approved and the reservation payment is paid in full. Approval is dependent upon intended use, availability, applicant's agreement to abide by the terms and conditions listed herein and any other conditions deemed necessary by the Facility Manager (as attached to the approved contract).

### Insurance:

Some rentals require certificate of general liability insurance that names the City of Palo Alto as an additional insured in the minimum amount of one million dollars due thirty (30) days before your event. Insurance must be provided by a carrier rated A-VII or higher by Best's Insurance Rating Service. Insurance may be available for purchase through the City of Palo Alto. Failure to provide or purchase insurance will result in the cancellation of the booking.

### Fees & Charges:

See fee schedule for rental rates. A down payment (50% of all incurred charges) is due upon application approval. This is refundable, with written permit holder request, within 10 calendar days from application approval. Refunding the down payment will cancel your permit. After the 10 days has passed, the amount is no longer refundable. The remaining balance is due thirty (30) days before the event, this is also nonrefundable. Failure to pay rental charges when they are due may result in cancellation of your reservation and/or charges to the credit card on file.

Picnic areas, field house, camp sites, Interpretive Center meeting rooms, and Banners all require full payment upon application approval.

### A) Non-profit Discount:

Non-profits providing a majority (51% or more) of their service to Palo Alto residents are eligible to receive a non-profit discount. Palo Alto serving organizations must submit an IRS letter of nonprofit 501(c) (3) status with their application. No discount will be given if fees are charged by the renting organization or donations requested for the event.

### B) Facility Staff:

Facility staff is required if the activity is held outside the posted hours of the facility or if the nature of the event makes their presence necessary. The facility staff is on duty to assist the client and for facility safety. The Facility Manager will determine the number of staff required. In some cases, and at the permit holder's expense, the services of a professional security firm may be required based on the type of event and the number of participants. Permit holder is responsible for set-up, clean up, and take down of rooms. City facility staff will be on the premises at all times during rental period. Staff will not be on site for rentals at the Alma Room or Peers Park Field House

### C) Cleaning and Damage Deposits/Overtime:

A refundable cleaning/damage deposit of up to \$2,000 may be assessed. Cleaning and/or damage expenses, extra staff time, and/or extra room rental time may be deducted from the cleaning/damage deposit and/or charged to the credit card on file. Permit holder will be signed out of the facility by the facility staff on duty, when applicable. Any charges incurred to return the venue to its original condition, reasonable wear and tear excepted, will be deducted from the cleaning/damage deposit and/or charged to the credit card on file. This deposit may be forfeited for violations of ANY rental conditions named herein.

If cleaning/damage deposit was charged, permit holder will be charged for any damages in excess of the deposit. If no deposit was required, permit holder will be charged for any damages, cleaning expenses, and overtime

### D) Rental time:

Must include time for set up, decoration, take down and facility clean up. Rental times differ among facilities so please check when events must conclude.

Any requests to modify dates, times, rooms, equipment, etc., to an existing contract must be made in writing ten (10) days from application approval. After which, your rental will be locked in and only additions (of time and/or equipment) to your rental can be made. Any fees incurred due to the amendment will be payable immediately. Deliveries and pickups cannot be outside the rental period unless prior arrangements are made with the Facility Manager.

In respect of our neighbors, for events that have live or recorded music, the music must conclude by 11:00 p.m. on Fridays and Saturdays and by 9:00 p.m. Sunday through Thursday. Any exceptions require prior arrangements and approval of the Facility Manager.

### E) Cancellations:

For rentals that are booked more than 30 days out, 50% of your rental payment is due up front, you have 10 days\* to cancel for a full refund, after that the 50% is no longer refundable, (any portion that went toward the refundable deposit will be refunded).

The final 50% is due no later than 30 days prior to the date of your booking. After final payment has been made, only the refundable deposit is eligible for refund.

Rentals approved at or within the 30-day mark are not eligible for a refund, with the exception of the deposit.

\*Please note, the 10 day window to cancel for a full refund may be shortened if the final payment due date is less than 10 days out.

## Special Conditions:

### A) Liquor Conditions:

Sale or dispensing of distilled spirits at any rented City facility is strictly prohibited. The sale of beer and wine requires the Facility Manager's prior approval, liquor liability insurance, and a state license, which is the responsibility of the permit holder to obtain. No alcohol may be brought into the facility except that which is served by the permit holder. Based on the type of the event, the number of participants, the presence of minors at the event, and other criteria, the Facility Manager may require additional security deposits, the use of City-approved security officers, and other safeguards at events that sell or dispense alcoholic beverages (beer, wine and champagne). No alcohol is permitted at Rinconada Pool.

If food/refreshments are to be sold, a health permit (and/or ABC permit) is required and is the responsibility of the permit holder to obtain. Proof of the licenses must be on file with the appropriate Facility Manager fourteen (14) days before the event.

### B) Sound Restrictions:

Sound, as heard from outside the rented facility, cannot be greater than 15 dB above the local ambient noise level at a distance of 25 feet or more from the facility (PAMC 9.10.050). Sounds from an event must not interfere with any other scheduled events. Amplified sound is not permitted in the Art Center Sculpture Garden or Historic Courtyard at any time. In order to protect the habitat of nesting swallows, amplified music is not permitted at the Baylands Interpretive Center mid-March through mid-September.

### C) Equipment:

Check with facility staff for availability and fees.

### Permit Holder's Responsibilities:

Returning the facility to its clean and tidy condition existing at the beginning of the rental is the renter's responsibility. Unless otherwise specified City staff will not provide janitorial service for the event. Spilled food or beverages must be cleaned up immediately. All equipment, decorations, food, beverages and trash must be removed and properly disposed of. The City is not responsible for any materials or equipment left by the renter after the event. No rice, confetti, birdseed, or other substances may be thrown in or around the facility. Decorations must be flame retardant and fastened in an approved manner. Lighted candles, incense and open flames may be permitted under special conditions. Check with the facility staff for particular facility rules. All City facilities prohibit smoking inside or outside (within 20 feet of a public entrance). Posted parking rules must be observed and authorized parking stalls used.

**The Alma Community Room:** Only incidental snack foods, i.e. cookies, soft drinks, coffee, can be consumed in the room and food preparation is prohibited onsite. No alcoholic beverages, smoking, amplified music or sound is allowed. Parking at Alma Plaza is limited to (1) hour parking and is strictly enforced. The Community Room is available for use weekdays from 8:00 a.m. to 1:00 p.m. and after 6:30 p.m. The room is also available weekdays from 1:00 p.m. to 4:00 p.m. for groups not more than 20 people. For weekend use, the Community Room is available from 8:00 a.m. to 11:00 a.m. and after 6:00 p.m.



## Palo Alto Junior Museum & Zoo Rental Agreement

**Please read and initial next to each numbered item. Applications will not be processed without this form.**

- 1) \_\_\_ Enter and exit the facility at your scheduled rental time, only.
- 2) \_\_\_ Rentals can be paid in full or broken down into two payments. Failure to pay on time will lead to cancellation of your permit. **First payment:** 1/2 of total rental fees is due immediately upon application approval. You have 10 days from the approval date to cancel your event for a refund in full. **Second payment:** the remaining 1/2 of rental fees is due no later than 30 days prior to event. Note: The damage/cleaning deposit is factored into your total rental fees.
- 3) \_\_\_ Rates may change at our fiscal year (July). Any changes made after June 30 may result in a higher balance.
- 4) \_\_\_ Facility Attendants are on-site to
  - a. Let you into the facility on time
  - b. Ensure that the rooms and restrooms are tidy and ready for use
  - c. Have available for use, all pre-arranged facility amenities
  - d. Enforce facility rules and regulations.
  - e. Remain on premises, and be available at all times
  - f. Assist in any emergency situation requiring fire, police, or ambulance services.
  - g. To ensure the safety of our patrons, and to lessen the possibility of damage to our facility, the attendant must periodically survey the exterior of the building.
- 5) \_\_\_ Set-up and clean-up are the responsibility of the renter and must be conducted and completed between the hours of the contracted rental agreement.
- 6) \_\_\_ Cleaning is required before the end of your scheduled rental time. This includes but is not limited to wiping down tables and chairs, sink, counter tops and cabinet doors, clean out refrigerator, sweeping/mopping floors as needed, vacuuming, and placing trash in bags provided.
- 7) \_\_\_ Rooms are expected to be returned in the condition they were found at the start of rental. Failure to adhere will forfeit your cleaning and damage deposit.
- 8) \_\_\_ **NO** open flame, such as wax candles, votives, chafing dishes without special permission from the CPAFD
- 9) \_\_\_ Absolutely **NO** balloons, inflatables or piñatas are allowed.
- 10) \_\_\_ It is **NOT** permitted to:
  - a. Throw rice, confetti, birdseed, glitter, or other substances in or around the facility
  - b. Dispose of ice or other beverage on any grass surface
  - c. Use any office equipment or enter any office spaces

- f. Allow minors under the age of 21 to consume alcoholic beverages
  - g. Hang up decorations with anything other than blue painter's masking tape.
- 11) \_\_\_ Music shall be no louder than 70 dBs at a distance of twenty-five feet or more from source.
  - 12) \_\_\_ The individual making the reservation has reviewed and understands the refund and cancelation policies and understands that they must be on site for all dates listed on their permit.
  - 13) \_\_\_ Children 17 and under must be supervised at all times.
  - 14) \_\_\_ I agree to adhere to the City of Palo Alto's Zero Waste policies. (Cityofpaloalto.org/zwparty)
  - 15) \_\_\_ Only beer, wine, and champagne, are permitted with proper insurance coverage at events.
  - 16) \_\_\_ Smoking is prohibited in all public spaces.
  - 17) \_\_\_ Permit holder is responsible for all attendees of the function. Any gathering considered dangerous, a disturbance of the peace, or endangering public property is subject to closure without refund of the rental fee or security deposit.

**NON-PROFIT RENTALS ONLY:**

- 18) \_\_\_ Charging for event(s), accepting donations, or fundraising will null and void the discounted non-profit rate, resulting in updated charges of resident or non-resident rates pending location of your non-profit.
- 19) \_\_\_ 501(c)3 must be submitted with rental application in order to receive the non-profit discount.

**REOCCURRING RENTALS ONLY:**

- 20) \_\_\_ Payments for your rental are due the first day of each month in which you have a reserved space.
- 21) \_\_\_ Early cancellation of permit can be processed 30 days prior to your amended end date, with no charges for canceled dates.

Please contact us at [Jmzeventrequests@paloalto.gov](mailto:Jmzeventrequests@paloalto.gov) with any questions or concerns that you may have about these agreements. Our full "Guidelines for Use" is available on our home page.

Please check this box if you would like to make your entire payment upon approval of your application (your rental fees will be processed in full). \_\_\_

Please check this box if you prefer your total to be split into two (2) payments (only applicable if your event is more than one month out). \_\_\_

**I have read, understand, and will abide by the "guidelines for use" during my facility rental. Failure to do so may result in rental cancellation and forfeiture of deposit and/or additional charges.**

\_\_\_\_\_  
**Print name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date of Application**

\_\_\_\_\_  
**Date of Event**

# PJMZ Event Insurance Procedure

## For events with 150+ planned attendees and/or Alcohol:

1) Purchase the required insurance for both bodily injury and property damage. Ask your insurance broker to do a combined single limit. The amount of insurance is set by the City of Palo Alto; the premium for the insurance you purchase is set by your broker with the insurance company. \$1,000,000.00 (one million dollars) is the minimum requirement for all uses. High risk activities require additional coverage and will be communicated with you if needed.

2) Under the section "Description of operations, locations, vehicles, special items," please place the following phrase: "City of Palo Alto as an additional insured."

3) Under the section "Certificate Holder," it should read:

City of Palo Alto  
1451 Middlefield Road  
Palo Alto, CA 94301

4) Ask your insurance broker to send a signed certificate of insurance (COI) via email to [Jmzeventrequests@palocalto.gov](mailto:Jmzeventrequests@palocalto.gov) or mail to:

Palo Alto Junior Museum & Zoo  
1451 Middlefield Road  
Palo Alto, CA 94301

**COIs need to be delivered to PJMZ a minimum of 14 days prior to the event.**

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## Alcohol Requirements:

The City of Palo Alto requires "Liquor Liability" insurance to serve alcohol on the premises. Such coverage must be stated on your insurance certificate.

Whenever alcohol is available for consumption and money is transacted in ANY form (i.e. for donation, for a ticket, for a meal, for entry to the event, for a beverage) **Liquor Liability insurance AND an ABC License are required.**

If you plan to sell alcohol or if alcohol is present at your event and money is transacted in ANY form, proof of ABC License is required and must be received at least 14 days prior to your event. Please contact the San Jose Branch of the Alcohol Beverage Control for more information:

[San Jose Branch](#)  
408-346-2417  
224 Airport Parkway, Suite 620  
San Jose, CA 95110

You may purchase insurance through any event insurance broker of your choosing. If you are unable to locate one or are unsure of who to contact, you may consider the services of [HUB International](#) or [Eventsured.com](#).

Thank you,

*Palo Alto Junior Museum & Zoo*

