



**City of Novato Parks, Recreation and Community Services  
Customer Service Centers**

**Margaret Todd Senior Center**  
1560 Hill Road, Novato, California 94947  
415.899.8290; Fax 415.897.0239

**Novato Gymnastics Center**  
950 7<sup>th</sup> Street, Novato, California 94945  
415.899.8279; Fax 415.897.6395

## **Novato Facility Reservation Application**

### **Welcome**

Whether you are a first-time visitor or a regular guest, we hope that one of our Novato facilities will meet the needs of your upcoming event. The City of Novato offers a variety of venues to choose from. Venue descriptions are listed below, along with appropriate contact information for each facility.

### **Application Process**

- Complete the rental application
- Pay \$415 (\$400 deposit and \$15 application fee)

Staff will review the application within four business days. Applications are not considered approved until a facility use contract has been issued. The contract will itemize fees, list the balance due, as well as list required insurance/permits, and conditions of use that the renter must obtain and adhere to. Final payment, room set-up form, required insurance/permits and other documents must be submitted at least 10 business days prior to the event.

### **Margaret Todd Senior Center - 1560 Hill Road, Novato**

The Margaret Todd Senior Center is located conveniently a few miles from downtown Novato. The Center opened its doors in December 1992 and has hosted numerous functions including large scale fundraisers, birthday parties, weddings and many other milestone event celebrations. The large auditorium and casual yet modern structure have been decorated to accommodate many special occasions. There is a beautiful wooden dance floor, raised stage with theater curtains and a commercial kitchen. The audio visual system includes microphones, a large screen, a mounted ceiling projector, iPod dock and Wi-Fi. Tables and chairs are included in the rental. The Center has 48" round tables that seat 6, 12' rectangular tables that seat 10 and 6' rectangular tables that seat 4. Linens, cookware, china and cutlery are not provided in the rental. In addition to the auditorium, the Center also has meeting room space available. Meeting Room 3 has a large screen, a ceiling-mounted projector and a DVD player.

#### Capacity

Auditorium - banquet (228 guests), theater seating (280 guests)

Meeting Room 3 - conference style (24 guests), classroom (24 guests), theater seating (50 guests)

Meeting Room 1 - conference style (12 guests)

For more information, to schedule a tour, or to check availability, please contact Teresa Ehteshami at 415.899.8290 or [tehteshami@novato.org](mailto:tehteshami@novato.org).

### **Novato City Hall - 901 Sherman Avenue, Novato**

Novato City Hall is a lovely facility centrally located downtown providing both indoor and outdoor options for events. Originally built in 1896, this was the site of Novato's first Presbyterian Church. Novato City Hall is ideal for meetings, banquets, weddings and other social events. The bright lobby, spacious brick patio, and Civic Green all offer additional options for event staging. The Caterers' Room offers convenient food and beverage preparation space and audio visual options include microphones, large screen, mounted projector, iPod dock and Wi-Fi. Tables and chairs are included in the rental and will be set up by staff prior to your arrival. Novato City Hall has 60" round tables that seat 8, plus 6' and 8' food and beverage tables. Linens, cookware, china and cutlery are not provided in the rental.

#### Capacity

Banquet (88 guests), theater seating (144 guests), classroom (48 guests)

For more information, to schedule a tour, or to check availability:

Weekend rentals - please contact Teresa Ehteshami at 415.899.8290 or [tehteshami@novato.org](mailto:tehteshami@novato.org).

**Hill Community Room - 1560 Hill Road, Novato**

Hill Community Room is a perfect meeting space located across the courtyard from the Margaret Todd Senior Center. Tables and chairs are included in the rental. Available table size is 6' rectangular (seats 6). Please note that alcohol is not permitted in this facility. Audio visual equipment must be provided by renting party.

Capacity

Banquet (72 guests), conference style (44 guests), classroom (36 guests), theater seating (96 guests)

For more information, to schedule a tour, or to check availability, please contact Teresa Ehteshami at 415.899.8290 or [tehteshami@novato.org](mailto:tehteshami@novato.org).

**Downtown Recreation Center - 950 Seventh Street, Novato**

The Downtown Recreation Center is located adjacent to Novato's picturesque downtown. It is an ideal venue for occasions such as birthday parties, team parties, conferences, fundraisers, and much more! The large multi-purpose room includes a stage and tables and chairs for a variety of different set-up options. The recreation room includes a pool table, a flat screen TV, and a bar area complete with sink and refrigerator. The newest addition is the Pocket Park located directly in front of the Downtown Recreation Center, which is a 6,000 square foot turf play area. The Pocket Park is ideal for athletic games and outdoor activities. Please note that alcohol is not permitted in this facility.

Capacity

Party/Dance (250 guests), theater seating (150 guests)

For more information, to schedule a tour, or to check availability, please contact Greg Canfield at 415.899.8262 or [gcanfield@novato.org](mailto:gcanfield@novato.org).

**Hamilton Community Center - 503 South Palm Drive, Novato**

Hamilton Community Center is located in the heart of Hamilton Field, a former military base located in southern Novato. The Community Center's West Wing is a spacious room ideal for meetings and lectures. The audio visual system includes microphones and a mounted ceiling projector. Tables and chairs are included in the rental and will be set up by staff prior to your arrival. Available table size is 8' rectangular (seats 8). In addition to the West Wing, Hamilton Community Center also has a dance studio and art studio available to rent.

Capacity

Classroom (64 guests), theater seating (130 guests)

For more information, to schedule a tour, or to check availability, please contact Ronele Schaefer at 415.899.8263 or [rschaefer@novato.org](mailto:rschaefer@novato.org).



**CITY OF NOVATO**  
**PARKS, RECREATION AND COMMUNITY SERVICES**  
 922 Machin Avenue, Novato, California 94945 415.899.8200; Fax 415.899.8219

**APPLICATION FOR USE OF A CITY FACILITY**  
 1560 Hill Road, Novato, California 94947 415.899.8290; Fax 415.897.0239

1. Name of Applicant \_\_\_\_\_ Event Site \_\_\_\_\_
2. Organization: \_\_\_\_\_ 3. Tax ID# (if non-profit) \_\_\_\_\_
4. Phone: Work ( ) \_\_\_\_\_ Home: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_
5. Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_
6. Type of Event: \_\_\_\_\_ 7. Estimated Attendance: \_\_\_\_\_ per hour \_\_\_\_\_ total
8. Contact Person Prior to Event: \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Contact Person During Event: \_\_\_\_\_ E-mail Address: \_\_\_\_\_
9. Return Deposit To (if other than applicant): \_\_\_\_\_ Address \_\_\_\_\_
10. **Date and Time Requested:**

Event Date	Day of Week	Set-Up Time	Event Time	Clean-Up Time
	M T W Th F Sat Sun	_____ to _____	_____ to _____	_____ to _____
	M T W Th F Sat Sun	_____ to _____	_____ to _____	_____ to _____
	M T W Th F Sat Sun	_____ to _____	_____ to _____	_____ to _____

11. Please check if the event will involve any of the following:
 

<input type="checkbox"/> Admission	<input type="checkbox"/> Carnival or rodeo	<input type="checkbox"/> Large displays, machinery, or objects which could come in contact with people or property
<input type="checkbox"/> 100 or more people	<input type="checkbox"/> Use of animals	<input type="checkbox"/> Jump House
<input type="checkbox"/> Band or DJ	<input type="checkbox"/> Vehicle or animal racing	
<input type="checkbox"/> Public Dance	<input type="checkbox"/> Bingo Games	
<input type="checkbox"/> Youth oriented event		
<input type="checkbox"/> On-site event publicity		
12. **Check all that apply**

Food or beverages will be:	<input type="checkbox"/> served/bartered	<input type="checkbox"/> sold	<input type="checkbox"/> absent
Alcohol will be:	<input type="checkbox"/> served/bartered	<input type="checkbox"/> sold	<input type="checkbox"/> absent
13. a) I understand that an endorsement of insurance is required for any event where alcohol is served and/or if there are more than 100 participants at the event (MTSC), or 150 participants at the event (other facilities). **Please initial** \_\_\_\_\_
- b) I understand that smoking is not permitted at any time at any Novato facility, and I will be responsible for informing the participants of that policy. **Please initial** \_\_\_\_\_
- c) I understand that a Temporary Food Facility Permit is required if the event is more than one day and food will be served or sold. **Please initial** \_\_\_\_\_
14. **Notice to Applicant:** A permit denial, permit condition, refusal to waive the application deadline, fees, or insurance requirements can be appealed within five (5) days thereof by filing an appeal with the City Clerk stating the grounds for appeal. (Section 10-12 of Novato Ordinance Code.)
15. **Hold Harmless, Responsibility:** I understand that I shall be held responsible for any and all loss, accidents, injury or damage to persons or property which result from this activity. I, the undersigned applicant, agree to the fullest extent permitted by law and regardless of the City's passive negligence to RELEASE, INDEMNIFY, HOLD HARMLESS and DEFEND the City of Novato, City of Novato Successor Agency to the dissolved Novato Redevelopment Agency, City of Novato Public Finance Authority, and their respective officials, officers, agents, employees, and volunteers ("indemnitees") from and against any and all claims, demands, losses, damages, failure to comply with any current or prospective laws, defense costs or liability of any kind or nature (including attorney fees and expert witness fees) which indemnitees may sustain or incur or which may be imposed upon them for injuries to or death of persons, or damage or injury to property as a result of, arising out of, or in any manner connected with this activity.

I have read and understand the terms and conditions of use as outlined in this application. I acknowledge and accept responsibility.

\_\_\_\_\_  
Signature of applicant or representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Applicant or Representative

**Facility/Room Requested:**

**Margaret Todd Senior Center**

- Auditorium A
- Activity Room B
- Kitchen
- Whole Auditorium (A-C)
- Lobby
- Meeting Room 1
- Meeting Room 3
- Crafts Room
- Card Room
- Whole Building

**Novato City Hall**

- Novato City Hall – A
- Novato City Hall and Outdoor Patio - B
- Novato City Hall, Patio and City Green - C
- Novato City Green

**Hill Community Room**

- Hill Community Room

**Downtown Recreation Center**

- Recreation Room
- Multi-Purpose Room
- Entire Building
- Pocket Park

**Hamilton Community Center**

- Dance Studio
- Art Studio
- Bay Room
- West Wing – Meeting Room
- West Wing – Auditorium

**Application and deposit payment method:**

**Check** (payable to City of Novato)

**Cash/Money Order**

**Visa**

**Master Card**

**Discover**

**American Express**

**To pay by Credit Card:**

PRINT name as it appears on card: \_\_\_\_\_

Card #: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# FACILITY FEES FOR THE MARGARET TODD SENIOR CENTER

1560 Hill Road, Novato CA 94947

DUE AT TIME OF APPLICATION	Senior Group*	Community Service	Private	Commercial**
Application Fee	\$15.00	\$15.00	\$15.00	\$15.00
Deposit	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
<b>HOURLY ROOM RATES</b>				
Full Auditorium with kitchen and lobby (A-C + L)	\$72.00	\$158.00	\$206.00	\$249.00
Full Auditorium with Kitchen (A-C)	\$62.00	\$143.00	\$183.00	\$219.00
Full Auditorium (A+B)	\$57.00	\$132.00	\$167.00	\$196.00
Partial Auditorium with kitchen (A+C)	\$57.00	\$132.00	\$167.00	\$196.00
Partial Auditorium (A)	\$48.00	\$117.00	\$144.00	\$166.00
Meeting Room 3 (accommodates up to 50)	\$25.00	\$62.00	\$78.00	\$94.00
Meeting Room 1 (accommodates up to 12)	\$22.00	\$55.00	\$68.00	\$81.00
Crafts Room (accommodates up to 30)	\$25.00	\$62.00	\$78.00	\$94.00
Card Room (accommodates up to 24)	\$22.00	\$55.00	\$68.00	\$81.00
<b>EXTRA FEES</b>				
Cancellation Fee - Less than 20 days before the date of the event will result in forfeiture of 50% of deposit as a handling and processing fee				

Community Service, Private and Commercial categories receive a \$20 per hour discount for Monday-Friday Day Use (9am-4pm).

\*Senior group rate available only during senior core hours: Monday-Friday, 9am - 5pm. Senior Group: 50% or more members are 50 years of age and older.

\*\*Commercial: Individual or group conducting an activity for profit.

10% will be added to total cost of rental for non-residents.

There is a 2-hour minimum for rooms A-C. All other rooms have a 1-hour minimum.

Minimum rental of auditorium A is required for Friday and Saturday rentals.

Room capacity depends on room set-up. Sample room set-up forms are available at the Center.

Deposits are not considered part of the rental fee.

Full payment of the rental fee is due at least 10 working days prior to the event.

## FACILITY FEES FOR HILL COMMUNITY ROOM

1560 Hill Road, Novato, CA 94947

DUE AT TIME OF APPLICATION	Community Service	Private	Commercial*
Application Fee	\$15.00	\$15.00	\$15.00
Deposit	\$ 400.00	\$ 400.00	\$ 400.00
<b>HOURLY ROOM RATES</b>			
Resident	\$ 16.00 Novato based groups, or maximum daily rate of \$64.00	\$ 45.00	\$ 60.00
Non-resident	\$ 33.00 Groups based outside Novato – No maximum daily rate	\$50.00**	\$ 60.00**
<b>CUSTODIAL SUPPORT—SELECT ONE OF THE FOLLOWING AT THE TIME OF RESERVATION:</b>			
Basic Cleaning - \$9 flat fee. Users are responsible for their own set up and break down of tables/chairs and checking out a room key. The Basic Cleaning fee includes floor cleaning, bathroom cleaning and emptying of the trash.			
Custodial fee - \$36 flat fee. Custodial staff sets up and breaks down tables and chairs. Renter must submit the room diagram at least 10 business days prior to the event. The Custodial Fee includes floor cleaning, bathroom cleaning and emptying of the trash. Additional fees may apply.			

## FACILITY FEES FOR NOVATO CITY HALL

901 Sherman Avenue, Novato CA 94945

DUE AT TIME OF APPLICATION	Community Service*	Private	Commercial**
Application Fee	\$15.00	\$15.00	\$15.00
Deposit	\$ 400.00	\$ 400.00	\$ 400.00
<b>HOURLY ROOM RATES: FRIDAY – SUNDAY USE</b>			
A – Novato City Hall	\$ 144.00	\$ 198.00	\$ 248.00
B – Novato City Hall and Outdoor Patio	\$ 194.00	\$ 248.00	\$ 348.00
C – Novato City Hall, Outdoor Patio and the City Green	\$ 215.00	\$ 278.00	\$ 393.00
Novato City Green only	\$ 23.00	\$ 34.00	\$45.00
Novato City Plaza	\$50.00	\$75.00	\$100.00
<b>HOURLY ROOM RATES: MONDAY – THURSDAY USE</b>			
A – Novato City Hall	\$94.00	\$ 128.00	\$ 168.00
B – Novato City Hall and Outdoor Patio	\$ 119.00	\$ 168.00	\$ 218.00
C – Novato City Hall, Outdoor Patio and the City Green	\$ 140.00	\$ 198.00	\$ 263.00
Novato City Green only	\$ 23.00	\$ 34.00	\$ 48.00

\*Community Service groups must have a non-profit tax identification number.

\*\*Commercial: Individual or group conducting an activity for profit.

10% will be added to total cost of rental for non-residents.

There is a 2-hour minimum for Friday – Sunday use.

Room capacity depends on room set-up. Sample room set-up forms are available upon request.

Deposits are not considered part of the rental fee.

Full payment of the rental fee is due at least 10 working days prior to the event.

## FACILITY FEES FOR THE HAMILTON COMMUNITY CENTER

503 B South Palm Drive, Novato CA 94945

DUE AT TIME OF APPLICATION	Community Service	Private	Commercial*
Application Fee	\$15.00	\$15.00	\$15.00
Deposit	\$ 400.00	\$ 400.00	\$ 400.00
<b>HOURLY ROOM RATES</b>			
Dance Studio - Performances	\$ 36.00	\$ 53.00	\$ 70.00
Dance Studio - Rehearsals	\$ 18.00	\$ 27.00	\$ 35.00
Classroom Use: Dance Studio, Hamilton Art Studio, Bay Room, Recreation Room	\$ 30.00	\$ 45.00	\$ 60.00
Meeting Room A – West Wing	\$ 20.00	\$ 30.00	\$ 40.00
Meeting Room B – Palm	\$ 20.00	\$ 30.00	\$ 40.00
Auditorium – West Wing	\$ 45.00	\$ 67.00	\$ 90.00
<b>EXTRA FEES</b>			
Custodial Fee - \$36 per hour (costs estimated before event, assess actual costs after event)			
Building Attendant Fee - \$20.00 per hour			
Cancellation Fee - Less than 20 days before the date of the event will result in forfeiture of 50% of deposit as a handling and processing fee			

\*Commercial: Individual or group conducting an activity for profit.  
 10% will be added to total cost of rental for non-residents.  
 There is a 2-hour minimum.  
 Room capacity depends on room set-up.  
 Deposits are not considered part of the rental fee.  
 Full payment of the rental fee is due at least 10 working days prior to the event.