Facility & Picnic Rentals

COMMUNITY CENTER
7007 Moeser Lane
El Cerrito, CA 94533
Phone: 510-559-7000
Email: recreation@ci.el-cerrito.ca.us
Community Center

7007 Moeser Lane, El Cerrito, CA 94530

The contemporary look and feel of the Main Hall, Skylight Room and Patio provide the ideal spot for wedding receptions, family celebrations, luncheons, corporate trainings, fundraisers and more! The Main Hall and Skylight Room, which have hardwood floors and a cathedral style ceiling, can together accommodate 250 guests.

Rentals Include:

- Use of Hall, Skylight Room, Kitchen (including fridge, freezer, stove, oven, gas range, sink and ice machine) and Patio.
- Use of a moveable wooden bar.
- Tables (5ft. round, 6ft. rectangular and/or 8ft. rectangular) and 250 black folding chairs.
- Table and chair set up and break down per pre-submitted floor plan.
- One Facility Attendant onsite to provide assistance during event.

Availability:

Available Fridays, Saturdays and Sundays, rental hours may be scheduled between 8am—10pm (clean up must be complete by 12am). Five-hour minimum rental time required; set up and clean up time must be accounted for in reservation.

Pricing:

Resident $1,000 for 5 hours, each additional hour $200
Non-Resident $1,250 for 5 hours, each additional hour $250
Non Profit 25% off Deposit $624, by credit card only
Non Profit Deposit $313, by credit card only
Alcohol Permit $197
Transfer of Date $47/transfer/event

Optional Services:

Additional Decoration/Clean Up Time: $100/hour, 2 hours max
Clean Up Service: $150 for 2-hours, $80 each additional hour
Nestled in our city's parks, the Clubhouses are ideal locations for smaller events such as birthday or graduation party, luncheons, or corporate meetings. Each Clubhouse has 6ft. tables and chairs to accommodate your guests, plus counters and a sink. Clubhouses have large windows for beautiful views of the park.

**Availability:**
Available Fridays, Saturdays and Sundays, rental hours may be scheduled between 10am—10pm (clean up must be complete by 11pm). Three-hour minimum rental time required, set up and clean up time must be accounted for in reservation.

**Capacity:**
- Arlington Clubhouse: 50 guests
- Canyon Trail Clubhouse: 35 guests
- Castro Clubhouse: 32 guests

**Pricing:**
- Resident: $240 for 3 hours, each additional hour $80
- Non-Resident: $294 for 3 hours, each additional hour $98
- Deposit: $305, by credit card only
- Alcohol Permit: $43
- Transfer of Date: $47/transfer/date
- Additional Decoration/Clean Time: $42 for 1-hour

Located next to a small public plaza, this space includes a sink, countertop space, a refrigerator (no kitchen), a small reception desk, and two wall mounted TVs. Rentals can accommodate up to 60 people with a 3-hour minimum rental time.

**Pricing:**
- Resident: $375 for 3 hours, each additional hour $125
- Non-Resident: $486 for 3 hours, each additional hour $156
- Deposit: $315, by credit card only
- Alcohol Permit: $183
- Additional Decoration/Clean Time: $60 for 1-hour
Picnic Areas

Picnic Areas are a great place to hold a small event such as a birthday party or family reunion. All Picnic Areas are in parks with open grassy areas, playground equipment, restrooms, and tennis courts. Some parks offer basketball courts, charcoal barbeques, ponds, trails, and other playing fields. For more information about El Cerrito Parks, please see our Park Guide.

**Arlington Park**

1120 Arlington Boulevard  
5.2 Acre Park  
6 Picnic Areas  
Most with BBQs  
Basketball Courts  
Tennis Courts  
Creek Access  
Pond  
Seating available for 20

**Canyon Trail Park**

6757 Gatto Avenue  
7.4 Acre Park  
1 Picnic Area  
NO BBQs  
Basketball Courts  
Tennis Courts  
Walking Trails  
Pond  
Seating available for 20

**Castro Park**

1420 Norvell Street  
3.5 Acre Park  
1 Picnic Area  
NO BBQ  
Basketball Courts  
Tennis Courts  
Baseball Field  
Grassy Area  
Seating available for 20

**Cerrito Vista Park**

950 Pomona Avenue  
7.6 Acre Park  
1 Picnic Area  
With BBQ  
Volleyball Courts  
Tennis Courts  
Softball Field  
Seating available for 50

**Harding Park**

7115 C Street  
3.5 Acre Park  
1 Picnic Area  
With BBQ  
Basketball Courts  
Tennis Courts  
Kickball Diamonds  
Seating available for 20

**Huber Park**

7711 Terrace Drive  
2.9 Acre Park  
1 Picnic Areas  
With BBQs  
Basketball Courts  
Creek Access  
Seating available for 20

**Tassajara Park**

2575 Tassajara Avenue  
2.9 Acre Park  
1 Picnic Area  
With BBQ  
Basketball Courts  
Tennis Courts  
Seating available for 20
Picnic Areas

Availability
Picnic Areas are available daily for reservation from dawn until dusk.

Picnic Pricing

Picnic Areas with Barbeques:
Arlington Park Areas # 1, 4, 5, 6, Harding Park, Huber Park & Tassajara Park
- Resident $81/day
- Non-Resident $101/day

Arlington Park Combined Areas # 4 & 5
- Resident $151/day
- Non-Resident $188/day

Arlington Park Combined Areas # 4, 5, & 6
- Resident $204/day
- Non-Resident $255/day

Picnic Areas without Barbeques:
Arlington Park Areas # 2, 3, Canyon Trail Park, & Castro Park
- Resident $68/day
- Non-Resident $85/day

Restroom Key $20 refundable deposit

Picnic Deposit $40

Transfer of Date $20

Cerrito Vista Park

Cerrito Vista Park has six picnic tables, two barbeque grills and large grass area all reserved together. Volleyball set available for rent at the El Cerrito Community Center.
- Resident $151/day
- Non-Resident $188/day
- Volleyball Net Deposit $83
- Deposit $40
Rental Information
To make your reservation experience more enjoyable, please keep the following information in mind:

- All deposits and most rental fees are due at time of booking.
- Applications are due 1 month prior to the rental date.
- Clean up is the responsibility of the renter, unless optional clean up service is pre-arranged.
- At Clubhouses, table and chair set-up and break-down is the responsibility of the renter.
- If serving alcohol, a liquor license is required which is available from the Recreation Department. If selling alcohol, an ABC License is required in addition to a liquor license.
- Security is required when serving alcohol at any event.
- When renting, surrounding areas, clubhouses, and fields may be in use at the same time.

Cancellations

- For cancellations:
  - In excess of 4 months prior to event, 50% of deposit retained.
  - 4 months–2 months prior to event, 100% of deposit retained.
  - 2 months–1 month prior to event, 100% of deposit and 50% of rental fees retained.
  - Less than 1 month prior to the event date, 100% of deposit retained, plus 100% of rental fees.
- All cancellations must be submitted in writing (email ok).
- Fees will not be refunded for rental times not used.
- All changes to rentals, including number of guests and date changes, must be submitted at least 1 month prior to event.

Reserve Now!
To reserve your space, please contact El Cerrito Recreation:
7007 Moeser Lane
El Cerrito, CA 94530
Phone: (510) 559-7017
Email: recreation@ci.el-cerrito.ca.us
www.el-cerrito.org/recrentals