

Historic Atascadero City Hall

Special Events and Weddings in the Upper Rotunda

The Historic Atascadero City Hall fourth floor Rotunda room is available for events on Saturday and Sunday.

All applications for special events must be received at least 60 days prior to the event.

Reservations will be taken on a first come, first served basis.

Saturday and Sunday Rentals:

Rental Hours:

Saturday and Sunday events rentals include 10 hours maximum use of the space, including decoration time and clean-up time. Events may go as late as 11 pm, with clean-up completed by midnight.

Rental Package:

Saturday and Sunday rentals include:

- A minimum of two facility staff throughout the rental time
- Two security guards for four hours. Some events may require additional security. (Additional event hours and guards will be added on by the hour @ \$19 per hour).
- Minimum Special Event Insurance coverage (if coverage exceeds the minimum of \$180, the additional balance will be added to customer invoice)
- Facility Cleaning Fee
- One hour pre-event meeting with facility coordinator
- 10 hours of use in the Upper Rotunda
- 1 hour of access to the Lower Rotunda for photos
- Unlimited access to the exterior grounds for photos
- Caterer access to kitchenette use

Private Non-Resident Rental: \$5500 per day

Atascadero Resident Rental: \$5000 per day

Non-Profit Rental: \$3500 per day

Please note: Rental prices do not include linens, tables, chairs, dance floor, catering or decorations. If the rental goes over the set hours, there will be a charge of \$500 per hour.

Outdoor Wedding Ceremony (must be in combination with a reception reservation in the Rotunda):

A wedding ceremony may be held in the Sunken Gardens in front of City Hall. The rate for park use and event staff is \$350. Renter must provide chairs and all other supplies.

Reservation Process:

A completed application and reservation deposit of \$1000 is required to reserve a requested date. In the event of a cancellation, the reservation deposit will not be refunded.

Security Deposit:

A refundable \$1000 security deposit is due 30 days prior to the event date. Any damage or additional costs incurred during the event will be taken out of the security deposit. The security deposit will be returned within 6 weeks following the event.

Wedding Photography Only:

Rates below are for photography sessions only. Rates are per hour with a two hour minimum. Access will be given to designated areas of the building and must be scheduled at least 30 days in advance of the event.

Private Non-Resident: \$200

Atascadero Resident: \$150

For information on availability and reservation procedures, please call 805-470-3406 or email cityhallrentals@atascadero.org.