

Garfield House Event Venue Rental

Visits and Tours

All visits and tours are by appointment only. Due to the nature and location of the venue, as well as our event schedule, please make an appointment prior to your visit. We do not show the venue while we have guest reservations to ensure their privacy and exclusive use.

General Venue Information

Included with Rental

Entire House – 1,900 sq. ft.

- Main Room – 582 sq. ft.
- Suite A – 210 sq. ft.
- Suite B – 170 sq. ft.
- Kitchen
- 2 Restrooms

Two-Story Deck (Upper Deck = 690 sq. ft., Lower Deck = 265 sq. ft.)

Adjacent turf area below the lower deck – 400 sq. ft.

Available for Use (separate rental rates may apply)

Adjacent Botanical Garden

Walking path through olive trees

Adjacent large open grass space – 11,000 sq. ft (available as a separate rental)

Venue Capacity

Facility Event Space Used	Dining (Tables and Chairs)	Assembly (Chairs Only)
Main Room	40	75
Main Room and Upper Deck	75	75

Venue Rental Rates

FACILITIES	ASSEMBLY CAPACITY (STANDING)	DINING CAPACITY (# CHAIRS)	MINIMUM TIME	SECURITY DEPOSIT	NONRESIDENT / PRIVATE RATE	RESIDENT DISCOUNT	NONPROFIT RATE
Garfield House Entire House – 1,900 sq ft Kitchen Included			2 hr	\$200	\$130/hr M-TH	\$120/hr M-TH	\$110/hr M-TH
Main Room – 582 sq ft	75	40	Day Rental	\$400	\$1,500/day F-SUN	\$1,450/day F-SUN	\$1,400/day F-SUN
Main Rm & Upper Deck - 1,272 sq ft	75	75					

Venue Rental Hours

The venue rentals hours are as follows:

- Sundays – Thursdays: 8am – 10pm
Cleaned-up and out of the facility by 10pm
- Fridays & Saturdays: 8am – 11pm
Cleaned-up and out of the facility by 11pm

All vendors and rentals must be dropped off and picked up within the hours of the rental on the contract.

Venue Furnishings

Tables and Chairs

- (13) - 5' Round Tables
- (4) - 6' Banquet Tables
- (100) - White Folding Chairs
- Renters may provide their own tables and chairs for their event at renter's expense

Dressing Suites

Suite A

- (1) Sofa
- (1) Vanity table for four people
- (4) Barstools
- (2) Chairs
- (1) Full Length Mirror
- (1) Garment Hanger

Suite B

- (1) Table
- (4) Barstools
- (1) Full Length Mirror
- (1) Garment Hanger
- (2) Chairs

Kitchen Appliances and Use

- (1) Commercial Refrigerator
- (1) Commercial Freezer
- (1) Sink
- (1) Commercial Ice Machine
- (1) Range
- Cooking is to occur in the kitchen space only. No cooking is permitted in other areas on the property.

Venue Accessibility

The following accessibility items are designed and available for use:

- Front Door Ramp – House and Upper Deck is wheelchair accessible.
- (2) Handicap accessible restroom
- (1) Reserved handicap parking space

Venue Parking

Parking on site is limited. Parking is available near the venue entrance (approximately 15 spaces including 1 handicapped space) and is included in the rental. Additional parking is located at the Jensen Botanical Garden (approximately 15 spaces including 1 handicapped space). This parking is open to the public and not exclusive to rentals.

Carpooling and Ride Sharing services encouraged. Designated Uber and Lyft parking available at the venue site. Due to limited parking, and a desire to reduce the impact of neighboring streets, please consider carpooling and/or using ride sharing services.

Venue Lighting

The venue is equipped with indoor lighting and large glass doors that bring in the natural light.

Basic outdoor lighting is provided near the entrance and on upper deck. Renters may bring in their own lighting at their expense with CRPD approval.

Catering and Other Vendors

Renters may bring in their own food and/or caterer. Caterers and other vendors are permitted on the property only during the rental period. All caterer or vendor deliveries must occur during the rental period.

- Cooking is to occur in the kitchen space only. No cooking is permitted in other areas on the property.

Live Music and/or Amplified Sound, Stages, and Dance Floors

Live music and amplified sound are permitted with CRPD approval and must comply with the Sacramento County Code Noise Control regulation (chapter 6.68). Generally, the chart shows the maximum noise levels in residential zones of unincorporated Sacramento County. In addition, CRPD reserves the right to restrict sound to a lower level if there is a negative impact on surrounding areas.

Time Period	Exterior Noise Standard
7am – 10pm	55dBA
10pm – 7am	50dBA

Note: Failure to follow standards and/or staff requests during the event may result in immediate termination of rental and removal from the facility.

Stages are permitted with CRPD approval. A dance floor may be placed on the turf area near the lower deck (maximum size is 20' x 20').

Outdoor Power Access

The venue has five points of power access around the house. Three outlets are located on the back side, two outlets on the front side, and one outlet on the side of the house. All electrical lighting, music, and sound equipment must be approved by CRPD.

Smoking

There is no smoking on, or in, any CRPD property, facility, or grounds. This policy is consistent with County of Sacramento Ordinance 9.36.057. It is the renter's responsibility to inform their guests and enforce this rule.

Pets and Children

Pets are allowed outdoors only. No animals or pets are allowed inside of CRPD facilities with the exception of service animals. This is consistent to County of Sacramento Ordinance 9.36.061. Please note: In the interest of your pet's safety, we do require that they be on leash at all times, directly supervised (not tied up somewhere) and cleaned up after. Any additional cleaning costs due to pets following your check out will be charged to the deposit.

Children are welcome and must be accompanied and supervised at all times by an adult.

Rehearsals for Wedding Events

A complimentary one-hour rehearsal with your wedding party is included in your rental (dependent on availability). We recommend scheduling your rehearsal long before the week of your wedding so we can reserve this time for you.

No food or drinks permitted at the rehearsal.

Alcoholic Beverages

All events where alcohol is served/sold will be charged a \$50 alcohol surcharge. When the use of alcohol is approved by the district, it is to be served and consumed in approved and/or designated areas only. No alcoholic beverages will be permitted outside of the rented facility. Alcohol is not permitted in any CRPD park or parking lot.

The sale of alcoholic beverages requires the following:

1. A one-day liquor license from the Sacramento Sheriff's Office. Please note the Sheriff's office security requirements may differ than that from CRPD's. Please call the Sheriff's office at (916) 874-1021.
2. A license from the Department of Alcoholic Beverage Control which must be posted at the bar and submitted to CRPD.

If a renter has unpermitted alcohol at their event, they immediately forfeit their deposit and are subject to additional charges. CRPD reserves the right to revoke the permit immediately and the renter must vacate the premises.

Security Officers

Security officer(s)/guard(s) are required for social functions and events for Garfield House rentals beginning from the event start time and ending once renter checks out of the facility. CRPD will provide security at the expense of the renter.

Number of security officer(s)/guard(s) required: 1 guard for 1-150 people

There is a 4-hour minimum for all events that require security. If your event is less than 4 hours, you will be charged for the full 4-hour minimum.

There is an 8-hour maximum for all events that require security. If your event is more than 8 hours, you will be charged the overtime rate of \$57/hr per guard after the eighth hour.

CRPD will provide required security for all private events. The fees are as listed below. All events where security guards are booked will be charged a \$20 surcharge. These fees are subject to change.

Number of Guards	Hourly Fee (more than 21 days in advance)	Hourly Fee (21 days or less in advance)
1 Guard	\$38/hr	\$45/hr
2 Guards	\$75/hr	\$90/hr
3 Guards	\$112/hr	\$135/hr
4 Guards	\$150/hr	\$180/hr

Security will be scheduled to arrive at the rental event start time listed on the permit and will remain on site until the renter has exited the facility. If the rental facility does not permit event set-up time, security is scheduled to arrive at the start of the rental time listed on the permit. If a renter has not exited the facility by the end time listed on the permit, they will be charged an overtime security rate of \$67.50/hr for security overtime pay.

CRPD staff may act as a liaison between renter and security guard(s).

Failure to follow rules and direction of security personnel during the event may result in immediate termination of rental and removal from the facility. Law enforcement will be called for trespassing if renter does not vacate when asked. No refund of fees or deposit will be issued if renter is asked to vacate the facility.

Decorations

All decorations must be approved by CRPD.

No scotch-tape, electrical tape, duct tape, tacks, nails, or staples are permitted. Masking or painters' tape and string may be used.

No glitter, confetti or rice allowed. Birdseed may be used outside only.

Candles may be used, provided they are contained in glass bowls, votive holders or candelabras that are secure and placed away from combustive materials.

Smoke and bubble machines are not allowed.

Water play, water balloons or water toys are not allowed.

No fireworks, explosives or other hazardous, flammable items are allowed.

Setup and Cleaning

Renter is responsible for setting up and putting away provided tables and chairs. All tables and chairs must be wiped down prior to storage to ensure food and liquids are not present.

Garbage liners are provided. It is the renter's responsibility to remove all refuse from the building, grounds, and decks and dispose in the provided waste container dumpster.

All appliances must be wiped down, cleared of any left-over food, floor swept and mopped.

The use of propane heaters and fire pits (propane and wood burning) are prohibited on the property.

Venue Representatives

When you reserve your event at Garfield House, we'll be available throughout your planning process. Our staff are available to answer questions by phone, email, and in-person.

Your reservation includes site visits for planning purposes. Site visits must be scheduled in advance and are subject to availability.

Facility Rental Policy

Refer to the Carmichael Recreation and Park District (CRPD) Facility Rental Policy for more information regarding reservations, security deposits, insurance requirements, refunds, cancellations, and more. All facility renters must abide by the venue rules and the CRPD Facility Rental Policy.