



2024 RESERVATIONS FEE SCHEDULE

ROSSMOOR WALNUT CREEK | RECREATION DEPARTMENT

FACILITY RENTAL + RESERVATION FEES	2024 Fees
FLAT RATE FEES	
Small Meeting Rooms (1-20) Up to 4 HRS	
Creekside: Bunker	60
Creekside: Mulligan	60
Dollar: Garden Room	60
Dollar: Card Room 1	30
Dollar: Card Room 2	30
Gateway: Multi-Purpose Room 1 (Kitchen Not Included)	60
Gateway: Multi-Purpose Room 2	60
Gateway: Multi-Purpose Room 3 (Kitchen Not Included)	60
Medium Meeting Room (1-50) Up to 4 HRS	
Gateway: Redwood Room	85
Hillside: Vista Room (Kitchen Not Included)	85
Mid-Size Meeting Room (20-100) Up to 4 HRS	
Creekside: Fairway	175
Creekside: Club Room	175
Event Center: Donner Room	175
Theatre/Meeting Hall (150) Up to 4 Hours	150
Picnic Grounds	25
No Fee Rooms	
Dollar: Chess Room	0
Dollar: Card Room 3	0
Dollar: Eisenhower Room	0
Event Center: Echo Room	0
Hillside: Pine Room	0
HOURLY + BLOCK RATES	
	<i>Hourly or Block</i>
Large Hall with Kitchen Included (200-250)	
Gateway: Fireside + Kitchen	
Hillside: Diablo + Kitchen	
<i>Minimum 2 Hours</i>	230
<i>6 Hour Block</i>	590
<i>12 Hour Block</i>	1,180
<i>Additional Hour</i>	115
Event Center	
Tahoe Room (Ballroom) + Kitchen (350)	
<i>Minimum 2 Hours</i>	270
<i>6 Hour Block</i>	700
<i>12 Hour Block</i>	1,350
<i>Additional Hour</i>	135

HOURLY + BLOCK RATES (Continued)	<i>Hourly or Block</i>
Kitchen Fees (If not Included - FLAT RATE)	
<i>Warming Kitchens</i>	25
<i>Full Kitchens</i>	50
Dollar Patio (66) + Dining Space (48)	
<i>Minimum 2 Hours</i>	110
<i>6 Hour Block</i>	300
<i>12 Hour Block</i>	550
<i>Additional Hour</i>	55
Peacock Plaza (100)	
<i>Minimum 2 Hours</i>	110
<i>6 Hour Block</i>	300
<i>12 Hour Block</i>	550
<i>Additional Hour</i>	55
* Higher fee indicated for Fireside, Diablo, and Tahoe Rooms are for Weddings under the existing fee schedule.	

SET UP FEES (Private + Club Use)	2024 FEES
Flat Rates	
Tables & Chair Set Up	
<i>1-50 Guests</i>	25
<i>51-100 Guests</i>	50
<i>101-200 Guests</i>	95
<i>200+ Guests</i>	175
AV (Projector, Mics, Laptop Hookups etc)	40
Coffee Service (Under Review)	30
Hybrid Zoom (Transitioning to Zoom Carts Only)	40
Portable Sound	50
Riser Set Up	40
Change Fee	50
Deposit (Refundable Cleaning/Damage)**	500
Hourly Rates	
Tech Time (AV Tech) HOURLY RATE	40/Hour
Sound Panels	40/Hour
Additional Staff Time	40/Hour
** Refundable Deposit Required for all Private or Club use at Large Room (Kitchen), Ballroom, Dollar Patio, Dollar Dining Space, and Peacock Plaza.	