

LOCATION	SEATS	RENTAL HOURS	NON-PROFIT	STANDARD /PRIVATE	COMMERCIAL	FEE DESCRIPTION			
Central Library Auditorium 222 E. Harvard St., 2nd Floor Stage Dimensions: 12 ft. d x 28 ft. w (29 ft at rear of stage) Table seating for 80-120	230	Closed For Renovation Reopening March 2017	\$50	\$100	\$150	per hour			
			\$54	\$54	\$54	rehearsal fee/up to 2 hours			
			\$150	\$150	\$150	per event - A/V Package			
			\$50	\$50	\$50	Dressing Room-per event			
			\$100	\$100	\$100	Kitchen usage - per event			
			\$80	\$80	\$80	Piano Rental-per piano			
Central Library Main Room 222 E. Harvard St. For Reservations call: (818)548-2030 Monday – Friday, 9 AM to 5 PM		Closed for Renovation Reopening March 2017	\$2,020	\$2,525	\$3,030	for up to 6 hours			
			\$312	\$312	\$312	for each additional hour			
Central Library Sound Room	1	Closed for Renovation Reopening March 2017	\$25	\$25	\$25	per hour			
Central Library Conference Rooms	8 – 10	Closed for Renovation Reopening March 2017	<table border="1"> <tr> <td>GLENDALE</td> <td>NON- GLENDALE</td> </tr> <tr> <td>\$20</td> <td>\$30</td> </tr> </table>		GLENDALE	NON- GLENDALE	\$20	\$30	per hour/ based on availability
			GLENDALE	NON- GLENDALE					
\$20	\$30								

INFORMATION FOR ALL RENTALS

Fees are effective through June 30, 2017 and are subject to change.

Rental of all spaces is dependent on library programs and staff availability.

ALCOHOL PERMIT FEE: There is a \$100 permit fee to serve alcohol at events meeting criteria outlined in the Alcohol Policy.

PARKING: Parking at all meeting room sites is limited during Library business hours. Except for events at the Brand Library, where parking is ample, users should make arrangements to locate nearby parking for attendees. Staff at each site can assist you.

RISERS: There is a \$200 per event fee for use of risers.

Proof of Insurance Required for all Rentals. See Page 3 for requirements.

LOCATION	SEATS	RENTAL HOURS	NON-PROFIT	STANDARD/PRIVATE	COMMERCIAL	FEE DESCRIPTION
Brand Library Recital Hall 1601 W. Mountain St.	110	HOURS LISTED BELOW	\$190	\$226	\$298	for 3 hours
Stage dimensions: 9 ft. d x 28 ft. w (23 ft at rear of stage) For reservations call: (818)548-2051, during library open hours			\$59 \$80 \$108 \$54	\$75 \$80 \$271 \$54	\$97 \$80 \$271 \$54	for each add. hour Piano rental/per event/per piano Ticketed Event Fee Rehearsal Fee (up to 2 consecutive hrs)

NOTE: Rental Hours: Friday/Saturday/Sunday 5:30pm-9:30pm

Recitals for fulfillment of a degree requirement will be charged the non-profit rate. This would include BM, MM and DMA students. Students must provide a letter from their faculty member who they are studying with confirming the recital's degree requirement along proof of current institutional affiliation (i.e. student id).

Brand Library Plaza/Atrium Gallery/Courtyard	75	LIBRARY CLOSED HOURS	\$350	\$400	\$450	per hour (3 hour minimum)
Brand Library Art Galleries	250	LIBRARY CLOSED HOURS	\$2,500	\$3,000	\$3,500	for 6 hours
Brand Mansion		LIBRARY CLOSED HOURS	\$2,500	\$3,000	\$3,500	for 6 hours
Brand Complex Includes Plaza/Atrium, Gallery, Mansion (excludes stacks area and Brand Studios)		LIBRARY CLOSED HOURS	\$5,000	\$6,000	\$7,000	for 6 hours
Brand Library-Use of Media Equipment			\$80	\$80	\$80	Per Event

Available for Rental with Plaza/Atrium, Gallery, Mansion and Complex

INFORMATION FOR BRAND RENTALS

The Gallery or other space at the Brand Library are not available for art exhibitions. The gallery space, plaza/atrium, mansion and complex is available to rent for non-art events on a case-by-case basis. Please call (818)548-2051 for further information.

RECEPTION FEE: Non-Catered: There will be a \$51.00 Reception Fee when food is served at event and/or use of kitchen. Catered: There will be a \$200 Reception Fee.

TICKETED EVENT: Attendance limited to paid ticket holders, those paying admission or mandatory donation.

MAINTENANCE FEE: There is a \$38 Maintenance Fee for set up and staffing.

SALE OF NON-FOOD MERCHANDISE: There is a \$159 fee to be able to sell merchandise.

LIBRARY ACCESS: There is a \$150 fee for access to the library prior to event for deliveries.

Proof of Insurance Required for all Rentals. See Page 3 for requirements.

AVAILABILITY: These facilities are available for rental after hours subject to staffing availability and library operations. Contact site for Library Open Hours.

LOCATION	SEATS	RENTAL HOURS	NON-PROFIT	STANDARD/PRIVATE	COMMERCIAL	FEE DESCRIPTION
<u>BRANCH MEETING ROOMS</u>		LIBRARY OPEN HOURS OR BASED ON STAFF AVAILABILITY	\$40	\$60	\$80	per hour when open
			\$60	\$80	\$100	per hour when closed
Casa Verdugo Branch Meeting Room	35	1151 N. Brand Blvd.	For reservations call:(818)548-2047, Monday – Thursday, 1 PM to 5 PM			
Montrose-Crescenta Branch Meeting Room	75	2465 Honolulu Ave., Montrose	For reservations call: (818)548-2048, Monday – Thursday, 1 PM to 5 PM			
<u>BRANCH LIBRARY</u>		BASED ON STAFF AVAILABILITY	\$150	\$200	\$250	per hour when closed
Library Connection @ Adams Square	50	1100 E. Chevy Chase Dr.	For reservations call: (818)548-3833, Monday – Thursday, 1 PM to 5 PM or email to: hshonouda@glendaleca.gov			
Chevy Chase Branch Library	200	3301 E. Chevy Chase Dr.	For reservations call:(818)548-2030, Monday – Friday, 8 AM to 5 PM			
Pacific Park Branch Library	75	501 S Pacific Ave.	For reservations call: (818)548-3760, Monday – Thursday, 1 PM to 5 PM or email to: hshonouda@glendaleca.gov			
Casa Verdugo Branch Meeting Room	100	1151 N. Brand Blvd.	For reservations call:(818)548-2047, Monday – Thursday, 1 PM to 5 PM			
Montrose-Crescenta Branch Meeting Room		2465 Honolulu Ave., Montrose	For reservations call: (818)548-2048, Monday – Thursday, 1 PM to 5 PM			

Insurance Requirement for all rentals:

Commercial General Liability (“CGL”) (primary).

City of Glendale, and its employees and agents shall be added as additional insured and an endorsement will be required. Coverage shall apply on a primary, non-contributing basis in relation to any other insurance or self-insurance, primary or excess, available to City of Glendale or any employee, representative or agent of City of Glendale. Coverage shall not be limited to the vicarious liability or supervisory role of any additional insured. CGL insurance must not be written for less than the limits of liability specified as follows:

- (a) ONE MILLION DOLLARS (\$1,000,000) per occurrence for bodily injury (including accidental death) to any one person;
- (b) ONE MILLION DOLLARS (\$1,000,000) per occurrence for personal and advertising injury to any one person;
- (c) ONE MILLION DOLLARS (\$1,000,000) per occurrence for property damage; and
- (d) TWO MILLION DOLLARS (\$2,000,000) general aggregate limit.