



A MODERN, STATE OF THE ART FACILITY FOR ALL OF YOUR EVENT NEEDS...

Rebuilt in 2014, the Mitchell Park Community Center provides the City of Palo Alto with a new environmentally-friendly community complex. The 15,000-square-foot Community Center adjacent to Middlefield Road is part of a larger 41,000-square-foot campus including the Mitchell Park Library. Strategically placed to maximize natural sunlight, the building surrounds a picturesque courtyard featuring a mature California Coastal Live Oak tree.

The building has been designed to achieve the highest "Leadership in Energy and Environmental Design" (LEED) certification possible. LEED is an internationally recognized certification system that measures how well a building performs including energy savings, water efficiency, CO2 emissions reduction, improved indoor environmental quality, stewardship of resources and sensitivity to their impacts.

MITCHELL PARK COMMUNITY CENTER
CITY OF PALO ALTO
COMMUNITY SERVICES

VISIT 3700 MIDDLEFIELD ROAD
PALO ALTO, CA 94303
CALL 650.329.2400
EMAIL MPCC@CITYOFPALOALTO.ORG
WEB WWW.CITYOFPALOALTO.ORG/MPCC

Individuals with disabilities who require accommodations to access City facilities, services or programs, or who would like information on the City's compliance with the Americans with Disabilities Act (ADA) of 1990, may contact the City's ADA Coordinator at (650) 329-2550 (voice) or e-mail ada@cityofpaloalto.org.

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MITCHELL PARK COMMUNITY CENTER

FACILITY RENTAL
DEPARTMENT OF
COMMUNITY SERVICES



CITY OF
PALO ALTO



OUR FACILITY...

El Palo Alto Ballroom

El Palo Alto Ballroom features natural hardwood floors and built-in audio-visual technology, making this room ideal for parties, conferences, and weddings. This large 3,000 square-foot room will accommodate 250 seated or 500 standing guests and is connected to a catering kitchen for your convenience (rented separately).*

El Palo Alto East or West

If the El Palo Alto Ballroom is too large for your event, you may wish to use half the room which can be separated by an attractive partition wall.

Adobe North Room

The Adobe North Room measures 835 square feet and accommodates 45 seated guests. Adobe North features a built-in projector and white board, making it ideal for meetings or presentations. For larger groups, the Adobe North Room may be combined with the Adobe South Room to accommodate 90 seated guests.

Adobe South Room

The Adobe South Room measures 900 square feet and features seating for 45, a white board, and a projector screen. Adobe South is ideal for meetings, classes, or small gatherings.

Matadero Room

The Matadero Room measures 900 square feet and features seating for 45, cement floors, a white board, and a projector screen. Matadero is perfect for classes, hands-on workshops, or meetings.

Equipment

Tables, chairs, and microphones are available for use at no additional cost. Projectors are available for a fee. Please contact us for more information.

MITCHELL PARK COMMUNITY CENTER RENTAL RATES, EVENT PACKAGES AND MORE...

Mitchell Park Community Center may be reserved for events up to one year in advance. Please visit cityofpaloalto.org/mpcc to check room availability and download the rental application. Applications can be emailed to mpcc@cityofpaloalto.org or turned in at the community center. Once an application is approved, an event permit is emailed that includes the event details, rental fees, and payment plan. One-third of the total is due within one week (non-refundable), and the remaining balance is due thirty days prior to the event.

MITCHELL PARK COMMUNITY CENTER Facility Fees As Of 7/1/2014

ROOM/CHARGE (per hour)	Resident	Non Resident	Not-For Profit
El Palo Alto Ballroom	\$208.00	\$312.00	\$104.00
El Palo Alto East or West Only	\$104.00	\$156.00	\$52.00
Adobe North Room	\$104.00	\$156.00	\$52.00
Adobe South Room	\$82.00	\$123.00	\$41.00
Matadero Room	\$82.00	\$123.00	\$41.00
Catering Kitchen	\$60.00	\$90.00	\$30.00
Insurance	By Quote	By Quote	By Quote
Facility Attendant	\$29.00	\$29.00	\$29.00
Facility Attendant (Holiday & Overtime)	\$43.50	\$43.50	\$43.50
RENTAL PACKAGES (INCLUDES ATTENDANT)			
Exclusive Use (Includes Courtyard)	\$473.00	\$709.00	\$237.00
Entire Adobe Room	\$177.00	\$265.00	\$88.50
El Palo Alto Ballroom & Kitchen	\$254.00	\$381.00	\$127.00
Weddings with Exclusive Use	\$498.00	\$747.00	-

Visit www.cityofpaloalto.org/mpcc for more information on Mitchell Park Community Center.

