



**Rental Rules  
For City Forest Lodge  
Phone # (415) 753-8326 Fax # (415) 759-1795**

City Forest Lodge is located at 254 Laguna Honda Blvd., SF 94116. It is equipped with 15 (60") round guest tables, 5 (6') rectangular banquet tables, 120 chairs, a bar area, and a kitchen. The kitchen has 2 prep tables, a convection oven, 4 burners, a sink, a microwave oven and a refrigerator. There is no freezer, and a full sheet cake does not fit in the refrigerator. There are 2 ice chests located at the bar.

**USE OF FACILITIES:**

Renter is given a specific event time, and a guaranteed access time\*. No event shall last past 11pm.

\* Earlier access time may be granted if scheduling allows. This determination is generally made one week prior to your event.

**HALL RENTAL FEES AND PAYMENT: (10 hour time slot )**

<b>Sunday through Friday</b>	<b>\$500</b>
<b>Saturday</b>	<b>\$750</b>

\$100 Non refundable deposit required to reserve a date.

\$200 Cleaning and security deposit (refundable). Due 7 days prior to event.

Balance due 7 days prior to event.

*Cleaning Deposit:* Deposit will be refunded if nothing is damaged or broken and the Renter performs all of the following:

Remove all garbage from the tables. Place all garbage in the garbage cans provided. Pick up all visible garbage from the floor. Kitchen must be cleaned. Tables must be wiped down, drains must be clear. There is no garbage disposal. Bar must be clear of any debris and ice should be disposed of properly. Do not stack chairs or break down tables. The courtyard must be cleaned of any debris from your event. Renters leave the premises by the scheduled time.

**FACILITY RULES:**

*Setup:* City Forest Lodge will setup tables and chairs to accommodate your event. You must submit your setup request 7 days prior to event.

*Decorations:* No confetti allowed or renter will forfeit their cleaning deposit. Thumbtacks may be used in the dining room on the paneled or wood surface. No materials may be used on the painted walls.

Renter may not use the Facilities or permit them to be used in any manner which constitutes noise nuisance.





**PARKING:**

Street parking is generally available on evenings and weekends. Forest Hill Christian Church will rent out their parking lot, depending on availability. Some spots are available in the courtyard on weekends and after 6 PM on weekdays. Please inquire for details. At no time may cars be blocked in the courtyard. If this occurs, the event will be stopped until the problem is corrected.

