

City of East Palo Alto
Community Services Division

Fee No.	Fee Name	Fee Unit / Type (Flat / Deposit / Hourly)	Notes	Recommended Fee Level / Deposit
COMMUNITY SERVICES FEES				
1	Special Event Permit - Application Processing		[4]	
	Category 1 Events		[1]	\$55
	Category 2 Events		[2,5]	\$169
	Category 3 Events		[3,5]	\$454
	Police - Alcohol Distribution	per event		\$60
2	Special Event Permit - On-Site Event Support			
	Community Services Staff - Business Hours	hourly		\$218
	Community Services Staff - After Business Hours	hourly		\$236
	Other City Departments	hourly		See Department Fee Schedules
	Fire / County Health Department	hourly		See Agency Fee Schedule
3	Building Facility Rental Fees			
	City Council Chambers			Not Available for Rental
	Community Room (at City Hall)	hourly - minimum 2 hours		\$16
	Cooley Landing	hourly - minimum 2 hours	[4]	\$81
	Senior Center		[6]	\$16
4	Park Facility Rental Fees			
	All Locations - rental of park, pavilion, or barbeque areas for special events	hourly - minimum 2 hours		\$16

[Notes]

- [1] Small gatherings of less than 50 attendees (no Alcohol) - No outside review needed
- [2] Small gatherings of less than 50 attendees (no Alcohol) or Large gatherings of more than 50 attendees - Review by Police needed
- [3] Block Party, Community Event, Parade/Street Closure - Review by Police, Fire, Building, Engineering, Environmental Services needed.
- [4] Cooley Landing subject to \$500 cleaning deposit.
- [5] May also be subject to Fire fee.
- [6] Limited Availability