



San Mateo Arboretum Society
Come grow with us...

PUMPHOUSE RENTAL

Questions & Answers

Q. How do I reserve my date?

The contract and a security deposit will hold your date; full payment must be made at least 60 days prior to your event.

Q. I plan to have a party of 80-100 people invited to my event. How many people can the pumphouse hold?

The Pumphouse can seat 49 people comfortably, however weather permitting, the outside garden area will allow up to 100 people. Maximum occupancy of the Pumphouse and Garden space is 100.

Q. Do you have any amenities like chairs and tables?

A. We have 46 chairs, 3 long rectangular tables 12ft, 5 rectangular tables 6ft and 5 outdoor benches that come with the rental. Additionally, we have six 4.5ft round tables for a charge of \$7 each that will each seat 6 comfortably. White table clothes are available but there is a cleaning charge of \$4 each for their use. Payment of these items can be made on the morning of the event; however, it is preferred that arrangements and payment be made in advance of the actual event date.

Q. Why do I need event insurance and why does my caterer also need it?

The Arboretum Society leases the pumphouse property from the City of San Mateo Parks and Recreation. The City has strict insurance requirements and certain rules that we must follow to be able to rent the space to interested parties. Insurance protects all of us from stuff that happens when you least expect it. It mitigates risk. Caterers add an additional element of risk and they need to be licensed, bonded and insured. Having you provide the certificate of insurance for both your event and the caterer protects all of us from unforeseen circumstances. Without the proper insurance, we cannot allow you and your guests into the venue.

Q. Can I have my caterer walk through the venue with me before the event date?

A. We can have someone available on site to provide you with a walk through before the event date and discuss questions that you may have beyond what is covered in this Q&A sheet, the contract, insurance requirements document and vendor requirements document.

Q. I'm reviewing the contract and have a question regarding the part about a security person. Can I appoint someone like a friend/family member, or do I have to hire an actual security guard?

If you have a closed event with a small number of guests, you may be able to handle security internally. If the property remains undamaged as noted in the agreement, you are in compliance. It is up to you and depends on the type of event. If a family member will suffice and property is secure, that is probably fine.



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Q. Can we have a band or DJ?

You can have music outside as long as it is not amplified. There are residences nearby, so loud music is restricted.

Q. Can I serve alcohol?

Alcohol is not allowed in the park without a permit. If you hire a vendor to serve alcohol at the Arboretum Pumphouse in San Mateo Central Park, the vendors will need to have appropriate business permits. Permits to sell and serve alcohol require at least a month lead time to obtain from the CA ABC (alcohol and beverage control) and are issued only to certain type of businesses and organizations. We recommend that you hire a caterer who already has the permit to serve alcohol.

If you are not hiring a caterer with a permit to serve alcohol and you plan to bring food/alcohol into the venue yourself, you will need a City permit for the alcohol. If you are a San Mateo resident and you have an account with San Mateo Parks and Recreation Department (www.sanmateorec.org), you may obtain a permit from them to serve alcohol in the park for the day of your event. The fee for residents is \$50 and must be paid a least a week in advance. The permit fee is not refundable.

If you are not a resident of San Mateo, please contact San Mateo Parks & Recreation reservations office at (650) 522-7434 to obtain the information about the cost of a permit and how to obtain it.

In any case, your certificate of insurance for your event insurance will need to show that you have coverage for serving alcohol.

Q. What if I need extra chairs, wine glasses and/or napkins?

All of these can be rented through a party rental service. We have a vendor requirements document that lists some of the vendors that our guests have used in the past. Special arrangements will need to be made to deliver and retrieve them from our location in the park.

Q. Why do you require a security deposit?

The security deposit covers any damage or clean up needed after your event.

The venue must be left in the condition it was when you found it. Restroom, floors, garden areas, pumphouse kitchen etc. must be clean and everything removed.

Q. How do I deal with the garbage from the event?

Garbage needs to be hauled out of the park and taken with you.

Q. I was just wondering - the 4-hour rate is 450, the 8-hour rate is 900 and the 6-hour rate is 750 - is there a reason why the 6-hour rate is higher per hour than the others?

A four hour rental event is usually a simple affair without a great deal of set up and tear down. Most of our events have taken 1-2 hours for set up and an hour to tear down and clean up.



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Q. Why is the mid-week price so much cheaper? Why don't you have a two hour rate on the weekends?

The mid-week two or more hour pricing was developed for local businesses looking for a venue for lunch time work events.

Q. Can we come early to set up and stay after to break things down? Or do we have to do that within the 4 hours/6 hours of rental?

The rental hours include the time that you set up and clean up. So, you must do it within the contracted hours. Everything that is brought in, must be removed.

Q Does my photographer need insurance?

We do not require insurance for your photographer.