COMMUNITY MUSIC CENTER
MUSIC FOR EVERYONE SINCE 1921

Community Music Center
Hall Rentals and Booking

544 Capp Street San Francisco, CA 94110
Contact CMC Operations: rentals@sfcmc.org

Community Music Center (CMC) is a 501(c)(3) non-profit organization that values accessibility and inclusivity. We encourage our renters to make their events available and affordable to all in our community. We look forward to hosting you at our melodic sanctuary in the Mission District!

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CMC Hall Policies and Procedures

CMC Concert Hall Rental Hours

Monday–Friday 8:00am–11:00pm

Saturday–Sunday 8:00am –11:00pm

**Amplified music must end by 10pm*

Rental Agreement

Renter pays regular Community Music Center (CMC) rates and retains 100% of the event proceeds if tickets are sold and donations are collected. CMC also offers 501(c)(3) non-profit organizations a 30% discount. Nonprofits must submit verification of their 503(c)(3) status with the event proposal form. CMC offers a 30% discount for independent instructors presenting student music recitals.

Payment of rental fees in full is required to secure the rental space. CMC Operations will confirm your date once payment is received. Payment plans may also be offered by request. It is advised to submit your event proposal application three months in advance.

Application Procedure

Fill out the **Event Proposal Form** and email it directly to CMC Operations at *rentals@sfcmc.org*. Dates are not reserved until Operations reviews the proposal and contacts the renter confirming the event and a payment is made.

Rental Procedure

1. Once CMC Operations has reviewed the event proposal, a staff member will contact you within 3 to 5 business days to follow up on your booking request.
2. If the date is available for your event, CMC will send you a rental agreement along with an invoice for your full rental fee, plus a $200 security deposit. The rental fee must be paid in full to confirm your booking. Payment plans may also be offered by request.
3. Deposits will be held securely, and may be submitted with a credit card number in our payment system or as a separate check. If CMC facilities are left as found and contract guidelines are followed, your deposit will not be charged. Checks will be returned or destroyed per Renter's preference, and credit card information will not be processed.
4. If serving alcohol, Renter must submit liability insurance and an ABC liquor license is

required for the event prior to the rental date.

Rental Policies

1. Please notify CMC Operations if there are any changes to your event in a timely manner.
2. All agreements are subject to CMC's rules, policies and regulations.
3. Deposits are held but not charged as long as the space is left as found and contract guidelines are followed.
4. Renters are responsible for promoting their events. To have your event added to CMC's online event calendar you will need to fill out our event form one month prior to your event. A link to the form will be provided to you when your booking is confirmed.
5. Renters are allowed to serve alcohol, provided that you obtain CMC's permission and provide proof of liability insurance. If approved, renter is responsible for obtaining its own ABC Liquor License for the day of the event.
6. Renters will be responsible for providing their own staff (volunteers, setup, cleanup, etc.).
7. Renters may bring and operate their own sound system and video equipment. Renters are NOT permitted to operate CMC's equipment. Renters have the option of hiring CMC's Sound Tech to operate CMC's audio equipment.
8. Any materials such as decorations, ornaments, posters, etc. have to be approved prior to the event.
9. Rental space(s) must be left in the same condition as they were found. Renters must set up and put away all rented tables and chairs. Set up and clean up after the event must be completed within the scheduled time provided on invoice. Clients will be held accountable for paying services that were not included in the written agreement.
10. CMC will not be held liable for any injury or accidents caused by renters.
11. Renter agrees to obtain all necessary licenses or permits required for use of the facilities.
12. All applicable music-licensing fees are the responsibility of the Renter.
13. Renter agrees to leave the facilities in as good condition as they were prior to the event. If Renter uses an additional room, it is the responsibility of the Renter to leave the room as clean as it was prior to the event. Otherwise, CMC will subtract any cleaning fees from the Renter's $200 security deposit.
14. CMC agrees to provide a Hall Manager for the event. The manager's duties consist of opening and closing the building as scheduled, recital hall set-up and clean-up, and enforcement of regulations.
15. It is the responsibility of the Renter to provide:
    a. Fill out the Event Information Form to have the event listed on CMC's website calendar. A link to the Event Information Form will be provided once your booking is confirmed, and the form must be completed three weeks prior to your event to be listed.
    b. At least one additional person to be in charge of the box office, help distribute programs, assist the Hall Manager with set-up and clean-up and oversee audience conduct. This person should arrive one hour before the event.

16. The concert grand piano on the Concert Hall stage may be used with the permission of the Hall Manager. Community Music Center is committed to maintaining the performance quality of our Yamaha CFX concert grand, Steinway B grand piano on the Concert Hall floor, and the Bechstein B grand piano in the Recital Hall. The Renter must inform CMC Operations of their request for an additional tuning at least one month before the event date and will be charged the standard tuning fee (listed below). Therefore 'prepared piano' pieces on the Yamaha CFX are NOT allowed.
17. The sale of food and drinks or donations in return for food and drinks is not permitted without written consent from Community Music Center.
18. Smoking is not permitted on the Community Music Center premises.
19. Please speak with CMC Operations and the Hall Manager for guidance on appropriate amplification for music inside the Concert and Recital Halls.
20. Community Music Center programming takes precedence over all rental events.
21. Renter must adhere to the health and safety requirements of Community Music Center.
22. Community Music Center reserves the right to modify these policies at any time.
23. Please speak to CMC Operations and the Hall Manager for guidance on using the shared courtyard space during your event.

Deposits:

A reservation deposit of $200 per event is mandatory when your proposal is approved.

The deposit fee is to ensure that the space(s) will be treated with care and left in the same condition in which it was rented. They also protect your date and protect the Community Music Center from potential loss of income if the event is canceled. Damages found due to the renter's negligence will result in the repair cost being taken from the deposit as well as any additional fees that will be billed to the Renter. If all spaces and equipment are left as they were found before the rental, deposits will not be processed.

Cancellation Policy:

1. CMC has the right to cancel any event if the renter has not paid the full amount **prior** to their event.
2. Renter is responsible for notifying CMC Operations 21 days in advance if the event is to be canceled and the deposit refunded. If Renter fails to contact Operations to cancel 21 days prior to the event, CMC will retain $100 in cancellation fees. If Renter fails to contact CMC Operations to cancel 14 days prior to the event, CMC will retain a $200 cancellation fee.

3. **Force Majeure**: No Party shall be liable or responsible to the other Party, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement (except for any obligations to make previously owed payments to the other Party hereunder) when and to the extent such failure or delay is caused by or results from acts beyond the impacted Party's ("Impacted Party") reasonable control, including, without limitation, the following force majeure events ("Force Majeure Event(s)") that frustrates the purpose of this Agreement: (a) acts of God; (b) flood, fire, earthquake or explosion; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot or other civil unrest; (d) government order or law; (e) actions, embargoes or blockades in effect on or after the date of this Agreement; (f) action by any governmental authority; (g) national or regional emergency; (h) strikes, labor stoppages or slowdowns or other industrial disturbances; (i) epidemic, pandemic or similar influenza or bacterial infection (which is defined by the United States Center for Disease Control as virulent human influenza or infection that may cause global outbreak, or pandemic, or serious illness); (j) emergency state; (k) shortage of adequate medical supplies and equipment; (l) shortage of power or transportation facilities; and (m) other similar events beyond the reasonable control of the Impacted Party.

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Community Music Center Rental Rates

Facilities (Access to shared staff/lounge space included with all rentals)	**Maximum Capacity**	**Weekday Mornings** (before 3pm) 4-hour minimum	**Weekday Evenings** (after 3pm) 4-hour minimum	**Weekends** (Friday after 3pm, Saturdays, Sundays, Holidays) 4-hour minimum
Concert Hall (includes stage lights and grand pianos)	130	$90/hour	$105/hour	$136/hour
Recital Hall (includes spotlights and grand piano)	40	$70/hour	$80/hour	$92/hour
Additional Room	12	$30/hour	$30/hour	$30/hour

Equipment and Services	**Event Rates**
Sound system and Sound Tech	$450
Professional Audio Recording: Mix Of Sound Board & Room Mics	$175
62” TV with stand	$50
Speaker and 2 microphones	$50
Drum set	$60
Guitar Amplifier/Speaker	$25
Bass Amplifier/Speaker	$25
Patio Heater	$50
Additional piano tuning	$280/per piano

Photos of spaces and specs can be found online at *sfcmc.org*

30% discounts are available for 501(c)(3) non-profit organizations and independent instructors presenting student recitals.

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Frequently Asked Questions

How do I contact CMC Operations and submit my form?
Please email us at rentals@sfcmc.org

What pages do I give to CMC ?
Please submit the Acknowledgement of Policies (page 5) and Event Proposal Form (pages 6–8).

Is there a special deal for nonprofits and music recitals?
Yes! CMC offers 501(c)(3) non-profit organizations a 30% discount. Nonprofits must submit verification of their 501(c)(3) status with the event proposal form. CMC also offers a 30% discount for independent instructors presenting student music recitals.

Does CMC provide staff for rental events?
CMC provides a Hall Manager at no charge for each event. CMC also offers a sound technician for an additional fee of $450.

Can our organization bring a portable sound system and other equipment?
Yes, the client is responsible for operating all equipment brought in for their event.

Can our organization operate your Equipment?
No, CMC does not allow renters to operate CMC equipment. The hall lights can be operated by the Hall Manager. Only CMC Sound Technicians are allowed to operate CMC audio equipment during events, made available for an additional fee of $450.

Is there parking near CMC?
CMC does not have its own parking lot. There are public parking lots on Capp St. between 20th St. & 19th St., and on 21st St. between Mission St. & Valencia St. Street parking is also available throughout the neighborhood.

Do I need proof of liability insurance?
Yes, Proof of Insurance is required 10 days before the event if you plan on serving alcohol.

How long before I receive the deposit?
Deposits are returned 10 days after the rental date is over.

Do renters and community members have access to CMC Wi-Fi?
Yes, renters do have access to CMC Wi-Fi. The network and password are posted on the Concert Hall and Recital Hall walls.

Can we store our belongings at CMC?
No. CMC is not responsible for stolen or lost items.

Does CMC have instruments we can use for the event?
No. CMC does not allow renters to use our instruments, with the exception of the concert hall piano. We encourage renters to bring their own instruments and music to our space.

How can I get my event published on CMC's website event calendar?
Once your booking is confirmed, CMC Operations will provide you with an Event Information Form link to submit your event details. Please submit your information at least 4–6 weeks prior to your event to allow staff adequate time for website updates and visibility.

Last updated 11/12/2026

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Event Proposal Form

Please fill out this form and return to Community Music Center's Operations via email: **rentals@sfcmc.org**. Hard copies may also be submitted to the Reception Desk at Community Music Center's Mission District Branch. Dates are not reserved until CMC reviews the proposal, contacts the renter to confirm their reservation, and a deposit is made.

Applicant/Event Information:

Name of Applicant(s): _____

Type of Event: _____ **Today's Date:** _____

Event Title: _____

Group/Organization: _____ **Non-profit?*** ☐ Yes ☐ No

Address: _____

Website: _____

Main Contact Name/Title: _____

Phone Number: Daytime _____ Evening _____ Fax _____

Email: _____

** CMC offers a discounted rate for Non-Profit entities. Entities with a 501c (3) status are eligible to receive a 30% discount of the rental rate. A verification of the 501c (3) status must be submitted at the time of deposit.*

Event Details:

1. Please describe your event: _____

_____

_____

_____

Admission Price(s): $ _____

Number of people expected: _____ **Artist(s) Participating:** _____

Adults (over 21): _____ **Youth:** _____ **Seniors:** _____

Number of tables needed (6' x 30"): _____

2. Event date(s): Please list your preferred rental date choice(s)

1) _____ 2) _____ 3) _____ 4) _____

3. Event time(s):

Total hours needed: _____

Setup start: _____ Doors Open: _____ Event Start: _____

Event end: _____ Cleanup end: _____

4. Facility spaces needed:

- ☐ Concert Hall (with stage lights & grand pianos)
- ☐ Recital Hall (with spotlights & grand piano)
- ☐ Additional Room

5. Services and equipment needed:

- ☐ Sound system & sound tech
- ☐ Professional audio recording of event
- ☐ Speaker & 2 microphones
- ☐ Additional piano tuning
- ☐ 62" TV & stand
- ☐ Drum set
- ☐ Guitar Amp/Speaker
- ☐ Bass Amp/Speaker
- ☐ Patio Heater
- ☐ List Event on CMC website calendar

(See page 9 for pricing details)

6. Additional event information:

a. Is this event invite-only? ☐ Yes ☐ No

b. Is this event open to the public? ☐ Yes ☐ No

c. Do you permit CMC to set up an information table at your event? ☐ Yes ☐ No

d. Do you permit a Community Music Center representative to speak for 2 minutes about CMC before your event? ☐ Yes ☐ No

e. Will refreshments be served? ☐ Yes ☐ No

f. Will you use commercial catering? ☐ Yes ☐ No

g. Will wine or beer be served?** ☐ Yes ☐ No

****If YES to "g" above:**

How will service of alcoholic beverages be handled? _____

_____

What will be done to assure that absolutely no minors (under the age of 21) be served? _____

_____

****Liquor Sales and/or Service: Non-Profits Only**

Approval for License takes a few weeks. Contact the ABC Department promptly:

Department of Alcoholic Beverage Control (ABC)
33 Montgomery Street, Suite 1230
San Francisco, CA 94105
(415) 356-6500 • *www.abc.ca.gov* • sanfrancisco@sbc.ca.gov

** Form must be taken to the San Francisco Police Department and they can fax to ABC Office