

[Administrative Code - City Hall Short Term License Fees]

Ordinance amending the Administrative Code to modify the short term license fees for the use of City Hall.

NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.
Additions to Codes are in *single-underline italics Times New Roman font*.
Deletions to Codes are in *strikethrough italics Times New Roman font*.
Board amendment additions are in double-underlined Arial font.
Board amendment deletions are in ~~strikethrough Arial font~~.
Asterisks (* * * *) indicate the omission of unchanged Code subsections or parts of tables.

Be it ordained by the People of the City and County of San Francisco:

Section 1. Chapter 4 of the Administrative Code is hereby amended by revising Section 4.1-2, to read as follows:

SEC. 4.1-2. CITY HALL SHORT TERM LICENSE, FILMING, AND TOUR FEES;
~~LISTED CATERERS.~~

(a) **Fee Schedule.** The Director of Administrative Services, or ~~their~~ *his or her* designated officer, (the "DAS") is hereby authorized to establish and charge ~~fees~~

(1) **Short Term License Fees ("Event Fees").** The DAS shall charge a party ("Licensee") who enters into a Short Term License Agreement for the use of City Hall in accordance with the following schedule:

(A) One-Hour Wedding: \$1,200 for 1 – 100 guests.

(B) Two-Hour Wedding:

(i) \$6,000 for 1 – 200 guests.

(ii) \$6,000 plus \$4 per guest for each guest over 200.

(C) South Light Court: \$6,500 for 1 – 200 guests.

1 (D) North Light Court: \$6,500 for 1 – 200 guests.

2 (E) Rotunda and one Light Court: \$12,000 for 1 – 499 guests.

3 (F) Rotunda and both Light Courts:

4 (i) \$15,000 for 1 – 999 guests.

5 (ii) \$17,500 for 1,000 – 1,499 guests.

6 (iii) \$22,500 for 1,500 – 1,999 guests.

7 (iv) \$27,500 for 2,000 – 2,499 guests.

8 (v) \$32,500 for 2,500 – 3,000 guests.

9 (G) Early Access (Weekday Rotunda): \$1000 per hour before 4 p.m.

10 (H) Early Access (Weekday Light Court): \$500 per hour per room before 2 p.m. for the
11 North Light Court and before 4 p.m. for the South Light Court.

12 (I) Early Access (Weekend all rooms): \$500 per hour per room before 2 p.m. for the
13 North Light Court and before 4 p.m. for the South Light Court and the Rotunda.

14 (J) Late Access (Guest Event): \$5,000 per hour after 12 p.m.

15 (K) Late Access (Load-Out): \$500 per hour after 2 a.m.

16 (L) Set-Up Day: 50% of the rental fee.

17 (M) Exterior Lighting: \$5,000.

18 (N) Insurance: \$3.00 per guest.

19 (O) Chair (Chivari): \$7.50 per chair.

20 (P) Chair (Folding): \$3.50 per chair.

21 (Q) Easel: \$7.00 per easel.

22 (R) Stage with Skirting: \$200 per stage.

23 (S) Stanchion (Pair): \$15 per pair.

24 (T) Banquet Table – 6 feet by 18 inches: \$7.50 per table.

25 (U) Banquet Table – 6 feet by 30 inches: \$7.50 per table.

1 (V) Banquet Table – 8 feet by 18 inches: \$7.50 per table.

2 (W) Banquet Table – 8 feet by 30 inches: \$7.50 per table.

3 (X) Round Table – 60 inches: \$7.50 per table.

4 Beginning with Fiscal Year 2026-2027, the fees set pursuant to subsection (a) of this Section
5 4.1-2 shall be adjusted each year, without further action by the Board of Supervisors (the "Board"), to
6 reflect changes in the relevant Consumer Price Index, as determined by the Controller without further
7 action by the Board. ~~for a particular activity lasting up to a maximum of ten hours (an "Event") up to~~
8 ~~\$30,000, per Event, for use of the City Hall Rotunda (the "Rotunda"), with or without the use of the~~
9 ~~North and South Light Courts. Where the DAS contracts with a Licensee for the use of either or both of~~
10 ~~the North and South Light Courts, but not the use of the Rotunda, the DAS may charge the licensee up~~
11 ~~to \$10,000 per light court per event. The DAS may establish and charge fees for the use of other areas~~
12 ~~within City Hall, other than the Board of Supervisors Chamber, provided that such fees shall not~~
13 ~~exceed the maximum rates authorized for use of the Rotunda under this section.~~

14 In addition, the DAS may also establish and charge other fees, including, but not
15 limited to, fees for security, building personnel, cleaning, cleaning supplies, and kitchen
16 equipment management that the DAS determines are necessary to cover the total costs to the
17 City for each Event. The DAS, in ~~its~~ the DAS's discretion, shall establish standard reduced fee
18 rates for non-profit organizations.

19 **(2) Fees for Filming and Photographing Activity.** The DAS may charge fees for
20 filming and photographing activities ("Filming Activity") that do not exceed the Event Fees
21 under ~~paragraph (1)~~ Section 4.1-2(a)(1), as adjusted from time to time. The DAS may negotiate
22 lower fees with a party interested in conducting Filming Activity in City Hall (a "Contractor")
23 based on factors such as the duration, time period, and space required for filming or
24 photographing, the number of people involved in the Filming Activity, and the non-profit status
25 of the Contractor.

1 (3) **Fees for Tours of City Hall.** The DAS may charge fees for docent-led group
2 tours of City Hall, other than regularly scheduled free tours ("special group tours"). The DAS
3 may charge up to \$75 for special group tours of up to 30 ~~thirty~~ people and up to \$125 for
4 special group tours of over 30 ~~thirty~~ people. However, school group tours for students in
5 kindergarten through twelfth grade shall be provided free of charge.

6 (b) **Ratification of Prior Fees.** All fees previously charged for the use of City Hall
7 since its opening in January 1999 and before the effective date of this Section or the effective
8 date of the ordinance in Board File No. 250591 amending subsection 4.1-2(a) are hereby ratified.

9
10 Section 2. Effective Date. This ordinance shall become effective 30 days after
11 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the
12 ordinance unsigned or does not sign the ordinance within 10 days of receiving it, or the Board
13 of Supervisors overrides the Mayor's veto of the ordinance.

14
15 Section 3. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors
16 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,
17 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal
18 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment
19 additions, and Board amendment deletions in accordance with the "Note" that appears under
20 the official title of the ordinance.

1 APPROVED AS TO FORM:
2 DAVID CHIU, City Attorney

3 By: /s/ Lauren Curry
4 LAUREN CURRY
5 Deputy City Attorney
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City and County of San Francisco
Tails
Ordinance

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

File Number: 250591

Date Passed: July 22, 2025

Ordinance amending the Administrative Code to modify the short term license fees for the use of City Hall.

June 18, 2025 Budget and Appropriations Committee - MEETING RECESSED

June 20, 2025 Budget and Appropriations Committee - MEETING RECESSED

June 23, 2025 Budget and Appropriations Committee - MEETING RECESSED

June 25, 2025 Budget and Appropriations Committee - RECOMMENDED

July 08, 2025 Board of Supervisors - CONTINUED ON FIRST READING

Ayes: 11 - Chan, Chen, Dorsey, Engardio, Fielder, Mahmood, Mandelman, Melgar, Sauter, Sherrill and Walton

July 15, 2025 Board of Supervisors - PASSED ON FIRST READING

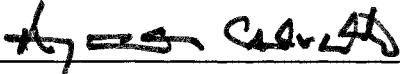
Ayes: 11 - Chan, Chen, Dorsey, Engardio, Fielder, Mahmood, Mandelman, Melgar, Sauter, Sherrill and Walton

July 22, 2025 Board of Supervisors - FINALLY PASSED

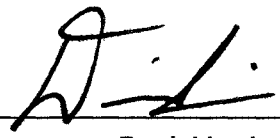
Ayes: 11 - Chan, Chen, Dorsey, Engardio, Fielder, Mahmood, Mandelman, Melgar, Sauter, Sherrill and Walton

File No. 250591

I hereby certify that the foregoing
Ordinance was FINALLY PASSED on
7/22/2025 by the Board of Supervisors of the
City and County of San Francisco.



Angela Calvillo
Clerk of the Board



Daniel Lurie
Mayor

08/01/25

Date Approved