



CENTRAL RESERVATIONS

666 Bellevue Avenue

Oakland, CA 94610

510-238-3420

Please submit rental application via email to:

cru@oaklandca.gov

Date of Application: \_\_\_\_\_

\*RESIDENCY IS DETERMINED ACCORDING TO ADDRESS INDICATED ON DRIVER'S LICENSE OR STATE IDENTIFICATION CARD. PHOTO ID IS REQUIRED. \*

Name of Business/Organization: \_\_\_\_\_

Business/Organization Address: \_\_\_\_\_
Street Address City Zip Code

Applicant Name: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_
Street Address City Zip Code

Mobile or Home Number: \_\_\_\_\_ Work Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Facility/Park Name: \_\_\_\_\_

Room(s)/Site(s) \_\_\_\_\_

Event Information: Note: Charging admission, selling tickets or merchandise, or solicitation of money in any manner must be approved by the Parks and Recreation Advisory Commission (PRAC) 60 days or more in advance of event date.

Date(s) of Event: \_\_\_\_\_

Time In/Prep \_\_\_\_\_ Actual Event Time \_\_\_\_\_ to \_\_\_\_\_ Cleanup/Time Out \_\_\_\_\_
(Last hour of event is designated for cleanup)

Type of Event/Purpose: (be specific, i.e., Wedding Reception, Meeting, Birthday Party, Banquet, Picnic, BBQ, Walk, Run, Festival, Rally, Quinceanera, BarMitsvah/BatMitzvah, etc.)

General Public Allowed: [ ] Yes [ ] No Sound Amplification: [ ] Yes [ ] No Non-Amplified Sound: [ ] Yes [ ] No

Type of Sound Equipment to be used: (i.e., musical instruments, live band, cd player, amplifiers, microphones, etc.)

Serving Alcohol (21 & Over Events ONLY):

Champagne, Beer, Wine [ ] Yes [ ] No | Distilled Spirits PLUS Champagne, Beer & Wine [ ] Yes [ ] No

Number of Participants: (Total) \_\_\_\_\_ Approximate # of Adults \_\_\_\_\_ # of Teens \_\_\_\_\_ # of Children/Infants \_\_\_\_\_

Please provide below special accommodations/requests for your event. If no special accommodations required, please write NONE.

Will you require a caterer for your event? [ ] Yes [ ] No

If yes, Name of Caterer: \_\_\_\_\_

OFFICE USE ONLY

Table with 2 columns: Fee Description and Amount. Rows include: (1) Hourly Rate x # of hours, (2) Hourly Rate x # of hours, (3) Permit Processing Fee, (4) Deposit, (5) Setup/Teardown, (6) Kitchen, (7) Alcohol Beverage Fee, (8) Administrative Service Fee, (9) Sound Fee, (10) Sanitation Fee, (11) Special Event Fee, (12) Other Fee(s), TOTAL: \$, Less Advance Minimum Payment of \$, BALANCE DUE 30 DAYS BEFORE EVENT: \$

CANCELLATION FEE: 61 days or more notice: Forfeit 1/2 Deposit 31 to 60 days notice: Forfeit Deposit 30 days to 11 days notice: Forfeit Deposit Plus 1/2 Rental Fee 10 days or less notice: Forfeit All Fees

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

A representative will respond via email within 48 hours with availability, cost and additional documents required