

QUICK RENTAL GUIDE

REDWOOD HEIGHTS RECREATION CENTER – (revised 7/7/2021)

(510) 482-7827

www.oaklandca.gov/departments/departments-of-parks-recreation-and-youth-development

- **Rental applications are only accepted Monday thru Friday 10 am – 4:30 pm.**
 - **Available rental times are Saturday 11 am-7 pm. Sunday 12 pm – 7 pm**
 - **NO ALCOHOL ALLOWED.** Please call Central Reservations 238-3187 if you are looking for a site that allows alcohol.
 - **The MAXIMUM attendance is 50 people.** Please call Central Reservations 238-3187 if you are looking for a site that allows more than 50 people.

 - **RESERVATIONS:**
 - At the time a **Reservation is made** (application filled out), **all rental must be paid in full.**

 - **Please note that your refund of deposit will take 6-8 weeks from the City of Oakland, unless you pay it via credit card.**
 - **Please note that NO LIVE BANDS are ALLOWED.** Any music / sound needs to have volume control.
 - **Please note that we do not allow youth events** (events for youth include Quincenera's, bar mitzvahs, bat mitzvahs, Sweet 16 parties, 18-year-old birthday parties, High School graduation celebrations).
 - Please note that for rentals that occur in the Month of December & early January, there is a decorated tree and flowers that are in the room. You may **NOT** remove the tree or flowers.
 - If your date is available, please ask to put a 24 hour hold onto that date. Within those 24 hours, you would need to fill out the application and pay in full for the rental.
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- **RATES:**
 - **\$300 deposit**
 - **\$75 per hour for Oakland residents** (\$90 per hour for non-Oakland residents).
A minimum of 4 hours is required to rent the facility. Proof of residency is required (we will make a photo copy of applicants id).

 - **\$50 flat fee for the use of the kitchen**
 - **Mandatory \$150 setup/takedown fee.** We will need a diagram of how you want the tables & chairs set up. **You are responsible for the cleaning of the facility.**

In the hours that you pay for, you need to include all of your decorating/cleanup time.

You are not given any “free” time. Please note that your clean up & chair / table take down will begin 1 hour prior to your scheduled end time. This is to ensure that you are out by your contracted time. Please note that you are not refunded any “un-used” hours (ie. If you are out early). Please be sure of your requested rental time.

CANCELLATIONS FEES:

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| A. 61 days or more notice prior to your event | Forfeit ½ of deposit | |
| B. 31-60 days notice prior to your event | Forfeit entire deposit | |
| B. 11-30 days notice prior to your event | Forfeit entire deposit, + ½ of | rental fees paid |
| C. 10 days or less | Forfeit entire deposit + entire rental fees paid | |

➤ **OPD SPECIAL EVENT PERMIT:**

Any event with **49 or more participants** you must get a Special Events Permit from the Oakland Police Department (OPD). Fill out the form and we will fax to OPD for you.

➤ **Youth Events** (13-21 years of age): **We do not allow youth events.**

➤ **Less than 1 month Administrative Fee** \$75

Need to get ok from Center Director.

Picnic Area

- Any group over 10 needs a permit.
- Only available
 - Saturdays 9 am – 11 am
 - Sundays 9 am – 12 pm.
- \$25 per hour (minimum of 2 hours)
- **\$75 deposit**
- Max: 25 people
- No Alcohol
- No animals
- Jumpers ok.
 - Need insurance from jumper company
 - Generator needed (no electricity outside)