

# QUICK RENTAL GUIDE

REDWOOD HEIGHTS RECREATION CENTER – (revised 10/6/2021)

(510) 482-7827

[www.oaklandca.gov/departments/departments-of-parks-recreation-and-youth-development](http://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.

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➤ **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.

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## **BBQ / Picnic Area**

- Any group over 10 needs a permit.
  
- \$40 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)