

Oakland Parks and Recreation

250 Frank H. Ogawa Plaza, Suite 3330
Oakland, CA 94612



Central Reservations Unit

PH (510) 238-3187 Fax (510) 238-2397
www.oaklandnet.com/parks

Hours of Operation: 9:00 am – 4:00 pm, Monday through Friday

LAKE MERRITT SAILBOAT HOUSE
568 Bellevue Avenue, Oakland, CA 94610

RENTAL RATES (4-Hour Minimum for Everyday)

(Residency is determined according to address indicated on Driver's License or State Identification card)

	<u>Residents</u>	<u>Non-Residents</u>
	<i>Monday - Thursday</i>	
6 am – 8 am	\$75/hour	\$90/hour
8 am – 12 Midnight	\$85/hour	\$102/hour
	<i>Friday, Saturday, Sunday</i>	
6 am – 8 am	\$75/hour	\$90/hour
8 am – 12 Midnight	\$95/hour	\$114/hour
12 Midnight – 1 am	\$110/hour	\$132/hour (Friday/Saturday)

NON-PROFIT RATES – 501(c) 3 Certificate Required (4-Hour Minimum for Everyday)

Types of Events: Professional Development, Staff Training, Retreats, Seminars, Conferences

	<i>Monday – Thursday</i>
6 am – 8 pm	\$65/hour
	<i>Friday, Saturday, Sunday</i>
6 am – 8 pm	\$75/hour

CORPORATE RATES (4-Hour Minimum for Everyday)

	<i>Monday – Thursday</i>
6 am – 8 am	\$95/hour
8am – 12 midnight	\$110/hour
	<i>Friday, Saturday, Sunday</i>
6 am – 8am	\$95/hour
8 am – 12 midnight	\$120/hour
12 midnight – 1 am	\$140/hour

ADDITIONAL RENTAL RATES

- Deposit: \$300
- Non-Refundable Permit Processing Fee: \$30
- Mandatory Setup/Teardown Fee: \$150 per room, per date (Main Rooms and/or Outdoor Areas)
\$75 each additional room (per rental)
- Alcoholic Beverages Fee: \$125 - Champagne, beer, wine
\$195 - Distilled spirits, champagne, beer, wine
\$75 Per Request
- Administrative Service Fee: \$75 Per Request
(An administrative service fee is applied to any reservation or setup sheet changes less than 30 days of an event date.)
- Major Holiday Surcharge: 50% of the above rental rates

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CITY OF OAKLAND
OAKLAND PARKS AND RECREATION

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PARKING FEES (Lakeside Park)

- \$2.00 2 hour parking, Monday through Friday
- \$10.00 Daily parking, Monday through Friday
- \$5.00 Daily parking, Saturday, Sunday and Holidays

CANCELLATION FEE

- | | |
|---------------------------|--|
| 61 Days or More Notice | Forfeit ½ Room/Day Deposit (per room/per date) |
| 31 Days to 60 Days Notice | Forfeit Room/Day Deposit (per room/per date) |
| 11 Days to 30 Days Notice | Forfeit Room/Day Deposit plus ½ Rental Fee (per room/per date) |
| 10 Days or Less Notice | Forfeit All Fees |

ROOM CAPACITIES

<u>Banquet</u>	<u>Theater</u>	<u>Standing</u>
125	150	225



ENTERPRISE FACILITIES AND RECREATION CENTERS RENTAL POLICIES

THANK YOU FOR YOUR INTEREST IN RENTING WITH OAKLAND PARKS AND RECREATION, WHERE THERE IS ACCESS TO SEVEN ENTERPRISE RENTAL FACILITIES, TWENTY-SIX RECREATION CENTERS, AND OVER 100 PARKS AS VENUES FOR YOUR NEXT SPECIAL EVENT. THE DUNSMUIR HELLMAN HISTORICAL ESTATE, LAKE CHABOT GOLF COURSE, METROPOLITAN GOLF LINKS, & MALONGA CASQUELOURD CENTER FOR THE ARTS ARE ALSO AVAILABLE FOR RENTALS.

If you would like to reserve one of our Enterprise Facilities or Recreation Centers, please read attached rental policies.

TO SECURE A CALENDAR DATE:

Event dates are reserved on a first-come, first-serve basis upon receipt of the following:

- Completed Rental Application (21 years of age or older) of individual hosting the event;
- Payment of Minimum Rental Rate (2-4 hours) PLUS Security Deposit (\$200-\$600)
- Valid Driver's License or State Identification Card to determine Oakland residency

Submit the above documents by e-mail, fax or walk-in.

Rental time is calculated hourly by facility use; therefore applicants must include time needed for caterers, setup, decorating, cleanup, etc.

METHOD OF PAYMENTS ACCEPTED

- Cash
- Credit Cards/Debit Cards (VISA AND MASTERCARD ONLY); Credit Card Payment Authorization Form is required.
- Cashier's Check/Money Order
- Personal/Business Checks (No checks accepted less than 30 days prior to event date)
California State Law: Returned Checks may be liable for three times the amount of the check or \$100, whichever is more, plus the face value of the check and court costs. A minimum of \$25 will be charged for all returned checks.

ADDITIONAL DOCUMENTS REQUIRED (In a Minimum of 30 Days Prior To Event Date)

- Oakland Police Department Special Events Application (Required for 50 or more guests in attendance)
- Selection of an Approved Caterer or Provide Signed Caterers Opt-Out Regulations and Expectations Form with Caterers Opt-Out Fee (\$200-\$500)*
- Oakland Parks and Recreation Photo Release Form
- Completed Facility Floor Plan

**The City of Oakland provides a list of approved caterers.*

RENTAL HOURS

- Enterprise Facilities 6:00AM-12:00AM (Sunday-Thursday) / 6:00AM-1:00AM (Friday-Saturday)
- Recreation Centers: Customer must contact Recreation Centers directly for rental hours; Closing time is 12 Midnight.

FORMAL/SEMI-FORMAL FAMILY YOUTH EVENTS

The City of Oakland permits *Formal/Semi-Formal Family Youth Events*. Formal/Semi-Formal attire is required for attendees (i.e., suits, ties, slacks, dresses, pants suits, evening wear). Youth events include Quinceañeras, Sweet 16 parties, 18-year-old birthday parties, and any event involving groups less than 21 years of age. A minimum of one adult per 12-15 youths is required and a minimum of 2 uniformed security guards (licensed & bonded) for up to 50 youth in attendance. The Central Reservation Unit will inform you of additional security required if attendance exceeds 50 youth. Arrangement of security staffing must be approved in advance by the Central Reservations Unit.

FORMAL FAMILY YOUTH EVENT REQUIREMENTS (In Minimum of 30 Days Prior to Event Date)

- Copy of Security Guard Contract or Oakland Police Department Agreement
- Copy of Security Guard or Oakland Police Department receipt showing verification of payment
- Completed Chaperone Agreement
- Copy of Invitation / Flyer

SECURITY

The Director of Oakland Parks and Recreation or authorized representative may impose additional requirement for security staffing. Should security be required, Oakland Parks and Recreation (OPR) preference is a uniformed Police Officer to serve as on-site security. Contact the Oakland Police Department (OPD) Special Events Unit at (510) 777-8525. Should an outside security company be used, approval must be authorized in advance by the Central Reservations Supervisor/Dunsmuir Hellman Historic Estate Manager.

If applicant, at his or her own option, deems it necessary to request security, the aforementioned rules apply.

SECURITY DEPOSIT/DAMAGE LIABILITY

The Security Deposit will be returned within 6-8 weeks after the event date.

Conditions for deposit being withheld:

- Deposit refund may be withheld to compensate the City for unpaid rental fees or service charges; excessive building cleanup and/or all damages.
- Use of tape, nails, hooks, or tacks, screws, staples or any piercing objects.
- Throwing rice, birdseed, confetti or flower petals or use of silly string.
- Failure to remove and dispose of all personal items brought in for event prior to end of contracted hours.
- **Extra Police Costs:** Applicant will be billed if the Oakland Police Department (OPD) is called for excessive noise levels, residential complaints, disorderly conduct, illegal use of drugs, profanity and drunkenness (i.e. altercations, over capacity, misrepresentation of event) and requests to shut the event down.

Violation of any of the above requirements forfeits the applicant's security deposit. Claims exceeding amount of security deposit is payable upon receipt of notification. Failure to pay will lead to collections-impacting your credit.

ALCOHOLIC BEVERAGES

Alcoholic beverages may be served for adult events only. The applicant will hold Oakland Parks and Recreation, City of Oakland and its employees free from any liability or claim for damages or suit by reason of any injuries to any person or property, of any kind whatsoever, arising out of the serving of alcoholic beverages before, during and after use of event to self and attendees. Alcoholic Beverage Control License is required for sales of any alcoholic beverages onsite (see Parks and Recreation Commission Requirements).

CATERING POLICY

The Catering Policy applies to the following Enterprise Facilities: Dunsmuir Hellman Historic Estate, Lakeside Park Garden Center, Lake Merritt Sailboat House, Joaquin Miller Community Center, Jack London Aquatic Center, Leona Lodge and Sequoia Lodge.

- Applicant must select a caterer from department Approved Caterer's List.
- If Applicant does not select a caterer from the Approved Caterer's List, the Caterer Opt-Out Fee (\$200-\$500) and Kitchen Fee applies.
- Non-Approved Caterer/Applicant must sign off on the Caterer's Regulations and Expectations Opt-Out Form.
- Applicant is responsible for payment of any additional time a caterer may need at the facility.
- Applicant's Security Deposit may be withheld for maintenance repairs to kitchen and other areas used by a Non-Approved Caterer.

PARTY RENTAL SERVICES

Oakland Parks and Recreation encourages the use of our One-Stop Shop for all party rentals needs.

Linens, china, flatware, glassware, and other rental items are available. Prior approval is required for storage/pickup of outside party rental items and/or catering equipment. Please inquire with a Central Reservations Representative.

PARKS AND RECREATION ADVISORY COMMISSION (PRAC)

If an event requires collections of funds on-site (i.e., fundraising, donations, registration fees, sponsorships, ticket sales, and entrance fees or vendors sales, alcoholic beverage sales), requests must be approved by the Parks and Recreation Advisory Commission. All requests should be submitted 60 days or more in advance. PRAC meets the 2nd Wednesday of each month, except in August.

Please contact a Central Reservation Representative for the Parks and Recreation Advisory Commission Guidelines.

MISREPRESENTATION OF EVENT

Any misrepresentation as to the nature of the event, the number of attendees expected, contact or payment information or any other falsification of permit documents will result in the immediate cancellation of the event and forfeiture of fees paid.

Misrepresentation may also result in depriving the individual/group of further use of any OPR facility, denial of future permit requests and/or legal action.

IMPORTANT NOTES

- Rental rates apply to all individuals, groups, private parties, corporations and organizations.
- Rental fees are governed by the City of Oakland's Master fee schedule. There are no further discounts.
- Noise levels must be kept at a reasonable level to not disturb our neighbors or animals. No loud music after 10:00PM.
- Submit in writing any changes to the original reservation; an Administrative Service Fee may apply to any changes made to existing reservations and/or applications received within 30 days of the event.
- Absolutely no smoking in any part of the building.
- Youth (Minors) under the age of 18 must be under complete control and supervision of a responsible adult at all times.
- Extra Police Costs: Applicant will be billed if OPD is called for excessive noise levels, residential complaints, disorderly conduct, and requests to shut the event down.
- Applicant is to use appropriate hangers to fasten objects to the walls (i.e. painters tape). All decorations, signs and posters must be removed from building at the end of rental.
- Illegal use of drugs, profanity, and drunkenness are prohibited at any OPR Facilities, Recreation Center or Parks.
- The City reserves the right to require appropriate liability insurance coverage for any event scheduled in a City rented facility. An Insurance Requirement Notice will be forwarded to renters/users when required.
- Groups, organizations, or individuals using City facilities are expected to use the facilities in an orderly and safe manner at all times. Disorderly conduct on the part of those using the building may result in the immediate cancellation of the event and/or the forfeiture of the right to use any City operated facility in the future.



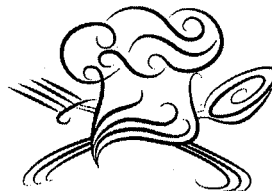
City of Oakland
Oakland Parks and Recreation
 250 Frank H. Ogawa Plaza, Suite 3330, Oakland, CA 94612
 Office: 510.238-3187; Facsimile: 510.238-2397



APPROVED CATERERS

The following caterers are available for meetings, retreats, weddings, and other special events.

CATERER	CONTACT PERSON	PHONE	WEBSITE/EMAIL
Blue Heron 3100 35 th Avenue Oakland, CA 94619	Debbie Pfisterer	510-533-0781	www.blueheroncatering.com events@blueheroncatering.com
Culinary Excellence 8210 Capwell Drive Oakland, CA 94621	Christian Hardy	510-644-0612	www.culinaryexcellence.com
Emerald Catering 200 Lakeside Drive, Ste. 404 Oakland, CA 94612	Chef Steven Davis	415-717-7378	www.emeraldcoverings.com emcatering@aol.com
LaBonne Cuisine 231 Filbert Street Oakland, CA 94607	Christophe Kubiak	510-549-3760	www.labonnecuisine.com info@LaBonneCuisine.com
Market Hall Caterers 5655 College Avenue Oakland, CA 94618	Mark Lusardi Matt Tanouye	510-250-6001 510-250-6025	www.MarketHallCaterers.com
Checkers Catering & Special Events 83 Wright Brothers Avenue Livermore, CA 94551	Sandra Monroe	925-968-1121	http://www.checkerscatering.com info@checkerscatering.com
Red Door Catering 6232 LaSalle Avenue Piedmont, CA 94611	Reign Free	510-459-6212 510-339-2320	www.reddoorcatering.com info@reddoorcatering.com
Trumpetvine Catering 2533 Seventh Street Berkeley, CA 94710	Deborah Joost	510-848-7268	www.trumpetcatering.com info@trumpetvineevents.com
Venga Paella Catering 453 66 th Street Oakland, CA 94609	Eduardo Balaguer	415-377-6392	www.vengapaella.com eduardo@vengapaella.com





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CATERERS OPT-OUT REGULATIONS AND EXPECTATIONS

The following regulations and expectations are provided to clients who choose to "Opt Out" and utilize their own CATERER or non-Catered option. Applicant will be required to pay an Opt-Out fee of \$200 to \$500 depending on the Facility.

CATERER/APPLICANT agrees to comply with all appropriate laws and regulations set forth by the City of Oakland ("CITY") and/or the City of Oakland Parks and Recreation Department ("OPR").

CATERER/APPLICANT agrees to comply with all restaurant and catering policies, rules and regulations established from time to time by the City of Oakland, and all other applicable laws, ordinances, rules and regulations of federal, state and local governmental authorities or agencies insofar as they would pertain to a private or public facility.

CATERER will provide "CITY" with a copy of Caterer's valid City of Oakland Business License.

CATERER will provide "CITY" with a copy of Caterer's Health Department Certificate.

CATERER/APPLICANT understands that no smoking is allowed inside any of the buildings. Smoking must be in designated areas that are 25 feet from the building or main attraction of the event.

CATERER/APPLICANT must be knowledgeable where fire extinguishers are located at the "FACILITIES" where services are provided.

CATERER/APPLICANT must provide their own fully charged fire extinguishers when using outdoor barbecues. If applicable, any open flames may require a Fire Permit from the Oakland Fire Department.

CATERER/APPLICANT understands that Force Majeure ("greater force") is any prevention, delay, performance, failure or stoppage due to natural causes or other act of God, strikes, lockouts, labor disputes, governmental regulations, governmental controls, unreasonable delay in the issuance of any permit by the City of Oakland or any governmental agency, enemy or hostile governmental action, civil commotion, fire or other casualty, and other causes beyond reasonable control of the City of Oakland obligated to perform shall excuse the performance, delay or stoppage, except the obligations imposed with regard to permit fees and other charges to be paid by Licensee pursuant to their Permit. Examples of prevention delay, performance failures or stoppage of event that would be beyond the City of Oakland's control include power outages (disruptions in PGE service/telephone service), earthquakes, floods, wars, riots or other major upheaval acts.

If Applicant selects to Opt-Out on any level, Applicant must provide written documentation to request exemption when Rental Application is submitted. The above regulations and expectations will be applicable to your event.

Date(s) of Event: _____ PERMIT # _____

APPLICANT SIGNATURE _____ DATE _____

CATERER NAME _____ LICENSE # _____



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Formal/Semi Formal Family Youth Events Chaperone Agreement

Oakland Parks and Recreation permits Formal/Semi-Formal Family Youth Events. Formal/Semi-Formal attire is required for attendees. Attire is defined as attendees wearing suits, ties, slacks, dresses, pant suits, and evening wear.

For events involving groups whose main attendees are under twenty-one (21) years of age, Oakland Parks and Recreation's policy requires that there be one adult chaperone for every 12 to 15 youths and a minimum of two uniformed security guards (licensed & bonded) for up to 50 youths in attendance. Oakland Parks and Recreation will inform Applicant of additional security required if attendance exceeds 50 youth.

Alcoholic beverages are not allowed at youth events.

This Chaperone Agreement must be completed, signed and submitted to the Central Reservations Unit 30 or days or more in advance of event date.

Applicant's Name _____ Permit # _____
Date of Event _____ Time of Event _____
Site Location _____ Total Adults _____
Number of Youth Under 21 _____ Number of Security Guards required _____
(Assigned by CRU Rep)
Name of Security Company _____ Phone # _____

The Applicant and Chaperones must be over 21 and on-site for the duration of the event.

Chaperones takes upon himself/herself the responsibility to ensure the group's good behavior.

Name of Chaperone

Phone Number

<u>Name of Chaperone</u>	<u>Phone Number</u>

****Note: Please print legibly****

Chaperone Agreement (cont.)

Name of Chaperone

Phone Number

****Note: Please print legibly****

Extra Police Costs: Applicant will be billed if the Oakland Police Department (OPD) is called to facility for excessive noise levels, residential complaints or disorderly conduct (i.e., altercations, over capacity, misrepresentation of event, etc.). OPD has the authority to request to shut the event down.

Misrepresentation of Event: Any misrepresentation as to the nature of the event, the number of attendees expected, contact or payment information or any other falsification of permit documents will result in the immediate cancellation of the event and forfeiture of fees paid and may also result in denial of future permit requests and/or legal action.



Applicant's Name _____
(Please print)

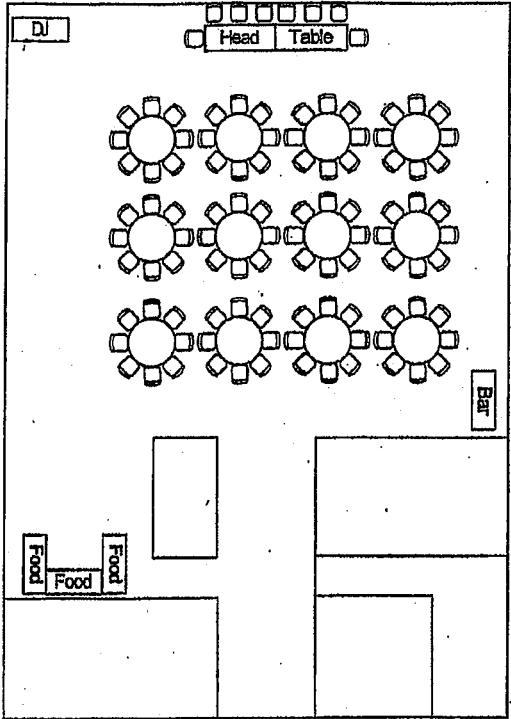
Date _____

Applicant's Signature _____

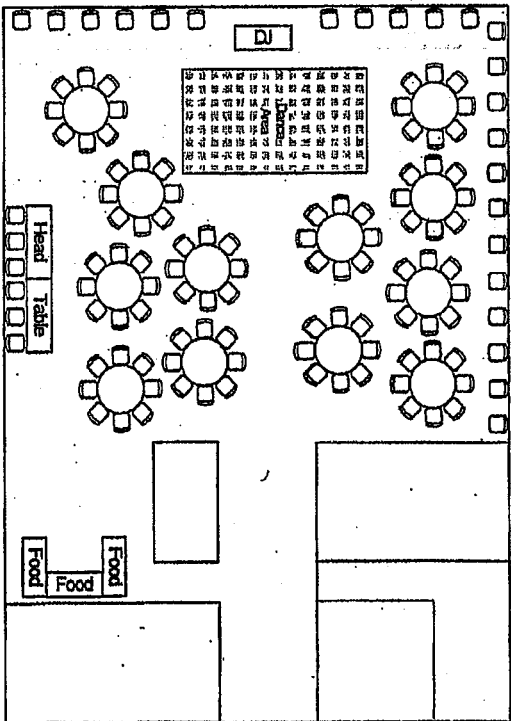


SAMPLE SETUPS: LAKE MERRITT SAILBOAT HOUSE
inside Lakeside Park, 568 Bellevue Ave, Oakland, CA 94610

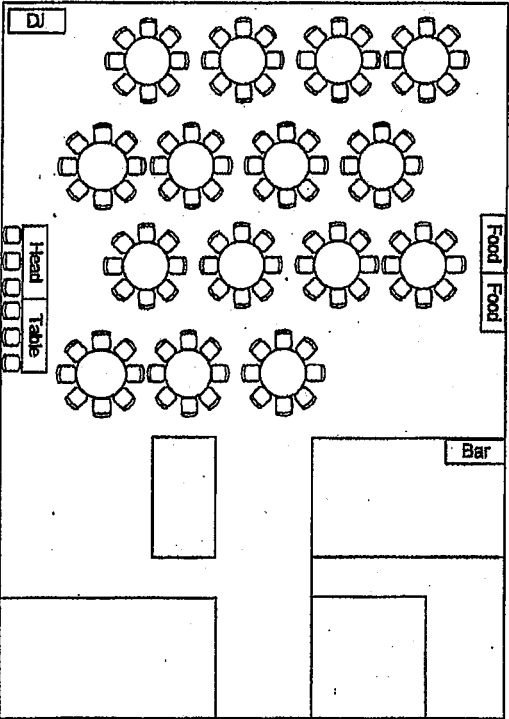
SET-UP I: 102 people with head table



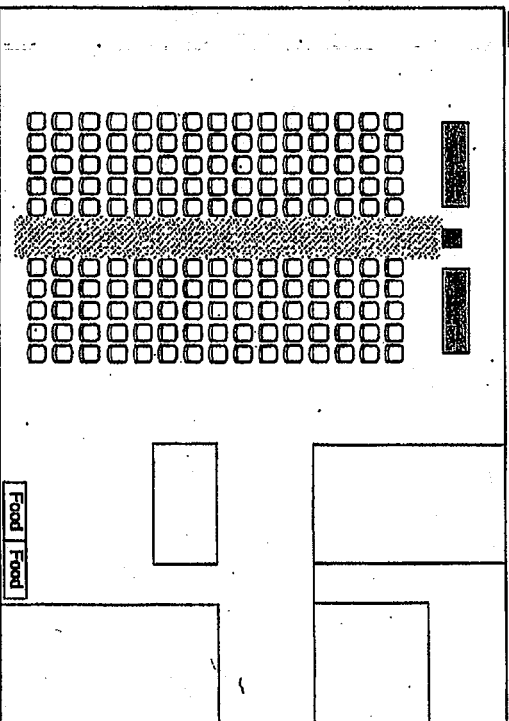
SET-UP II: 125 people with head table



SET-UP III: Banquet-style (126 people with head table)



SET-UP IV: Theatre-style (150 people max)



Please Note:
This is only a sample of setups. actual setups may vary. Due to limited available furniture (chairs, tables, podium), we may or may not be able to accommodate requested event capacity.



FACILITY SETUP: LAKE MERRITT SAILBOAT HOUSE
inside Lakeside Park, 568 Bellevue Ave, Oakland, CA 94610

The Lake Merritt Sailboat House features a main room with floor-to-ceiling windows, which lends a pleasant setting for special occasions. The Sailboat House rests on Oakland's Lake Merritt surrounded by a "Necklace of Lights." The Sailboat House also includes a spacious outdoor balcony with a sweeping view of Lake Merritt.

UNIQUE AMENITIES

- Surrounding Balcony
- Panoramic Views of Lake Merritt
- Floor-to-ceiling Windows throughout Clubroom
- Kitchen with Commercial Coffeemaker

RENTAL AREA AND ROOM CAPACITY*

- 150 Theatre
- 225 Standing
- 125 Banquet

*The rental area includes the kitchen and balcony.

NAME: _____

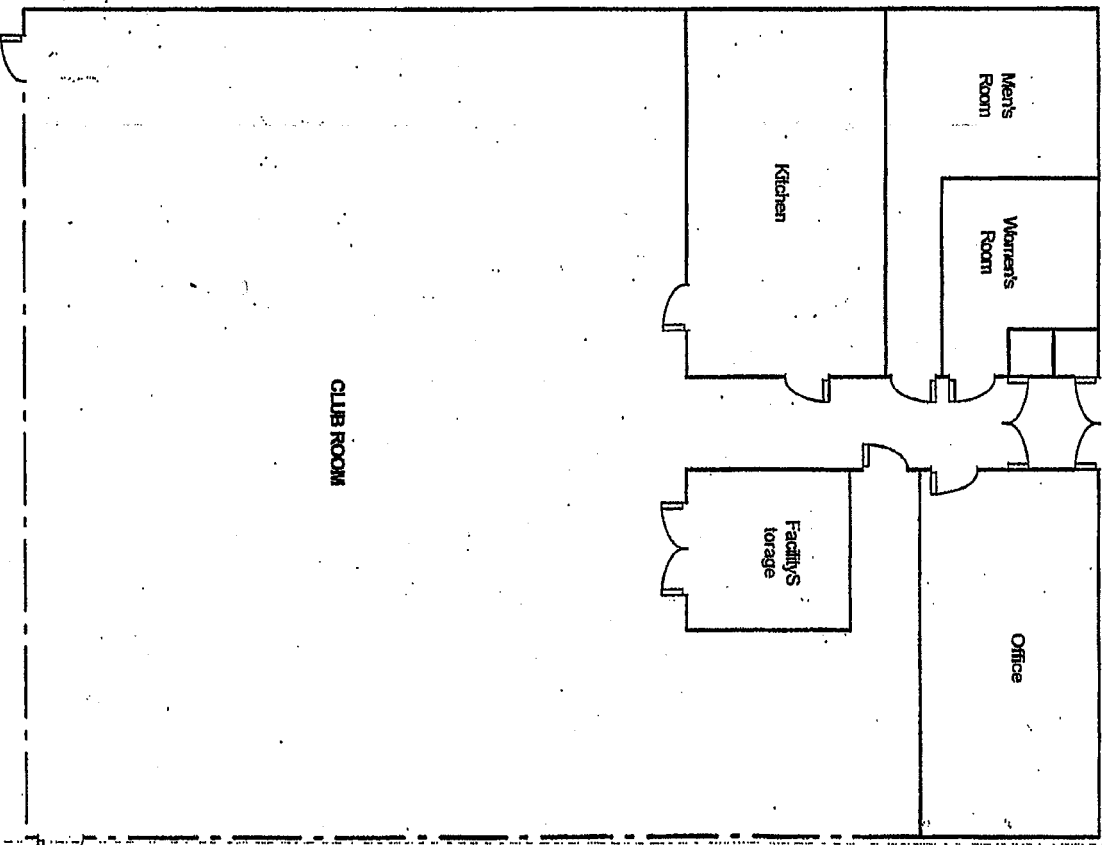
PHONE NO: _____

EVENT DATE: _____

EVENT TIME: _____ to: _____

Please note that available rental furniture may not be able to accommodate event capacity. No facility furniture permitted on outside area. Customers are responsible for all additional rental needs.

PLEASE RETURN THIS SET-UP SHEET NO LATER THAN _____



Version 10 | Revised June 12, 2015 | **OFFICE USE ONLY** | Guest Representative | Setup Binder | Event Supervisor | Coordinator | REVERSED



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Attention: _____

Date: _____

CREDIT CARD PAYMENT AUTHORIZATION

I authorize the Office of Parks and Recreation (OPR) to charge my:

- VISA _____ Expiration Date: _____
- Master Card _____ Expiration Date: _____
- Driver's License or State Identification Card _____ Expiration Date: _____

Amount to Be Charged: \$ _____

Facility/Park Name: _____ Event Date: _____ Event Time: _____

Credit Card Holder's Information:

Name (As it appears on Credit Card): _____

Address: _____ City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____ Fax: _____

Email Address: _____

Authorized Signature: _____

Comments:

Provide a Legible Copy of Driver's License or State Identification Card



OAKLAND POLICE DEPARTMENT
Special Events Permit Application
 TF-807-3 (Jul 10)

APPLICANT INFORMATION

Applicant Name		Date of Birth	Contact No.	Alternate Contact No.
Applicant's Address		City <input type="checkbox"/> Oakland	Zip Code	

EVENT INFORMATION

Date of Application	Type of Event Select one	Other Event (Describe)
Location/ Address of Event	Date of Event	Time/ Start-End
No. Persons Expected	Persons Allowed Select one	Ticket Sales Select One
No. of Monitors/ Security	Security Company	Telephone No.
Type of Music Select one	Other Music (Describe)	Will food/drink be sold <input type="checkbox"/> Yes <input type="checkbox"/> No

PERMIT INFORMATION

HAVE YOU EVER BEEN DENIED A PERMIT? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Applicant agrees to abide by Oakland Municipal Code Dance Hall Regulations, Section 5-4.03	
HOLD HARMLESS AGREEMENT	
<p>The Special Event applicant or president of designee of the sponsoring organization(s) (hereafter called "permittee") agrees to reimburse the City of Oakland (hereafter called "City") for all losses incurred by it in repairing or replacing damage to City Property proximately caused by the permittee, its officers, employees, agents, monitors, or any other persons or forming the special event, who were, or should have been, under the permittee's control. Persons who merely attend or join in a special event are not considered by that reason alone to be "under the control" of the permittee.</p> <p>The permittee further agrees to defend without costs, indemnify, and hold harmless the City, its officers, agents, and employees from any liability to any persons, damages, losses, or injuries arising out of or alleged to arise out of the permitted special events, which was proximately caused by the actions of the permittee, its officers, employees, agents, including monitors, or any other persons attending or joining in the special event who were, or reasonably should have been under the control of the permittee. Persons who merely attend or join in a special event are not considered by that reason alone to be "under the control" of the permittee.</p> <p>I have read and I understand the Hold Harmless Agreement and I declare under penalty of perjury that the information provided in this application is true and correct.</p>	
<p align="center">Permittee's Signature _____ Date _____</p>	
Police Overtime cost Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	Application Fees Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No
ABC Endorsement: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Verified By: _____ <div style="display: flex; justify-content: space-between;"> Special Events Personnel Serial No. </div>
Pursuant to OMC §9.52.080, a Special Events Permit is conditionally approved in order for the applicant to obtain additional required documentation.	
<div style="display: flex; justify-content: space-between;"> Signature of Special Events Coordinator Serial No. Date Signed </div>	
A Permit is Hereby <input type="checkbox"/> Approved <input type="checkbox"/> Denied – Pursuant to OMC Section 9.52.090 Subsection (Select Appropriate Subsection)	
<div style="display: flex; justify-content: space-between;"> Signature of Chief of Police Designee Serial No. Date Signed </div>	



CITY OF OAKLAND
OAKLAND PARKS AND RECREATION

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Rental Application

ATTENTION: _____

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: _____

Applicant Name: _____
Street Address City Zip Code

Applicant Mailing Address: _____
Street Address City Zip Code

Phone Number: _____ Fax Number: _____ E-mail: _____

Facility/Park Name: _____

Room(s)/Site(s) _____

EVENT INFORMATION:

Date(s) of Event: _____

Time In/Prep Time _____ Actual Event Time _____ to _____ Cleanup/Time Out _____

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

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

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

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

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, are you choosing a caterer from OPR's Approved Caterer's List? Yes No

Name of Approved Caterer: _____

If not using an OPR Approved Caterer, provide name of non-approved caterer: _____

(Note: An Opt-Out Fee is applicable to non-approved Caterers and non-Catered events. See Attached Regulations)

RENTAL FEES *(The minimum rental requirement and deposit are required when the facility of your choice is reserved 31 days or more in advance.)*

Non-Refundable Permit Processing Fees:

Picnic & Related Events: \$15 (50+ people)

Building Rentals/Special Events (Parks): \$30

(1) _____ x _____ = _____
(Hourly Rate) (# of hours)

(7) Alcoholic Beverage Fee = _____

(2) _____ x _____ = _____
(Hourly Rate) (# of hours)

(8) Administrative Service Fee = _____

(3) Permit Processing Fee = _____

(9) Caterer Opt Out Fee = _____

(4) Deposit = _____

(10) Sound Use Fee = _____

(5) Setup/Teardown = _____

(11) Other Charges = _____

(6) Kitchen = _____

TOTAL: \$ _____ Less Advance Minimum Payment of \$ _____; BALANCE DUE 30 DAYS BEFORE EVENT: \$ _____

(Deposits are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned.)

Please check payment type: Cash: _____ Check #: _____ Type of Credit Card: Visa or MasterCard: _____
(See attached Authorization for Credit Card Payment Form)

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

APPLICANT SIGNATURE _____ DATE _____

Please note: By submitting this application, other documents/permits may be initiated to finalize your reservation.