



PARKS AND RECREATION ADVISORY COMMISSION - PRAC

Wednesday, June 13, 2018

Lakeside Park Garden Center – 666 Bellevue Avenue

Agenda

1. CALL TO ORDER:
2. ROLL CALL
**AIKENS, COLE, CORBIN, HA, HOWZE, KADERA-REDMOND, MOORE,
NORMAN, REILLY, TORRES, AND WOLFSON**
3. DISPOSITION OF MINUTES
 - A. May 9, 2018 Draft Minutes
4. MODIFICATIONS TO THE AGENDA
5. OPEN FORUM
6. CONSENT NEW BUSINESS
 - A. REQUEST APPROVAL TO ALLOW MCCLYMONDS ACTION COMMITTEE TO COLLECT ONSITE DONATIONS AT THE MCLYMONDS HIGH SCHOOL ANNUAL REUNION PICNIC AT DEFREMERY ON SATURDAY, SEPTEMBER 29, 2018, FROM 8:00AM-6:00PM
 - B. REQUEST APPROVAL TO ALLOW THE OAKLAND BLACK COWBOY ASSOCIATION (OBCA) PERMISSION TO COLLECT FUNDS ONSITE THROUGH VENDOR SALES AT THEIR 44th ANNUAL FESTIVAL AND PARADE AT DEFREMERY PARK ON SATURDAY, OCTOBER 6, 2018, FROM 10:00AM-6:00PM
 - C. REQUEST APPROVAL TO ALLOW YOUTH SPEAKS PERMISSION TO COLLECT FUNDS ONSITE THROUGH VENDOR SALES AT THEIR LIFE IS LIVING COMMUNITY EVENT AT DEFREMERY PARK ON SATURDAY, OCTOBER 13, 2018, FROM 10:00AM-8:00PM

7. NEW BUSINESS

- A. REQUEST FOR APPROVAL FROM SAN FRANCISCO MIME TROUP TO COLLECT DONATIONS AND SELL EVENT RELATED MERCHANDISE AT LAKESIDE PARK ON AUGUST 1, 2018 AND AUGUST 2, 2018
- B. REQUEST TO ALLOW AFROCENTRIC OAKLAND TO SOLICIT DONATIONS AT THE 7th ANNUAL PANAFRICAN FAMILY REUNION AND FOR VENDORS TO COLLECT ONSITE FUNDS, AND TO SELL ALCOHOL AT MOSSWOOD PARK ON SEPTEMBER 2, 2018
- C. REQUEST APPROVAL FROM THE PARKS AND RECREATION ADVISORY COMMISSION TO ALLOW HUSH CONCERTS TO RENT WIRELESS HEADPHONES TO PATRONS AND SELL BEER, WINE AND CHAMPAGNE ON SITE AT THIER SILENT MUSIC EVENT AT LAKESIDE PARK PERGOLA ON SATURDAY, JULY 28, 2018, FROM 11:00AM – 9:00PM
- D. REQUEST APPROVAL FROM THE PARKS AND RECREATION ADVISORY COMMISSION TO ALLOW REBUILDING TOGETHER OAKLAND | EASTBAY PERMISSION TO SELL TICKETS AND COLLECT DONATIONS ONSITE AND HOST A SILENT AUCTION AT THEIR ANNUAL GATHER TOGETHER FUNDRAISER AT LAKE MERRITT SAIBOAT HOUSE ON THURSDAY, OCTOBER 4, 2018, FROM 5:30PM-8:30PM
- E. REQUEST APPROVAL TO ALLOW THE OAKLAND MOVEMENT FITNESS FESTIVAL PERMISSION TO COLLECT FUNDS ONSITE THROUGH VENDOR SALES OF FOOD, BEVERAGES AND MERCHANDISE AT THEIR COMMUNITY EVENT TO BE HELD AT THE LAKESIDE PARK PERGOLA AREA ON SATURDAY, AUGUST 25, 2018 FROM 9:30AM – 1:30PM
- F. INFORMATIONAL REPORT ON THE CAPITAL IMPROVEMENT PROGRAM UPDATE FOR PROCESS TO SELECT CAPITAL IMPROVEMENT PROJECTS
- G. REQUEST RECOMMENDATION TO DEDICATE A BENCH IN MEMORY OF TRAVIS SAMUEL HOUGH
- H. REQUEST RECOMMENDATION TO DEDICATE A BENCH IN CELEBRATION OF ALAN JUNG AND SUSAN LO
- I. REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION TO ALLOW THE JAMAICAN AMERICAN ASSOCIATION OF NORTHERN CALIFORNIA 'JAANC', TO COLLECT MONEY ON SITE AT JAOQUIN MILLER PARK IN THE BAYWOOD, PINWOOD AREA AT THE ANNUAL JAMAICAN AMERICAN INDEPENDENCE PICNIC CELEBRATION ON JULY 4, 2018 FROM 12PM TO 7PM

8. PLANNING AND CONDITIONAL USE PERMITS
9. COMMITTEE AND/OR ADVISORY COUNCIL UPDATES
10. ANNOUNCEMENTS AND COMMUNICATIONS
11. DIRECTOR'S REPORT
12. CONTINUATION OF OPEN FORUM
13. ADJOURNMENT

Next Meeting:

Wednesday, July 11, 2018

Lakeside Park Garden Center

666 Bellevue Ave, Oakland, CA

This meeting location is wheelchair accessible. To request disability-related accommodations or to request an ASL, Cantonese, Mandarin or Spanish interpreter, please email dboyd@oaklandnet.com or call (510) 238-7532 or TDD/TTY (510) 238-3254 at least five working days before the meeting. Please refrain from wearing scented products to this meeting as a courtesy to attendees with chemical sensitivities.

Esta reunión es accesible para sillas de ruedas. Si desea solicitar adaptaciones relacionadas con discapacidades, o para pedir un intérprete de en español, Cantonés, Mandarín o de lenguaje de señas (ASL) por favor envíe un correo electrónico a dboyd@oaklandnet.com o llame al (510) 238-7532 o (510) 238-3254 por lo menos cinco días hábiles antes de la reunión. Se le pide de favor que no use perfumes a esta reunión como cortesía para los que tienen sensibilidad a los productos químicos. Gracias.

會場有適合輪椅出入設施。需要殘障輔助設施, 手語, 西班牙語, 粵語或國語翻譯服務, 請在會議前五個工作天電郵 dboyd@oaklandnet.com 或致電 (510) 238-7532 或 (510) 238-3254 TDD/TTY。請避免塗搽香氛產品, 參加者可能對化學成分敏感。



PARKS AND RECREATION ADVISORY COMMISSION - PRAC

Wednesday, May 9, 2018

Lakeside Park Garden Center – 666 Bellevue Avenue

Draft Minutes

1. CALL TO ORDER: 4:33pm

2. ROLL CALL

AIKENS, COLE, CORBIN, HA, HOWZE, KADERA-REDMOND, MOORE, NORMAN, REILLY, TORRES, AND WOLFSON

Present: 9 - Aikens, Cole, Corbin, Ha, Kadera-Redmond, Moore, Norman, Reilly, and Wolfson

Excused: 1 -Howze

Arrivals: 1 -Torres (4:50pm)

Staff: Dana Riley, Diane Boyd, Zermaine Thomas, Gail McMillon, Karis Griffin

3. DISPOSITON OF MINUTES

A. March 14, 2018 Draft Minutes

Note: PRAC was unable to approve the March 14, 2018 minutes as a quorum could no longer be established. Commissioners have been termed off the body.

B. April 11, 2018 Draft Minutes

Motion: Commissioner Kadera-Redmond entertained a motion to approve April 11, 2018 Draft Minutes. **Moved by:** Commissioner Reilly. **Second by:** Commissioner Aikens
Vote: Yes 8: Aikens, Cole, Ha, Kadera-Redmond, Moore, Reilly, Wolfson: **Abstained 1:** Norman: **Motion:** Passed.

4. MODIFICATIONS TO THE AGENDA

Motion: Commissioner Kadera-Redmond entertained a motion to modify the agenda and move Item 7D before Item 7C. **Moved by:** Commissioner Reilly. **Second by:** Commissioner **Not captured.** **Vote: Yes 9** - Aikens, Cole, Corbin, Ha, Kadera-Redmond, Moore, Norman, Reilly and Wolfson **Motion:** Passed.

5. OPEN FORUM – CITIZEN COMMENTS

17 speakers spoke during Open Forum

Arrival: Commissioner Torres

6. CONSENT NEW BUSINESS

- A. REQUEST PERMISSION TO ALLOW EASTSIDE ARTS ALLIANCE TO COLLECT DONATIONS AND REVENUE FROM FOOD, BEVERAGE AND MERCHANDISE SALES AT THE MALCOLM X JAZZ FESTIVAL AT SAN ANTONIO PARK ON SATURDAY, MAY 19, 2018, FROM 11:00AM – 7:00PM.
- B. REQUEST PERMISSION TO ALLOW BURGER BOOGALOO ORGANIZERS TO COLLECT ENTRANCE FEES AND PERMIT VENDORS TO COLLECT PROCEEDS FROM THE SALE OF FOOD, SPIRITS, AND OTHER MERCHANDISE AT THE BURGER BOOGALOO TWO DAY MUSIC FESTIVAL AT MOSSWOOD PARK ON JUNE 30 AND JULY 1, 2018.

Motion: Commissioner Kadera-Redmond entertained a motion to accept Consent New Business Items 6A and 6B. **Moved by:** Commissioner Reilly. **Second by:** Commissioner Cole **Vote: Yes 10** – Aikens, Cole, Corbin, Ha, Kadera-Redmond, Moore, Norman, Reilly, Torres and Wolfson **Motion:** Passed.

7. NEW BUSINESS

- A. RECOMMEND APPROVAL OF A MINOR CONDITIONAL USE PERMIT FOR INSTALLATION OF A PUMP TRACK FEATURE IN JOAQUIN MILLER PARK AND DESIGNATE THE LOCATION FOR BICYCLE USE

The Parks and Recreation Advisory Commission reviewed the staff report prepared by Dana Riley, Assistant Director Oakland Parks Recreation and Youth Development for the approval of a Minor Conditional Use permit for the installation of a pump track feature in Joaquin Miller Park.

The Pump Track Organizing Group (PTOG) includes professional cyclists and trail builders and partnerships with the Bicycle Trails council, the Oakland composite Mountain Bike Team and Oakland Trails. The organization proposed to build a pump track in Joaquin Miller Park for the use and enjoyment by the greater community regardless of cycling ability. A Pump Track is a human-built looping trail system formed by mounds of dirt. Oakland Public Works will designate the soil provider. Once delivered the, Oakland Composite Mountain Bike Team, PTOG and volunteers will shape the track using hand tools over the 3 to 4 days. The initial phase will be followed by final shaping and packing the soil. The Oakland Composite Mountain Bike Team and PTOG will also maintain the site.

Motion: Commissioner Kadera-Redmond entertained a motion to recommend approval of a Minor Conditional Use Permit for installation of a Pump Track feature in Joaquin Miller Park and designate the location for bicycle use. **Moved by:** Commissioner Aikens. **Second by:** Commissioner Torres. **Vote: Yes 10:** Aikens, Cole, Corbin, Ha, Kadera-Redmond, Moore, Norman, Reilly, Torres and Wolfson– **Motion:** Passed.

B. REQUEST APPROVAL TO ALLOW AFROCENTRIC OAKLAND TO COLLECT REVENUE FROM ENTRY FEES, AND TO SELL BEER, WINE, SPIRITS, FOOD AND OTHER MERCHANDISE AT THEIR 8TH ANNUAL OAK FAM BAM GATHERING ON WEDNESDAY, JULY 4, 2018, 12:00PM -8:00PM at the LAKE MERRITT BLVD. AMPHITHEATRE.

The Parks and Recreation Advisory Commission reviewed the staff report prepared by Zermaine Thomas, Central Reservations.

Motion: Commissioner Kadera-Redmond entertained a motion to allow Afrocentric Oakland to sell beer, wine, spirits, food merchandise and collect revenue from entry fees at the OAK FAM BAM on Wednesday, July 4, 2018 at the Lake Merritt Amphitheatre. **Moved by:** Commissioner Aikens. **Second by:** Commissioner Corbin **Vote: Yes 10** – Aikens, Cole, Corbin, Ha, Kadera-Redmond, Moore, Norman, Reilly, Torres and Wolfson **Motion:** Passed.

C. REQUEST APPROVAL FOR THE PARKS AND RECREATION ADVISORY COMMISSION TO MAKE A RECOMMENDATION TO CITY COUNCIL TO AMEND CHAPTER 12.64. OF THE OAKLAND MUNICIPAL CODE, PARK AND RECREATION AREA USE REGULATIONS, SECTION 12.60.020 OF THE OAKLAND MUNICIPAL CODE, BICYCLE OPERATIONS RULES- VIOLATIONS-PENALTY AS RELATED TO USE IN PARKS, AND SECTION 1.28.020 OF THE OAKLAND MUNICIPAL CODE VIOLATIONS AS INFRACTIONS.

The Parks and Recreation Advisory Commission reviewed the staff report prepared by Gail McMillon, Oakland Parks Recreation and Youth Development (OPRYD).

The Ordinance Task Force Committee recommended changes to the OMC as referenced in Exhibit B in the May 9, 2018 staff report.

The amended OMC will be forwarded to the City Attorney's office for final review. Once the recommendations have been approved, The OPRYD staff will place the item on the Life Enrichment Committee (LEC) agenda for approval and recommendation to the City Council for adoption. Staff will inform the PRAC of the LEC review date.

Motion: Commissioner Kadera-Redmond entertained a motion to make a recommendation to the City Council to amend Chapter 12.64 of the OMC, Park and Recreation Area Use Regulations; Section 12.60.020 of the OMC, Bicycle Operation Rules-Violations-Penalty as related to use in parks; and Section 1.28.020 of the OMC, Violations as infractions. **Moved by:** Commissioner Cole. **Second by:** Commissioner Aikens. **Vote: Yes 10** – Aikens, Cole, Corbin, Ha, Kadera-Redmond, Moore, Norman, Reilly, Torres and Wolfson **Motion:** Passed.

D. REQUEST FOR PARKS AND RECREATION ADVISORY COMMISSION TO ALLOW THE FRIENDS OF THE OAKLAND MUNICIPAL BAND, ALSO KNOWN AS FOMB, TO COLLECT MONEY ON SITE AT THE EDOFF MEMORIAL BANDSTAND IN LAKESIDE PARK ON JULY 4, 15, 22, 29, AND AUGUST 5, 2018 FROM 12:30 TO 3:00 AFTER PERFORMANCE.

Motion: Commissioner Kadera-Redmond entertained a motion to approve the Friends of the Oakland Municipal Band's request to collect donations and sell snacks proficed that FOMB adheres to all rules set forth by the City of Oakland and County of Alameda with regards to selling food at the five concerts of the 107th season of the Oakland Municipal Band. **Moved by:** Commissioner Corbin. **Second by:** Commissioner Cole **Vote: Yes 10** – Aikens, Cole, Corbin, Ha, Kadera-Redmond, Moore, Norman, Reilly, Torres and Wolfson **Motion:** Passed.

8. PLANNING AND CONDITIONAL USE PERMITS

9. COMMITTEE AND/OR ADVISORY COUNCIL UPDATES

Commissioner Aikens:

- Attended Arroyo Recreation Center and Park – Earth Day 4/22
- Upcoming community meeting – Envisioning Arroyo Viejo Park - 6/16 10am to 12noon

Commissioner Corbin:

- Attend Earth Day events and Mosswood Park and De Fremery
- Thank you to Evergreen Missionary Baptist Church for hosting the Mosswood Recreation Advisory Committee meeting

Commissioners Cole and Reilly:

- The Naming Task Force met at the Lawn Bowling Foundation facility. Barry Miller (PRAC Chair – retired) was also in attendance. The discussion included: gift-in-place, sponsorships, naming trails PRAC's role and best practices. Staff were requested to attend the next meeting.

Newly formed Task Force: Commissioners Aikens, Corbin and Cole

- Recreation Advisory Committee (RAC) - focus toward creating a tool kit

10. ANNOUNCEMENTS AND COMMUNICATIONS

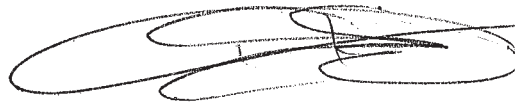
- Schedule next retreat and parks tour

11. DIRECTOR'S REPORT
12. CONTINUATION OF OPEN FORUM
13. ADJOURNMENT: 6:45pm

Respectfully submitted,

/s/

Dana Riley
Acting Secretary



Diane L. Boyd
Recording Secretary

Next Meeting:

Wednesday, June 13, 2018
Lakeside Park Garden Center
666 Bellevue Ave, Oakland, CA

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CITY OF OAKLAND
Oakland Parks, Recreation & Youth Development

TO: Mandolin Kadera-Redmond, Chair, Parks & Recreation Advisory Commission
FROM: Valorie Winn, deFremery Recreation Center
DATE: May 2, 2018
SUBJECT: **REQUEST APPROVAL TO ALLOW MCCLYMONDS ACTION COMMITTEE TO COLLECT ONSITE DONATIONS AT THE MCLYMONDS HIGH SCHOOL ANNUAL REUNION PICNIC AT DEFREMERY ON SATURDAY, SEPTEMBER 29, 2018, FROM 8:00AM-6:00PM.**

SUMMARY

Oakland Parks, Recreation & Youth Development (OPRYD) received a request from McClymonds Action Committee to host their annual Reunion on Saturday, September 29, 2018, at deFremery Park, from 8:00am-6:00pm. Proceeds raised will be used to support their organization and planning for the following year's event. The purpose of the Reunion is to foster family engagement, share historical, school achievements, show school pride for the future generations and promote a positive environment for youth to become change agents in the West Oakland Community. Approval from the Parks and Recreation Advisory Commission is required per O.M.C. section 12.64.080.

FISCAL IMPACT

OPRYD will assign 3 additional personnel to the event and expend 30 hours at a total cost of \$750.00 for the day. An additional \$2405.00 will be generated in rental fees.

Oakland Public Works will provide an additional 20 trash boxes to be placed throughout the park to accommodate for extra trash.

PROJECT / PROGRAM DESCRIPTION

McClymonds has celebrated 27 successful Reunions at Defremery Park. Many alumni and current students come out dressed in orange and black to celebrate and foster community engagement for McClymonds past and present school spirit. The Reunion organizers anticipate approximately 1000 attendees.

BACKGROUND / LEGISLATIVE HISTORY

This is a community event that has been extremely successful, it is a time for people to reunite and rekindle old friendships with former classmates, visit their old community and family homes, barbeque, share family stories and have a fun filled day. Classes for the 1950's to present are invited to enjoy a day of school pride. Local residents look forward to a day of community involvement with people from all over the Bay Area. There are several committees and volunteers in place to perform all required duties to ensure a successful event. Volunteers handle donations, crowd control and ensure participants are adhering to park rules and regulations.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the request from McClymonds Action Committee to collect onsite donations at the McClymonds Reunion to be held at deFremery Park on Saturday, September 29, 2018, from 8:00am-6:00pm.

Respectfully submitted,

/s/ Valorie Winn

Prepared by:

Valorie Winn

Center Director

/s/ Elena Bermeo

Approved by:

Elena Bermeo

Recreation Supervisor

Attachments: Exhibit A – McClymonds Action Committee Proposal Letter
Exhibit B – Post Event Report (2017)
Exhibit B – Rental Application

April 11, 2018

Chairman Ellen Wu
Parks & Recreation Advisory Committee (PRAC)
666 Bellevue Street
Oakland, Ca 94612

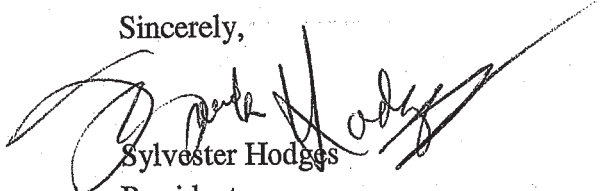
Dear Chairman:

McClymonds is hosting their annual reunion on Saturday, September 30, 2017 at deFremery Park. This is a request to have permission to receive donations on park site during the event. There will not be any additional vendors.

We have a set up and clean up committee as well as security for the event. In addition, we have a traffic control committee to handle on site issues and maintain crowd control.

In the past, this event has been a successful community event for alumni's to visit their home town, reconnect with old class mates and share memories, and share that McClymonds school pride together. The request for donations will go toward future annual McClymonds reunions.

Sincerely,



Sylvester Hodges

President

McClymonds Action Committee

POST EVENT REPORT

Please complete and return the Post Event Report within 30 days after event date to Oakland Parks and Recreation Central Reservations Unit at 250 Frank H. Ogawa Plaza, 3rd Floor, Suite 3330, Oakland, CA 94612. If the event was held at a Recreation Center site, return the Post Event Report to the Site Supervisor at the Recreation Center.

I. GENERAL INFORMATION

Name of Event: McClymonds Gathering

Location of Event: 1651-Adeline St.

Date/Hours of Event: Sept. 30, 2017 Permit No. _____

Event Contact Name: Sylvester Hodges Phone No. 510-325-9052

Event Contact Address: 8462 Ney Ave Oakland 94605

Is this a "first time" event at this location? Yes No If no, when was the event held previously?

1. Were Facility Rental/Set-up fees waived? Yes No Not Applicable

2. Check other permits required for event?

- OPD Special Events Permit Food Handler's Permit Seller's Permit
 Charitable Solicitations Permit Certificate of Insurance Other - Please list

II. ATTENDANCE/COLLECTION OF FUNDS

1. Total number in attendance: Max: 1,000

2. Were registration fees, donations or other fees collected on-site? Yes No
 Not Applicable

3. If yes, how many people registered? _____ How many people made donations? _____

4. What was the cost for registration? _____

5. How much was collected on site from registration fees? _____

6. How much was collected on site from donations? 600

7. How much was collected on site from other fees? _____

POST EVENT REPORT (Continued)

Page 2

III. VENDOR INFORMATION

List all Vendors who participated at the event. (Attach additional sheets, if necessary):

Were all vendors in compliance per agreement? Yes No

If no, why not? _____

Name of Vendor(s) (Attach additional sheets if necessary)	Non-Profit or For Profit Orgz'n?	Food (Describe)	Craft (Describe)	Seller's Permit Y/N

IV. COMMENTS

List ways in which the Applicant desires to improve the event, in the future (Attach additional sheets, if necessary): (For example: changes or additional vendors, location, change of hours, etc.)

List any problems, concerns, or other comments about your satisfaction in the way the event turned out? (Attach additional sheets, if necessary):

No problems or concerns

Submitted by: *Sylvester Hodges* Date: *1-31-18*

Approved by: _____ Date: _____
(OPR Staff)

Comments: _____

Rental Application

ATTENTION: _____

Date of Application: 1-31-18

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

Name of Business/Organization: MacLymonds 100th Anniversary Committee

Address: 8462 Ney Avenue Oakland CA 94605
Street Address City Zip Code

Name of Contact Person: Sylvester Hodges

Phone Number: 510-325-9052 Fax Number: _____ E-mail: shodges@cypressmandela.org

Mailing Address: 8462 Ney Ave Oak 94605
Street Address City Zip Code

Facility/Park Name: DeRemery Park + Rec

Room(s)/Site(s): September

EVENT INFORMATION:

Date(s) of Event: September 29, 2018

Time In/Prep 6:00am Event Time 8am - 5pm Cleanup/Time Out 6:00pm

Type of Event/Purpose: (be specific, i.e., Wedding Reception, Meeting, Birthday Party, Banquet, Picnic, BBQ, Walk, Run, Festival, Rally, Quinceanera, Bar/Mitsvah/Bat/Mitzvah, etc.)
MacLymonds community gathering

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.)
D.J.

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) 900 Approximate # of Adults 500 # of Teens 200 # of Children/Infants 200

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: _____
(Out-Out Fee - See Attached Regulations)

RENTAL FEES (The minimum rental requirement and deposit are required when the facility of your choice is reserved 30 days or more in advance.)
Permit Processing Fees (Picnic & Related Events) A non-refundable permit processing fee of \$40 will be added to each application with 50 or more people.
For Park Use: (Special Events) A non-refundable permit processing fee of \$30 will be added to each application.

- (1) $12.750 \times 10 = 127.50$ (Hourly Rate) (# of hours) Alcoholic Beverage Fee = _____
- (2) _____ x _____ = _____ Administrative Service Fee = _____
- (3) Permit Processing Fee = 30 Caterer Opt Out Fee = _____
- (4) Deposit = 1000.00 (c) Sound Use Fee = 100.00
- (5) Setup/Teardown = _____ (d) Other Charges = _____
- (6) Kitchen = _____

TOTAL: \$2905.00 Less Advance Minimum Payment of \$ 1000.00 BALANCE DUE 30 DAYS BEFORE EVENT: \$ 1405.00
(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 60 days notice: Forfeit Deposit 30 days or less notice: Forfeit All Fees

DATE 01-31-18

CITY OF OAKLAND
Oakland Parks, Recreation & Youth Development

TO: Mandolin Kadera-Redmond, Chair, Parks & Recreation Advisory Commission
FROM: Valorie Winn, deFremery Recreation Center Director
DATE: May 2, 2018
SUBJECT: REQUEST APPROVAL TO ALLOW THE OAKLAND BLACK COWBOY ASSOCIATION (OBCA) PERMISSION TO COLLECT FUNDS ONSITE THROUGH VENDOR SALES AT THEIR 44th ANNUAL FESTIVAL AND PARADE AT DEFREMERY PARK ON SATURDAY, OCTOBER 6, 2018, FROM 10:00AM-6:00PM.

SUMMARY

Oakland Parks, Recreation & Youth Development received a request from the Oakland Black Cowboy Association (OBCA), a nonprofit organization. OBCA is seeking permission to allow 20 vendors to sell water, t-shirts and hats at their 44th Annual Festival and Parade at deFremery Park on Saturday, October 6, 201, from 10:00am-6:00pm. All proceeds from this event are earmarked for the continued support of the OBCA future festivals. Approval from the Parks and Recreation Advisory Commission is required per O.M.C. section 12.64.080.

FISCAL IMPACT

OPRYD will assign 3 additional personnel to the event and expend 30 hours at a total cost of \$750.00 for the day. An additional \$1000.00 will be generated in rental fees. Rental fee for this event are paid through the City of Oakland, Cultural Affairs Division.

Oakland Public Works will provide an additional 15-20 trash boxes to be placed throughout the park to accommodate for extra trash.

PROJECT / PROGRAM DESCRIPTION

The Oakland Black Cowboy Festival and Parade involves the community and provides a fun filled day of family engagement, entertainment and building Oakland's pride. Horses, decorated cars and drill teams are favorite elements of the parade. OBCA volunteers control the traffic before, during and after the event. The City of Oakland issues street closure permits for the parade. This is a highly attended family friendly community event that is anticipated annually.

The estimated attendance for this event is 2000.

BACKGROUND / LEGISLATIVE HISTORY

The Oakland Black Cowboy Parade was originally sponsored by the Oakland Museum's Cultural and Ethnic Affairs Guild in 1975. In 1976, the parade was sponsored by the Oakland Traders, a group of local businessmen. 1977, the parade was sponsored by a community group named Blacks Unified to Motivate Progress (BUMP) and the Black Cowboy Association. The Black Cowboy

Association became the Oakland Black Cowboy Association in 2004, adding Oakland to their name to show pride in the support given to the parade by the City of Oakland and its citizens.

The purpose of this event is to educate the public about the role Black Cowboys played in building and settling in the Old West. The parade honors the role of African Americans during this time and shares history of the cowboys per historians.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the request from Oakland Black Cowboy Association to collect funds onsite through vendor sales at their 44th Annual Black Cowboy Festival and Parade on Saturday, October 6, 2018, from 10:00am– 6:00pm.

Respectfully submitted,

/s/ Valorie Winn

Prepared by:
Valorie Winn
deFremery Recreation Center Director

/s/ Elena Bermeo

Approved by:
Elena Bermeo
Recreation Center Director

Attachments: Exhibit A – Oakland Black Cowboy Proposal Letter
Exhibit B – Post Event Report (2017)
Exhibit C – Rental Application



Oakland Black Cowboy Association
P.O. Box 4889, Oakland, CA 94605

February 9, 2018

Parks & Recreation Advisory Commission (PRAC)
666 Bellevue Street
Oakland, CA 94612

Dear Chairman:

The Oakland Black Cowboy Association (OBCA) is based in Oakland, California. We have been a part of this community for 44 years. The organization started in West Oakland in 1974. We are a Non-Profit organization registered with the internal Revenue Service; our Employer Identification number is 90-0176295. In addition, we are registered and incorporated with the State of California, Secretary of the State department. Our California Corporate ID number is C262698.

The Oakland Black Cowboy Association gives an annual parade and festival once a year in the great City of Oakland on the first Saturday in October. We are requesting to hold this year's event on Saturday, October 6, 2018, from 10am-6pm. We invite and accept people to join our parade and festival for worthy community cause, educational events, family engagement, and a safe fun-filled day. We have not experienced any unsafe efforts or activities during the parade in 43 years.

On our parade and festival day we provide horse and pony rides for the community to enjoy. We welcome and invite church organizations, community groups, school marching bands, drill teams, the fire and police departments, libraries, cultural dance groups, and, auto and motorcycle organizations to participate.

As the OBCA, we are also requesting permission to sell OBCA t-shirts, water, horse/pony rides, and, western hats to assist us financially and to continue providing educational history about the Oakland Black Cowboy Association and future OBCA parades pertaining to black history. We would like permission to have twenty vendors to sell food and/or cultural arts and crafts. Connect with us at: <http://www.blackcowboyassociation.org/todays-heroes.html>.

Sincerely,

Wilbert F. McAlister
President, Oakland Black Cowboy Association
(510) 541-2763

POST EVENT REPORT

Please complete and return the Post Event Report within 30 days after event date to Oakland Parks and Recreation Central Reservations Unit at 250 Frank H. Ogawa Plaza, 3rd Floor, Suite 3330, Oakland, CA 94612. If the event was held at a Recreation Center site, return the Post Event Report to the Site Supervisor at the Recreation Center.

I. GENERAL INFORMATION

Name of Event: Oakland Black Cowboy Association

Location of Event: deFremery Park 1651 Adeline St. Oakland, CA 94607

Date/Hours of Event: 10/06/2018 10AM-6PM Permit No. _____

Event Contact Name: Wilbert F. McAlister Phone No. 510-541-2763

Event Contact Address: 10330 Greenview Drive Oakland, CA 94605

Is this a "first time" event at this location? Yes No If no, when was the event held previously?

October 7, 2017 1st Saturday of October Annually 30+ years

1. Were Facility Rental/Set-up fees waived? Yes No Not Applicable

2. Check other permits required for event?
 OPD Special Events Permit Food Handler's Permit Seller's Permit
 Charitable Solicitations Permit Certificate of Insurance Other - Please list

II. ATTENDANCE/COLLECTION OF FUNDS

1. Total number in attendance: 400-600

2. Were registration fees, donations or other fees collected on-site? Yes No

3. If yes, how many people registered? 13 How many people made donations? 6

4. What was the cost for registration? \$25

5. How much was collected on site from registration fees? \$ 325.00

6. How much was collected on site from donations? \$ 70.00

7. How much was collected on site from other fees? \$ 600.00

III. VENDOR INFORMATION

List all Vendors who participated at the event. (Attach additional sheets, if necessary):

Were all vendors in compliance per agreement? Yes No

If no, why not? _____

Name of Vendor(s) (Attach additional sheets if necessary)	Non-Profit or For Profit Orgz' n?	Food (Describe)	Craft (Describe)	Seller's Permit Y/N
SEE Attached Vendor List				

IV. COMMENTS

List ways in which the Applicant desires to improve the event, in the future (Attach additional sheets, if necessary): (For example: changes or additional vendors, location, change of hours, etc.)

List any problems, concerns, or other comments about your satisfaction in the way the event turned out? (Attach additional sheets, if necessary):

Submitted by: Wilbert F. McAlister Date: 02/09/2018

Approved by: Valerie King (OPR Staff) Date: 2/10/18

Comments: _____



Rental Application

Date of Application: 02/09/2018

ATTENTION:

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

Name of Business/Organization: OAKLAND BLACK COUNTRY ASSOCIATION

Business/Organization Address: P.O. Box 4889 OAKLAND 94605
City Zip Code

Applicant Name: Wilbert F. McAlister

Applicant Mailing Address: 10330 Greenview Drive OAKLAND 94605
Street Address City Zip Code

Phone Number: 510-541-2763 Fax Number: 510-569-3835 E-mail: WILBERT.MCALISTER@COMCAST.NET

Facility/Park Name: DE FREMERY PARK

Room(s)/Site(s)

EVENT INFORMATION:

Date(s) of Event: October 6, 2018

Time In/Prep Time 6 AM Actual Event Time 10 AM to 6 PM Cleanup/Time Out 6 PM

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, ed 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) 600 Approximate # of Adults 150 # of Teens 250 # of Children/Infants 200

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? Street barriers, Outdoor toilets & wash area, recycle bins
 Yes No

If yes, are you choosing a caterer from OPR's Approved Caterer's List?
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) $\frac{90}{\text{Hourly Rate}} \times \frac{8}{\text{\# of hours}} = 720.00$
- (2) _____ x _____ = _____
- (3) Permit Processing Fee = 30.00
- (4) Deposit = 150.00
- (5) Setup/Teardown = _____
- (6) Kitchen = _____

- (7) Alcoholic Beverage Fee = _____
- (8) Administrative Service Fee = _____
- (9) Caterer Opt Out Fee = _____
- (10) Sound Use Fee = 100.00
- (11) Other Charges = _____

TOTAL: \$ 1000.00 Less Advance Minimum Payment of \$ 0; BALANCE DUE 30 DAYS BEFORE EVENT: \$ 1000.00
(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 Wilbert F. McAlister DATE 02/09/2018

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



CITY OF OAKLAND
Oakland Parks, Recreation & Youth Development

TO: Mandolin Kadera-Redmond Chair, Parks & Recreation Advisory Commission
FROM: Valorie Winn, deFremery Recreation Center Director
DATE: May 2, 2018
**SUBJECT: REQUEST APPROVAL TO ALLOW YOUTH SPEAKS
PERMISSION TO COLLECT FUNDS ONSITE THROUGH VENDOR SALES
AT THEIR LIFE IS LIVING COMMUNITY EVENT AT DEFREMERY PARK
ON SATURDAY, OCTOBER 13, 2018, FROM 10:00AM-8:00PM.**

SUMMARY

Oakland Parks, Recreation & Youth Development received a request from Youth Speaks to collect funds onsite through vendor's sales at their Life is Living community event. The mission of this event is to make it West Oakland's own by providing various platforms for youth to enjoy spoken word, hip hop dance, eco-empowerment, obtain health and wellness information, participate in skateboard competitions and family activities at the Life is Living community event to held at deFremery Park on Saturday, October 13, 2018, from 10:00am-8:00pm. Approval from the Parks and Recreation Advisory Commission is required per O.M.C. section 12.64.080.

FISCAL IMPACT

DeFremery full and part time personnel will staff the event at a total expenditure of 28 staff hours. Revenue generated from the event includes \$800.00 in staff cost and \$2405.00 in rental fees.

Oakland Public-Works will provide an additional 20 trash boxes to be placed throughout the park to accommodate for extra trash.

PROJECT / PROGRAM DESCRIPTION

Youth Speaks annual events have been very successful. Youth Speaks creates safe spaces that challenge young people to find, develop, publicly present and apply their voices as creators of societal change. Youth Speaks vendors will provide and sell cultural artifacts, food, clothing and other items. Youth Speaks works closely with Alameda County Health Department to ensure all food vendors have valid health permits, seller' permits and licenses required.

The attendance for this event is high and the community looks forward to this annual event. All proceeds will be earmarked to support Youth Speaks in the service of youth, arts in Oakland and surrounding Bay Area communities. The estimated attendance for this event is 4000-7500.

BACKGROUND / LEGISLATIVE HISTORY

Youth Speaks was founded in 1996 and is the leading nonprofit presenter of Spoken Word performances, education and youth development programs in the country. Youth Speaks has had many successful festivals, in Oakland and across the nation. The vision of Youth Speaks is to shift the perception of youth by combating illiteracy, isolation, alienation and silence, creating global movement of brave new voices bringing the noise from the margins to the core.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the request from Youth Speaks to collect funds onsite through vendor sales at their Life is Living Community Event on Saturday, October 13, 2018, from 10:00am–8:00pm.

Respectfully submitted,

/s/ Valorie Winn

Prepared by:

Valorie Winn

deFremery Recreation Center Director

/s/ Elena Bermeo

Approved by:

Elena Bermeo

Recreation Center Director

Attachments: Exhibit A – Youth Speaks Proposal Letter
Exhibit B – Post Event Report (2017)
Exhibit C – Rental Application



June 23, 2018

To the Oakland Parks and Recreation Advisory Commission,

Thank you for this opportunity to present a proposal to you. We are requesting that our annual Life is Living Festival be allowed to take place on October 13, 2018 at deFremery Park. We are also requesting permission to have on-site vendors at the festival. Life is Living is an intergenerational eco-equity festival presented by Youth Speaks. Life is Living was inaugurated in Oakland, California in October 2008. A celebration of life through urban performance, intergenerational health, and environmental action, Life is Living strives to activate the West Oakland community surrounding deFremery Park in a spirit of love and unity. We also strive to recognize and celebrate the legacy of the Black Panther Party in Oakland.

Life is Living has featured musical performances drawn from a diversity of styles (jazz, gospel, and hip hop), as well as live painting, sports (skateboarding and a softball tournament), a Kid's Zone (complete with face painting, art activities, and parkour), a Teen Stage, a dance zone, and writing and performance workshops for youth—all for free.

This year, our festival will feature new partnerships with Cal Shakes and Yerba Buena Center for the Arts to present exclusive theater live in the park. We will also be doubling down on our commitment to dance, by having live dance classes all day in the park. Additionally we intend to continue strengthening our partnerships with local food justice organizations, artisans, and non profits. In keeping with our focus on progressive environmental action, we are recruiting vendors whose wares are environmentally sound. This year, we hope to expand on last year's successes and ensure festival participants' experience of vendors is first-rate.

We plan to continue charging our vendors a fee to participate in the festival. We estimate that our vendor fee will be approximately \$250 per booth. We will use those monies to pay for vendor and permit fees with the Alameda County Department of Environmental Health.

We will also contact the Oakland Police Department to apply for a Short Term Encroachment Permit to cordon off a section of 18th Street from Adeline to Union to expand the foot print of the Festival, and use 16th st on the park side for food trucks and vendors. We successfully used this portion of 16th Street last year, to maximize ease of experience for vendors and attendees.

In all of our editions of Life is Living, there have been no negative incidents or contention, and a genuine feeling of peace and community and peace has reigned. We are grateful for the goodwill of the West Oakland community, the support of Oakland Parks and Recreation, and the consideration of the City of Oakland and the Oakland Police Department. We hope to make this year's festival a truly positive experience for all who attend.

Sincerely,

Hodari Davis
National Program Director
Youth Speaks Inc.
1663 Mission St Ste 604
San Francisco, CA 94103
youthspeaks.org
lifeisliving.org

Staff

James Kass
Founder & Executive Director

Paula Arrigoni
Director of Operations

Joan Osato
Producing Director

Hodari B. Davis
National Program Director

Susie Lundy
Program Director: Bay Area

Juan Rivera
Marketing Director

Sean San Jose
Artistic Director

Board of Directors

Brian Gadsden
President

Tony Rodriguez
Vice President

Adam Mariano
Treasurer

Steve Wright
Secretary

Colleen Backstrand

Deborah Brand

Frank Clalone

Matt Cole

Eva Frank

Niles Lichtenstein

Jonathan Melrod

Weyland Southon

Anne Wintroub

James Kass



POST EVENT REPORT

Please complete and return the Post Event Report within 30 days after event date to Oakland Parks and Recreation Central Reservations Unit at 250 Frank H. Ogawa Plaza, 3rd Floor, Suite 3330, Oakland, CA 94612. If the event was held at a Recreation Center site, return the Post Event Report to the Site Supervisor at the Recreation Center.

I. GENERAL INFORMATION

Name of Event _____

Location of Event: Defremery Park _____

Date/Hours of Event: _October 27, 2017

Event Contact Name: _Hodari B. Davis_____ Phone No.510 457 5210

Event Contact Address: 7681 Hansom Dr. Oakland Ca, 94605 _____

Is this a "first time" event at this location? • Yes No If no, when was the event held previously?

October 2008 - 2016 _____

1. Were Facility Rental/Set-up fees waived? • Yes No • Not Applicable
2. Check other permits required for event?
 OPD Special Events Permit Food Handler's Permit • Seller's Permit
 Charitable Solicitations Permit Certificate of Insurance • Other – Please list

II. ATTENDANCE/COLLECTION OF FUNDS

1. Total number in attendance: _4000
2. Were registration fees, donations or other fees collected on-site? • Yes No
• Not Applicable
3. If yes, how many people registered? __N/a_ How many people made donations? __N/A
4. What was the cost for registration? _____N/A
5. How much was collected on site from registration fees? _____N/A
6. How much was collected on site from donations? _____N/A
7. How much was collected on site from other fees? _____N/A

POST EVENT REPORT (Continued)

Page 2

III. VENDOR INFORMATION

List all Vendors who participated at the event. (Attach additional sheets, if necessary):

Were all vendors in compliance per agreement? Yes 6 No

If no, why not? _____ Some vendors did not show up because of the change of date. see Attached

Name of Vendor(s) (Attach additional sheets if necessary)	Non-Prof it or For Profit Orgz'n?	Food (Describe)	Craft (Describe)	Seller's Permit Y/N

IV. COMMENTS

List ways in which the Applicant desires to improve the event, in the future (Attach additional sheets, if necessary): (For example: changes or additional vendors, location, change of hours, etc.)

We want to attract more people to attend the event and reach out to former Oaklanders who have moved to other cities throughout the US. We want to provide more intensive art activities for all participants and find ways to further engage them in meaningful art activities.

We also hope to build stronger relationships with the city and with other community members that are interested in the elevation of the West Oakland and Life is Living Community.

List any problems, concerns, or other comments about your satisfaction in the way the event turned out? (Attach additional sheets, if necessary):

This year we had to cancel and reschedule our event based on the Northern California Fires and the air quality index. We did not believe it to be responsible for us to host our event on a day that was filled with smoke and air quality warnings. We were able to galvanize our community members to get the word out and prevent folks from coming on the original date. We were not as successful in redireting folks to the new date. We hope to build stronger collaborative relationships so that should this happen again we do not lose as much as we did the second time around.

Submitted by: Hodari B. Davis Date: November 22, 2017

Approved by: _____ Date: _____

Vendor	NonPr/ Profit	Food	Craft	Sellers Permit			
Tres Mercedes	Profit		Jewelry	Yes			
PAMPER U & COMPANY	Profit		Beauty Products or Services	Yes			
Traditional Henna	Profit		Henna Artist	Yes			
SANKOFA AFRICAN ARTS & JEWELRY	Profit		Clothing	Yes			
Fresh to Def Collective	Profit		Jewelry, art, and home decor	Yes			
Iyoba Handmade	Profit		Beauty Products or Services	Yes			
CURLEE	Profit		Health Products or Services	Yes			
Nubian chic designs	Profit		Jewelry and clothing	Yes			
Azteca Negra	Profit		Headwraps and Cultural Jewelry	Yes			
Designs By IvoryB	Profit		Accessories	Yes			
Mate Masie Curation	Profit		Jewelry	Yes			
EMPIRE CULTURAL PRODUCTS	Profit		Beauty Products or Services	Yes			
Indulgence Couture	Profit		Beauty Products or Services	Yes			
Bismillah Body Shop	Profit		I sell both beauty products and jewelry	Yes			
NorthgateCo	Profit		Clothing	Yes			
She Got Her Own Clothing	Profit		Clothing	Yes			
Kryseehandandbody cream	Profit		Beauty Products or Services	Yes			
Goddessbutteroakland	Profit		Beauty Products or Services	Yes			
Duafe Designs - Waist Beads by Ayodele	Profit		Jewelry	No			
All Good Things Energetics	Profit		Health Products or Services	Yes			
Eccentric Vibes	Profit		Clothing	N/A (Info Booth)			
Ice Body	Profit		Beauty Products or Services	Yes			
Adorable Energy	Profit		Astrology Tarot	No			
Madow Futur Clothing Co.	Profit		Clothing	Yes			
The Sistaaz Collection	Profit		Jewelry	Yes			
Adwoa Design	Profit		Art	N/A			
KENYAN SAFARI DESIGNS	Profit		Art	Yes			
Amatula Designs			Clothing	No, as I'm an independence consultant for a MLM company			
Earth Science Foods	Profit		healing crystals,	No			
S26 Collection	Profit		Clothing	No			
All Good Things Energetics	Profit		Health Products	Yes			
stormone originals tie dye	Profit		Clothing	No			
Slay It With Bling - Barbara Curiel Independent Consultant	Profit		Jewelry	Yes			
L7 Arte	Non Profit		Art	No			
Chocolate Spice Candle Creations	Profit		Home Decor	Yes			
Dafunkybutton	Profit		Jewelry	Yes			
Hair for her extensions	Profit		Beauty Products or Services	Yes			
Dylanthejeweler	Profit		Jewelry	Yes			
BAMI Face Painting, LLC	Profit		Face & Body Painting	Yes			

Sticks and Stones Tee & More	Profit		Clothing	Yes			
goodliferoots	Profit		Clothing	Yes			
goodliferoots	Profit		Clothing	Yes			
Old School Copes	Profit		Clothing	Yes			
Queendom Cultivation	Profit		Jewelry	Yes			
Oakland's Own	Profit		Clothing	Yes			
BROTHERHOOD CIGARS	Profit		CIGARS	Yes			
M'Powered Threads	Profit		Clothing	Yes			
I Love Being Black	Profit		Clothing	I am applying for one right now.			
La La's Wear	Profit		Altered Custom Sunglasses, handbags, waistbeads	Yes			
latisha baker artworks	Profit		Art	Yes			
Clothes for the soul	Profit		Clothing and accessories	Yes			
"Art Bison Design Cooperative," in collaboration with "Kinfoak"	Profit		Clothing	Yes			
Judamogu Art	Profit		Clothing	Yes			
6days Productions	Non Profit		Health Products or Services	No			
Xklusive Magik	Profit		Jewelry	Yes			
African Wood Carving & Handcrafts	Profit		Art	Yes			
Bismillah Body Shop	Profit		black empowerment jewelry and organic skincare	Yes			
The Sistaaz Collection	Profit		Jewelry	Yes			
Crown Biz	Profit		Hats	Yes			
Quanies	Profit		Clothing	Yes			
SONSON	Profit		Mens Accessories	Yes			
Lotus Magic	Profit		aromatheraphy & crystal healing/clothing	Yes			
Black Five Point Star	Profit		Clothing	Working in it.			
Eye Manifest	Profit		Art	Yes			
NorthgateCo	Profit		Clothing	Yes			
Wolf vs. Lion	Profit		Jewelry and clothing	Yes			
NSAA Adornments	Profit		Jewelry	Yes			
The Designing Chica	Profit		Art	Yes			
Kingtees	Profit		Clothing	Yes			
Hella Bay Clothing	Profit		Clothing	Yes			
Fly Dye Art & Clothing	Profit		Art	Yes			
			Art				
T. Christal	Profit		Art	N/A			
Rich Soul Culture	Profit		Clothing	N/A			
Kings Ransom Collection clothing	Profit		Clothing	N/A			
Thecrystalchildren	Profit		Jewelry	Yes			
A1Taste of Africa	Profit	Food and Beverage		Yes			
Nunu's Desserts	Profit	Food and Beverage		Yes			
panache / ugo kitchen	Profit	Food and Beverage		Yes			
panache / ugo kitchen	Profit	Food and Beverage		Yes			
La Oaxaquena	Profit	Food and Beverage		Yes			
Scotch Bonnet Jamaican Food Truck	Profit	Food and Beverage		Yes			
Rainbow Italian Ice	Profit	Food and Beverage		Yes			

Damn Good Teas	Profit	Food and Beverage		Yes			
Rosine's Ginger Juice	Profit	Food and Beverage		Yes			
Nunu's Desserts	Profit	Food and Beverage		Yes			
Ladyj catering	Profit	Food and Beverage		Yes			
Ladyj catering	Profit	Food and Beverage		Yes			
No Worries	Profit	Food and Beverage		Yes			
A1 Taste of Africa	Profit	Food and Beverage		Yes			
Ruth Buka	Profit	Food and Beverage		Yes			
Mamafrica food for soul	Profit	Food and Beverage Vending		Yes			
RAINBOW ITALIAN ICE	Profit	Dessert vendor		Yes			
S26 Collection	Profit		Clothing	Yes			
stormone originals tie dye	Profit		Clothing	Yes			
M'Powered Threads	Profit		Clothing	Yes			
Kings Ransom Collection clothing	Profit		Clothing	Yes			
100 Percent Limited	Profit		Clothing	Yes			
The Bag Lady 41	Profit		Clothing	Yes			



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: Youth Speaks

Business/Organization Address: 7681 HANSON DRIVE OAKLAND CA 94605

Applicant Name: HODARI DAVIS

Applicant Mailing Address: 7681 HANSON DR. OAKLAND, CA 94605

Phone Number: (510) 457-5210 Fax Number: (415) 251-_____ E-mail: hdavis@youthspeaks.org

Facility/Park Name: DeFremery 9065 PARK

Room(s)/Site(s) All (Including Bldg, Softball field, Tennis cts, and all Court sites.)

EVENT INFORMATION:

Date(s) of Event: October 13, 2018

Time In/Prep Time 9:00 am Actual Event Time 10:00 am to 3:00 pm Cleanup/Time Out 10:00 pm

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

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

Type of Equipment to be used: (i.e., musical instruments, live band, cd player, amplifiers, microphones, etc.) Live band, DJ's, Amps, microphones, multiple stages w/ sound

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) 500 Approximate # of Adults 320 # of Teens 100 # of Children/Infants 80

Please provide below special accommodations/requests for your event. If no special accommodations required, please write NONE.
We plan to close 15th St and to block parking on 16th St side

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) $17.50 \times 12 = 210.00$ (Hourly Rate) (# of hours)
 - (2) _____ x _____ = _____
 - (3) Permit Processing Fee = 30
 - (4) Deposit = 1000.00
 - (5) Setup/Teardown = _____
 - (6) Kitchen = _____
 - (7) Alcoholic Beverage Fee = _____
 - (8) Administrative Service Fee = _____
 - (9) Caterer Opt Out Fee = _____
 - (10) Sound Use Fee = 100.00
 - (11) Other Charges = _____

TOTAL: \$ 2405.00 Less Advance Minimum Payment of \$ 0; BALANCE DUE 30 DAYS BEFORE EVENT: \$ 2405.00
 (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 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: [Signature] DATE: 10/18

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



CITY OF OAKLAND
PARKS, RECREATION &
YOUTH DEVELOPMENT

CITY OF OAKLAND
Oakland Parks, Recreation & Youth Development

TO: Mandolin Kadera-Redmond, Chair, Parks and Recreation Advisory Commission
FROM: Armando Aguilera (Central Reservations Unit)
DATE: June 13, 2018
SUBJECT: REQUEST FOR APPROVAL FROM SAN FRANCISCO MIME TROUP TO COLLECT DONATIONS AND SELL EVENT RELATED MERCHANDISE AT LAKESIDE PARK ON AUGUST 1, 2018 AND AUGUST 2, 2018.

SUMMARY

Oakland Parks, Recreation & Youth Development has received a request from San Francisco Mime Troupe (SFMT), a non-profit organization, for permission to collect donations and to sell event related merchandise at Lakeside Park on August 1, 2018 and August 2, 2018.

FISCAL IMPACT

There will be no fiscal impact on OPR, as SFMT will pay rental and sound fees for the two dates.

BACKGROUND / LEGISLATIVE HISTORY

This is the 59th year has performed in the Bay Area parks with free theatrical performances. The SFMT has rented Lakeside Park in the past and has come before the Parks and Recreation Advisory Commission for approval for collection of donation and selling event related merchandise. The events have been well attended and well planned.

The merchandise for sale will include hats, shirts, recorded music, books and bags. Prices will range from \$5 to \$30.

In 2016, SFMT rented Lakeside Park. They collected on-site donations of \$2,919.00

RECOMMENDATION

Staff recommends that the Parks and Recreation Commission approve San Francisco Mime Troupe, request for permission to collect donations and to sell event related merchandise at Lakeside Park on August 1, 2018 and August 2, 2018.

Prepared by:
Armando Aguilera
Public Service Representative

Approved by:
Darrin Hodges
Supervisor

Attachments: Exhibit A – Request Letter
Exhibit B – Lakeside Park Rental Application and Reservation Request
Exhibit C – 2017 Post Event Report



855 Treat Avenue San Francisco, CA 94110 (415) 285-1717 ph (415) 285-1290 fax

Special Activity Permits
Office of the City Administrator
One Frank Ogawa Plaza, 11th Floor
Oakland, CA 94612

April 11, 2018

Dear Commissioners:

The San Francisco Mime Troupe respectfully requests permission to "pass the hat" and sell merchandise after our performance at Lakeside Park in Oakland. The performances will take August 1st and 2nd.

This is our 59th year of performing in Bay Area parks at a price everyone can afford: free! Our mission is to reach the broadest possible audience through playing out in the sunshine in our cities' public parks! We offer theater that addresses the great social issues of our time: race, war, health, economy, the environment. The money that we collect in the hat covers about half of our costs for the season, and contributions are completely voluntary. The rest of our funds are raised through grants, donations, and merchandise sales. At Mime Troupe shows, audience members have the opportunity to purchase San Francisco Mime Troupe hats, shirts, recorded music, books, and bags. The money that we raise through these means is integral to the success of our season. We have been relying on hat donations and merchandise sales for all the years we have been in operation.

Thank you for your time and for considering our request. We look forward to seeing you at our show in beautiful Lakeside Park!

Warmly,

Keith Arcuragi

Keith Arcuragi
Tour Manager
San Francisco Mime Troupe

America's Finest Theater of Political Comedy
www.SFMT.org

Exhibit A



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



Rental Application

ATTENTION: Armando Aguilera

Date of Application: April 11, 2018

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

Name of Business/Organization: San Francisco Mime Troupe

Business/Organization Address: 855 Treat Avenue San Francisco, CA 94110
Street Address City Zip Code

Applicant Name: Keith Arcuragi

Applicant Mailing Address: 855 Treat Avenue San Francisco, CA 94110
Street Address City Zip Code

Phone Number: 415-285-1717 Fax Number: 415-285-1290 E-mail: tourmanager@sfmt.org

Facility/Park Name: Lakeside Park

Room(s)/Site(s) Behind band shell - Site Plan Enclosed

EVENT INFORMATION:

Date(s) of Event: Wednesday August 1, Thursday August 2

Time In/Prep Time 2pm Actual Event Time 6:30pm to 8:30pm Cleanup/Time Out 11pm

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

Free Theatrical Performance

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.)*

Amplified voice in speech and song, live band

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) 250 Approximate # of Adults 200 # of Teens 30 # of Children/Infants 20

Please provide below special accommodations/requests for your event. If no special accommodations required, please write NONE.
 Must be able to park truck next to proposed area for load in and load out. Same as 2017 (see site plan)

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: XXX

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

(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) 36 x 18 = 648.00
(Hourly Rate) (# of hours)

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

(3) Permit Processing Fee = 30.00

(4) Deposit = 300.00

(5) Setup/Teardown = _____

(6) Kitchen = _____

(7) Alcoholic Beverage Fee = _____

(8) Administrative Service Fee = _____

(9) Caterer Opt Out Fee = _____

(10) Sound Use Fee = 200.00

(11) Other Charges = _____

TOTAL: \$ 1,178.00 Less Advance Minimum Payment of \$ 474; BALANCE DUE 30 DAYS BEFORE EVENT: \$ 704.00
 (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 Keith Arcuragi DATE 4/11/2018

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

Exhibit B



POST EVENT REPORT

Please complete and return the Post Event Report within 30 days after event date to Oakland Parks and Recreation Central Reservations Unit at 250 Frank H. Ogawa Plaza, 3rd Floor, Suite 3330, Oakland, CA 94612. If the event was held at a Recreation Center site, return the Post Event Report to the Site Supervisor at the Recreation Center.

I. GENERAL INFORMATION

Name of Event: SAN FRANCISCO MIME TROUPE - WALLS.

Location of Event: LAKESIDE PARK

Date/Hours of Event: WED 7/19/2017 Permit No. 39639

Event Contact Name: HANNAH 'TILLY' TULLIS Phone No. 415-285-1717

Event Contact Address: tourmanager@sfmt.org

Is this a "first time" event at this location? Yes No If no, when was the event held previously? Summer 2016

1. Were Facility Rental/Set-up fees waived? Yes No Not Applicable

2. Check other permits required for event?
 OPD Special Events Permit
 Permit
 Charitable Solicitations Permit
 Food Handler's Permit
 Certificate of Insurance
 Seller's
 Other - Please list

II. ATTENDANCE/COLLECTION OF FUNDS

- Total number in attendance: ~150
- Were registration fees, donations or other fees collected on-site? Yes No
- If yes, how many people registered? / How many people made donations? ~100
- What was the cost for registration? /
- How much was collected on site from registration fees? /
- How much was collected on site from donations? \$ 1,313
- How much was collected on site from other fees? /

Exhibit C

III. VENDOR INFORMATION

List all Vendors who participated at the event. (Attach additional sheets, if necessary):

Were all vendors in compliance per agreement? Yes No

If no, why not?


Name of Vendor(s) (Attach additional sheets if necessary)	Non-Profit or For Profit Orgz'n?	Food (Describe)	Craft (Describe)	Seller's Permit Y/N
AF MINE TROUPE	NON-PROFIT	NONE	APPAREL / BOOKS / CDs	y

IV. COMMENTS

List ways in which the Applicant desires to improve the event, in the future (Attach additional sheets, if necessary): (For example: changes or additional vendors, location, change of hours, etc.)

WE WOULD LOVE FOR THE GORGE POOP PICKER-UPPER MACHINE TO COME THROUGH BEFORE OUR SHOW TO HELP ELIMINATE ANY POOPING IN THE PARK.

List any problems, concerns, or other comments about your satisfaction in the way the event turned out? (Attach additional sheets, if necessary):

Submitted by:  Date: 7/24/2017

Approved by: _____ (OPR Staff) Date: _____

Comments: _____



POST EVENT REPORT

Please complete and return the Post Event Report within 30 days after event date to Oakland Parks and Recreation Central Reservations Unit at 250 Frank H. Ogawa Plaza, 3rd Floor, Suite 3330, Oakland, CA 94612. If the event was held at a Recreation Center site, return the Post Event Report to the Site Supervisor at the Recreation Center.

I. GENERAL INFORMATION

Name of Event: SAN FRANCISCO MIME TROUPE - WAUW

Location of Event: LAKE SIDE PARK

Date/Hours of Event: THURS. 7/20/2017 Permit No. 39639

Event Contact Name: HANNAH "TILLY" TILLY Phone No. 415-285-1217

Event Contact Address: TOURMANAGER@AFMT.ORG

Is this a "first time" event at this location? Yes No If no, when was the event held previously?
Summer 2016

- 1. Were Facility Rental/Set-up fees waived? Yes No Not Applicable
- 2. Check other permits required for event?

OPD Special Events Permit	Food Handler's Permit	<u>Seller's</u>
<u>Permit</u>	<u>Certificate of Insurance</u>	Other - Please list
<u>Charitable Solicitations Permit</u>		

II. ATTENDANCE/COLLECTION OF FUNDS

- 1. Total number in attendance: ~250
- 2. Were registration fees, donations or other fees collected on-site? Yes No
- 3. If yes, how many people registered? How many people made donations? ~200
- 4. What was the cost for registration?
- 5. How much was collected on site from registration fees?
- 6. How much was collected on site from donations? \$1,606
- 7. How much was collected on site from other fees?

Exhibit C

III. VENDOR INFORMATION

List all Vendors who participated at the event. (Attach additional sheets, if necessary):

Were all vendors in compliance per agreement? Yes No

If no, why not?

Name of Vendor(s) (Attach additional sheets if necessary)	Non-Profit or For Profit Orgz'n?	Food (Describe)	Craft (Describe)	Seller's Permit Y/N
DF MIMIC TROUPE	NON-PROFIT	NONE	APPAREL / BOOKS / CDS	Y

IV. COMMENTS

List ways in which the Applicant desires to improve the event, in the future (Attach additional sheets, if necessary): (For example: changes or additional vendors, location, change of hours, etc.)

WE WOULD LOVE FOR THE GOOSE POOP PICKER-UPPER MACHINE TO COME THROUGH BEFORE OUR SHOW TO HELP ELIMINATE ANY DROPPINGS IN THE PARK.

List any problems, concerns, or other comments about your satisfaction in the way the event turned out? (Attach additional sheets, if necessary):

Submitted by: [Signature] Date: 7/24/2017

Approved by: _____ Date: _____
(OPR Staff)

Comments: _____



FACILITIES and PARK USE DISCLAIMERS

IMPORTANT NUMBERS:

(510) 238-3187 Central Reservations Main
(510) 777-3333 Oakland Police Department Non-Emergency
911 for an EMERGENCY

Contract #: FA-1858	Prepared by: Lana Baptiste
Date: May 08 2018	Status: Firmed

Name: Keith Arcuragi	Account:
Phone #: 415-285-1717	Email:
Address: 855 Treat Avenue , San Francisco , California, 94110	

Repeat	Facility	Day	Start	End	Date Range	# Sess.
	Lakeside Park - Bandstand and Surrounding Area	Wed	02:00 PM	11:00 PM	Aug 01 2018	1
	Lakeside Park - Bandstand and Surrounding Area	Thu	02:00 PM	11:00 PM	Aug 02 2018	1

Field	Start Date	End Date	Day	Fee Type	Subtotal
Lakeside Park - Bandstand and Surrounding Area	Aug 01 2018 02:00 PM - 11:00 PM	Aug 01 2018	Wednesday	Park Use: Non-Resident	\$648.00
Lakeside Park - Bandstand and Surrounding Area	Aug 02 2018 02:00 PM - 11:00 PM	Aug 02 2018	Thursday	Lake Merritt: Shared Use Event Non-Profit Over 100 Participants	\$0.00

Name	#	Unit Price	Total Usage	Subtotal	Tax	Total Price
Amplified Sound (DJ / Bands / Concert or Related Event)	2	\$100.00	1 session	\$200.00	\$0.00	\$200.00
Permit Processing: Special Event Park Use	1	\$30.00	1 session	\$30.00	\$0.00	\$30.00
Security Deposit	1	\$300.00	1 session	\$300.00	\$0.00	\$300.00

Field	Date	Day	Time	Fees	Extra Fees	Total
Lakeside Park - Bandstand and Surrounding Area	Aug 01 2018	Wednesday	02:00 PM - 11:00 PM	\$648.00	\$200.00	\$848.00
Lakeside Park - Bandstand and Surrounding Area	Aug 02 2018	Thursday	02:00 PM - 11:00 PM	\$0.00	\$0.00	\$0.00

Due Date	Amount	Remaining Balance
May 08 2018	\$1,178.00	\$0.00

Rental Fee	Rental Tax	Extra Fees	Extra Tax	Total with Tax
\$648.00	\$0.00	\$530.00	\$0.00	\$1,178.00

Conditions of Use

PLEASE READ AND ADHERE TO ADDITIONAL CONDITIONS AND ATTACHED DISCLAIMERS:

6/14/17- PRAC Meeting approved to "pass the hat" and sell event-related merchandise, i.e tshirt, hats, sweaters, cd's w/SFMT music, SFMT books, and buttons has been authorized.

The Post Event Report for this year's event is due to the Central Reservation Unity by Friday August 28, 2017.

Note: Next year's event request must be submitted at least six months in advance to allow ample time for processing.

ABSOLUTELY NO ALCOHOL ALLOWED IN THE PARK

GROUP HAVE NON-EXCLUSIVE USE OF THE PARK

Questionnaire(s)

FACILITIES and PARK USE DISCLAIMERS

RESERVATION FINALIZATION

Facility and Park use permits are issued and Authorized by the Central Reservations Unit.

All fees and paperwork associated with permitted event must be submitted at least 30 days before event date. All paperwork and fees MUST be submitted by (Additional hours, setup/takedown fee, alcohol fee, and sound fee etc.)



**CITY OF OAKLAND
Oakland Parks, Recreation, and Youth Development**

TO: Mandolin Kadera-Redmond, Chair, Parks and Recreation Advisory Commission
FROM: Erin Burton, Recreation Center Director, Oakland Parks, Recreation, and Youth Development
DATE: May 18, 2018
SUBJECT: REQUEST TO ALLOW AFROCENTRIC OAKLAND TO SOLICIT DONATIONS AT THE 7th ANNUAL PANAFRICAN FAMILY REUNION AND FOR VENDORS TO COLLECT ONSITE FUNDS, AND TO SELL ALCOHOL AT MOSSWOOD PARK ON SEPTEMBER 2, 2018.

SUMMARY

Parks and Recreation Advisory Council approval is required in order for Afrocentric Oakland to solicit fees for vendors to sell food, merchandise, and beverages at a City of Oakland park, in accordance with Oakland Municipal Code Section 12.64.080. This proposal is for the Pan African Family Reunion, an annual free event held at Mosswood Park on September 2, 2018. The event attracts close to 1000 attendees from all over the African Diaspora and the Bay Area and features local artists, small businesses, family friendly games and entertainment, cuisine and wares sold by local vendors, and other activities that celebrate the art and culture of the African Diasporic community. Afrocentric Oakland is requesting the approval of alcohol sales, of participating vendors' onsite money collection and approval to solicit donations which will help cover the cost of musicians, equipment, marketing, staffing, and facility usage.

FISCAL IMPACT

Mosswood will provide 2 staff to help monitor this event for a total fiscal impact of approximately \$400. Mosswood will charge approximately \$1300 for usage of the park for this event. The revenues will be deposited to the Fund 1820 – OPR Self-Sustaining fund, which supports on-going programs, events and activities.

PROJECT / PROGRAM DESCRIPTION

Pan African Family Reunion is a free public event and involves local non-profits and community groups, artists and artisans, and small businesses in a variety of activities. This year, the event will include games, music and dance performances, workshops, film and art installations, and vendors selling cuisine and wares that highlight the Pan-African cultures. Performances are scheduled to take place at Mosswood Park, 3612 Webster Street, Oakland, between the hours of 12:00pm and 7:00pm on September 2, 2018. Setup for this event will begin at 11:00am and clean-up will concur at 8:00pm. A supervised children's area with games and a bounce house will also be available. This year's event will also feature a fenced-in and secured, ages 21 and over beer garden for the sale of local beers. Those wishing to enter this area will need to show a current ID.

BACKGROUND / LEGISLATIVE HISTORY

This will be the 6th Annual Pan African Family Reunion. The event celebrates the art and culture of the African Diasporic communities, contributes to the local economy, and empowers individuals and groups through the creation of a healthy community event that transforms and restores the spirit of Oakland residents.

RECOMMENDATION

Staff recommends that the Park and Recreation Advisory Commission approve the request for the Afrocentric Oakland to solicit donations and for vendors to collect fees for alcohol, food and wares sold at the Pan African Family Reunion at Mosswood Park on September 2, 2018, providing that this event meets the requirements of OPD and outstanding documents and payments have been submitted to OPR.

Staff recommends that Afrocentric Oakland provide at least 3 portable restrooms, one of which is ADA accessible, and 2 handwashing stations, one of which is ADA accessible.

Below is a list of outstanding requirements needed to complete OPR paperwork. Information to OPR should be submitted no later than August 2, by 5pm in order to complete facility permit.

OPR Required Documents:

1. Oakland Police Department Special Events Permit
2. Temporary Food Handler's Permit
3. ABC Permit
4. Charitable Solicitation Permit
5. Proof of Trash Bin/Recycling Bins
6. Proof of (2) reserved Portable Restrooms and handwashing stations; 1 Portable restroom must be ADA Accessible.

Respectfully submitted,

Erin L. Burton

Prepared by:
Erin Burton
Recreation Center Director

Elena Bermeo

Approved by:
Elena Bermeo
Supervisor

Attachments: Exhibit A – *Letter from Travis Watts of Afrocentric Oakland*
Exhibit B – *Post Event Report 2017*
Exhibit C – *Rental Application*



Afrocentric Oakland's 8th Annual Pan-African Festival

This proposal letter is to the Parks and Recreation Advisory Commission regarding, the 8th annual event called Pan-African Festival (Formerly known as the Pan-African Family Reunion), held annually the Sunday before Labor Day (9/2/18) at Oakland's Mosswood Park. Pan-African Festival (PAF) was founded in 2010 by Bay Area Native, Mr. Travis Watts, who recognized the need for public celebration for, and by, Oakland's Pan African community. Guided by the nostalgia of Oakland's Festival at the Lake in the 1990s and Karijama Festival in the 2000s (both drew thousands of Bay Area Black residents), he moved his backyard Labor Day BBQ (where attendees celebrated their diverse Pan African identities) to Mosswood Park. Attempting to connect continental and diasporic (Pan) African communities, while evoking sentiments of remembering, bonding, and sharing that a Reunion evokes, Pan African Festival was born.

Event Website: PanAfricanFest.com

Video Link: <https://youtu.be/FUZUj9eJ0js>

Photo Link:

<https://www.facebook.com/media/set/?set=a.10208558421490453&type=1&l=a39032da01>

To cover the cost of the (Free) Pan-African Festival, I would like to collect funds in a few different ways at this year's event. I would like to, sell alcohol in the beer garden, have food vendors and sell event t-shirts and merchandise.

Logistics:

- Event date and time 9/2/18 from 12pm-8pm
- Signs directing foot traffic around the event space along the ADA pathway which always remains open and unblocked
- 10 security guards from a highly respected security agency and approved by both OPD Sergeant McNeil and Officer Cabral, VMA Security - vmasecurity.com
- 8 portable restrooms (2 ADA) on wood chips near walkway by United Site Services - unitedsiteservices.com
- 6 food vendors on plywood to protect lawn within event space
- ADA accessibility maintained around event space
- Garbage service and event space clean up by staff

Non-Profit certificate – 501c3:

Fiscal Sponsor: Friends of Oakland Parks and Recreation

Contact Person: Ken Lupoff - Email: OaklandParks@sbcglobal.net

Travis Watts

Executive Director

of Afrocentric Oakland

TravisWatts@gmail.com

415-503-7686

Exhibit A



POST EVENT REPORT

Please complete and return the Post Event Report within 30 days after event date to Oakland Parks and Recreation Central Reservations Unit at 250 Frank H. Ogawa Plaza, 3rd Floor, Suite 3330, Oakland, CA 94612. If the event was held at a Recreation Center site, return the Post Event Report to the Site Supervisor at the Recreation Center.

I. GENERAL INFORMATION

Name of Event: Pan-African Fest

Location of Event: Mosswood Park

Date/Hours of Event: 9/3/17 from 12pm-8pm

Permit No. _____

Contact Person: Travis Watts Phone No. 415-503-7686

Contact Person Address: 479 Crescent st #26 Oakland Ca. 94610

Is this a first time event at this location? Yes No If no, when was the event held previously?

7/4/16

1. Were Facility Rental/Set-up fees waived? Yes No Not Applicable

2. Check other permits required for event?

OPD Special Events Permit Food Handler's Permit Seller's Permit
Charitable Solicitations Permit Certificate of Insurance Other - Please
list Open Flame Permit

II. ATTENDANCE/COLLECTION OF FUNDS

1. Total number in attendance: 1000

2. Were registration or donation fees collected on-site for the event? Yes No
Not Applicable

3. If yes, how many people registered? 1000 How many people made
donations? 0

POST EVENT REPORT (Continued)

Page 2

4. What was the cost for registration? _____
5. How much money was collected on site for registration fees? _____
6. How much money was collected on site for donations? 0 _____

III. VENDOR INFORMATION

List all Vendors who participated at the event. (Attach additional sheets, if necessary):

Were all vendors in compliance per agreement? Yes No

Of no, why not?


Name of Vendor(s) (Attach additional sheets if necessary)	Non-Profit or For Profit Orgz'n?	Food (Describe)	Craft (Describe)	Seller's Permit Y/N
See attached form				

IV. COMMENTS

List ways in which the Applicant desires to improve the event, in the future (Attach additional sheets, if necessary): (For example: changes or additional vendors, location, change of hours, etc.)

List any problems, concerns, or other comments about your satisfaction in the way the event turned out? (Attach additional sheets, if necessary):

Submitted by: Travis Watts Date: 5/4/18

Approved by:  Date: 5/21/18

(OPR Staff)

Comments:

Name of Vendor	Non Profit of For Profit Orgz'n?	Food (Describe)	Craft (Describe)	Seller's Permit Y/N
I Love Being Black	For Profit		"I love being Black" apparel and	Yes
Isiko Wear	For Profit		African vests, hats, jackets	Yes
Sudan rose & co.	For Profit		Sterling Silver jewelry	Yes
Oakland's Own	For Profit		Apparel wear ranging from hood	Yes
Iyoba Body Essentials	For Profit		Natural soaps, skin and hair care	Yes
Latisha Baker Artworks	For Profit		handmade pyroetched earrings	Yes
Bogolani designs	For Profit		Handcrafted leather bags, jewelry	Yes
CURLEE NATURAL HAIR CARE	For Profit		ALL NATURAL HAIR CARE PRODUCTS	Yes
Styled to Kill	For Profit		Apparel and accessories	Yes
Sankofa African Arts & Jewelry	For Profit		African Dresses Clothing, Fabric	Yes
Xklusive Magik	For Profit		Copper crystal jewelry healing	Yes
Nubian chic designs	For Profit		African print clothing and accessories	Yes
Honey Chokers	For Profit		women and mens accessories.	Yes
Orundide	For Profit		screen printed tee shirts and t-shirts	Yes
by Stacey Monique	For Profit		Jewelry, accessories t-shirts	Yes
FLY DYE ART & CLOTHING	For Profit		Visual Art	Yes
Rainbow Italian Ice	For Profit	Rainbow Italian Ice		Yes
ROSINE'S GINGER JUICE	For Profit	fresh Ginger juices		Yes
Ms Joy African & Caribbean Market	For Profit	A few dishes from West Africa		Yes
La Oaxaquena	For Profit	Mexican Food		Yes
ugo kitchen/panache	For Profit	african food,beans,rice,spinche,plantain,fishor chicken, g		Yes
Taste of Africa -	For Profit	West African Food		Yes
Carolyn's Creole Kitchen + tent rental	For Profit	Seafood Gumbo, Creole-Seasoned Fried Chicken Strips, Fr		Yes
Damn Good Teas	For Profit	herbal drink		Yes
Hal's Hot Dogs	For Profit	Hot Dogs , chips and drinks		Yes

Subit



Oakland Parks, Recreation & Youth Development (OPRYD)
 250 Frank H. Ogawa Plaza, Suite 3330, Oakland, CA 94612
 Central Reservations: (510) 238-3187; Fax: (510) 238-2397
 Office Hours: Monday-Friday 9:00 a.m. – 4:00 p.m.



Rental Application

ATTENTION: _____

Date of Application: 4/30/2018

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

Name of Business/Organization: Afrocentric Oakland

Business/Organization Address: 479 Crescent St. #26 Oakland 94610
Street Address City Zip Code

Applicant Name: Travis Watts

Applicant Mailing Address: 479 Crescent St. #26 Oakland 94610
Street Address City Zip Code

Phone Number: 415-503-7686 Fax Number: _____ E-mail: Travis.Watts@gmail.com

Facility/Park Name: Mosswood Park

Room(s)/Site(s): Meadow

Event Information:

Date(s) of Event: 9/2/18

Time In/Prep Time 11 AM Actual Event Time 12pm to 7pm Time Out/Cleanup Time 8pm

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

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.)
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 (PRAC) 60 days or more in advance of event date.

Number of Participants (Total) 900 Approximate # of Adults 800 # of Teens 50 # of Children/Infants 50

Please provide below special accommodations/requests for your event. If no special accommodations required, please write NONE.
Cut lawn, Clean lawn of needles

Will you require a caterer for your event? Yes No

If yes, Name of Caterer: _____

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

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

- (1) 30 x 2 = \$60
(Hourly Rate) (# of hours)
- (2) 127.50 x 7 = \$892.50
(Hourly Rate) (# of hours)
- (3) Permit Processing Fee = \$30
- (4) Deposit = \$1000
- (5) Setup/Teardown = —

- (6) Kitchen = —
- (7) Alcoholic Beverage Fee = \$195
- (8) Administrative Service Fee = —
- (9) Sound Use Fee = \$100
- (10) Other Charges = —

TOTAL: \$ 2277.50 Less Advance Minimum Payment of \$ 1000; BALANCE DUE 30 DAYS BEFORE EVENT: \$ 1277.50
(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 T. Watts DATE 4/30/18

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

C. H. H. C.



OAKLAND POLICE DEPARTMENT
Special Events Permit Application
 TP-807-9 (Jul 10)

APPLICANT INFORMATION

Applicant Name <u>Travis Watts</u>	Date of Birth <u>8/25/1976</u>	Contact No. <u>415.503.7686</u>	Alternate Contact No. <u>—</u>
Applicant's Address <u>479 Crescent St. #26</u>	City <u>Oakland</u>	Zip Code <u>94618</u>	

EVENT INFORMATION

Date of Application <u>4/30/18</u>	Type of Event Select one: <u>Festival</u>	Other Event (Describe)
Location/Address of Event <u>3612 Webster</u>	Date of Event <u>9/2/18</u>	Time Start-End <u>12pm - 7pm</u>
No. Persons Expected <u>900</u>	Persons Allowed Select one: <u>900</u>	Ticket Sales Select One: <u>None</u>
No. of Monitors/Security <u>8</u>	Security Company <u>Intervention Group</u>	Telephone No. <u>510-502-9653</u>
Type of Music Select one: <u>African</u>	Other Music (Describe)	Will food/drink be sold <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

PERMIT INFORMATION

HAVE YOU EVER BEEN DENIED A PERMIT? Yes No

Applicant agrees to abide by Oakland Municipal Code Dance Hall Regulations, Section 5-4.03

HOLD HARMLESS AGREEMENT

The Special Event applicant or president or 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.

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.

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.

Permittee's Signature: T. Watts Date: 4/30/18

Police Overtime cost Attached: Yes No Application Fees Paid: Yes No

ABC Enforcement: Approved Denied Verified By: _____
 Special Events Personnel Serial No. _____

Pursuant to OMC §9.52.080, a Special Events Permit is conditionally approved in order for the applicant to obtain additional required documentation.

Signature of Special Events Coordinator Serial No. Date Signed

A Permit is Hereby Approved Denied—Pursuant to OMC Section 9.52.090 Subsection (Select Appropriate Subsection)

Signature of Chief of Police Designee Serial No. Date Signed

Exhibit C

CITY OF OAKLAND
Oakland Parks, Recreation & Youth Development



TO: Mandolin Kadera-Redmond, Chair, Parks and Recreation Advisory Commission
FROM: Wendy Johnson, Central Reservations
DATE: May 14, 2018
SUBJECT: **REQUEST APPROVAL FROM THE PARKS AND RECREATION ADVISORY COMMISSION TO ALLOW HUSH CONCERTS TO RENT WIRELESS HEADPHONES TO PATRONS AND SELL BEER, WINE AND CHAMPAGNE ON SITE AT THIER SILENT MUSIC EVENT AT LAKESIDE PARK PERGOLA ON SATURDAY, JULY 28, 2018, FROM 11:00AM – 9:00PM**

SUMMARY

Oakland Parks, Recreation and Youth Development received a request from HUSH Concerts for permission to rent headphones and sell beer, wine and champagne at their event at The Lake Merritt Pergola on Saturday, July 28, 2018. The funds raised are to cover the costs of the artists and staff needed to produce an event of this caliber. Approval from the Parks and Recreation Advisory Commission is required per O.M.C. section 12.64.080.

FISCAL IMPACT

HUSH Concerts will pay all fees associated with this event which is estimated at a total of \$2530.00.

PROJECT / PROGRAM DESCRIPTION

Event organizers are expecting to have 475 attendees and charging \$20 -\$25 per headphone rental plus the sales of beer, wine and champagne at this event. Alcohol will be sold only to patrons that have purchase headphones. HUSH Concerts will also charge walk-up patrons onsite, to engage new fans to join in the fun which is important to HUSH Concerts artistic and community mission.

BACKGROUND / LEGISLATIVE HISTORY

HUSH Concerts (formerly known as Silent Frisco/Sunset SF) is a 20-year Bay Area full-service production company responsible for over 1,000 concerts and festivals since 1998. Their commitment to social responsibility and public safety is paramount to their events. They practice a strict sustainability policy at events, utilizing rechargeable batteries, onsite cleanup operations, and a leave-no-trace commitment. They have worked with the following public agencies, who knows their commitment to best practices:

- Golden Gate National Recreation Area (Federal)
- San Francisco Recreation & Parks Department
- San Francisco Entertainment Commission
- San Francisco Police Department
- US Department of Homeland Security

Parks and Recreation Advisory Commission
June 13, 2018

RECOMMENDATION

Staff recommends that the Park and Recreation Advisory Commission approve the request to allow HUSH Concerts to collect funds onsite for headphones and alcohol at their Silent Disco Music event to be held at the Lakeside Park Pergola on Saturday, July 28, 2018, from 11:00am-9:00pm.

Respectfully submitted,

/s/ Wendy Johnson

Prepared by:

Wendy Johnson

Central Reservations

/s/ Darrin Hodges

Approved by:

Darrin Hodges

Facilities Manager

Attachments: Exhibit A – HUSH Concerts Request Letter
Exhibit B – Rental Application

HUSHconcerts

April 8th, 2018

HUSHconcerts Contact: Robert Kowal

Phone Number: 415-971-4527

Email: robbie@hushconcerts.com

Dear Members of the Committee:

HUSHconcerts requests permission to rent wireless headphones to patrons at our event at the Lake Merritt Pergola on July 28th, 2018. We are also graciously requesting the permission to have the ability to sell beer, wine, and champagne at our event on July 28th, 2018.

Brief History of HUSHconcerts: HUSHconcerts (formerly Silent Frisco/Sunset SF) is a 20-year-old Bay Area full-service production company responsible for over 1,000 concerts and festivals since 1998. Our commitment to social responsibility and public safety is paramount in our events. We practice a strict sustainability policy at our events, utilizing rechargeable batteries, onsite cleanup operations, and a leave-no-trace commitment. Among the public agencies who can vouch for our commitment to best practices are:

- Golden Gate National Recreation Area (Federal)
- San Francisco Recreation & Parks Department
- San Francisco Entertainment Commission
- San Francisco Police Department
- US Department of Homeland Security

Overview of Event: Our event is a silent disco event - a concert with **no** amplified sound; the music travels via radio frequency to our headphones. The event will be located at the Lakeside Park Pergola Area on Lake Merritt. *There will be no perimeter set up, and no obstruction to non-participant usage of the park.* Our event is open to the public and anyone is welcome to come to our event and rent headphones to hear the music. Additionally, our events are free to children 12 and under with a ticketed adult and have a decidedly family feel. Attendees pay to reserve headphones online or at the box office set up on site. We will set up a small performance area where the artists will perform. We will provide portable toilets, extra trash receptacles, a cleanup crew, security, and an on-site medical service to monitor the event.

Request to collect funds on-site (why and who): To cover the costs of the artists and staff needed to produce an event of this caliber we typically charge (and have no problem getting) \$20-25 per rented headphone per day. The majority of our headphones are reserved in

advance, but we request the opportunity to charge walkup participants on site. The ability for new fans and friends to join in the fun is important to our artistic and community mission, and we would hate to have to turn anyone away.

July 28th, 2018 and Future Request to Sell Beer & Wine: Our first event at Lake Merritt was on May 15th, 2015. For our upcoming event on July 28th, 2018 and for future events, we graciously request the ability to enhance our revenue potential with beer and wine sales. Per our 18 years of producing outdoor events in compliance with State ABC code, our staff would comply with all applicable best practices, including:

- 21+ attendees would be carded and wrist banded at the box office by our staff. Bartenders would not card.
- LEAD-certified security staff on site to monitor compliance
- No beer & wine sales to non-participants. Only headphone-rental attendees may purchase.
- No excessive service or allowance of unseemly behavior.
- 2-drink max per service (State standard as per all sporting events).
- A regulated and separate area for distribution and consumption of alcoholic beverages.

Thank you for your consideration,

Robert Kowal, John Miles, and Emma Marcus



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



Rental Application

ATTENTION: Wendy Johnson

Date of Application: 04/04/2018

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

Name of Business/Organization: HUSHconcerts

Business/Organization Address: 849 Avenue D Suite 1, San Francisco, CA 94130

Applicant Name: Robert Kowal Street Address City Zip Code

Applicant Mailing Address: 3001 Maple Ave., Oakland, CA 94602

Phone Number: 415-971-4527 Fax Number: E-mail: robbie@hushconcerts.com

Facility/Park Name: Lake Merritt Pergola

Room(s)/Site(s)

EVENT INFORMATION:

Date(s) of Event: Saturday, July 28th, 2018

Time In/Prep Time 11am Actual Event Time 1pm to 7pm Cleanup/Time Out 9pm

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

Silent Disco Dance Party

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.)
 DJ equipment will be used, including mixers, soundboards, radio transmitters, and headphones. NO amplified sound will be heard.

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) 475 Approximate # of Adults 325 # of Teens 75 # of Children/Infants 75

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) \$65.00 x 6 = \$390.00
 (Hourly Rate) (# of hours)

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

(3) Permit Processing Fee = \$30.00

(4) Deposit = \$500.00

(5) Setup/Teardown = 4 hours x \$65.00 = \$260.00

(6) Kitchen + \$1200.00 = _____

(7) Alcoholic Beverage Fee = \$125.00

(8) Administrative Service Fee = _____

(9) Caterer Opt Out Fee = _____

(10) Sound Use Fee = \$25.00

(11) Other Charges = \$1200.00

TOTAL: \$ 1,390.00 Less Advance Minimum Payment of \$ 2530.00; 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: Visa
 (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 R Kowal DATE 04/04/2018

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

Handwritten notes:
 PLS TAKE SETTING
 YES
 * ask them about # of attendees



CITY OF OAKLAND
Oakland Parks, Recreation & Youth Development

TO: Mandolin Kadera-Redmond, Chair, Parks & Recreation Advisory Commission
FROM: Zermaine Thomas, Central Reservations
DATE: May 24, 2018
SUBJECT: **REQUEST APPROVAL FROM THE PARKS AND RECREATION ADVISORY COMMISSION TO ALLOW REBUILDING TOGETHER OAKLAND | EASTBAY PERMISSION TO COLLECT DONATIONS AND SELL TICKETS ONSITE, AND HOST A SILENT AUCTION AT THE ANNUAL GATHER TOGETHER FUNDRAISER AT LAKE MERRITT SAIBOAT HOUSE ON THURSDAY, OCTOBER 4, 2018, FROM 5:30PM-8:30PM.**

SUMMARY

Oakland Parks, Recreation and Youth Development received a request from Rebuilding Together Oakland | Eastbay, IRC 501(c)(3) a non-profit organization that provides free home rehabilitation modifications, repairs, healthy home assessments and installation of fall prevention measures through its Safe at Home volunteer program. All services are free of charge to the home owner. Rebuilding Together Oakland is requesting approval to collect donations and sell tickets onsite, and host a silent auction at the Annual Gather Together Fundraiser. All proceeds will be ear marked to support the continuing services of Rebuilding Together Oakland | Eastbay. Approval from the PRAC is required per O.M.C. Section 12.64.080.

FISCAL IMPACT

Rebuilding Together Oakland | East Bay is paying all rental fees associated with the event estimated at \$1120.00.

PROJECT / PROGRAM DESCRIPTION

Rebuilding Together Oakland | Eastbay has a strategy of continuous, sustained community engagement efforts showing that neighbor helping neighbor never goes out of style. Businesses are encouraged to financially support Build Days and to engage their staff as community volunteers, work with City officials, Fire Departments and community civic organizations to be the change they want to see in their communities.

All event sponsorships are in place long before the event date. Tickets are also purchased in advance. However, on occasion a pre-registered ticket will be paid for onsite; there are no walk-in tickets for purchase.

Rebuilding Together Oakland | Eastbay is requesting to collect the occasional pre-registered tickets of \$100 onsite. Mode of payments for all transactions is credit or debit card through a SQUARE reader.

The estimated attendance is 200. Existing building facilities are sufficient to support the event with no need for additional restroom facilities or crowd control measures.

BACKGROUND / LEGISLATIVE HISTORY

Rebuilding Together Oakland | Eastbay, is a non-profit organization that provides free home rehabilitation modifications and repairs for low-income homeowners. Many of those homeowners live on less than \$18,000 a year. They are seniors and disabled individuals, many of whom are veterans and/or caring for family members. All home repairs done by Rebuilding Together Oakland | Eastbay are provided at no cost to homeowners. Funds to do this work comes from individual donors, grants, city and county contracts (with Oakland, Hayward and Alameda County), corporate funders typically through team sponsorships, skilled volunteers and donated or discounted material through vendor contracts.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the request from Rebuilding Together Oakland | Eastbay to collect on-site donations at their Annual Gather Together Fundraising Event, at Lake Merritt Sailboat House on Thursday, October 4, 2018, from 5:30pm-8:30pm.

Respectfully submitted,

/s/ Zermaine Thomas

Prepared by:
Zermaine Thomas
Central Reservations

/s/ Darrin Hodges

Approved by:
Darrin Hodges
Facilities Manager

Attachments: Exhibit A – Rebuilding Together Oakland | Eastbay Proposal Letter
Exhibit B – Post Event Report
Exhibit C – Rental Application



Oakland | East Bay

Board of Directors

Richard Tong
President
Presidio Bank

Jay Hagglund
Vice President
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Elizabeth Swift, PhD
Corporate Secretary
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Eugenia Amador
Wells Fargo

Jesse DuClos
Lowney Architecture

Harnid Ghaemmaghani
City of Palo Alto

Matthew Graham
Wendel Rosen Black &
Dean

Les Hausrath
Wendel Rosen Black &
Dean

Steve Schiller
Schiller Consulting, Inc

Jeff Scofield
Pulte Group

Lisa Shulman Malul, JD
Executive Director

March 21, 2018

Office of Parks and Recreation
250 Frank H. Ogawa Plaza
Suite 3330
Oakland, CA 94612

Re: Annual Gather Together Fundraising Event, 25th Anniversary
Thursday October 4, 2018 proposed location: Lake Merritt Sailboat House

Overview of Event

Rebuilding Together Oakland|East Bay has placed a deposit to secure the Lake Merritt Sailboat House as the site for our Annual Gather Together Fundraiser.

History of Organization

All of the individuals we serve are low-income, and a majority live on less than \$18,000 a year. They are seniors, veterans and disabled individuals, many of whom are veterans and/or caring for family members. We provide free home rehabilitation modifications and repairs perform safe and healthy home assessments, install falls prevention measures through our Safe at Home volunteer program. All our work is provided at NO COST to the homeowner. Our funds to do this work come from individual donors, grants, city and county contracts (with Oakland, Hayward, San Leandro and Alameda County), corporate funders typically through team sponsorships, skilled volunteers, and donated or deeply discounted materials through our vendor contacts.

Rebuilding Together Oakland|East Bay has a strategy of continuous, sustained community engagement efforts showing that neighbor helping neighbor never goes out of style. Business are encouraged to financially support Build Days and to engage their staff as community volunteers, we work with City Officials, the Fire Department, and community civic organizations to be the change we want to see in our communities.

Request to collect funds on-site

All event sponsorships are in place long prior to the event. Tickets are purchased in advance, but on occasion a pre-registered ticket will be paid for onsite. There are no walk-in tickets for purchase. The tickets are \$100. No items are being sold onsite. The bar is open bar. Mode of payments for all ticket transactions is credit or debit card through a SQUARE reader. A Silent Auction will be held. Bids on paper will be made. Winner s are announced. Payment will be via credit or debit card using a SQUARE reader. There will also be a text to give component to the event, where attendees have an opportunity to support the work of the organization through individual donations. These opportunities are made through online pledges. No transaction will take place, but will be fulfilled at a future date.

All funds will be used to achieve the programmatic goals of Rebuilding Together Oakland|East Bay and the homeowners we serve.

Sincerely,

Lisa Malul
Executive Director



Oakland Parks, Recreation & Youth Development (OPRYD)
 250 Frank H. Ogawa Plaza, Suite 3330, Oakland, CA 94612
 Central Reservations: (510) 238-3187; Fax: (510) 238-2397
 Office Hours: Monday-Friday 9:00 a.m. - 4:00 p.m.



Rental Application

ATTENTION: Zermaine Thomas

Date of Application: 3/21/18

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

Name of Business/Organization: Rebuilding Together Oakland/East Bay

Business/Organization Address: 230 Madison Street 1E Oakland 94607
Street Address City Zip Code

Applicant Name: Rebuilding Together Oakland/East Bay by Lisa Malul Executive Director

Applicant Mailing Address: Same as above
Street Address City Zip Code

Phone Number: 510-625-0316 Fax Number: _____ E-mail: lisa.malul@rtoakland.org

Facility/Park Name: Lake Merritt Sailboat House

Room(s)/Site(s): _____

Event Information:

Date(s) of Event: October 4, 2018

Time In/Prep Time 2 Actual Event Time 5:30 to 8:30/9p Time Out/Cleanup Time 9p-10p

Type of Event/Purpose: (be specific, i.e., Wedding Reception, Meeting, Birthday Party, Banquet, Picnic, BBQ, Walk, Run, Festival, Rally, Quinceanera, BarMitzvah/BatMitzvah, etc.) Rebuilding Together Oakland/East Bay Gather Together Gala/Fundraiser - 25th Anniversary

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, ed player, amplifiers, microphones, etc.)
musical instruments, quartet/amplifier (indoor only) Microphones, Video

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.

Number of Participants (Total) 200 Approximate # of Adults 195 # of Teens 5 # of Children/Infants 0

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: Herbs and Spices

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 (\$0+) people
 -Park Use/Building Rentals/Special Events (Parks): \$30:

(1) $\$65.00 \times 8 = \520.00 (Hourly Rate) (# of hours)	(6) Kitchen = Amt?
(2) $\times =$ (Hourly Rate) (# of hours) <u>\$30.00</u>	(7) Alcoholic Beverage Fee = \$195.00
(3) Permit Processing Fee = <u>\$300.00</u>	(8) Administrative Service Fee = \$75.00
(4) Deposit = <u>\$225.00</u>	(9) Sound Use Fee = Amt?
(5) Setup/Teardown = <u>\$225.00</u>	(10) Other Charges =

TOTAL: \$ \$1120.00 Less Advance Minimum Payment of \$ \$300.00; BALANCE DUE 30 DAYS BEFORE EVENT: \$ \$820.00
 (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 1/4 Deposit 30 days to 11 days notice: Forfeit Deposit Plus 1/4 Rental Fee
 31 to 60 days notice: Forfeit Deposit 10 days or less notice: Forfeit All Fees

APPLICANT SIGNATURE Lisa Malul DATE March 21, 2018

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



Oakland Parks, Recreation & Youth Development (OPRYD)
 250 Frank H. Ogawa Plaza, Suite 3330, Oakland, CA 94612
 Central Reservations: Office: (510) 238-3187; Fax: (510) 238-2397
 Office Hours: Monday-Friday 9:00 a.m. – 4:00 p.m.
www.oaklandnet.com/parks



Attention: Zermaine Thomas

Date: March 21, 2018

CREDIT CARD PAYMENT AUTHORIZATION

Facility/Park Name: Lake Merritt Sailboat House Event Date: October 4, 2108 Event Time: 2pm to 10pm

I authorize the Office of Oakland Parks, Recreation & Youth Development (OPRYD) to charge my:

VISA: 4484 8635 6101 8993 Expiration Date: 1/19

Master Card: _____ Expiration Date: _____

Amount to be Charged: \$ \$300.00

Credit Card Holder's Information

Name (As it appears on Credit Card): Lisa Malul

Billing Address: 230 Madison Street 1E City: Oakland State: CA Zip Code: 94607

Home Phone: 510-375-7179 Work Phone: 510-625-0316 x101 Fax: _____

Email Address: lisa.malul@roakland.org

Driver's License or State Identification Card Number: D6383503 Expiration Date: 8/30/2021
(Provide a legible Copy of Driver's License or State Identification Card)

Credit Card Holder Signature: *Lisa Malul*

Comments:

Legible Photo ID is required for all Reservations



POST EVENT REPORT

Please complete and return the Post Event Report within 30 days after event date to Oakland Parks and Recreation Central Reservations Unit at 250 Frank H. Ogawa Plaza, 3rd Floor, Suite 3330, Oakland, CA 94612. If the event was held at a Recreation Center site, return the Post Event Report to the Site Supervisor at the Recreation Center.

I. GENERAL INFORMATION

Name of Event: Gather Together 2017

Location of Event: Lake Merritt Sailboat House

Date/Hours of Event: 2p - 10 p Permit No. _____

Contact Person: Lisa Malul Phone No. 510-625-0316 x101

Contact Person Address: Rebuilding Together Oakland|East Bay 230 Madison Street 1E Oakland 94607

Is this a first time event at this location? Yes No If no, when was the event held previously?

October 5, 2017, October 6, 2016

1. Were Facility Rental/Set-up fees waived? Yes No Not Applicable

2. Check other permits required for event?

OPD Special Events Permit Food Handler's Permit Seller's Permit
 Charitable Solicitations Permit Certificate of Insurance Other - Please list

II. ATTENDANCE/COLLECTION OF FUNDS

- Total number in attendance: 150
- Were registration or donation fees collected on-site for the event? Yes No
 Not Applicable
- If yes, how many people registered? 150 How many people made donations? 150
- What was the cost for registration? \$100
- How much money was collected on site for registration fees? 0
- How much money was collected on site for donations? \$24,000 (EST)

III. VENDOR INFORMATION

List all Vendors who participated at the event. (Attach additional sheets, if necessary):

Were all vendors in compliance per agreement? Yes No

Of no, why not? _____

Name of Vendor(s) (Attach additional sheets if necessary)	Non-Profit or For Profit Orgz'n?	Food (Describe)	Craft (Describe)	Seller's Permit Y/N
Herbs & Spices Caterers	N	Passed horsdoerves, food station		N
Medicine Ball Band	N		5 member band, 2 saxaphones, 1 guitar, 1 drum, vocalists	N
Oakland Audio Visual	N		Audio Visual support/	N

IV. COMMENTS

List ways in which the Applicant desires to improve the event, in the future (Attach additional sheets, if necessary): (For example: changes or additional vendors, location, change of hours, etc.)

The event and location were highly praised by attendees and organization leadership. Our intention is to stay with our current event model. We do not anticipate changes.

List any problems, concerns, or, other comments about your satisfaction in the way the event turned out? (Attach additional sheets, if necessary):

Beautiful venue. Excellent communication experience with Public Works office, specifically Zermaine Thomas. Great parking.

Submitted by: Lisa Malul Executive Director Rebuilding Together Oakland East Bay Date: 3/21/18

Approved by: _____ Date: _____

(OPR Staff)

Comments: _____



**CITY OF OAKLAND
Oakland Parks, Recreation & Youth Development**

TO: Mandolin Kadera-Redmond, Parks & Recreation Advisory Commission
FROM: Zermaine Thomas, Central Reservations
DATE: May 24, 2018
SUBJECT: REQUEST APPROVAL TO ALLOW THE OAKLAND MOVEMENT FITNESS FESTIVAL PERMISSION TO ALLOW VENDORS TO SELL FOOD, BEVERAGES AND MERCHANDISE AT THEIR COMMUNITY EVENT AT THE LAKESIDE PARK PERGOLA AREA ON SATURDAY, AUGUST 25, 2018 FROM 9:30AM – 1:30PM.

SUMMARY

Oakland Parks, Recreation & Youth Development received a request from Frank Clayton of the Oakland Movement Fitness Festival, a coalition of organizations that have worked in collaboration to produce this event. Mr. Clayton is requesting to permission to sell onsite, T-shirts and other apparel, beverages, gym memberships, massage therapy and nutritional foods and supplements at the Fitness Festival on Saturday, August 25, 2018 from 9:30am – 1:30pm. Approval from the Parks and Recreation Advisory Commission is required per O.M.C. Section 12.64.080.

FISCAL IMPACT

The Movement Fitness Festival is paying all rental fees associated with the event estimated at \$1840.00.

PROJECT / PROGRAM DESCRIPTION

The Movement Fitness Festival is a free event. This is a 4-hour fitness festival with fitness professionals leading 4-5 separate choreographed workouts at the Lake Merritt Pergola. The mission is to inspire Oakland residence to make healthier choices, inspire a sense of community, exercise, and utilize public spaces to stay fit. The event showcases 20 local businesses to vend or promote at this event.

The following is a list of fees to be collected onsite:

<u>Items</u>	<u>Average Cost of Goods Sold</u>
T-Shirts/Apparel	\$5 - \$30
Beverages	\$1 - \$10
Gym Memberships	\$10 - \$99
Massage Therapy	\$5 - \$60
Nutritional Foods & Supplements	\$2 - \$30

The estimated attendance is 499.

BACKGROUND / LEGISLATIVE HISTORY

Oakland Movement Fitness Festival's purpose is to highlight local businesses and residents leading the fitness movement in Oakland. The Fitness Festival's MOVEMENT stands for - Motivating Others, Valuing Everyone. The mission is to inspire Oakland residents to make healthier choices, inspire a sense of community, exercise, and utilize public spaces to stay fit.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the request from The Movement Fitness Festival to sell food, beverages and merchandise at their Fitness Festival on Saturday, August 25, 2018 from 9:30am-1:30pm.

Respectfully submitted,

/s/ Zermaine Thomas

Prepared by:

Zermaine Thomas

Central Reservations

/s/ Darrin Hodges

Approved by:

Darrin Hodges

Facilities Manager

Attachments: Exhibit A – The Movement Fitness Festival Proposal Letter
Exhibit B – Post Event Report
Exhibit C – Rental Application



April 4, 2018

Parks and Recreation Advisory Commission
City of Oakland
250 Frank H. Ogawa Plaza, Suite 3330
Oakland, CA 94602

Powered By

Frank Clayton
*FCCT's Friendly
Fitness/Kijiji Exp.*
Andre Ammons
DAM Sports Fitness

Steering Committee

Melvin Cowan
Youth Uprising
Jasmin Nimsaj
The Kijiji Experience
Candice Elder
*The East Oakland
Collective*
Almaz Yihdego
*Global Communication
Services*
Yana Kusayeva

Dear Advisory Commission,

It is our intent to produce our 2nd year of a free community fitness festival on the 25th day of August 2018 from 10am-2pm. A coalition of organizations has come together to produce this event over the past year. Our mission is to inspire Oakland residence to make healthier choices, inspire a sense of community, exercise, and utilize public spaces to stay fit. We also intend to highlight local businesses and residence leading the fitness movement in Oakland. The M.O.V.E. in our MOVEment tag stands for Motivating Others, Valuing Everyone.

Our event will be a 4-hour free fitness festival with fitness professionals leading 4-5 separate choreographed workouts at the Lake Merritt Pergolas. We are inviting potential vendors such as local health clubs, vendors, apparel providers, beverage vendors, health care providers, and officials out to move with us. We would like local businesses at the event to be able to collect funds on-site in exchange for goods and current or future services they provide to participants of our festival.

Potential goods and services include: T-shirts or apparel \$5-\$30 Beverages \$1-\$10, Gym memberships \$10-\$99, Massage Therapy \$5-\$60, Nutritional foods or supplements \$2-\$30. We would like to invite 20-20 local businesses to vend or promote at this event. We will also create an opportunity to support 3 local organizations (The Kijiji Experience, Global Communication Services, The East Oakland Collective).

We have a vision to build this festival into a larger event in partnership with the city and parks and recreation department. We appreciate your time and consideration.

Sincerely,

Frank Clayton
OMFF Creator
Owner of Frank Clayton Consulting and Training

No goods or services were provided to you in consideration of this gift. Portion of The Oakland MOVEment Fitness Festival is fiscally sponsored by Social Good Fund. Social Good Fund is a 501(c)(3) tax exempt organization, IRS Section 170(b)(1)(A)(vi), for both federal and state taxes. Social Good's federal tax identification number is 46-1323531.





POST EVENT REPORT

Please complete and return the Post Event Report within 30 days after event date to Oakland Parks and Recreation Central Reservations Unit at 250 Frank H. Ogawa Plaza, 3rd Floor, Suite 3330, Oakland, CA 94612. If the event was held at a Recreation Center site, return the Post Event Report to the Site Supervisor at the Recreation Center.

I. GENERAL INFORMATION

Name of Event: OAKLAND MOVEMENT FITNESS FESTIVAL

Location of Event: LAKE MERRIT PERGOLA

Date/Hours of Event: AUGUST 26, 2017 Permit No. _____

Event Contact Name: Frank Clayton Phone No. 510-827-7190

Event Contact Address: 3390 ARKANSAS ST. @ OAKLAND, CA 94602

Is this a "first-time" event at this location? Yes No If no, when was the event held previously?

1. Were Facility Rental/Set-up fees waived? Yes No Not Applicable
2. Check other permits required for event?

<input checked="" type="checkbox"/> OPD Special Events Permit	<input checked="" type="checkbox"/> Food Handler's Permit	<input type="checkbox"/> Seller's Permit
<input type="checkbox"/> Charitable Solicitations Permit	<input checked="" type="checkbox"/> Certificate of Insurance	<input type="checkbox"/> Other - Please list

II. ATTENDANCE/COLLECTION OF FUNDS

1. Total number in attendance: 200
2. Were registration fees, donations or other fees collected on-site? Yes No Not Applicable
3. If yes, how many people registered? _____ How many people made donations? _____
4. What was the cost for registration? N/A
5. How much was collected on site from registration fees? N/A
6. How much was collected on site from donations? N/A
7. How much was collected on site from other fees? N/A

POST EVENT REPORT (Continued)

Page 2

III. VENDOR INFORMATION

List all Vendors who participated at the event. (Attach additional sheets, if necessary):

Were all vendors in compliance per agreement? Yes No

If no, why not? _____

Name of Vendor(s) (Attach additional sheets if necessary)	Non-Profit or For Profit Orgz'n?	Food (Describe)	Craft (Describe)	Seller's Permit Y/N
BAM	FP	BEVERAGES		Y
OAKLAND STROKES	NFP	N/A	N/A	
THE SOURCE CHIRO.	FP	N/A	N/A	
IMPERFECT PRODUCE	FP	ONLINE GROCERY STORE/DELIVERY		Y

NO FOOD SOLD ON SITE

IV. COMMENTS

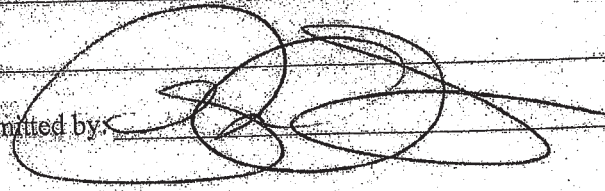
List ways in which the Applicant desires to improve the event, in the future (Attach additional sheets, if necessary): (For example: changes or additional vendors, location, change of hours, etc.)

WE WOULD LIKE TO INCREASE CAPACITY BY HOLDING THE EVENT LATER IN THE DAY, ADDING MORE VENDORS, PARTNERING WITH CITY OF OAKLAND PROMOTING BARTNER.

List any problems, concerns, or other comments about your satisfaction in the way the event turned out? (Attach additional sheets, if necessary):

IT WAS A GREAT FIRST TRY WE ARE SURE WE WILL IMPROVE ON IT IN FUTURE YEARS

Submitted by: _____



Date: _____

08/27/17

Approved by: _____

(OPR Staff)

Date: _____

Comments: _____



CITY OF OAKLAND
OAKLAND PARKS AND RECREATION

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



Rental Application

received
4/16/18

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: FRANK CLAYTON CONSULTING AND TRAINING / OAKLAND MOVEMENT FITNESS FESTIVAL

Business/Organization Address: 3380 ARKANSAS ST 6 OAKLAND 94602

Applicant Name: FRANK CLAYTON

Applicant Mailing Address: 3380 ARKANSAS ST 6 OAKLAND 94602

Phone Number: (510) 827-7190 Fax Number: _____ E-mail: fclayton@fcctworks.com

Facility/Park Name: LAKE MERRITT PERGOLA + 2 ADJACENT CANALS

Room(s)/Site(s) _____

EVENT INFORMATION:

Date(s) of Event: SATURDAY AUGUST 25th 2018

Time In/Prep Time 9:30AM Actual Event Time 10AM to 1:00 PM Cleanup/Time Out 1:30pm

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

Oakland Movement Fitness Festival

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.)

DJ

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) 499 Approximate # of Adults 499 # of Teens: _____ # of Children/Infants _____

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

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) 65 x 4 = 260
(Hourly Rate) (# of hours)

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

(3) Permit Processing Fee = 30⁰⁰

(4) Deposit = 300⁰⁰

(5) Setup/Teardown = 0

(6) Kitchen = 0

(7) Alcoholic Beverage Fee = 0

(8) Administrative Service Fee = 0

(9) Caterer Opt Out Fee = 0

(10) Sound Use Fee = 50⁰⁰

(11) Other Charges = 1200 Special Event Fee

TOTAL: \$ 1840 Less Advance Minimum Payment of \$ 590 ; BALANCE DUE 30 DAYS BEFORE EVENT: \$ 1250 ?
(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 4/16/18

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

Handwritten signature and notes on the right side of the page.

Handwritten signature and notes on the right side of the page.



**CITY OF OAKLAND
Oakland Parks & Recreation**

TO: Mandolin Kadera-Redmond, Chair, Parks and Recreation Advisory Commission
FROM: Christine Reed, OPW Project Delivery
DATE: May 30, 2018
SUBJECT: INFORMATIONAL REPORT ON THE CAPITAL IMPROVEMENT PROGRAM UPDATE FOR PROCESS TO SELECT CAPITAL IMPROVEMENT PROJECTS.

SUMMARY

The purpose of this report is to share an overview of the Capital Improvement Program (CIP) planning process update and information about upcoming community engagement activities. The City of Oakland's CIP is incorporated as part of the biannual budget process and defines the prioritization strategy and financial plan to implement capital projects; including parks and open space. In preparing for the next 2-year budget cycle and CIP process for 2019-2021 to better incorporate community priorities and shared City values, like Equity and Resilience, in the selection of projects for the CIP, a Capital Planning Working Group led by OPW and DOT was established last year to improve the City's method of prioritizing the projects within the CIP for the next budget cycle. A critical aspect of the improved project selection process will be public engagement and input. The results of both the community engagement effort and a proposed new framework for project selection will be presented to City Council in September 2018.

FISCAL IMPACT

Since this report is informational only, no fiscal impacts are included.

PROJECT / PROGRAM DESCRIPTION

The City of Oakland's Capital Improvement Program (CIP) reflects citywide priorities of Safety, Equity, Resiliency and Sustainability, Infrastructure Investment, Economic Development, Quality and Vibrancy of Life, Transparency, and Community Engagement. Capital projects in the current CIP include restoring aging fire station roofs, repaving miles of broken streets, renovating the Rainbow Recreation Center, and rehabilitating our sewer system. The City's valuable asset categories that make up the CIP include Parks and Open Space, Building and Facilities, Roads and Street Infrastructure, Sewer and Storm Drain Infrastructure, and Technology. These 'capital assets' serve Oakland's diverse economic, educational, and recreational needs.

A Capital Planning Working Group (CIP-WG) was established in late summer of 2017 to rethink the framework for project selection to better incorporate shared City values and community priorities. The current effort builds on past policies, such as The Capital Improvement Prioritization Policy adopted by Council in 2004 (Resolution No. 78747 C.M.S.), the bi-annual Park Project Prioritization (currently Resolution 86003 C.M.S., 2016) and other policies such as the Green Building Ordinance,

Affordable Housing Ordinance, etc. The CIP-WG currently seeks to improve the project prioritization process for the next budget cycle (FY 2019-21). The group has defined the following goals to guide their effort: to integrate shared City values and community priorities; to improve transparency, accountability and efficient implementation; and to define performance measures to measure impact of the improved project selection process.

The CIP-WG has drafted a new framework for project selection; which consists of a matrix of nine ‘factors’, or considerations for project selection, across eight Asset Categories. These factors incorporate past project prioritization criteria, and integrate current City values and goals expressed in a wide array of published documents; including the Mayor and Council goals, recent adopted plans, and the Measure KK Bond Guiding Principles.

Each Factor will be measured by up to three sub-factors, or criteria, by which a potential project can be assessed for weighted ranking for project selection, according to its potential to provide value in these factor areas. The draft factors for public input are as follows, (with a simplified term being used in presentations to the public in parentheses):

1. Equity / investment in underserved Oakland communities (Equity)
2. Health and safety
3. Community investment and economic prosperity (Economy)
4. Resiliency and sustainability (Environment)
5. Level and quality of service (Improvement)
6. Asset conditions (Existing conditions)
7. Project readiness (Shovel Ready)
8. Multiple asset category benefit and collaborative opportunities (Collaboration)
9. Regulatory mandate (Required Work)

Outreach for the CIP will take place in two phases: first, to gather community input on the improved CIP process and ‘factors’ listed above (taking place this summer); and second, to gather input regarding specific projects as part of the preparation for the next budget. The first phase of public engagement activities is citywide and scheduled to take place in June 2018.

Phase One engagement activities will include: a series of four City-hosted ‘Public Information Community Meetings’ throughout the city; staff presentations to meetings hosted by community organizations and groups, including faith congregations, neighborhood organizations, and Neighborhood Crime Prevention Councils; “person-on-the-street” interactions at key city events and city facilities (such as recreation centers, senior centers, youth centers and libraries) in which the outreach team will seek input on the CIP process from surveys and one-on-one conversations; and an on-line digital survey.

The City has established a project website to serve as a ‘bulletin board’; with information about the CIP, a schedule of outreach events, regularly posted updates on the process, and a link to the digital survey.

<https://www.oaklandca.gov/issues/capital-improvement-program>

The results of the community engagement effort and a proposal for a new framework for project selection incorporating public input will be presented to City Council in September 2018.

Phase 2 of the process will be developed in Fall 2018 on the process of in-taking and evaluation of projects using the factors.

BACKGROUND / LEGISLATIVE HISTORY

The CIP Prioritization process is the mechanism by which the City identifies and allocates funding for implementation of CIP projects on a two-year fiscal cycle. Oakland's CIP is formally updated, reviewed and approved every two years, as part of the biennial policy budget.

In 2004, City Council adopted a resolution establishing general prioritization methods for capital improvement projects. Since 2004, the City has prioritized capital projects based on regulatory mandates, life safety, and asset conditions. Although factors such as sustainability and equity have always been considered in developing CIP projects, they were not emphasized at the stage of program development.

The current two-year Capital Improvement Program runs from 2017 to 2019. It invests almost \$120 million in Oakland, using funding from the Measure KK Infrastructure Bond (\$62M, or about 52% of the total CIP), gas and sales taxes, and other grant opportunities.

Several policy documents guided the overall preparation of the City's FY2017-19 CIP. These include, but not limited to:

- The Capital Improvement Prioritization Policy adopted by Council in 2004 (Resolution No. 78747 C.M.S.)
- Five Year Pavement Program (Resolution 85227 C.M.S., 2014)
- Sidewalk Prioritization Program (Resolution 81751 C.M.S., 2009)
- Park Project Prioritization List (Resolution 86003 C.M.S., 2016)
- 2016 Infrastructure Bond, Measure KK (Resolution 86335 C.M.S., 2016)
- 2017 Infrastructure Bond, Approved CIP Projects (Resolution 86773 C.M.S., 2017)

The projects included in the adopted CIP reflect both the City's priority policies and the constraints of existing funding sources. They place a priority on preserving the City's significant investment in existing infrastructure assets. The remaining requested, yet unfunded projects, are also included for reference in the FY2017-19 CIP document. Project lists are provided based on department priority, alignment with Council prioritization criteria, and whether they are mandated or not.

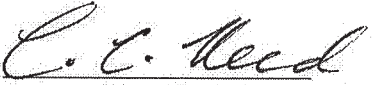
The Measure KK Infrastructure Bond passed in Fall 2016 included the following additional criteria for project selection:

- How the projects address social and geographic equity, and provide greater benefit to underserved populations and geographic areas of greatest need;
- How the projects address improvements to energy consumption, resiliency and mobility;
- How the projects address improvements to the City's existing core capital assets, and
- How the projects maintain or decrease the City's existing operations and maintenance costs.

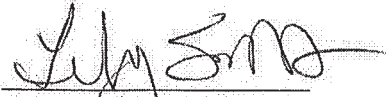
The goals are consistent with current City values and goals expressed in a wide array of published documents; including the Mayor and Council goals, and recently adopted policy and area plans. The

Measure KK Oversight Board has been informed about the current effort. An informational presentation to the group took place May 15, 2018.

Respectfully submitted,



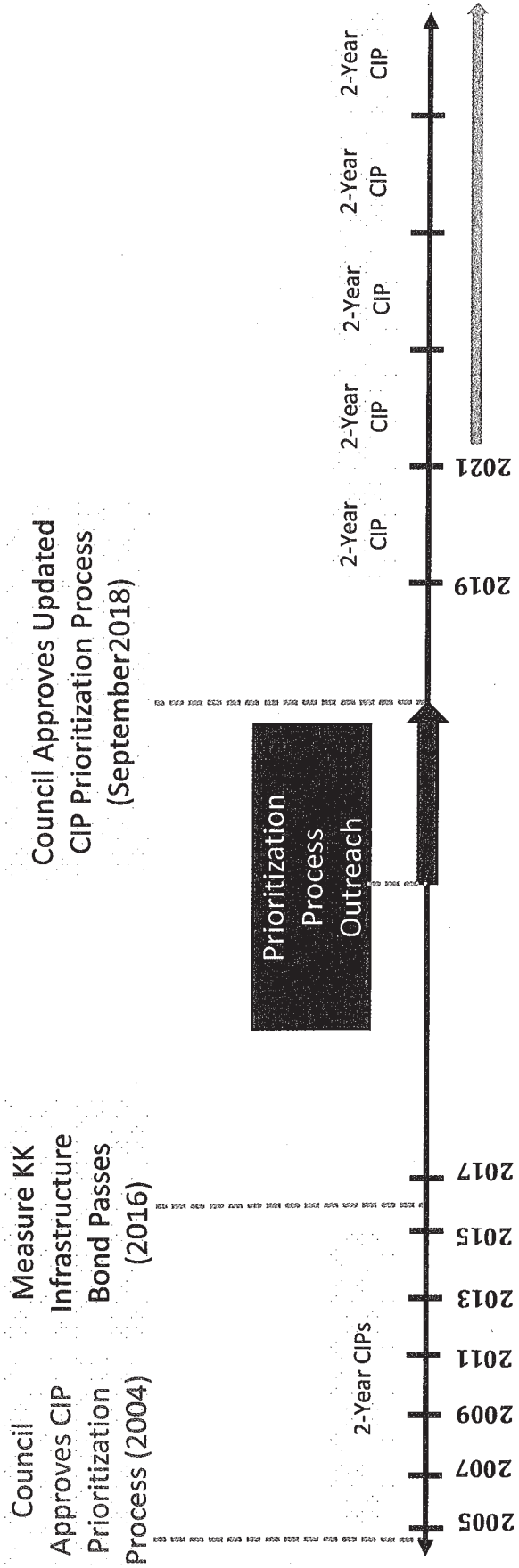
Prepared by: Christine Reed, RLA
Capital Improvement Project Coordinator, OPW-PDD



Approved by:
Lily Soo Hoo
Supervisor, OPW-PDD

Attachments: Exhibit A – *CIP Update Process Timeline*
Exhibit B – *Prioritization Factors Development*
Exhibit C – *Draft Prioritization Factors*
Exhibit D – *Public Meetings Schedule*

Updating the CIP process



A strong process will prioritize capital needs based on Oakland's values

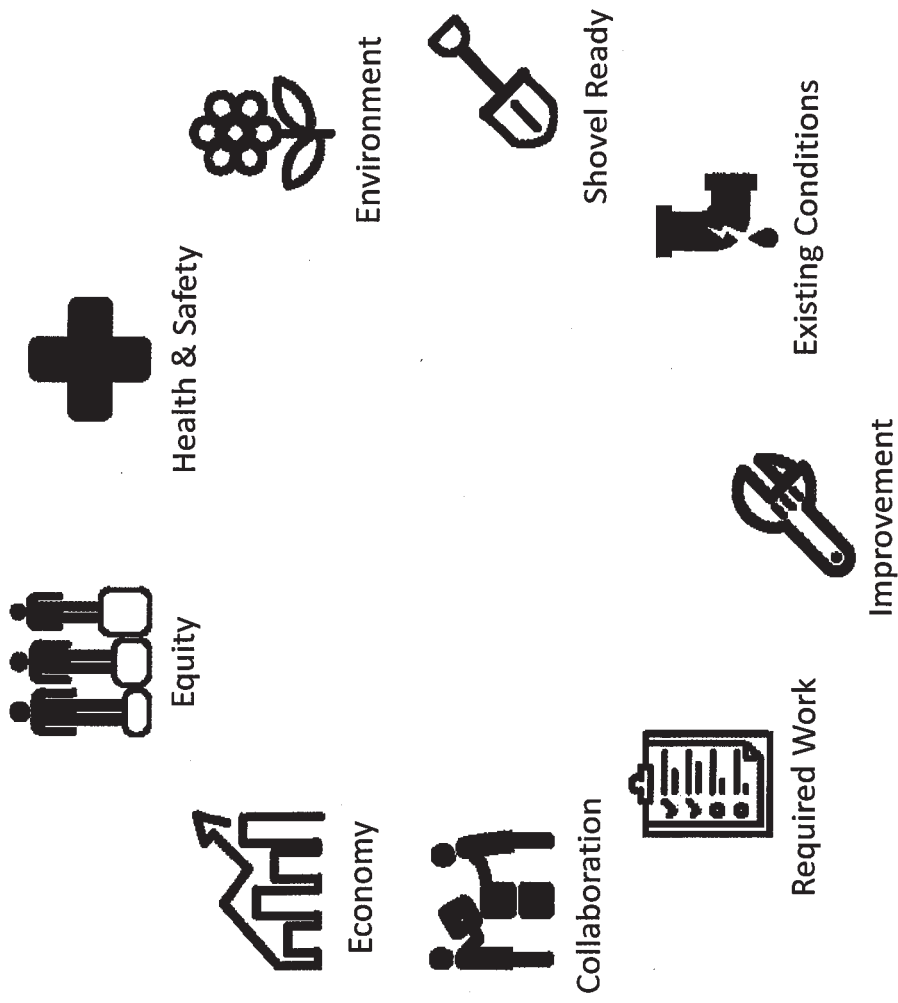


Citywide Capital Prioritization Factors



Asset Specific Sub-Factors

VALUES or DRAFT 'FACTORS' FOR CONSIDERATION



The City of Oakland is updating our process to select and fund capital projects that improve and maintain our public facilities and infrastructure.

We need your **VOICE** and **VALUES** in the Conversation!



COMMUNITY MEETINGS

East Oakland

Youth Development
Center Gymnasium
8200 International Blvd.
Saturday, June 16, 2018
10:00 a.m. - 12:00 p.m.

West Oakland
Community
Recreation Center
1651 Ashland St.
West Oakland, CA 94612
10:00-12:00 p.m.

Central/ Downtown

Main Library
Bradley Walters Auditorium
125 14th St.
Saturday, June 23
10:00 a.m. - 12:00 p.m.

Central/ East

Diamond Branch Library
3565 Fruitvale Ave.
Saturday, June 30
10:00 a.m. - 12:00 p.m.

Visit our website for other planned events
and take a short 2-minute survey.

www.oaklandca.gov/issues/capital-improvement-program

 **OAKLAND**
capital improvement program



CITY OF
OAKLAND

DO YOU NEED ADA, LANGUAGE OR OTHER ASSISTANCE?

Please email SMaher@oaklandnet.com or call (510) 238-6358 at least 5 days prior to the meeting you wish to attend so that we can arrange for accessibility. The meetings are wheelchair accessible. Please refrain from wearing scented products to the meeting as a courtesy to attendees with chemical sensitivities.



**CITY OF OAKLAND
Oakland Parks, Recreation & Youth Development**

TO: Mandolin Kadera-Redmond, Chair, Parks and Recreation Advisory Commission
FROM: Gail McMillon, Parks, Recreation & Youth Development
DATE: May 31, 2018
SUBJECT: REQUEST RECOMMENDATION TO DEDICATE A BENCH IN MEMORY OF TRAVIS SAMUEL HOUGH

SUMMARY

Staff received a request to install a bench and dedicate it in memory of Travis Samuel Hough. The selected location for the bench is along the Big Trees Trail in Joaquin Miller Park. The bench is dedicated by Travis' fiancé and family. The dedication plaque will read:

**Travis Samuel Hough
1981 - 2016
"Courage, Compassion, Sound and Vision"**

FISCAL IMPACT

Donation of \$3,200 has been made to the Oakland Parks and Recreation Foundation to have a bench with plaque purchased and installed. Oakland Public Works Department will install the bench in accordance with the department construction requirements. The donor will assist with maintaining the plaque by washing the plaque every few months with soft cloth, water and a mild dish washing liquid.

BACKGROUND / LEGISLATIVE HISTORY

Travis Hough lived in Oakland and died in the Ghostship Fire of 2016. He was an active and generous member of an arts and music community that helped shape the creative soul of Oakland. Travis loved redwoods and asked that after his death he be remembered with a memorial bench in a grove. Travis came to Joaquin Miller Park often and planned to be married in view of the proposed bench site. Dedicated to the healing capacity of music and creativity, he was a therapist for children and families as well as a musician. Travis obtained a BFA from California College of the Arts, and an MA in Counseling Psychology from California Institute of Integral Studies.

The bench will provide Travis' clients, friends and family members a place to remember his courage and compassion as well as the spirit of creativity and community he and many others in the Ghostship embodied.

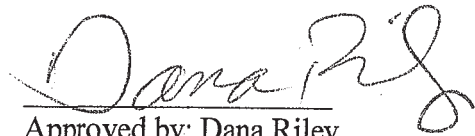
RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission recommend approval of the plaque language as written for dedication of a bench in memory of Travis Samuel Hough

Respectfully submitted,



Prepared by: Gail McMillon
Office Manager



Approved by: Dana Riley
Assistant Director



CITY OF OAKLAND
Oakland Parks, Recreation & Youth Development

TO: Mandolin Kadera-Redmond, Chair, Parks and Recreation Advisory Commission
FROM: Gail McMillon, Parks, Recreation & Youth Development
DATE: May 31, 2018
**SUBJECT: REQUEST RECOMMENDATION TO DEDICATE A BENCH IN
CELEBRATION OF ALAN JUNG AND SUSAN LO**

SUMMARY

Staff received a request to install a bench and dedicate it in celebration of Alan Jung and Susan Lo. The selected location for the bench is on the Big Trees Trail in Joaquin Miller Park (latitude: 37.8134 and longitude: -122.1789). The bench is dedicated by Alan Jung and Susan Lo. The dedication plaque will read:

Alan Jung & Susan Lo
Married June 6, 1993
My heart is, and always will be, yours

FISCAL IMPACT

Donation of \$3,200 will be made to the Oakland Parks and Recreation Foundation to have a bench with plaque purchased and installed. Oakland Public Works will install the bench in accordance with the department construction requirements. The donor will assist with maintaining the plaque by washing the plaque every few months with soft cloth, water and a mild dish washing liquid.

BACKGROUND / LEGISLATIVE HISTORY

Alan Jung and Susan Lo are lifelong Oakland residents. They will have celebrated their 25th wedding anniversary on June 6, 2018 and wish to commemorate this event by purchasing and installing a memorial bench in Joaquin Miller Park.

They attended Oakland Public Schools (Lincoln, Crocker Highlands, Westlake, and Edna Brewer), and both graduated from Oakland High School. They are avid supporters of the City of Oakland and the Oakland Parks. They frequently hike, run, and bike in Joaquin Miller Park and are grateful that such a beautiful sanctuary of nature exists within the city. They believe natural resources such as the parks are valuable and access should be preserved for everyone.

The Big Trees Trail is their favorite running trail. Placing a bench at the top of the trail will provide a perfect resting place for hikers and runners who want a place to sit, catch breathe, and experience the awe and wonder of the grove of ancient redwood trees. The location among centuries-old

redwood trees is a fitting place for Alan and Susan to memorialize their enduring love for one another.

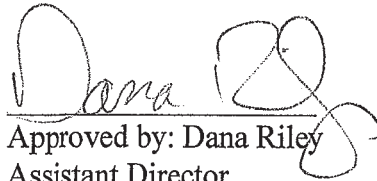
RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission recommend approval of the plaque language as written for dedication of a bench in celebration of Alan Jung and Susan Lo.

Respectfully submitted,



Prepared by: Gail McMillon
Office Manager



Approved by: Dana Riley
Assistant Director



**CITY OF OAKLAND
Oakland Parks & Recreation**

TO: Mandolin Kadera-Redmond, Chair, Parks and Recreation Advisory Commission
FROM: Desmona Armstrong, Central Reservations
DATE: June 03, 2018
SUBJECT: REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION TO ALLOW THE JAMAICAN AMERICAN ASSOCIATION OF NORTHERN CALIFORNIA 'JAANC', TO COLLECT MONEY ON SITE AT JOAQUIN MILLER PARK IN THE BAYWOOD, PINWOOD AREA AT THE ANNUAL JAMAICAN AMERICAN INDEPENDENCE PICNIC CELEBRATION ON JULY 4, 2018 FROM 12PM TO 7PM.

SUMMARY

This is a request for the Parks and Recreation Advisory Commission 'PRAC', to allow the Jamaican American Association of Northern California, also known as 'JAANC' to sell and collect monies on site, at the 13th annual Jamaican American Family Day at Joaquin Miller Park. This event celebrates Jamaican American heritage and culture in America and provides an opportunity for people of Jamaican ancestry, living in America to come together and celebrate both rich cultures. The event is a free event and has brought as many as 300 visitors from around the bay area. This year we are requesting permission to collect registration fees from onsite vendors (3 to 10) to sell goods and a variety of items such as clothing, soaps, beauty products and art.

FISCAL IMPACT

Central Reservations will provide 1 staff to help monitor and supervise this event. Central Reservations will collect approximately \$1510 in revenue from rental usage fees which benefit the continual restoration of all facilities under the supervision and care of Central Reservations. The organizers of JAANC are aware that they are expected to complete a post event report including revenues from the festival.

PROJECT DESCRIPTION

The purpose of this event is in line with the mission of the organization, to promote the national culture of Jamaica in Northern California, to foster a better understanding among Americans with a commitment to non-political and non-sectarian activities, promote diversity and awareness for the respect of cultural differences among all citizens of Northern California, assist appointees to the diplomatic corps in the United States and the Honorary Counsel of Northern California, to assist Jamaicans in emergencies, to serve as a cohesive force for people of a common heritage and to assist Jamaican migrants in their efforts to adapt to their new community. This event helps us to bring people together and foster good will and reminds people of home and the beauty of the people and nature around us.

BACKGROUND

The Jamaican American Association of Northern California, a 501 C (3) organization, was founded in 1975 and incorporated March 24, 1976 under the name Jamaican Association of Northern California (JANC) in the city of Oakland, California. The name was changed December 15, 2008 to reflect the integration of

Jamaicans in the American culture and thus the name change to Jamaican American Association of Northern California (JAANC). Membership is open to all. The opportunity to commune under the giant redwoods at Joaquin Miller Park in Oakland, gave us the opportunity to celebrate and share with our children, families and friends, football, food and fellowship at a time when the rest of the country is celebrating American Independence Day.

RECOMMENDATION

Staff recommends that the Park and Recreation Advisory Commission approve 'The Jamaican American Independence Day Picnic by allowing the collection of monies on the park site to include vendors for the 2018 event.

Respectfully Submitted,

/s/ Desmona Armstrong

Prepared by:

Desmona Armstrong

PPT, Central Reservations

/s/ Nicholas Williams

Approved by:

Nicholas Williams

Director

Attachments:

Exhibit A- Request Letter

Exhibit B- 2017 Event Follow-up Report

Exhibit C- Application/Facility Request



May 28, 2018

To The Advisory Commission of Oakland Parks & Recreation,

The Jamaican American Association of Northern California (JAANC) is requesting permission to sell items at Joaquin Miller Park, during the annual JAANC picnic which will take place on July 4, 2018. This is the 12th annual picnic at Joaquin Miller and the first time that we will host booths selling Jamaican items i.e. t-shirts, specialty foods and such. We expect to have no more than 5 to 10 booths at the site. There are usually 100 to 200 participants each year at the annual event. JAANC has great respect for nature and Oakland's policy of leave no footprint behind. All park fees have been paid in advance.

The Jamaican American Association of Northern California, a 501 C (3) organization, was founded in 1975 and incorporated March 24, 1976 under the name Jamaican Association of Northern California (JANC) in the city of Oakland, California. The name was changed December 15, 2008 to reflect the integration of Jamaicans in the American culture and thus the name change to Jamaican American Association of Northern California (JAANC). Membership is open to all.

The purpose of the organization is to promote the national culture of Jamaica in Northern California, to foster a better understanding among Americans with a commitment to non-political and non-sectarian activities, promote diversity and awareness for the respect of cultural differences among all citizens of Northern California, assist appointees to the diplomatic corps in the United States and the Honorary Counsel of Northern California, to assist Jamaicans in emergencies, to serve as a cohesive force for people of a common heritage and to assist Jamaican migrants in their efforts to adapt to their new community.

Lastly, we feel honored that families, friends and members of JAANC have been able to celebrate Jamaican American life, in this beautiful natural space at Joaquin Miller Park. Our organization understands and values the importance of nature and feels privileged to live in a city that provides opportunity for all people to take in its beauty. We hope that our request is again granted.

Respectfully,

Careth O. Watson
Event Coordinator, JAANC

Mission: To advance the relationship between Jamaicans and Americans in Northern California through cultural awareness, education and resources.

Vision: To promote Jamaican culture and provide educational opportunities in order to strengthen our local and global communities.

Jamaica: Celebrating 55 years of Independence





Date: May 28, 2018

To: Mandolin Kadera-Redmond

From: JAANC Organization

Sub: **FOLLOW-UP OF JAMAICAN PICNIC JULY 4, 2017, AT JOAQUIN MILLER PARK WITH THE ADDITION OF SALES INCLUDED AT THIS EVENT**

To: **The Advisory Commission of Oakland Parks & Recreation,**

The Jamaican American Association of Northern California (JAANC) had their event on July 4, 2017, as planned. The event was a success and had approximately 200 plus guest at the event. This was our first year attempting to sale t-shirt, trinkets and such. To that end the JAANC booth was the only booth participating and there were no funds collected for the year 2017. We believe this is because there was no advertisement and our participants will eventually catch on to the fact that there may be opportunities to raise funds by purchasing small island items.

JAANC is hopeful that as time passes, that patrons take advantage of the opportunity to fund raise and enjoy being able to buy Jamaican items. We are again making the request to be able to sell items at the 2018 Fourth of July Event. We hope that our request is again granted.

Respectfully,

Careth O. Watson
Event Coordinator, JAANC

Mission: To advance the relationship between Jamaicans and Americans in Northern California through cultural awareness, education and resources.

Vision: To promote Jamaican culture and provide educational opportunities in order to strengthen our local and global communities.

Jamaica: Celebrating 55 years of Independence





CITY OF OAKLAND
PARKS, RECREATION &
YOUTH DEVELOPMENT

FACILITIES and PARK USE DISCLAIMERS

IMPORTANT NUMBERS:

(510) 238-3187 Central Reservations Main
(510) 777-3333 Oakland Police Department Non-Emergency
911 for an EMERGENCY

Contract #: FA-2174

Prepared by: Camila DeSouza

Date: May 17 2018

Status: Firmed

Name: Careth Watson

Account:

Phone #: 510-610-5897

Email: careth_careth@att.net

Address: 2476 Havenscourt Blvd, Oakland, California, 94605

Repeat	Facility	Day	Start	End	Date Range	# Sess.
	Joaquin Miller Park - Baywood Site	Wed	07:00 AM	07:00 PM	Jul 04 2018	1
	Joaquin Miller Park - Pinewood Site	Wed	07:00 AM	07:00 PM	Jul 04 2018	1

Field	Start Date	End Date	Day	Fee Type	Subtotal
Joaquin Miller Park - Baywood Site	Jul 04 2018 07:00 AM - 07:00 PM	Jul 04 2018	Wednesday	Hourly Rental: Resident	\$280.00
Joaquin Miller Park - Pinewood Site	Jul 04 2018 07:00 AM - 07:00 PM	Jul 04 2018	Wednesday	Hourly Rental: Resident	\$240.00

Name	#	Unit Price	Total Usage	Subtotal	Tax	Total Price
Amplified Sound (DJ / Bands / Concert or Related Event)	1	\$100.00	1 session	\$100.00	\$0.00	\$100.00
Holiday Surcharge	1	\$360.00	12 hrs	\$360.00	\$0.00	\$360.00
Permit Processing: Special Event Park Use	1	\$30.00	1 session	\$30.00	\$0.00	\$30.00

Security Deposit	1	\$250.00	1 session	\$250.00	\$0.00	\$250.00
Security Deposit	1	\$250.00	1 session	\$250.00	\$0.00	\$250.00

Field	Date	Day	Time	Fees	Extra Fees	Total
Joaquin Miller Park - Baywood Site	Jul 04 2018	Wednesday	07:00 AM - 07:00 PM	\$280.00	\$100.00	\$380.00
Joaquin Miller Park - Pinewood Site	Jul 04 2018	Wednesday	07:00 AM - 07:00 PM	\$240.00	\$360.00	\$600.00

Due Date	Amount	Remaining Balance
Jun 04 2018	\$1,510.00	\$0.00

Rental Fee	Rental Tax	Extra Fees	Extra Tax	Total with Tax
\$520.00	\$0.00	\$990.00	\$0.00	\$1,510.00

Conditions of Use

Maximum of 250 patrons.

Questionnaire(s)

FACILITIES and PARK USE DISCLAIMERS

RESERVATION FINALIZATION

Facility and Park use permits are issued and Authorized by the Central Reservations Unit.

All fees and paperwork associated with permitted event must be submitted at least 30 days before event date. All paperwork and fees MUST be submitted by (Additional hours, setup/takedown fee, alcohol fee, and sound fee etc.)

OAKLAND POLICE DEPARTMENT PREREQUISITES & OAKLAND POLICE DEPARTMENT SPECIAL EVENT PERMIT REQUIRED (50 + GUESTS)

All events with attendance of 49 persons or more require an OPD Special Event Permit by submission of the OPD Special Event application. The OPD permit must be acquired no later than 30 days prior to the event. Failure to submit the necessary permits will result in cancellation of the event and forfeiture of your deposit (OPD Special Event Prerequisites attached)

I am aware of and understand the procedures to obtain an Oakland Police Department (OPD) Special Event Permit

Payment Date 5/30/18 12:00:05
Customer Careth Watson
Telephone 510-610-5897

Type Sale

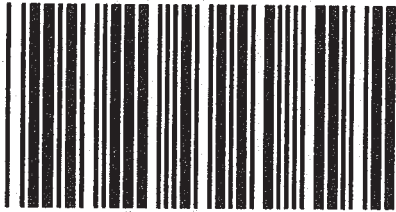
Transaction# 13850
Transaction Date 5/30/18 11:59:19

Invoice# 15163
Invoice Due Date 6/04/18

Clerk CamilaD

ITEMS SOLD 7

TAX ID: 94-6000384



13850

Transfer and Refund Policy
Need to Standardize.



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Holiday Surcharge	1	\$360.00	12 hrs	\$360.00	\$0.00	\$360.00
Permit Processing: Special	1	\$30.00	1 session	\$30.00	\$0.00	\$30.00

Security Deposit	1	\$250.00	1 session	\$250.00	\$0.00	\$250.00
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JAMAICAN AMERICAN ASSOCIATION OF
NORTHERN CALIFORNIA
360 GRAND AVE STE 283
OAKLAND, CA 94610-4840

Bank of America 
Grand Lake
496 Lake Park Ave
Oakland CA
510.649.6800

351

DATE 05/22/18

11-35/1210
531

PAY TO THE ORDER OF Oakland Park and Recreation \$ 1010⁰⁰/₁₀₀
One Thousand and ten DOLLARS 

THIS CHECK IS DELIVERED IN CONNECTION WITH THE FOLLOWING ACCOUNTS

<u>July 4th Picnic Fee</u>		



⑈00035⑈ ⑆121000358⑆ 05314⑈68959⑈