



## MORCOM AMPHITHEATRE OF ROSES

(Morcom Rose Garden)  
700 Jean Street, Oakland, CA

The Amphitheatre of Roses is deeply nestled in a residential area. It is an enchanting location for weddings, renewals, memorial celebrations and ceremonies of all sorts. The enchantment of the floral landscape is breath taking when preparing to tie the knot in matrimonial bliss. A multitude of seasonally changing blossoms provides the perfect backdrop for photo opportunities. Winding walkways and wandering paths border the reflecting pool, graceful stairways and fountain cascade, offering wedding and party participants ample opportunity to stroll this magical garden. The Garden can be accessed by patrons on foot or by wheelchair along the newly paved paths through the scenic rose beds. The Amphitheatre of Roses is a fantasy land of thousands of fragrant roses which are in bloom from Mother's Day in May through October 31<sup>st</sup>. This enchanting garden is the home to thousands of exotic and delightful roses, truly a hidden treasure and jewel of Oakland.

The end of May and June are the ultimate season that the roses are in its full bloom. The roses are in full bloom again at the end of July and beginning of August and middle and end of September.

The garden may be reserved after Mother's Day through October 31.

### EVENT SITES

The Rose Garden has the following identified wedding or event locations:

- ❖ Site 1 – Upper Garden w/Surrounding Platform (located past the Cascading Waterfall area)
- ❖ Site 2 – Cascading Waterfalls
- ❖ Site 3 – Pool Area (ADA Accessibility)
- ❖ Site 4 – Florentine Garden (located pass the Pool Area and Mother's Walk)
- ❖ Site 5 – Olive Street Cove

### RENTAL FEES (2-Hour Minimum)

	<u>Resident</u>	<u>Non-Resident</u>	<u>Unit</u>
Event Sites	\$130	\$156	Per Hour/Area
Each Additional Area	\$100	\$120	Per Hour/Area

### ADDITIONAL FEES

DEPOSIT (Per Event)	\$300
Non-Refundable Permit Processing Fee	\$30
Sound Use Fee-Non-Amplified	\$25
Sound Use Fee-Amplified ( <i>Portable Radios/CD Players/Non-Concert</i> )	\$50
Holiday Surcharge-Additional 50% of Rental Fee	

### CANCELLATION FEES

61 days or more notice	Forfeit ½ deposit, per day/per site
31 to 60 days notice	Forfeit deposit, per day/per site
11 to 30 days notice	Forfeit deposit plus ½ rental fee, per day/per site
10 days or less notice	Forfeit All Fees

### AMERICANS WITH DISABILITIES ACT

The Rose Garden is accessible by patrons on foot or by wheelchair along the primary path of travel through the scenic rosebuds. The restrooms, cascading waterfall area, upper garden area and areas between the Mother's Walk and Florentine are not ADA accessible.

### PARKING

Parking is very limited. Off street parking is available.

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



Central Reservations Unit  
PH (510) 238-3187 Fax (510) 238-2397  
oaklandnet.com/parks

### **TO SECURE A CALENDAR DATE:**

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

- Completed Rental Application (21 years of age or older) of individual hosting the event;
- Payment of Minimum Rental Rate (2-hours) PLUS Security Deposit (\$300)
- Valid Driver's License or State Identification Card to determine Oakland residency

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

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

### **METHOD OF PAYMENTS ACCEPTED**

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

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

- Oakland Parks and Recreation Photo Release Form

### **RENTAL HOURS**

- Park Use hours 9:00AM – 8:00PM

### **SECURITY**

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

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

### **SECURITY DEPOSIT/DAMAGE LIABILITY**

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

#### **Conditions for deposit being withheld:**

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

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

### **PARTY RENTAL SERVICES**

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

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



## RESTRICTIONS

- Food and Beverages are limited to light refreshments to ensure the beautification of the garden.
- There is no electricity available and no generators are allowed.
- The decibel level of all music must be kept at a reasonable level no to disturb residents.
- Service roads are for City vehicles only.

## MISREPRESENTATION OF EVENT

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

## IMPORTANT NOTES

- Rental rates apply to all individuals, groups, private parties, corporations and organizations.
- Rental fees are governed by the City of Oakland's Master fee schedule. There are no further discounts.
- Noise levels must be kept at a reasonable level so as not to disturb our neighbors or animals. No loud music.
- City of Oakland, Municipal Code 12.64.120  
No Loudspeaker shall be permitted to be placed in a public park within 300 feet of any residential structure. In no event shall a permittee cause amplified sound to exceed eighty decibels (80 dB) at any boundary of the park in which amplified sound is being produced.
- Submit in writing any changes to the original reservation; an Administrative service fee may apply to any changes made to existing reservations and/or applications received within 30 days of the event.
- Smoking in parks is prohibited.
- Children (Minors) under the age 18 must be under complete control and supervision of an responsible adult supervisor at all times.
- Illegal use of drugs, profanity, and drunkenness are prohibited at any OPR Enterprise Facility, Recreation Centers or Parks.
- The City reserves the right to cancel the rental of any facility at any time and without stated cause therefore. In such cases, all fees, deposits, and service charges previously paid will be returned to applicant.
- The City reserves the right to require appropriate liability insurance coverage for any event scheduled in a City rented facility. An Insurance Requirement Notice will be forwarded to renters/users when required.
- Groups, organizations, or individuals using City parks are expected to use the parks in an orderly and safe manner at all times. Disorderly conduct may result in the immediate cancellation of the event and/or the forfeiture of the right to use any City operated facility in the future.
- Applicant is to use appropriate hangers to fasten objects to the park structures (i.e. painters tape). All decorations, signs and posters must be removed from park at the end of rental.
- **Extra Police Cost:** Applicant will be billed if the Oakland Police Department is called for excessive noise levels, residential complaints or disorderly conduct, illegal use of drugs, profanity, and drunkenness (i.e. altercations, over capacity, misrepresentation of event, etc.) and requests to shut the event down.



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

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

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

Business/Organization Address: \_\_\_\_\_

Street Address City Zip Code

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

Applicant Mailing Address: \_\_\_\_\_

Street Address City Zip Code

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

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

EVENT INFORMATION:

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

Time In/Prep Time \_\_\_\_\_ Actual Event Time \_\_\_\_\_ to \_\_\_\_\_ Cleanup/Time Out \_\_\_\_\_

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

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

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

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

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

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

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

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

Name of Approved Caterer: \_\_\_\_\_

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

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

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

Non-Refundable Permit Processing Fees:

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

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

- (1) \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ (Hourly Rate) (# of hours)
(2) \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ (Hourly Rate) (# of hours)
(3) Permit Processing Fee = \_\_\_\_\_
(4) Deposit = \_\_\_\_\_
(5) Setup/Teardown = \_\_\_\_\_
(6) Kitchen = \_\_\_\_\_
(7) Alcoholic Beverage Fee = \_\_\_\_\_
(8) Administrative Service Fee = \_\_\_\_\_
(9) Caterer Opt Out Fee = \_\_\_\_\_
(10) Sound Use Fee = \_\_\_\_\_
(11) Other Charges = \_\_\_\_\_

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

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

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

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

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

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



OAKLAND POLICE DEPARTMENT

Special Events Permit Application

TF-807-3 (Jul 10)

APPLICANT INFORMATION

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

EVENT INFORMATION

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

PERMIT INFORMATION

HAVE YOU EVER BEEN DENIED A PERMIT?  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 of designee of the sponsoring organization(s) (hereafter called "permittee") agrees to reimburse the City of Oakland (hereafter called "City") for all losses incurred by it in repairing or replacing damage to City Property proximately caused by the permittee, its officers, employees, agents, monitors, or any other persons or forming the special event, who were, or should have been, under the permittee's control. Persons who merely attend or join in a special event are not considered by that reason alone to be "under the control" of the permittee.

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 \_\_\_\_\_ Date \_\_\_\_\_

Police Overtime cost Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	Application Fees Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No
ABC Endorsement: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Verified By: _____ 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
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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
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 250 Frank H. Ogawa Plaza, Suite 3330, Oakland, CA 94612  
 Office: 510.238-3187; Facsimile: 510.238-2397  
 Hours of Operation: 9:00 am – 4:00 pm, Monday through Friday



Attention: \_\_\_\_\_

Date: \_\_\_\_\_

## CREDIT CARD PAYMENT AUTHORIZATION

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

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

Amount to Be Charged: \$ \_\_\_\_\_

Facility/Park Name: \_\_\_\_\_ Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

### Credit Card Holder's Information:

Name (As it appears on Credit Card): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Comments:

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