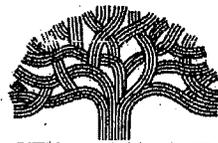


Oakland Parks and Recreation

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



CITY OF OAKLAND
PARKS AND RECREATION

Central Reservations Unit

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

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

SEQUOIA LODGE

2666 Mountain Blvd.

LEONA LODGE

4444 Mountain Blvd.

RENTAL RATES (4-Hour Minimum)

	<u>Residents</u>	<u>Non-Residents</u>	<u>Corporate</u>	
6 am - 8 am	\$75/hour	\$90/hour	\$100/hour	(Monday - Sunday)
8 am - 12 Midnight	\$80/hour	\$96/hour	\$110/hour	(Monday - Thursday)
8 am - 12 Midnight	\$90/hour	\$108/hour	\$120/hour	(Friday - Sunday)
12 Midnight – 1 am	\$95/hour	\$114/hour	\$135/hour	(Friday - Saturday)

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

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

\$55 per hour 6 am to 8 am (Monday - Sunday)
\$65 per hour 8 am to 8 pm (Monday - Thursday)
\$75 per hour 8 am to 8 pm (Friday, Saturday, Sunday)

ADDITIONAL FEES

- DEPOSIT: \$300
- Non-Refundable Permit Processing Fee \$30
- Caterers Opt-Out Fee \$200
- Mandatory Setup and Teardown Fee: \$150 per room, per date (*Main Room and/or Outdoor Area*)
- Alcoholic Beverages Fee: \$125 Champagne, beer, wine
\$195 Distilled spirits, champagne, beer and wine
- Fireplace Usage @ Sequoia Lodge: \$25 per event
- Administrative Service Fee: \$75 per request

(An administrative service fee will be charged for any approved changes to reservation, setup sheet or approved reservation request less than 30 days of an event date)

- Major Holiday Surcharge: \$25.00 per hour in addition to the standard rental fees
(Christmas Day, New Year's Day, Memorial Day, Independence Day, Thanksgiving Day, Presidents' Day and Labor Day)

CANCELLATION FEE

61 Days or more in advance	Forfeit ½ Deposit (per site/per date)
31 to 60 Days Notice	Forfeit Deposit (per site/per date)
11 to 30 Days Notice	Forfeit Deposit plus ½ Rental Fee (per site/per date)
10 Days or Less Notice	Forfeit All Fees.

ROOM CAPACITIES

	<u>Banquet</u>	<u>Theater</u>	<u>Standing</u>
Sequoia Lodge	80	100	150
Leona Lodge	100	150	212



ENTERPRISE FACILITIES AND RECREATION CENTERS RENTAL POLICIES

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

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

TO SECURE A CALENDAR DATE:

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

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

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

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

METHOD OF PAYMENTS ACCEPTED

- Cash
- Credit Cards/Debit Cards (VISA AND MASTERCARD ONLY); Credit Card Payment Authorization Form is required.
- Cashier's Check/Money Order
- Personal/Business Checks (No checks accepted less than 30 days prior to event date)

California State Law: Returned Checks may be liable for three times the amount of the check or \$100, whichever is more, plus the face value of the check and court costs. A minimum of \$25 will be charged for all returned checks.

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

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

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

RENTAL HOURS

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

CATERING POLICY

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

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

PARTY RENTAL SERVICES

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

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

PARKS AND RECREATION ADVISORY COMMISSION (PRAC)

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

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

MISREPRESENTATION OF EVENT

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

IMPORTANT NOTES

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

FORMAL/SEMI-FORMAL FAMILY YOUTH EVENTS

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

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

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

SECURITY

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

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

SECURITY DEPOSIT/DAMAGE LIABILITY

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

Conditions for deposit being withheld:

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

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

ALCOHOLIC BEVERAGES

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



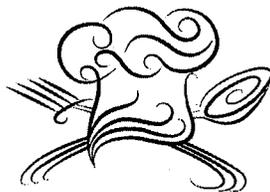
City of Oakland
Oakland Parks and Recreation
250 Frank H. Ogawa Plaza, Suite 3330, Oakland, CA 94612
Office: 510.238-3187; Facsimile: 510.238-2397



APPROVED CATERERS

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

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





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CATERERS OPT-OUT REGULATIONS AND EXPECTATIONS

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

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

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

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

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

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

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

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

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

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

Date(s) of Event: _____ PERMIT # _____

APPLICANT SIGNATURE _____ DATE _____

CATERER NAME _____ LICENSE # _____



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

Formal/Semi Formal Family Youth Events Chaperone Agreement

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

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

Alcoholic beverages are not allowed at youth events.

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

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

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

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

Name of Chaperone

Phone Number

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

Chaperone Agreement (cont.)

Name of Chaperone

Phone Number

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

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

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

~~~~~  
**Applicant's Name** \_\_\_\_\_  
(Please print)

**Date** \_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_



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

**APPLICANT INFORMATION**

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

**EVENT INFORMATION**

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

**PERMIT INFORMATION**

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



**Oakland Parks and Recreation**  
 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*



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



CITY OF OAKLAND  
 OAKLAND PARKS AND RECREATION

**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 _____ = _____<br>(Hourly Rate) (# of hours) | (7) Alcoholic Beverage Fee = _____     |
| (2) _____ x _____ = _____<br>(Hourly Rate) (# of hours) | (8) Administrative Service Fee = _____ |
| (3) Permit Processing Fee = _____                       | (9) Caterer Opt Out Fee = _____        |
| (4) Deposit = _____                                     | (10) Sound Use Fee = _____             |
| (5) Setup/Teardown = _____                              | (11) Other Charges = _____             |
| (6) Kitchen = _____                                     |                                        |

**TOTAL: \$** \_\_\_\_\_ **Less Advance Minimum Payment of \$** \_\_\_\_\_ ; **BALANCE DUE 30 DAYS BEFORE EVENT:\$** \_\_\_\_\_  
*(Deposits are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned.)*

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

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

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

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



**FACILITY SETUP: SEQUOIA LODGE**  
 2666 Mountain Blvd, Oakland, CA 94611

Surrounded by eucalyptus and redwood trees, Sequoia Lodge offers a quaint and cozy retreat. This facility has a wooden deck that complements its natural surroundings. There is a sunken conversational area with a stone fireplace adjacent to the main room and a centrally located skylight that floods the banquet room with natural light.

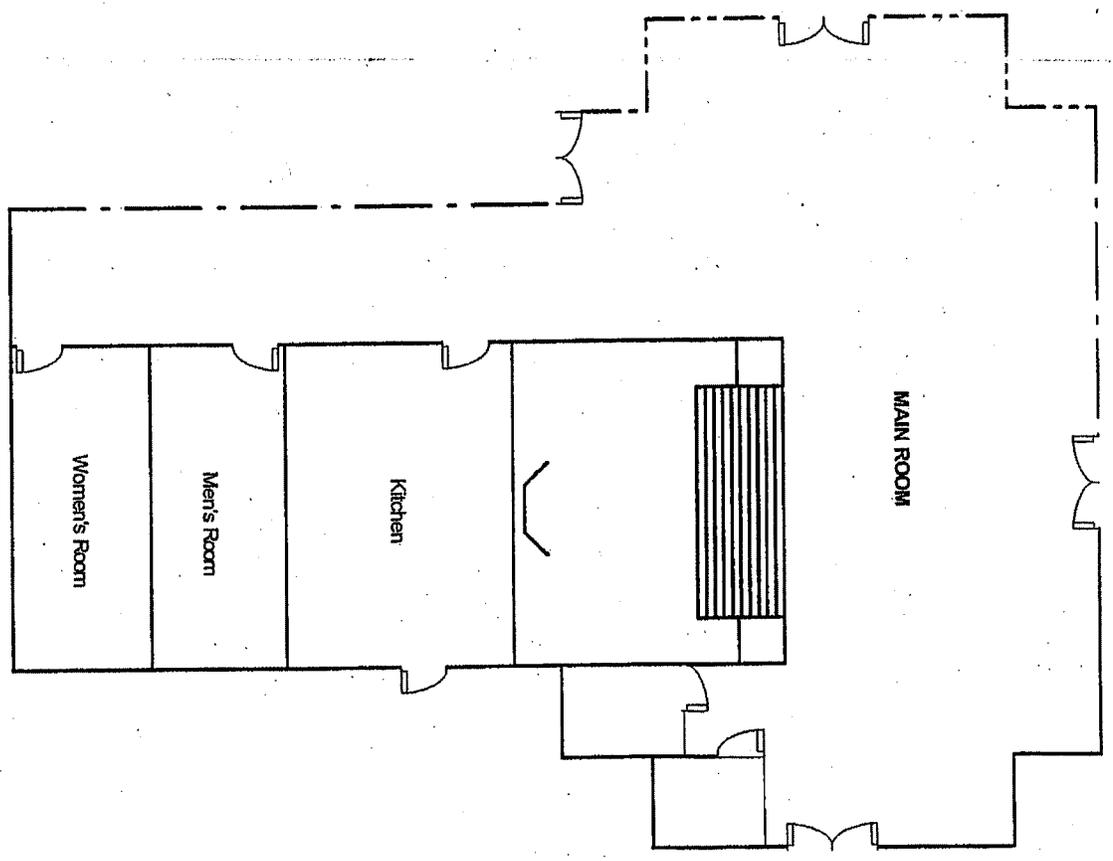
**UNIQUE AMENITIES**

- Rustic Ambience
- Sunken Conversational Area with Stone Fireplace
- Centrally located Skylight
- Surrounding Wooden Deck

**RENTAL AREA AND ROOM CAPACITY\***

- 100 Theatre
- 150 Standing
- 80 Banquet

\*The rental area includes the kitchen, deck and conversational area with stone fireplace.



NAME: \_\_\_\_\_

PHONE NO: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

EVENT TIME: \_\_\_\_\_ to: \_\_\_\_\_

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

PLEASE RETURN THIS SET-UP SHEET NO LATER THAN \_\_\_\_\_

Version 1.01      Revised June 12, 2009

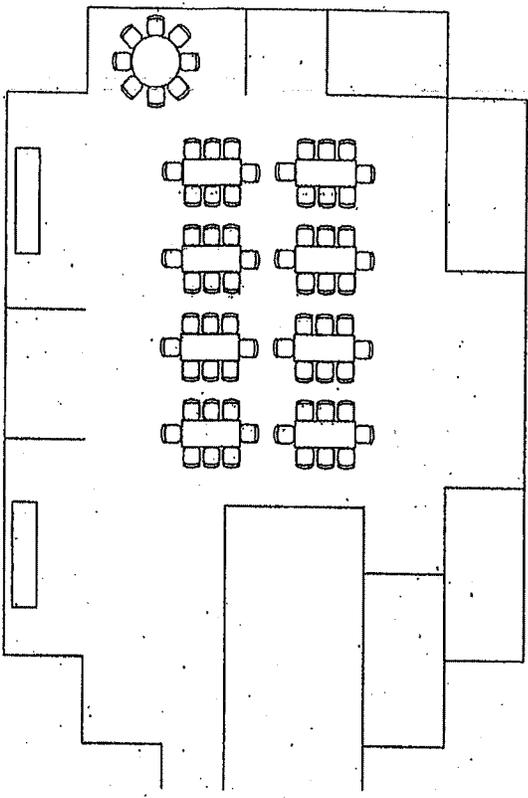
**OFFICE USE ONLY**

Ono Representative     Set-up Binder     Custodial Supervisor     E-Coordinator     REUSED

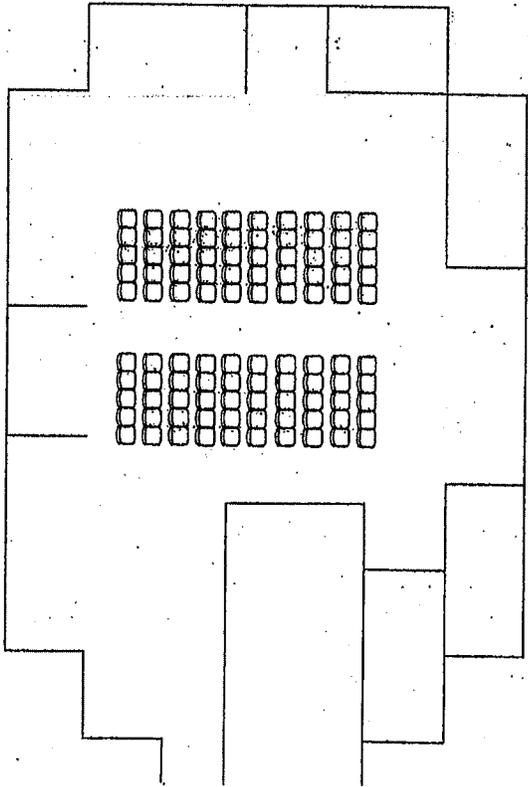


**SAMPLE SETUPS SEQUOIA LODGE**  
2666 Mountain Blvd, Oakland, CA 94611

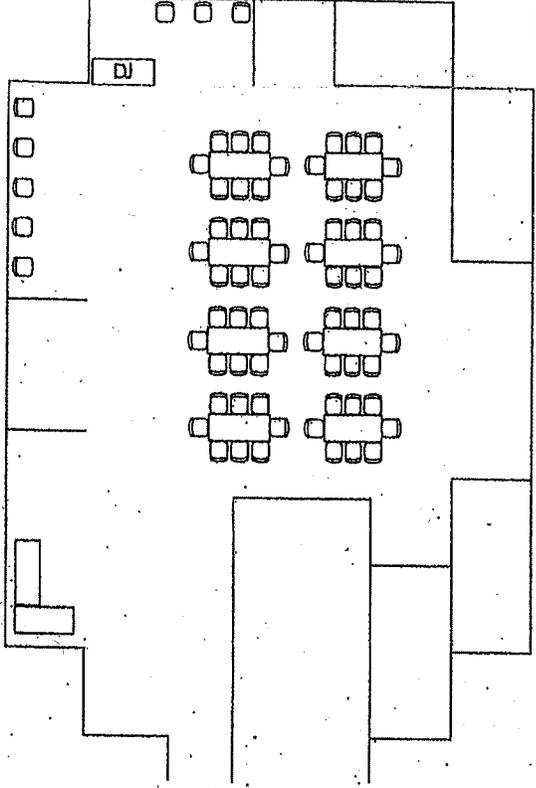
SET-UP I: Banquet-style (72 people)



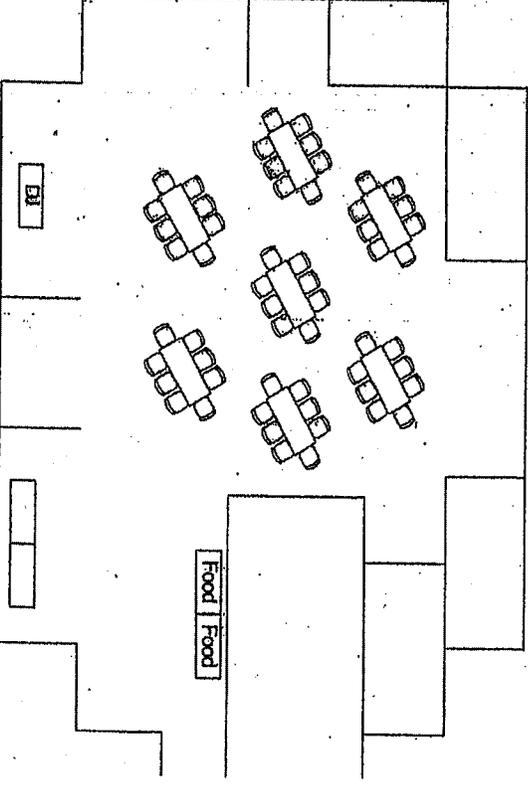
SET-UP II: Theatre-style (100 people max)



SET-UP III: 64 people



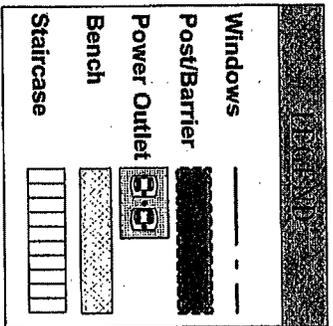
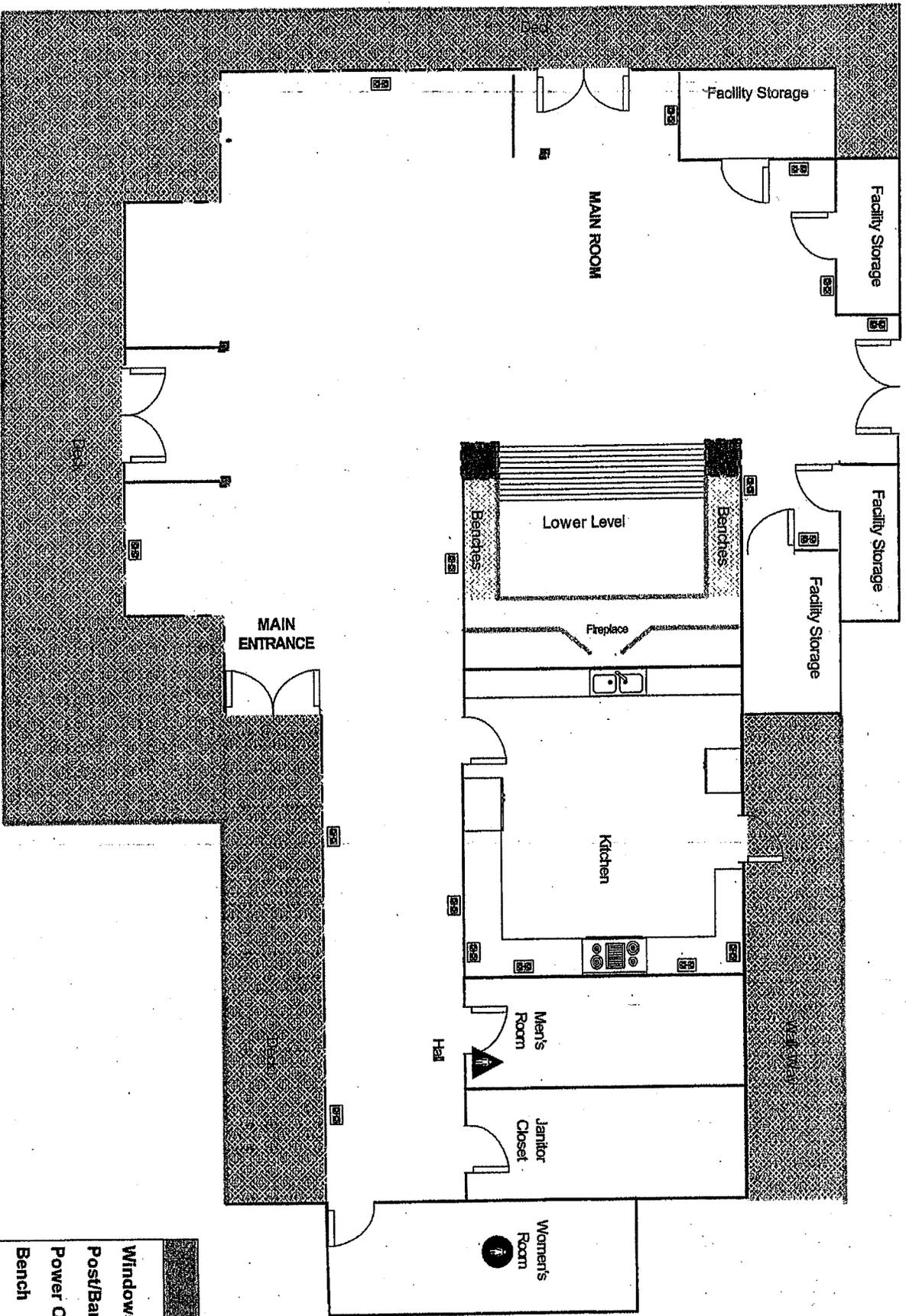
SET-UP IV: 56 people





# FACILITY OVERVIEW: SEQUOIA LODGE

2666 Mountain Blvd, Oakland, CA 94611

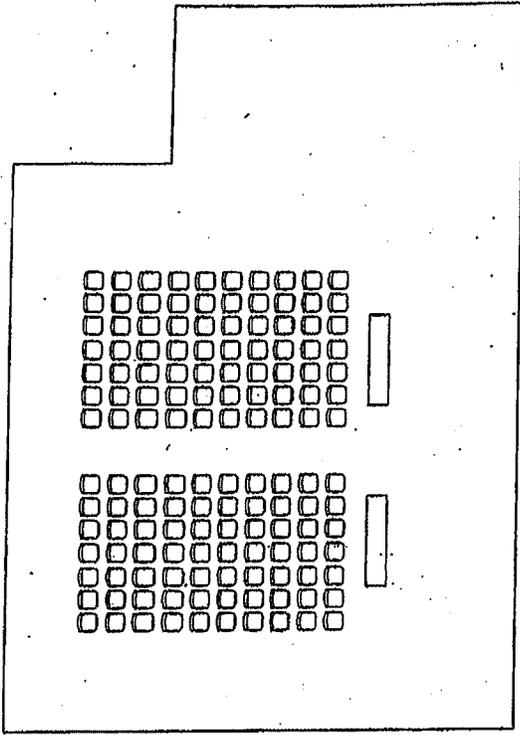




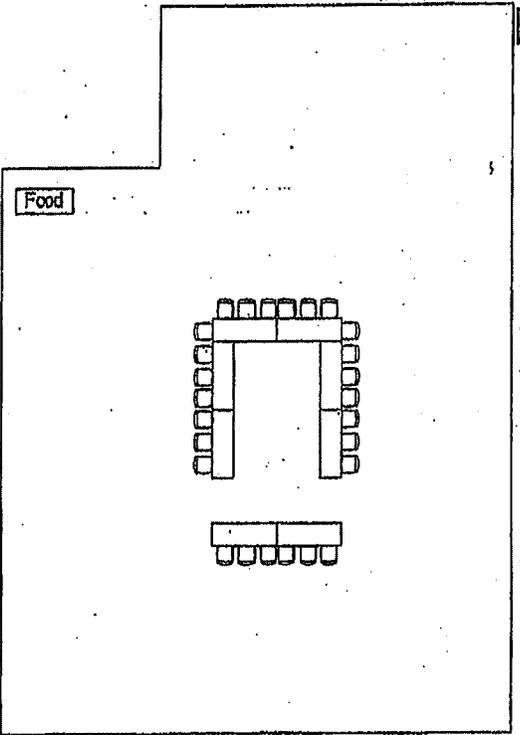


**SAMPLE SETUPS: LEONA LODGE**  
 4444 Mountain Blvd, Oakland, CA 94619

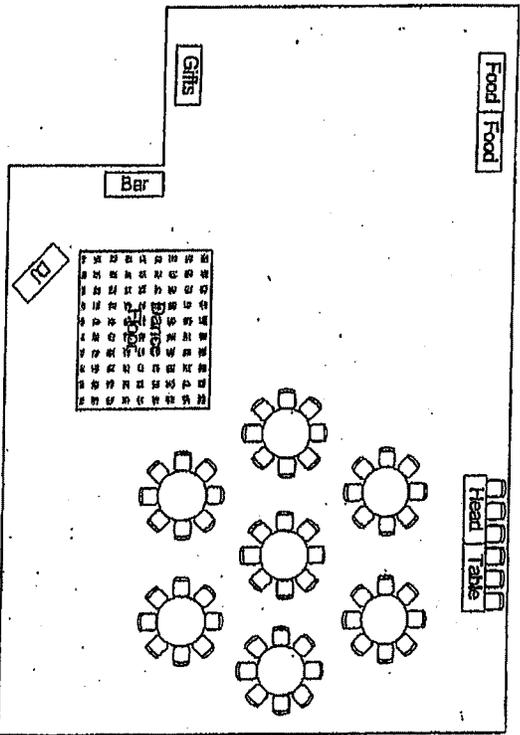
SET-UP I: Theatre-style (150 people max)



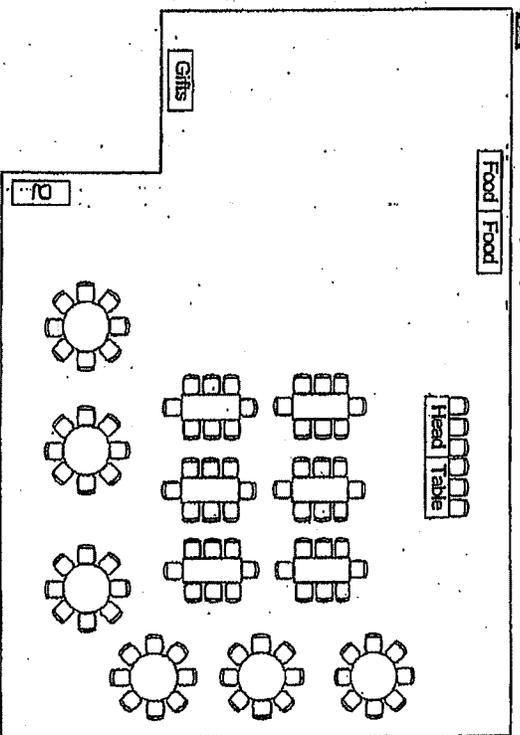
SET-UP II: U Shape (26 people w/ head table)



SET-UP III: 62 people with head table



SET-UP IV: 100 people with head table





**FACILITY OVERVIEW: LEONA LODGE**  
4444 Mountain Blvd, Oakland, CA 94619

