

# QUICK RENTAL GUIDE

REDWOOD HEIGHTS RECREATION CENTER – (revised 9/13/16) 482-7827

www.oaklandnet.com/parks

- **Rental applications are only accepted Monday thru Friday 9 am – 5:30 pm.**
- **Available rental times are Friday 6-10 pm. Saturday 2-10 pm. Sunday 12-10 pm (see below for youth event times).**
- **NO ALCOHOL ALLOWED.** Please call Central Reservations 238-3187 if you are looking for a site that allows alcohol.
- **The MAXIMUM attendance is 100 people.** Please call Central Reservations 238-3187 if you are looking for a site that allows more than 100 people.
- **On the 1<sup>st</sup> Sunday of every month, we will have a rental viewing from 10 am – 12 noon. Please call a week in advance to be sure that viewing will be held.**
  - **During the rental viewing, you will be able to:**
    - **View the hall in a basic set up; ask staff questions, take measurements, fill out a rental application, etc.**
- **RESERVATIONS:** At the time a **Reservation is made** (application filled out), **you must pay:**
  - **\$300 deposit +**
  - **the 1<sup>st</sup> two hours (\$75/hour) for a total of \$450 due.** The remaining balance (additional hours, kitchen, alcohol permit, mandatory setup / takedown fee) is due one month prior to your event.
- **Please note that your refund of deposit will take 6-8 weeks from the City of Oakland, unless you pay it via credit card.**
- **Please note that NO LIVE BANDS ALLOWED.** Any music / sound needs to have volume control.
- Please note that for rentals that occur in the Month of December, there is a decorated tree and flowers that are in the room. You may **not** remove the tree or flowers.
- If your date is available, please ask to put a 24 hour hold onto that date. Within those 24 hours, you would need to fill out the application and pay the \$300 deposit + 1<sup>st</sup> 2 hours (\$150). Total due to secure a date is \$450. Your remaining balance is then due 1 month prior to your rental date.

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## ➤ RATES:

- **\$75 per hour for Oakland residents** (\$90 per hour for non-Oakland residents).  
A minimum of 4 hours is required to rent the facility. Proof of residency is required (we will make a photo copy of applicants id).

In the hours that you pay for, you need to include all of your decorating/cleanup time. **You are not given any “free” time.** Please note that **your clean up & chair / table take down will begin 1 hour prior to your scheduled end time.** Please note that you are not refunded any “un-used” hours (ie. If you are out early). Please be sure of your requested rental time.

- **\$50 flat fee for the use of the kitchen**
- **Mandatory \$150 setup/takedown fee.** We will need a diagram of how you want the tables & chairs set up. **You are responsible for the cleaning of the facility.**

## ➤ CANCELLATIONS FEES:

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|---|--|
| A. 61 days or more notice prior to your event | Forfeit ½ of deposit                             |
| B. 31-60 days notice prior to your event      | Forfeit entire deposit                           |
| B. 11-30 days notice prior to your event      | Forfeit entire deposit, + ½ of rental fees paid  |
| C. 10 days or less                            | Forfeit entire deposit + entire rental fees paid |

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## ➤ OPD SPECIAL EVENT PERMIT:

Any event with **49 or more participants** you must get a Special Events Permit from the Oakland Police Department (OPD). Fill out the form and we will fax to OPD for you.

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## ➤ YOUTH EVENTS (13-21 years of age): Including Quincenera’s, bar mitzvahs, bat mitzvahs, Sweet 16 parties, 18 year old birthday parties, High School graduation celebrations

\*\*\*No youth events less than 1 month in advance.

- 1 adult (over 21 years of age) for every 15 Youths
- No alcohol allowed
- Must be by invite only
- **Event must be over and cleaned up by 9 pm.**
- **Must fill out Chaperone Agreement form**
- **Must provide copy of contract from Licensed & Bonded Security Guard company no later than 1 month prior to event**
- **Security company must be licensed to do business in Oakland**
- **Security must be at the center during your entire rental time**

**Security Required for Youth Events:** 50 or less minors (under 21 years of age) – 4 security guards  
50-75 minors – 6 security guards  
75-100 minors – 8 security guards  
Over 100 not allowed

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- **Less than 1 month Administrative Fee** \$75  
Need to get ok from Center Director.

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**Picnic Area** \$25 per hour (minimum of 2 hours)  
Max: 25 people **\$75 deposit**