

# QUICK RENTAL GUIDE

REDWOOD HEIGHTS RECREATION CENTER – (revised 3/21/18) 482-7827

[www.oaklandnet.com/parks](http://www.oaklandnet.com/parks)

- **Rental applications are only accepted Monday thru Friday 9 am – 5:30 pm.**
- **Available rental times are Saturday 11 am-7 pm. Sunday 12 pm – 7 pm**
- **NO ALCOHOL ALLOWED.** Please call Central Reservations 238-3187 if you are looking for a site that allows alcohol.
- **The MAXIMUM attendance is 75 people.** Please call Central Reservations 238-3187 if you are looking for a site that allows more than 75 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; ask staff questions, take measurements, etc.**
      - **Reservations are only accepted Monday thru Friday**
- **RESERVATIONS:**
  - At the time a **Reservation is made** (application filled out), **all rental must be paid in full.**
- **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 are ALLOWED.** Any music / sound needs to have volume control.
- **Please note that we do not allow youth events** (events for youth include Quincenera's, bar mitzvahs, bat mitzvahs, Sweet 16 parties, 18 year old birthday parties, High School graduation celebrations).
- Please note that for rentals that occur in the Month of December & early January, 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 in full for the rental.

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## ➤ **RATES:**

- **\$300 deposit**
- **\$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).
- **\$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.**

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.** This is to ensure that you are out by your contracted 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.

**CANCELLATIONS FEES:**

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|---|---|
| A. 61 days or more notice prior to your event | Forfeit 1/2 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, + 1/2 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): We do not allow youth events.**

- **Less than 1 month Administrative Fee** \$75  
Need to get ok from Center Director.
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**Picnic Area** (any group over 10 needs a permit) \$25 per hour (minimum of 2 hours)

Max: 25 people **\$75 deposit**