



PARKS AND RECREATION ADVISORY COMMISSION - PRAC

Wednesday, March 13, 2019, 4:30PM

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, WOLFSON**
3. DISPOSITION OF MINUTES:  
February 13, 2019
4. MODIFICATIONS TO THE AGENDA:
5. OPEN FORUM:
6. CONSENT NEW BUSINESS:
  - A. Request Approval To Allow The Hemophilia Foundation Of Northern California Permission To Collect Onsite Donations And Pledges From Sponsors And Supporters At The 4<sup>th</sup> Annual Hemophilia Walk To Be Held At The Lakeside Park (Pergola) On Saturday, May 18, 2019, 12:00pm – 4:00pm (Setup) and Sunday, May 19, 2019, 8:00am -1:00pm
  - B. Request Approval To Allow Factory Farming Awareness Coalition (Ffac) That Was Previously Fiscal Sponsored By Vegan Outreach To Collect Onsite Funds Through Mobile Food Truck Vending, Local Vendor's And Non-Profits Selling Goods And Collection Of Donations At The 4th Annual Oakland Vegan Food Festival; To Be Held At The Lake Merritt Boulevard Amphitheatre, Saturday, May 18, 2019, 11:00am-5:00pm.
  - C. Request Approval To Allow The Oakland Running Festival Permission To Serve And Sell Alcoholic Beverages, Food And Accept Donations On-Site At The 10<sup>th</sup> Annual Oakland Running Festival Marathon At Eastshore Park On Sunday, March 24, 2019, From 7:00am-3:00pm.

7. NEW BUSINESS:

- A. Request Approval From The Parks And Recreation Advisory Commission To Allow Friends Of Ruwenzori Foundation To Collect Funds Onsite For Ticket Sales At The Door, Bidding On Silent And Live Auction Items, Sales Of Ugandan Merchandise, Cash Bar Onsite At Their Green And Yellow Fundraiser To Be Held At Lakeside Park Garden Center On Saturday, October 5, 2019, From 2:00pm-10:00pm.
  
- B. Request Approval From The Parks And Recreation Advisory Commission To Allow Sol Sisters, Inc. To Collect Funds Onsite For Ticket Sales At The Door, Sales Of Wares By Vendors And Collect Donations At Share The Health Wellness Event To Be Held At Lake Merritt Blvd. Amphitheatre On Saturday, June 15, 2019, From 9:00am-1:00pm.
  
- C. Request Approval From The Parks And Recreation Advisory Commission To Allow Camps In Common To Collect Funds Onsite For Ticket Sales At The Door, Bidding On Auction Items And Collect Donations Onsite At Their Spring Fundraising Event To Be Held At Lake Merritt Sailboat House On Saturday, April 13, 2019, From 6:00pm-9:30pm.
  
- D. Request For The Parks And Recreation Advisory Commission To Receive An Informational Report On The Estuary Park Renovation And Expansion Project Design Concept.
  
- E. Request The Parks And Recreation Advisory Commission Review And Provide Comments On The Basketball Court Refurbishment At Oak Park From An Asphalt Court, To A Tile Surface Basketball Court.
  
- F. Request For The Parks And Recreation Advisory Commission To Allow The Open Studios Art Collective To Collect Money On Site At Studio One Art Center From 11am To 6pm, On Saturday, June 8, And Sunday, June 9, 2019 During Open Art Studios Season.

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, April 10, 2019***

***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](mailto: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](mailto: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](mailto: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, February 13, 2019**

**Lakeside Park Garden Center – 666 Bellevue Avenue – 4:30 pm**

**Meeting Minutes**

1. CALL TO ORDER:

The Parks and Recreation Advisory Commission meeting was held on the above date and convened at 4:36 P.M.

2. ROLL CALL:

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

Present: 9 - Dwayne Aikens, Amy Cole, C.NE. Corbin, Ethel Howze, Mandolin Kadera-Redmond, Peter Moore, Christopher Norman, Coire Reilly and Evelyn Torres

Excused: 2 - Jinhee Ha and Emilie Wolfson

3. DISPOSITON OF MINUTES:

A. January 26, 2019 Special Meeting Draft Minutes

**Motion:** Commissioner Corbin entertained a motion to recommend approval of the January 26, 2019 minutes. **Moved by:** Commissioner Reilly. **Second by:** Commissioner Howze. **Motion:** Passed.

Yes: 7 Aikens, Cole, Corbin, Howze, Kadera-Redmond, Reilly and Torres  
Abstained: 2 Moore and Norman  
Excused: 2 Ha and Wolfson

4. MODIFICATIONS TO THE AGENDA:

None

5. OPEN FORUM:

There were two speakers on this item.

6. CONSENT NEW BUSINESS:

**A. REQUEST FROM THE NATIONAL MULTIPLE SCLEROSIS SOCIETY FOR PERMISSION TO COLLECT ON-SITE DONATIONS AND PLEDGES FOR THE 7th ANNUAL MS WALK EAST BAY 2019 AT LAKESIDE PARK (BANDSTAND) ON FRIDAY, APRIL 26, 2018 (SET-UP), 2:00PM-6:00PM & SATURDAY, APRIL 27, 2018, 6:00AM-12:00PM.**

- B. REQUEST APPROVAL TO ALLOW SMALL PRESS DISTRIBUTION (SPD) PERMISSION TO COLLECT FUNDS ONSITE FOR A SMALL RAFFLE AT THE BATTLE OF THE BRAINS: PUB QUIZ TO SUPPORT SMALL PRESS DISTRIBUTION AT THE LAKE MERRITT SAILBOAT HOUSE ON MONDAY, APRIL 29, 2019, FROM 7:00PM-10:30PM.
- C. REQUEST APPROVAL TO ALLOW THE CRISIS SUPPORT SERVICES PERMISSION TO COLLECT ONSITE REGISTRATIONS AND DONATIONS FROM SUPPORTERS AT THEIR 6<sup>TH</sup> ANNUAL 5K HEALING HEARTS WALK/RUN FOR SUICIDE PREVENTION TO BE HELD AT LAKESIDE PARK (BANDSTAND) ON SATURDAY, MAY 4, 2019, 10:00AM -11:30AM.
- D. REQUEST APPROVAL TO ALLOW THE NATIVE AMERICAN HEALTH CENTER (NAHC) PERMISSION TO COLLECT ON-SITE REGISTRATION FEES AT THE 17<sup>TH</sup> ANNUAL RUNNING IS MY HIGH 5K AND 10K FUN RUN/WALK AT LAKESIDE PARK (FAIRYLAND AREA) ON SATURDAY, MARCH 16, 2019, 8:00AM-1:00PM.
- E. REQUEST APPROVAL TO ALLOW CENTER FOR EARLY INTERVENTION ON DEAFNESS (CEID) PERMISSION TO COLLECT ON-SITE REGISTRATION FEES AND THE SALES OF RAFFLE TICKETS AT THEIR ANNUAL WALK-A-THON TO BE HELD AT LAKESIDE PARK (FAIRYLAND AREA) ON SATURDAY, APRIL 27, 2019, FROM 10:30AM-1:30PM.
- F. REQUEST APPROVAL TO ALLOW THE SPANISH SPEAKING CITIZEN'S FOUNDATION PERMISSION TO COLLECT REGISTRATION FEES ONSITE AT THEIR 5K WALK/RUN AT THE LAKE MERRITT BLVD. AMPHITHEATRE ON SATURDAY, MAY 5, 2019, FROM 9:00AM-11:00AM.

**Motion:** Commissioner Corbin entertained a motion to pass Item 6 - Consent New Business. **Moved by:** Commissioner Reilly. **Second by:** Commissioner Kadera-Redmond. **Motion:** Passed.

Yes: 9     Aikens, Corbin, Howze, Kadera-Redmond, Moore, Norman, Reilly and Torres  
 Abstained: 1     Cole  
 Excused: 2     Ha and Wolfson

Note: Commissioner Cole declared a conflict of interest regarding Item 6C and abstained from the vote on Item 6.

7. NEW BUSINESS:

**A. REQUEST APPROVAL TO ALLOW BAY VENTURES LLC. PERMISSION TO COLLECT FUNDS ONSITE THROUGH VENDOR SALES OF FOOD, BEVERAGES, MERCHANDISE AND ARTISAN SALES AT LAKE FEST TO BE HELD AT LAKE MERRITT (LAKE MERRITT SAILBOAT HOUSE & PARKING LOT) ON SATURDAY, JUNE 22, 2019, 11:00AM-7:00PM.**

The Parks and Recreation Advisory Commission reviewed the staff report presented by Zermaine Thomas from Oakland Parks, Recreation and Youth Development.

Trevelon Adnanadus, owner of Bay Ventures LLC., and Daniel Swafford, Executive Director of Montclair Village Association and Laurel District Association, requested approval for the exchange of cash for food, alcoholic and nonalcoholic beverages, and artisan merchandise at their Lake Fest free family-friendly event on Saturday, June 22, 2019 at the Lake Merritt Sailboat House and parking lot.

Shaded seating areas and water will be provided to the public. The event organizers will also consider providing cooling stations.

Approval from the Parks and Recreation Advisory Commission is required per O.M.C. section 12.64.080.

**Motion:** Commissioner Corbin entertained a motion to recommend approval of the June 22, 2019 Lake Fest event as requested. **Moved by:** Commissioner Howze. **Second by:** Commissioner Reilly. **Motion:** Passed.

Yes: 9 Aikens, Cole, Corbin, Howze, Kadera-Redmond, Moore, Norman, Reilly and Torres

Excused: 2 Ha and Wolfson

**B. INFORMATIONAL REPORT ON LANDMARK DESIGNATION FOR THE METROPOLITAN HORESMEN'S ASSOICATION CLUBHOUSE AND SEQUOIA HORSE ARENA.**

Gail McMillon from Oakland Parks, Recreation and Youth Development presented an informational report concerning the Metropolitan Horsemen's Association's (MHA) application to the Landmarks Preservation Advisory Board - LPAB for Heritage Property status for the Clubhouse located at 10060 Skyline Boulevard and the Sequoia Arena located within Joaquin Miller Park.

Some of the equestrian training offered by the MHA include western and English saddle styles, jumping and dressage. The Redwood Hills Pony Club and City Stables are among the groups that participate in the MHA programs.

The MHA applied for the Landmark Designation with the LPAB to support the possibility of receiving public or private funding needed to help preserve the historic buildings and prepare for a future museum of Oakland equestrians history; to support equestrian sports, youth programs and mounted policing in Oakland and to work in collaboration with Oakland Public Work to prioritize maintenance concerns.

**Motion:** Commissioner Corbin entertained a motion to recommend approval of the staff request to receive and file the informational report in support of the Metropolitan Horsemen’s Association’s application with the Landmarks Preservation Advisory Board for Heritage Property designation for the Clubhouse and Sequoia Horse Arena so described. **Moved by:** Commissioner Cole. **Second by:** Commissioner Aikens. **Motion:** Passed.

Yes: 9     Aikens, Cole, Corbin, Howze, Kadera-Redmond, Moore, Norman, Reilly and Torres  
Excused: 2     Ha and Wolfson

**C. REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION TO PROVIDE COMMENTS ON PRELIMINARY DRAFT DOWNTOWN OAKLAND SPECIFIC PLAN.**

The Parks and Recreation Advisory Commission reviewed the staff report presented by Joanna Winter from the Planning and Building – Strategic Planning Division.

Staff presented a Power Point overview of the Draft Downtown Oakland Specific Plan (DOSP) and received the following comments from the PRAC.

- Community benefits should include, restroom facilities, mixed use outdoor accommodations for children, ADA needs and dogs.
- Create pathways for better access to the waterfront.
- Consider graffiti-friendly tag zones.
- Explore bathroom accommodations for the homeless including bathing and clothing exchange stations.
- Provide equal access signage representation throughout the development.
- Specify the number of housing units and explore considerations for individuals that fall below the standard financial eligibility requirements and are unable to compete for affordable housing.
- Explore attracting national retailers while preserving locally owned small businesses.
- Attain new parks – review/change policies to include community benefits.
- Implement a community oversight evaluation process which measures the success of the DOSP.
- Chinatown, Lincoln Square should be included in the DOSP.

- Explore ways to include existing Oakland Parks and Recreation spaces
- Produce the DOSP Power Point presentation in graphic colors to differentiate all areas including Chinatown.

Meetings and consultations have been held with other department staff and directors regarding the DOSP and will continue to do so as the project enters the implementation phase.

Additionally, community outreach has been multifaceted including online engagement, public noticing, flyers postings at work centers, tabling at community events and hosting stake holder and community group meetings.

For more information go to: <https://www.oaklandca.gov/topics/downtown-oakland-specific-plan>

**Motion:** Commissioner Corbin entertained a motion to recommend approval of the staff request to provide comments on the recommendations contained in the Preliminary Draft to advise development of the Draft Plan. **Moved by:** Commissioner Kadera-Redmond. **Second by:** Commissioner Aikens. **Motion:** Passed.

Yes: 9     Aikens, Cole, Corbin, Howze, Kadera-Redmond, Moore, Norman, Reilly and Torres  
 Excused: 2     Ha and Wolfson

**D. INFORMATIONAL REPORT: LAKE MERRITT HERON ROOKERY RELOCATION UPDATE.**

The Parks and Recreation Advisory Commission reviewed the staff report presented by Terri Fashing, Watershed Program Specialist, Oakland Public Works.

Staff informed the PRAC that initial efforts to attract herons to new rookery sites around Lake Merritt was not successful due to nesting opportunities in the downtown area.

In 2018, Decoy nests, decoy birds and audio broadcast radios were installed to support efforts to attract the birds to the targeted areas for nesting. The Oakland Public Works Tree Division and other stake holder groups have supported the heron attraction plan for 2019 by thinning targeted trees in the downtown area and near the historic rookery in hope of directing the herons to sites prepared for their relocation around Lake Merritt.



Commissioner Corbin informed the body that local students are making plans to have the night heron recognized as the City of Oakland's official bird.

For more information visit: [www.goldengateaudubon.org](http://www.goldengateaudubon.org) - #OaklandHerons

**Motion:** Commissioner Corbin entertained a motion to receive and file the informational Report for the Lake Merritt Heron Rookery Relocation Update. **Moved by:** Commissioner Torres. **Second by:** Commissioner Cole. **Motion:** Passed.

Yes: 9 Aikens, Cole, Corbin, Howze, Kadera-Redmond, Moore, Norman, Reilly and Torres  
Excused: 2 Ha and Wolfson

**E. REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION TO RECOMMEND APPROVAL OF THE HOLLY MINI PARK RENOVATION GIFT-IN-PLACE PROJECT.**

The Parks and Recreation Advisory Commission reviewed the staff report presented by Ha Nguyen, Capital Improvement Project Coordinator, Oakland Public Works.

The collaborative membership of the Oakland Safety Impact Table hosted a series of listing sessions with residents of East Oakland to learn of their concerns and priorities. To address the repeated comments regarding the lack of safe public spaces, the Impact Table selected Holly Mini Park for renovation and as one of its violence prevention strategies.

Construction and renovation of the 15,000- square park located at 9830 Holly Street is expected to take one (1) month commencing in May 2019. In March, Oakland City Council will be asked to approve a gift-in-place of \$300,000 from the Oakland Parks and Recreation Foundation. To date, a total of \$150,000 has been raised for the \$600,000 project. Organizers have identified other possible funding sources.

**Motion:** Commissioner Corbin entertained a motion to recommend approval of the Holly Mini Park renovation gift-in-place project. **Moved by:** Commissioner Cole. **Second by:** Commissioner Howze. **Motion:** Passed.

Yes: 9 Aikens, Cole, Corbin, Howze, Kadera-Redmond, Moore, Norman, Reilly and Torres  
Excused: 2 Ha and Wolfson

**8. PLANNING AND CONDITIONAL USE PERMITS:**

None

9. COMMITTEE AND/OR ADVISORY COUNCIL UPDATES:

- Commissioner Corbin:
  - Met Mosswood's new program director, Kola Thomas. Outstanding issues at Mosswood Park include lighting on the basketball court. Will have discussions regarding a Homeless Ambassadors Program.
  - Want to consider a workshop addressing ways and opportunities to show up on behalf of OPRYD.
- Commissioner Reilly:
  - Community members are having discussions about forming a Recreation Advisory Council ((RAC) for the Rotary Nature Center.
- Commissioner Aikens:
  - Arroyo does not have a solid Recreation Advisory Council ((RAC).

10. ANNOUNCEMENTS AND COMMUNICATIONS:

- Commissioner Kadera-Redmond, former PRAC Chair
  - Announced the end term and requested plans be implemented to seat a new member.
  - The Oakland Parks and Recreation Foundation invited Commissioner Kadera-Redmond to join its Board of Directors. The Commissioner confirmed participation in the board meetings in her former capacity as the PRAC Chair carried no voting rights.
- Commissioner Cole:
  - Homework – Review the PRAC Ordinance for possible changes.

11. DIRECTOR'S REPORT:

Director Williams provided the following update:

- OPRYD is preparing for the 2019 Town Camp summer program. All 2018 sponsors have recommitted their support for the upcoming season. A 3-day camping trip to Feather River Camp has been added to the list of activities. Parents will have the option of sending their children on one of two excursions.
- OPRYD is applying for two (2) CDBG grants due by June.
- A meeting with Oakland Public Works confirmed the cost to repair the pool at de Fremery to be \$175,000.
- The National Recreation and Parks Association 2019 Conference will be held in Baltimore, MD from September 24<sup>th</sup> – 26<sup>th</sup>. All members of the PRAC were encouraged to attend.

12. CONTINUATION OF OPEN FORUM:

13. ADJOURNMENT: 7:25 P.M.

Respectfully submitted,

/s/

J. Nicholas Williams

Secretary



Diane L. Boyd

Recording Secretary

**Next Meeting:**

***Wednesday, March 13, 2019***

***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](mailto: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, Cantones, Mandarín o de lenguaje de señas (ASL) por favor envíe un correo electrónico a [dboyd@oaklandnet.com](mailto: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](mailto: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。



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

**TO:** C.N.E. Corbin, Chair, Parks and Recreation Advisory Commission  
**FROM:** Zermaine Thomas, Central Reservations  
**DATE:** February 26, 2019  
**SUBJECT:** **REQUEST APPROVAL TO ALLOW THE HEMOPHILIA FOUNDATION OF NORTHERN CALIFORNIA PERMISSION TO COLLECT ONSITE DONATIONS AND PLEDGES FROM SPONSORS AND SUPPORTERS AT THE 4<sup>th</sup> ANNUAL HEMOPHILIA WALK TO BE HELD AT THE LAKESIDE PARK (PERGOLA) ON SATURDAY, MAY 18, 2019, 12:00PM – 4:00PM (SETUP) & SUNDAY, MAY 19, 2019, 8:00AM -1:00PM**

---

**SUMMARY**

The Oakland Parks, Recreation & Youth Development received a request from Bryan Anderson at The Hemophilia Foundation of Northern California (HFNC), a non-profit organization, that serves families with life-threatening blood disorders, factor deficiencies, and rare clotting conditions. HFNC is requesting to collect onsite donations and pledges from sponsors and supporters at their 4th Annual Hemophilia Walk to be held at Lakeside Park (Pergola) on Saturday, May 18, 2019 (setup) and Sunday, May 19, 2019. Approval from the Parks and Recreation Advisory Commission is required per O.M.C. section 12.64.080.

**FISCAL IMPACT**

The Hemophilia Foundation of Northern California is paying all rental fees associated with the event estimated at \$2601.00.

**PROJECT / PROGRAM DESCRIPTION**

HFNC is proud to be one of thirty-two chapters participating in the National Hemophilia Foundation (HFNC) Hemophilia Walk program. It is made possible through the generous support of all their sponsors. In 2008, HFNC created a collaborative fundraising program that would help chapters raise the funds needed to support research and provide programs and direct services to people with bleeding disorders. In seven years of the program, HFNC and its chapters have raised more than \$13 million and engaged 60,000 walkers with over 4,600 teams. This fundraiser will be HFNC's largest event dedicated to researching better treatments and cures for bleeding and clotting disorders, and to prevent the complications of these disorders through awareness, education, advocacy and research.

The estimated attendance is 750.

**BACKGROUND / LEGISLATIVE HISTORY**

In 1948, the National Hemophilia Foundation of Northern California began as an effort to raise awareness for a small group of hemophilia patients. Today, they provide advocacy, support, and resources to over 3,000 Northern California families (in 47 counties) with a myriad of inherited and

acquired blood related conditions. The Hemophilia Foundation of Northern California (HFNC) mission is to serve the needs of people impacted by bleeding disorders through enhancing quality of life by providing support, education, outreach, advocacy and research through our affiliated national foundations.

**RECOMMENDATION**

Staff recommends that the Parks and Recreation Advisory Commission approve the request from the Hemophilia Foundation of Northern California to collect onsite donations and pledges at the 4th Annual Hemophilia Walk to be held at Lakeside Park Pergola on Saturday, May 18, 2019 (Setup) and Sunday, May 19, 2019, 8:00am-1:00pm.

Respectfully submitted,

/s/ Zermaine Thomas

Prepared by:  
Zermaine Thomas  
Central Reservations

/s/ Darrin Hodges

Approved by:  
Darrin Hodges  
Facilities Manager

Attachments: Exhibit A – Hemophilia Foundation of Northern California Proposal Letter  
Exhibit B – Hemophilia Foundation of Northern California Post Event Report (2018)  
Exhibit C - Rental Application



January 20, 2016

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

The Hemophilia Foundation of Northern California (HFNC) is requesting permission to hold its annual Hemophilia walk at East Shore Park (Lake Merritt) and to collect funds on site.

The Hemophilia Foundation of Northern California (HFNC) serves families with life-threatening blood disorders, factor deficiencies, and rare clotting conditions. In 1958, HFNC began as an effort to raise awareness for a small group of hemophilia patients. Today, we provide advocacy, support, and resources to over 3,000 Northern California families (*in 47 counties*) with a myriad of inherited and acquired blood related conditions.

HFNC is proud to be one of thirty-two chapters participating in the National Hemophilia Foundation (NHF) Hemophilia Walk program. It is made possible through the generous support of all of our sponsors. In 2008, NHF created a collaborative fundraising program that would help chapters raise the funds needed to support research and provide programs and direct services to people with bleeding disorders. In just seven years of the program, NHF and its chapters have raised more than \$13 million and engaged 60,000 walkers with over 4,600 teams. These impressive numbers are certain to grow since we have increased to 40 locations this year. This program will be NHF's largest event dedicated to finding better treatments and cures for bleeding and clotting disorders, and to prevent the complications of these disorders through awareness, education, advocacy and research

About NHF: established in 1948, NHF is the premier organization in the U.S. serving the bleeding disorders community. For over sixty-five years, NHF continues to be a vital resource for prevention education and provides a network of support for the estimated 3 million Americans living with bleeding disorders and their families. For more information please visit their website at [www.hemophilia.org](http://www.hemophilia.org).

For more information, please visit our HFNC website at [www.hemofoundation.org](http://www.hemofoundation.org) or more about the walk at [www.hemophilia.org/walk](http://www.hemophilia.org/walk).

Bay Area Hemophilia Walk Event:

Date: April 30, 2016

Estimated participants: 500 people of various ages

Event time: 9AM – 1PM

Event basics:

9AM – participants begin arriving to check in, grab a quick bite, check out our sponsor booths, and get warmed up.

9:45AM – we thank our sponsors and present a few awards to the top fundraisers, etc.

10AM – walk begins.

11:30AM – we begin lunch.

1:00PM – clean/packing up begins.

We request to collect funds on site for the following reasons:

- Although the vast majority of fundraising that the participants do is online prior to the event, some people will have checks or cash they received from their supporters and bring this to the event to turn in at their registration time.
- We also would like to accept any additional donations participants would like to make at the time of registration.

2015 total donations collected on site: \$360. As you can see, for a \$100,000 fundraiser it's a very small portion of the funds we collect. HFNC is the beneficiary of the donations made on site as well as all donations that made online prior to the event.

Sincerely,

Bryan Anderson

HFNC Walk Manager

[bryan.anderson@hemofoundation.org](mailto:bryan.anderson@hemofoundation.org)

Office: 510-658-3324

Cell: 408-309-4097



## 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, 3<sup>rd</sup> 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: Unit for Bleeding Disorders  
Location of Event: Lake Merritt Pergola  
Date/Hours of Event: 8am-1pm Permit No. 41215  
Contact Person: Bryan Anderson Phone No. 510-658-3324  
Contact Person Address: 6800 Hollis St, Suite G, Emeryville CA 94608

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

2016-2018

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: 750
2. Were registration or donation fees collected on-site for the event?  Yes  No  
 Not Applicable
3. If yes, how many people registered? — How many people made donations? 75
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? 24,500



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
Heughlin Foundation of Northern CA	501(c)(3)	Pizza (delivered)	signs, hair color, temporary tattoos	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 aim to get more people involved in 2019. Our motto is  
 God teams fulfill hundred of dreams. We feel with God fundraising teams  
 we can fully fund our camp!

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: 2/7/19

Approved by:  Date: 2-26-19  
 (OPR Staff)

Comments: \_\_\_\_\_



Oakland Parks, Recreation & Youth Development (OPRYD)

666 Bellevue Avenue Oakland, CA 94610

Central Reservations: (510) 238-3420; Fax: (510) 637-0362

Office Hours: Monday-Friday 9:00 a.m. - 4:00 p.m.

Email: centralreservationsunit@gmail.com



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: Hemophilia Foundation of Northern CA (HFNC)

Business/Organization Address: 6400 Hollis St., Suite 6 Emeryville, CA 94608

Applicant Name: Bryan Anderson

Applicant Mailing Address: 2068 Antioch Ct, Apt B Oakland CA 94611

Phone Number: 408-309-4097 Fax Number: 510-658-3384 Email: bryan.anderson@hfnf.org

Facility/Park Name: Lake Merritt Pergola

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

Event Information: 12pm-4pm 6am-3pm

Date(s) of Event: 5/18 Setup/prep 5/19 event/cleanup

Time In/Prep Time 12pm Actual Event Time 8am to 1pm Time Out/Cleanup Time 3pm

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

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

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

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) 750 Approximate # of Adults 400 # of Teens 200 # of Children/Infants 150

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 [X] No

If yes, Name of Caterer: TBD

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:

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

Day of setup

(1) 153 x 9 = 1,377	(6) Kitchen =
(2) 30 x 4 = 144	(7) Alcoholic Beverage Fee =
(3) Permit Processing Fee = 30	(8) Administrative Service Fee =
(4) Deposit = 1,000	(9) Sound Use Fee = 50
(5) Setup/Tear-down =	(10) Other Charges = 1200

TOTAL: \$ 2601 Less Advance Minimum Payment of \$ 1074; BALANCE DUE 30 DAYS BEFORE EVENT: \$ 1527

Payment type: Check #: \_\_\_\_\_ Type of Credit Card: Visa or MasterCard: \_\_\_\_\_

CANCELLATION FEE: 61 days or more notice: Forfeit 1/2 Deposit 30 days to 11 days notice: Forfeit Deposit Plus 1/2 Rental Fee

APPLICANT SIGNATURE [Signature] DATE 1/23/19

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:** C.N.E. Corbin, Chair, Parks & Recreation Advisory Commission  
**FROM:** Zermaine Thomas, Central Reservations  
**DATE:** February 26, 2019  
**SUBJECT:** **REQUEST APPROVAL TO ALLOW FACTORY FARMING AWARENESS COALITION (FFAC) THAT WAS PREVIOUSLY FISCAL SPONSORED BY VEGAN OUTREACH TO COLLECT ONSITE FUNDS THROUGH MOBILE FOOD TRUCK VENDING, LOCAL VENDOR'S AND NON-PROFITS SELLING GOODS AND COLLECTION OF DONATIONS AT THE 4th ANNUAL OAKLAND VEGAN FOOD FESTIVAL; TO BE HELD AT THE LAKE MERRITT BOULEVARD AMPHITHEATRE, SATURDAY, MAY 18, 2019, 11:00AM-5:00PM.**

---

**SUMMARY**

Oakland Parks, Recreation & Youth Development received a request from Factory Farming Awareness Coalition (FFAC), a non-profit organization founded in 2018, is dedicated to empowering people to help save their health, environment and animals, through daily food choices. Factory Farming Awareness Coalition was previously fiscal sponsored by Vegan Outreach. FFAC is requesting permission to have mobile food truck vendors, non-profits and local vendor's onsite collecting funds and donations for sales of goods at the 4<sup>th</sup> Annual Oakland Vegan Food Festival at the Lake Merritt Boulevard Amphitheatre on Saturday, May 18, 2019. Approval from the Parks and Recreation Advisory Commission is required per O.M.C. section 12.64.080.

**FISCAL IMPACT**

Factory Farming Awareness Coalition is paying all rental fees associated with the event estimated at \$4895.00.

**PROJECT / PROGRAM DESCRIPTION**

The 2018, Oakland Vegan Food Festival at Lake Merritt was a huge success. It drew approximately 4,000 people, and received local media coverage in the East Bay Express, KPFA, and KRON. The event featured local chefs and dozens of local businesses and restaurants.

The Oakland Vegan Food Festival will consist of mobile food trucks, booths from local restaurants, businesses, food vendors, and non-profits, as well as speakers and live music.

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

- (20) Food Vendors \$5-\$15
- (10) Merchants Selling Wares \$5- \$30
- (10) Non-profits receiving approximately \$100 in donations per tables

The revenue from the tabling fees will go to FFAC to cover the various costs for hosting the event

(such as park rental and permit fees, and supply rental costs). Vendors and non-profits will keep all respective monies collected during the event, in exchange for goods and services provided.

**BACKGROUND / LEGISLATIVE HISTORY**

Oakland Veg was founded in 2011, to encourage the Oakland community to enjoy the many benefits of eating more plant-based foods. This is the 4th year hosting the Oakland Vegan Food Festival at the Lake Merritt Boulevard Amphitheatre. Oakland Veg Week is an annual event celebrating the many vegetarian options in Oakland and encouraging Oaklanders to explore the benefits of healthy and delicious vegetarian food.

**RECOMMENDATION**

Staff recommends that the Parks and Recreation Advisory Commission approve the request from Factory Farming Awareness Coalition (FFAC) to collect funds onsite through mobile food truck vending, non-profits and local vendor's onsite collecting funds and donations for sales of goods at the 4th Annual Oakland Vegan Food Festival at Lake Merritt Blvd. Amphitheatre on Saturday, May 18, 2019, 11:00am-5:00pm.

Respectfully submitted,

/s/ Zermaine Thomas

Prepared by:  
Zermaine Thomas  
Central Reservations

/s/ Darrin Hodges

Approved by:  
Darrin Hodges  
Facilities Manager

Attachments: Exhibit A – Factory Farming Awareness Coalition Proposal Letter  
Exhibit B – Vegan Outreach Post Event Report (2018)  
Exhibit C – Rental Application



January 25, 2019

To the Parks and Recreation Advisory Commission:

Factory Farming Awareness Coalition (FFAC) seeks permission to hold the fourth annual Oakland VegFest at Lake Merritt Amphitheater on May 18th, 2019.

Factory Farming Awareness Coalition was founded in 2018 as an educational non-profit dedicated to empowering people to help save animals, the environment, and our own health through our daily food choices. FFAC was previously fiscally sponsored by Vegan Outreach, and oversees Oakland VegFest. Since 2015, Oakland VegFest has been bringing together local community to celebrate healthy, delicious food, and the vibrant local restaurant and arts scene.

Each successive year, the VegFest has drawn more and more people. The first VegFest in 2015 had approximately 2,500 people, and the VegFest in 2018 had approximately 4,000 people. The VegFest has received local media coverage in the East Bay Express, KPFA, and KRON. The event features local chefs, nutritionists, athletes, and dozens of local businesses and restaurants.

The 2019 Oakland VegFest will consist of mobile food trucks, booths from local restaurants, businesses, food vendors, and non-profits, as well as speeches and live music. We expect approximately 4,000 people to attend.

FFAC will charge the following vendor fees: \$75 for non-profits, \$150 for non-food merchants, and \$250 for food merchants. The revenue from the tabling fees will go to FFAC to cover the various costs for hosting the event (such as park rental and permit fees, printing, promotion, and supply rental costs), and any leftover funds will be put towards FFAC's local humane education program, speaking to local high school and college students about the importance of our food choices. Vendors will keep all of the respective monies collected during the event, in exchange for goods and services provided.

**Approximate Estimate of Funds to be Collected**

\$7,250 in tabling fees (20 food vendors, 10 non-food vendors, 10 non-profits), \$3,000 in sponsorships

20 food vendors selling food for \$5-\$15

10 merchants selling wares for \$5-\$30

10 non-profits receiving approximately \$100 in donations per table

Sincerely,

Katie Cantrell

Executive Director of FFAC

(323) 828-7040

katie@ffacoalition.org



## 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, 3<sup>rd</sup> 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 VegFest

Location of Event: Lake Merritt Amphitheater

Date/Hours of Event: Saturday, May 19 2018 Permit No. 42085

Contact Person: Katherine Cantrell Phone No. (323) 828-7040

Contact Person Address: 4605 NE 98th Ave Portland, OR 97220

Is this a first time event at this location? **No**

If no, when was the event held previously?

The third Saturday in May in 2015, 2016, and 2017

1. Were Facility Rental/Set-up fees waived? **No**

2. Check other permits required for event?

**6 OPD Special Events Permit**                      **6 Food Handler's Permit**    **6 Seller's Permit**  
**6 Charitable Solicitations Permit**    **6 Certificate of Insurance**    **6 Other – Please list**

### II. ATTENDANCE/COLLECTION OF FUNDS

1. Total number in attendance: ~4,000
2. Were registration or donation fees collected on-site for the event? **Yes**
3. If yes, how many people registered? N/A How many people made donations?  
~300
4. What was the cost for registration? No cost for attendees, \$75 for non-profit booths, \$150 for non-food vendors, and \$250 for food vendors
5. How much money was collected on site for registration fees? None
6. How much money was collected on site for donations? ~\$900

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**

Of no, why not? \_\_\_\_\_

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
See attached sheet				

IV. COMMENTS

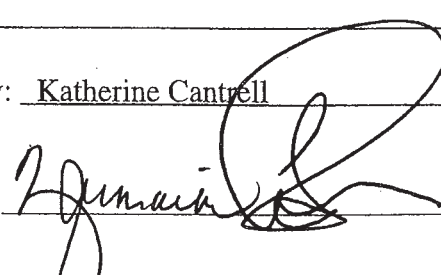
List ways in which the Applicant desires to improve the event, in the future (Attach additional sheets, if necessary): (For example: changes or additional vendors, location, change of hours, etc.)

We were very happy with the event this year and feel that we've hit our stride.

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

N/A

Submitted by: Katherine Cantrell Date: 5/22/18

Approved by:  Date: 5-29-18

POST EVENT REPORT (Continued)

Page 3

(OPR Staff)

Comments: \_\_\_\_\_



POST EVENT REPORT (Continued)

Page 4

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
CACOCO	FP	Hot chocolate		Y
CORE Kitchen	FP	Raw vegan pasta and wraps		Y
Farm Fresh to You	FP		Talking to people about CSA's	N
Farm Sanctuary	NP		Talking to people about factory farming	N
Food Empowerment Project	NP		Talking to people about ethics of food	N
Forager Kitchen	FP		Sampling vegan yogurt	N
GT's Kombucha	FP	Giving out free samples of kombucha		N
Imperfect Produce	FP		Talking to people about CSA's and food waste	N
Meaningful Paws	FP		Shirts, bags, stickers	Y
Miyoko's Kitchen	FP	Vegan cheese		Y
Mylk Guys	FP	Sampling vegan products from local restaurants		N
NewEthic Strength & Conditioning	FP		Vegan gym	Y
Nick's Kitchen	FP	Vegan Filipino food		Y
Nucha Empanadas	FP	Vegan empanadas		Y
Palomacy	NP		Talking to people about vegan pigeon and dove rescue	N
Planted Table	NP	Handing out samples of food from vegan meal service		N
Rosamunde	FP	Vegan sausages		Y

POST EVENT REPORT (Continued)

Page 5

Sea Shepherd	NP		Talking to people about overfishing/whaling	N
SFEIV	FP		Shirts	Y
Siren Snacks	FP	Distributing free samples of snack packs		N
Snap Yourself	NP		Taking people's photos for free	N
Souley Vegan	FP	Vegan soul food		Y
The Humane League	NP		Talking to people about factory farming	N
Timeless Coffee	FP	Vegan pastries and coffee		Y
Tzu Chi	NP	Sesame balls, noodles		Y
V-Dog	FP	Giving out free samples of vegan dog food		N
VegNews	FP		Giving away free magazines	N
Vegan Outreach	NP		Selling shirts, stickers	Y
Vixen Kitchen	FP	Vegan ice cream		Y



**Oakland Parks, Recreation & Youth Development (OP&YD)**  
 666 Bellevue Avenue Oakland, CA 94610  
 Central Reservations: (510) 238-3420; Fax: (510) 637-0362  
 Office Hours: Monday-Friday 9:00 a.m. – 4:00 p.m.  
 Email: [centralreservationsunit@gmail.com](mailto:centralreservationsunit@gmail.com)



**Rental Application**

ATTENTION: \_\_\_\_\_

Date of Application: 1/28/18

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

Name of Business/Organization: Factory Farming Awareness Coalition

Business/Organization Address: 4605 NE 98th Ave Portland, OR 97220  
Street Address City Zip Code

Applicant Name: Katherine Cantrell

Applicant Mailing Address: 4605 NE 98th Ave Portland, OR 97220  
Street Address City Zip Code

Phone Number: (323) 828-7040 Fax Number: \_\_\_\_\_ Email: katie@ffacoalition.org

Facility/Park Name: Lake Merritt Amphitheater

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

**Event Information:**

Date(s) of Event: Saturday, May 18th 2019

Time In/Prep Time 7am Actual Event Time 11am to 5pm Time Out/Cleanup Time 7pm

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

*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) 4k Approximate # of Adults 3k # of Teens 500 # of Children/Infants 500

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, 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:**

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

(1) \$210 x 12 = 2520 <small>(Hourly Rate) (# of hours)</small>	(6) Kitchen = 0
(2) _____ x _____ = _____ <small>(Hourly Rate) (# of hours)</small>	(7) Alcoholic Beverage Fee = 0
(3) Permit Processing Fee = 30	(8) Administrative Service Fee = _____
(4) Deposit = \$1,000	(9) Sound Use Fee = \$100
(5) Setup/Teardown = _____	(10) Other Charges = \$1200

TOTAL: \$ \$4895 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.)*

Payment type: 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 ½ Deposit 30 days to 11 days notice: Forfeit Deposit Plus ½ Rental Fee  
 31 to 60 days notice: Forfeit Deposit 10 days or less notice: Forfeit All Fees

APPLICANT SIGNATURE Katherine Cantrell DATE 1/28/2019

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:** C.N.E. Corbin, Chair, Parks and Recreation Advisory Commission  
**FROM:** Zemaine Thomas, Central Reservations  
**DATE:** February 26, 2019  
**SUBJECT:** **REQUEST APPROVAL TO ALLOW THE OAKLAND RUNNING FESTIVAL PERMISSION TO SERVE AND SELL ALCOHOLIC BEVERAGES, FOOD AND ACCEPT DONATIONS ON-SITE AT THE 10<sup>th</sup> ANNUAL OAKLAND RUNNING FESTIVAL MARATHON AT EASTSHORE PARK ON SUNDAY, MARCH 24, 2019, FROM 7:00AM-3:00PM.**

---

**SUMMARY**

Oakland Parks, Recreation & Youth Development received a request from Lena Zentgraf of Corrigan Sports Enterprises Inc. and Oakland Running Festival, for permission to serve and sell alcoholic beverages (Beer & Wine), food and accept donations on-site at the Oakland Running Festival Marathon to be held at Eastshore Park on Sunday, March 24, 2019. Funds collected will benefit local charities. Approval from the Parks and Recreation Advisory Commission is required per O.M.C. Section 12.64.080.

**FISCAL IMPACT**

Corrigan Sports Enterprises Inc. is paying all rental fees associated with the event estimated at \$7595.00

**PROJECT / PROGRAM DESCRIPTION**

This is the tenth year of the Oakland Running Festival Marathon in the City of Oakland. The Oakland Running Festival Marathon is a five-race event which attracts people from all over the world to run through the streets of Oakland. In nine years, the race has generated almost \$19 million dollars of economic impact and helped raise over \$2 million dollars for local charities such as Running for a Better Oakland, Team in Training, Calico and Asian Health Services.

**BACKGROUND / LEGISLATIVE HISTORY**

Corrigan Sports Enterprises Inc. was established 16 years ago with the idea to create memorable experiences through sporting events. Corrigan Sports Enterprises, Inc. has grown into a full-service sports marketing firm, hosting events all over the USA and establishing a local office in Oakland, California. The Oakland Running Festival which has proven to be well planned, extremely successful and well received by the community. There are approximately 10,000 registered participants.

The Oakland Running Festival is a citywide event and is jointly supported by the City Council Office, OPD Special Events Unit, City Administrator's Marketing Department and the Oakland Parks & Recreation.

**RECOMMENDATION**

Staff recommends that the Parks and Recreation Advisory Commission approve the request from Corrigan Sports Enterprises to accept donations and sell alcoholic beverages and food, at Oakland Running Festival at Eastshore Park on Sunday, March 24, 2019, from 7:00am-3:00pm.

Lena Zentgraf of the Oakland Running Festival, is aware that additional permits are required provided the request is granted.

Respectfully submitted,

/s/ Zermaine Thomas

Prepared by:  
Zermaine Thomas  
Central Reservations

/s/ Darrin Hodges

Approved by:  
Darrin Hodges  
Facilities Manager

Attachments: Exhibit A - Oakland Running Festival Proposal Letter  
Exhibit B - Rental Application  
Exhibit C – Post Event Report (2018)



## **CORRIGAN SPORTS ENTERPRISES**

### **Parks and Recreation Advisory Commission**

Oakland Marathon

Eastshore Park/Lake Merritt

**History:** The Oakland Marathon is celebrating its 10th year March 24th 2019. The event is a celebration of Oakland and a healthy event for all. We have grown with the help of support from the City of Oakland, local businesses, and non profits. This year we hope to have over 10,000 participants and bring over 2 million in revenue to businesses in the downtown area each year. We love Lake Merritt park as the epicenter of the Oakland Marathon and hope to utelize for years to come, including other start and finish line location possiblities in the future.

**Overview of Event:** The event is set for Sunday March 24th at 7am-3pm usually held at Eastshore Park. We have several events and distances for participants to choose from. Lake Merritt park is used as the 5k course. Other courses run throughout downtown Oakand and acrossse the Bay bridge. Runners finish through out the day and are provided with snacks and entertainment at the end of their race.

### **Request to collect funds on site:**

All runners are pre-registered. No other funds are collected on site by Corrigan Sports. We provide FREE food and beer for runners only.

Food trucks provide food for sale for non runners. Most items are \$10 or less and all provided by local companies. Groups are registered through the health department.

### **Why are funds being collected:**

We cover street closures, ac transit/cal trans, race shirts and medals, medical help, all year round registration, operation, staffing logistics.

**Who is benefited:** Race participants, City of Oakland business revenue, and non profits that we work with to fundraise for the event as well as provide donations to. Previously those groups have been, Running for a Better Oakland, Asian Health Services, Oakland Education Fund, to name a few.

### **Contact:**

Lena Zentgraf

1001 Broadway Oakland Ca 94607

434-466-7389

lena@corrigansports.com



**Oakland Parks, Recreation & Youth Development (OPRYD)**  
 666 Bellevue Avenue Oakland, CA 94610  
 Central Reservations: (510) 238-3420; Fax: (510) 637-0362  
 Office Hours: Monday-Friday 9:00 a.m. – 4:00 p.m.  
 Email: [centralreservationsunit@gmail.com](mailto:centralreservationsunit@gmail.com)



**Rental Application**

ATTENTION: Zermaine

Date of Application: 12/11/18

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

Name of Business/Organization: Corrigan Sports Enterprises

Business/Organization Address: 1001 Broadway Oakland Ca 94607

Street Address

City

Zip Code

Applicant Name: lena Zentgraf

Applicant Mailing Address: 5361 Manila Ave Oakland Ca 94618

Street Address

City

Zip Code

Phone Number: 434-466-7389 Fax Number: \_\_\_\_\_

Email: Lena@corrigansports.com

Facility/Park Name: Eastshore Park - 3/22/19 (12pm-9pm), 3/23/19 (12pm-9pm), 3/24/19 (5am-6pm)

Room(s)/Site(s): LM Blvd Amph. 3/24/19 (10am-2pm), Pergola 3/22/19 (12pm-9pm), 3/23/19 (12pm-9pm)

Event Information: Pergola 3/24/19 (5am-5pm), Fairyland Area 3/24/19 (10am-2pm)

Date(s) of Event: 3/24/2019

Time In/Prep Time 5am Actual Event Time 7am to 2pm Time Out/Cleanup Time 5pm

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

Number of Participants (Total) 10,000 Approximate # of Adults 8,000 # of Teens 1,500 # of Children/Infants 500

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: \_\_\_\_\_

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:

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

(1) <u>175</u> x <u>12</u> = <u>2,100</u> (Hourly Rate) (# of hours)	<u>East Shore 3-24-19 Pergola 3/22/19 - 3/23/19 = \$720</u>	<u>6 hrs food vendors = 180</u>
(2) _____ x _____ = _____ (Hourly Rate) (# of hours)	<u>Pergola 3/22/19 - 3/23/19 = \$720</u>	
(3) Permit Processing Fee = <u>30</u>	<u>LM Blvd Amph 3/24/19 = \$160</u>	(6) Kitchen _____ = _____
(4) Deposit = <u>1,000 (Waived)</u>	<u>Fairyland 3/24/19 = \$160</u>	(7) Alcoholic Beverage Fee = <u>125</u>
(5) Setup/Teardown = _____	<u>\$4735</u>	(8) Administrative Service Fee = _____
		(9) Sound Use Fee = <u>100</u>
		(10) Other Charges special event = <u>1,200</u>

TOTAL: \$ 6395 less Advance Minimum Payment of \$ \$1,300; BALANCE DUE 30 DAYS BEFORE EVENT: \$ 3,435 - \$1660

(Deposits are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned.) +1200

Payment type: 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 Lena Zentgraf DATE 12/11/18

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



# 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, 3<sup>rd</sup> 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 Marathon

Location of Event: Eastshore Park

Date/Hours of Event: March 25th 2018 Permit No. \_\_\_\_\_

Event Contact Name: Lena Zentgraf Phone No. 434-466-7389

Event Contact Address: lena@corrigansports.com

Is this a "first time" event at this location?  Yes  No If no, when was the event held previously?  
3 years -- and at Snow park before that.

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
		ABC permit
		Fire Permit

## II. ATTENDANCE/COLLECTION OF FUNDS

1. Total number in attendance: 18,000
2. Were registration fees, donations or other fees collected on-site?  Yes  No  
     Everyone who runs pre registers, 9,500 entrants  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? \_\_\_\_\_
7. How much was collected on site from other fees? \_\_\_\_\_



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
RBO-youth running group	NP	n/a	n/a	N
Lagunitas	for profit	beer	n/a	Y
LMJS -- adult running group	NP	N/A	n/a	N
GU	for profit	runner food	n/a	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 love having non profit and coporate wellness parnters. Also having more entertainment around the lake while people are running. We also want to make sure everyone in the area with a business or living nearby is well informed.

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

We always have to be careful of rain because it makes the park soggy and we do not want to ruin the grass. Our biggest concern is everyone being safe and having a good time which was the result of the event.

Submitted by: Lena Zentgraf

Date: 2/26/19

Approved by: 

(OPR Staff)

Date: 2/26/19

Comments: \_\_\_\_\_

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

**TO:** C.N.E. Corbin, Chair, Parks & Recreation Advisory Commission  
**FROM:** Zermaine Thomas, Central Reservations  
**DATE:** February 27, 2019  
**SUBJECT:** **REQUEST APPROVAL FROM THE PARKS AND RECREATION ADVISORY COMMISSION TO ALLOW FRIENDS OF RUWENZORI FOUNDATION TO COLLECT FUNDS ONSITE FOR TICKET SALES AT THE DOOR, BIDDING ON SILENT AND LIVE AUCTION ITEMS, SALES OF UGANDAN MERCHANDISE, CASH BAR ONSITE AT THEIR GREEN AND YELLOW FUNDRAISER TO BE HELD AT LAKESIDE PARK GARDEN CENTER ON SATURDAY, OCTOBER 5, 2019, FROM 2:00PM-10:00PM.**

---

**SUMMARY**

Oakland Parks, Recreation & Youth Development received a request from Friends of Ruwenzori Foundation, founded in 2004, funding partners of Kitojo Integrated Development Association (KIDA), a Ugandan non-governmental organization. Friends of Ruwenzori Foundation is requesting approval to collect funds onsite for tickets sales at door, bidding on silent and live auction items, sales of Ugandan merchandise, cash bar onsite at their Green and Yellow Fundraiser to be held at Lakeside Park Garden Center on Saturday, October 5, 2019. 100 % of the proceeds collected supports hospitals, clinics, orphans, vulnerable children programs, vocational schools, health insurance and savings programs. Approval from Parks and Recreation Advisory Commission is required per O.M.C. Section 12.64.080.

**FISCAL IMPACT**

Friends of Ruwenzori Foundation is paying all fees associated with the event estimated at \$1405.00.

**PROJECT/PROGRAM DESCRIPTION**

The Green and Yellow Fundraiser is an annual event that occurs in the fall. There is a live jazz band as well as a keynote speaker. There will be approximately 100 people in attendance. Funds are collected as part of the fundraiser through PayPal, Square reader and cash at the cash bar.

The following funds are being requested to collect onsite:

- Ticket Sales at Door: \$300
- Silent Auction: \$4000
- Live Auction: \$5000
- Fund A Need Auction: \$8000
- Ugandan Merchandise: \$200
- Cash Bar: \$750

**BACKGROUND**

The mission of Friends of Ruwenzori Foundation is to reduce preventable deaths and foster healthy living among people of the Ruwenzori foothills of Uganda by supporting the rural region's only local hospital and economic empowerment and health programs.

**RECOMMENDATION**

Staff recommends that the Parks and Recreation Advisory Commission approve the request from Friends of Ruwenzori Foundation to collect funds onsite for tickets sales at door, bidding on silent and live auction items, sales of Ugandan merchandise and cash bar onsite at their Green and Yellow Fundraiser to be held at Lakeside Park Garden Center on Saturday, October 5, 2019, 2:00PM-10:00PM.

Respectfully submitted,

/s/ Zermaine Thomas

Prepared by:

Zermaine Thomas

Central Reservations

/s/ Darrin Hodges

Approved by:

Darrin Hodges

Facilities Manager

Attachments: Exhibit A – Friends of Ruwenzori Proposal Letter  
Exhibit B – Rental Application



September 24, 2018

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

Dear Oakland Parks and Recreation Advisory Committee,

As requested this is a proposal letter required in order for the Friends of Ruwenzori Foundation to hold our event at the Lakeside Park Garden Center in October 2019.

**Brief History:** The mission of Friends of Ruwenzori Foundation is to reduce preventable deaths and foster healthy living among the people of the Ruwenzori foothills of Uganda by supporting the rural region's only local hospital and economic empowerment and health programs.

Founded in 2004, we are the funding partners of KIDA (Kitojo Integrated Development Association), a Ugandan-run non-governmental organization. KIDA fights HIV/AIDS and poverty and runs a small hospital in the rural communities of the Ruteete Subcounty of the Kabarole District in Western Uganda. We fully support KIDA's mission, which is to "enable vulnerable individuals and communities to take care of their own lives." Although many of our members are motivated by a religious faith, we are not a sectarian organization but a humanitarian one. We do not discriminate on the basis of religion, race, creed or sexual orientation.

#### **Overview of the event**

The Green and Yellow Festival is our annual Fundraising event that occurs each fall. 100% of the proceeds from this event go to Uganda to support the hospital, clinic, orphans and vulnerable children program, vocational school and health insurance and savings programs. There is a live jazz band as well as a keynote speaker. We have approximately 100 people who attend each year.

#### **Request to Collect funds:**

Each year, as a fundraiser, we collect funds on the day of the event as itemized below (approximations from year prior):

Tickets (day of): \$300

Silent auction: \$4000

Live Auction: \$5000

Cash and carry sales (Ugandan items): \$200

Cash bar: \$750

Fund a Need auction: \$8000

These funds are all collected as part of the fundraiser. Money is collected through PayPal, Square with very little cash being exchanged other than the bar. We pay sales tax to the state of California quarterly on any items sold that require sales tax.

All of the money collected is to support the budget for the money we send to Uganda every year in support of the programs and people previously mentioned.

If you have any additional questions please feel free to contact me at [Kristen.brock@friendsofruwenzori.org](mailto:Kristen.brock@friendsofruwenzori.org) or 415.720.0755.

Thank you,

Kristen A. Brock  
Executive Director  
Friends of Ruwenzori Foundation



Oakland Parks, Recreation & Youth Development (OPRYD)

666 Bellevue Avenue, Oakland, CA 94610

Central Reservations: (510) 238-3420; Fax: (510) 637-0362

Office Hours: Monday-Friday 9:00 a.m. - 4:00 p.m.

Email: centralreservationsunit@gmail.com

www.oaklandnet.com/parks

Rental Application



ATTENTION: \_\_\_\_\_

DATE: Sept 24, 2018

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

Name of Business/Organization: Friends of Rowenzori Foundation

Business/Organization Address: 8 Altamount Rd Orinda 94563  
Street Address City Zip Code

Applicant Name: Linda Manzi

Applicant Mailing Address: 15 Slater Lane Oakland 94705  
Street Address City Zip Code

Phone Number: 510-704-8718 Fax Number: \_\_\_\_\_ E-mail: Lindamanzi@ATT.NET

Facility/Park Name: Lake Side Garden Center

Room(s)/Site(s) VISTA ROOM

Event Information:

Date(s) of Event: Oct 26, 2019

Time In/Prep Time: 1pm Actual Event Time: 2pm to 10pm Time Out/Cleanup Time: 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.) Dinner, Live & Silent Auction fundraiser

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.)

Guitar bass Singer

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) 100 Approximate # of Adults 90 # of Teens 10 # of Children/Infants 2

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, Name of Caterer: Lee Bendig - Cuisine Catering

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) 75 x 9 = 675  
(Hourly Rate) (# of hours)

(2) \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_  
(Hourly Rate) (# of hours)

(3) Permit Processing Fee = 30

(4) Deposit = 300

(5) Setup/Teardown = 150

(6) Kitchen = 125

(7) Alcoholic Beverage Fee = 125

(8) Administrative Service Fee = \_\_\_\_\_

(9) Sound Use Fee = \_\_\_\_\_

(10) Other Charges = \_\_\_\_\_

TOTAL: 1405 Less Advance Minimum Payment of \$ 4000; BALANCE DUE 30 DAYS BEFORE EVENT: \$ 400

(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: 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: Linda A. Manzi DATE: Sept 24, 2018

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



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

**TO:** C.N.E. Corbin, Chair, Parks & Recreation Advisory Commission  
**FROM:** Zermaine Thomas, Central Reservations  
**DATE:** February 27, 2019  
**SUBJECT:** **REQUEST APPROVAL FROM THE PARKS AND RECREATION ADVISORY COMMISSION TO ALLOW SOL SISTERS, INC. TO COLLECT FUNDS ONSITE FOR TICKET SALES AT THE DOOR, SALES OF WARES BY VENDORS AND COLLECT DONATIONS AT SHARE THE HEALTH WELLNESS EVENT TO BE HELD AT LAKE MERRITT BLVD. AMPHITHEATRE ON SATURDAY, JUNE 15, 2019, FROM 9:00AM-1:00PM.**

**SUMMARY**

Oakland Parks, Recreation & Youth Development received a request from Sol Sisters Inc., a local non-profit, their mission is to serve women of all backgrounds with holistic health services that focus on 4-areas: expressive arts, physical health, mental health and community service. Sol Sisters, Inc. is requesting approval to collect funds onsite for tickets sales at door, sales of wares by vendors, and collect donations at Share the Health Wellness Event to be held at Lake Merritt Blvd. Amphitheater on Saturday, June 15, 2019. Approval from Parks and Recreation Advisory Commission is required per O.M.C. Section 12.64.080.

**FISCAL IMPACT**

Sol Sisters Inc, is paying all fees associated with the event estimated at \$646.00

**PROJECT/PROGRAM DESCRIPTION**

The Share the Health Wellness Event takes on a true diverse and inclusive approach to physical fitness and nutrition. There is a rotation of various physical activities rooted in cultural diversity including Yoga, Zumba, Traditional Dance and more. Opportunities are created for women of color to vend health products and encourage women of all shapes, abilities, ages and all ethnic groups to join in a day of celebrating the woman's body.

The following funds are being requested to collect onsite:

- Ticket Sales at Door: \$15
- Sales of Wares by Vendors: \$0-\$100
- Donations: All Amounts Accepted

**BACKGROUND**

Sol Sisters Inc. has hosted several events in Oakland such as International Women's Day Fest, a day of celebration for women and girls with highlights of women owned business vendors, women performers, workshops led by women professionals. The workshop topics are all related to women, such as Empowering Yourself in The Workplace, Practical Goal Setting and tackling issues like the #metoo Movement. This is an example of the work being done to provide opportunities for women of all backgrounds to convene together which reflects an inclusive community for women and girls.

**RECOMMENDATION**

Staff recommends that the Parks and Recreation Advisory Commission approve the request from Sol Sisters Inc. to collect funds onsite for tickets sales at door, sales of wares by vendors and collect donations at Share the Health Wellness Event to be held at Lake Merritt Blvd. Amphitheater on Saturday, June 15, 2019, 9:00AM-1:00PM.

Respectfully submitted,

/s/ Zermaine Thomas

Prepared by:  
Zermaine Thomas  
Central Reservations

/s/ Darrin Hodges

Approved by:  
Darrin Hodges  
Facilities Manager

Attachments: Exhibit A – Sol Sister Inc. Proposal Letter  
Exhibit B – Non-Profit Certificate  
Exhibit C – Rental Application

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

Attn: Parks and Recreation Advisory Commission

Re: Sol Sisters Share The Health Event

Date: Saturday, June 15, 2019

#### HISTORY

My name is Rachel Tan and I am the Program Director at Sol Sisters, Inc, a local non profit. Our mission is to serve women of ALL backgrounds with holistic health services that focus on four areas: expressive arts, physical health, mental health, and community service. We host 4 events throughout the year that are accessible for all women and girls that are reflective of these pillars in order to ENRICH, EMPOWER, AND EVOLVE people who identify as women within the Bay Area and beyond.

We have hosted other events in Oakland such as International Women's Day Fest, a day of celebration for women and girls with highlights such as women owned business vendors, women performers, workshops led by women professionals on topics that any woman can relate to such as empowering yourself in the work place, practical goal setting, and even tackling current issues like understanding the #metoo movement. Last year, we hosted over 250 attendees from all over the Bay Area, had 40 volunteers, and raised \$7,000. This is just one example of the work we are doing to provide opportunities for women of all backgrounds to convene together to reflect a truly inclusive community of women and girls.

#### SHARE THE HEALTH

In June, we will shift our focus to physical health by hosting our fourth annual Share the Health Festival at Oakland's Lake Merritt Amphitheater. This festival is our take on a truly diverse and inclusive approach to physical fitness and nutrition. We will have a rotation of various physical activities rooted in cultural diversity including Yoga, Zumba, Traditional Dance, and more. We will create opportunities for women of color business owners to vend health products, and will encourage women of all shapes, abilities, ages, and races to join together in a day of celebrating our bodies.

#### FUNDS COLLECTED

This year we are collaborating with other Oakland-based nonprofits that serve under resourced women to personally bring them to our event. We generally aim to make our events low cost or complimentary to those who cannot afford them otherwise. Women who are privileged enough to purchase tickets are encouraged to donate funds that will allow low income women to attend. Most of our donations and ticket sales will be online prior to the event, however, we do expect some exchange of money day of.

Onsite, we would like to be allowed to accept the following:



- Donations (all amounts)
- Door ticket sales (\$15)
- Sale of goods by vendors (\$0-\$100 dependent on item)

We would like to collect donations and door tickets onsite to be inclusive of the broader Oakland / Lake Merritt community. Last year, we had so many people pass by and ask to join in, which we had to turn away because we could not accept funds. We would like this event to be accessible and inclusive to all.

All monies collected will be used to offset the costs of producing the event, and any monies in excess of our costs will be rolled forward to next year's Share The Health Budget.

We look forward to continue working with the City of Oakland on future Share The Health Events.

Warmly,

Rachel Tan  
[rachel@solsisters.org](mailto:rachel@solsisters.org)

**ARTS-PB-501(c)(3)**

**Articles of Incorporation of a Nonprofit Public Benefit Corporation**

3829264

To form a nonprofit public benefit corporation in California, you can fill out this form or prepare your own document, and submit for filing along with:

- A \$30 filing fee.
- A separate, non-refundable \$15 service fee also must be included, if you drop off the completed form or document.

**Important!** California nonprofit corporations are not automatically exempt from paying California franchise tax or income tax each year. A separate application is required in order to obtain tax exempt status. For more information, go to [https://www.ftb.ca.gov/businesses/exempt\\_organizations](https://www.ftb.ca.gov/businesses/exempt_organizations) or call the California Franchise Tax Board at (916) 845-4171.

Note: Before submitting this form, you should consult with a private attorney for advice about your specific business needs.

**FILED**  
Secretary of State  
State of California

SEP 25 2015

This Space For Office Use Only

For questions about this form, go to [www.sos.ca.gov/business/be/filing-tips.htm](http://www.sos.ca.gov/business/be/filing-tips.htm)

**Corporate Name** (List the proposed corporate name. Go to [www.sos.ca.gov/business/be/name-availability.htm](http://www.sos.ca.gov/business/be/name-availability.htm) for general corporate name requirements and restrictions.)

① The name of the corporation is Sol Sisters, Inc.

**Corporate Purpose** (Item 2a: Check one or both boxes. Item 2b: The specific purpose of the corporation must be listed if you are organizing for "public" purposes, or if you intend to apply for tax-exempt status in California.)

- ② a. This corporation is a nonprofit **Public Benefit Corporation** and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for:  public purposes.  charitable purposes.
- b. The specific purpose of this corporation is to provide charitable help to under-resourced women

**Service of Process** (List a California resident or an active 1505 corporation in California that agrees to be your initial agent to accept service of process in case your corporation is sued. You may list any adult who lives in California. You may not list your own corporation as the agent. Do not list an address if the agent is a 1505 corporation as the address for service of process is already on file.)

- ③ a. Christine Shayestesh  
*Agent's Name*
- b. 2291 Stockton Street; #3359 San Francisco, CA 94133  
*Agent's Street Address (if agent is not a corporation) - Do not list a P.O. Box* *City (no abbreviations)* *State* *Zip*

**Corporate Addresses**

- ④ a. 2291 Stockton Street; #3359 San Francisco, CA 94133  
*Initial Street Address of Corporation - Do not list a P.O. Box* *City (no abbreviations)* *State* *Zip*
- b. \_\_\_\_\_  
*Initial Mailing Address of Corporation, if different from 4a.* *City (no abbreviations)* *State* *Zip*

**Additional Statements** (The following statements are required to obtain tax exemption from the Internal Revenue Service or the California Franchise Tax Board under Internal Revenue Code section 501(c)(3). Note: Corporations seeking other types of tax exemptions should not use this form.)

- ⑤ a. This corporation is organized and operated exclusively for the purposes set forth in Article 2a hereof within the meaning of Internal Revenue Code section 501(c)(3).
- b. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and this corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.
- c. The property of this corporation is irrevocably dedicated to the purposes in Article 2a hereof and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person.
- d. Upon the dissolution or winding up of this corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable, educational and/or religious purposes and which has established its tax-exempt status under Internal Revenue Code section 501(c)(3).

This form must be signed by each incorporator. If you need more space, attach extra pages that are 1-sided and on standard letter-sized paper (8 1/2" x 11"). All attachments are made part of these articles of incorporation.

Barbara Kate Repa  
Incorporator - Sign here

Barbara Kate Repa  
Print your name here

Make check/money order payable to: Secretary of State  
Upon filing, we will return one (1) uncertified copy of your filed document for free, and will certify the copy upon request and payment of a \$5 certification fee.

**By Mail**  
Secretary of State  
Business Entities, P.O. Box 944260  
Sacramento, CA 94244-2600

**Drop-Off**  
Secretary of State  
1500 11th Street, 3rd Floor  
Sacramento, CA 95814



I hereby certify that the foregoing  
transcript of 1 page(s)  
is a full, true and correct copy of the  
original record in the custody of the  
California Secretary of State's office.

SEP 30 2015 NA

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

*Alex Padilla*

ALEX PADILLA, Secretary of State



Oakland Parks, Recreation & Youth Development (Oakland PRYD)  
 666 Bellevue Avenue Oakland, CA 94610  
 Central Reservations: (510) 238-3420; Fax: (510) 637-0362  
 Office Hours: Monday-Friday 9:00 a.m. – 4:00 p.m.  
 Email: [centralreservationsunit@gmail.com](mailto:centralreservationsunit@gmail.com)



**Rental Application**

ATTENTION: \_\_\_\_\_

Date of Application: January 17, 2019

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

Name of Business/Organization: Sol Sisters

Business/Organization Address: PO box 15115 San Francisco, CA 95115  
Street Address City Zip Code

Applicant Name: Rachel Tan

Applicant Mailing Address: 138 Adrian Avenue SSF, CA 94080  
Street Address City Zip Code

Phone Number: 415-728-6914 Fax Number: \_\_\_\_\_ Email: rachel@solsisters.org

Facility/Park Name: The Lakeside Park / Lake Merritt Amphitheater

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

**Event Information:**

Date(s) of Event: Saturday June 15, 2019

Time In/Prep Time 8:00am Actual Event Time 9:00am to 1:00pm Time Out/Cleanup Time 2:00pm

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

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, microphones

*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) 99 Approximate # of Adults 99 # 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, 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:

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

- (1) 36 x 6 = 216  
(Hourly Rate) (# of hours)
- (2) \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_  
(Hourly Rate) (# of hours)
- (3) Permit Processing Fee = 30
- (4) Deposit = 300
- (5) Setup/Teardown = \_\_\_\_\_

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

TOTAL: \$ 646 Less Advance Minimum Payment of \$ 646; BALANCE DUE 30 DAYS BEFORE EVENT: \$ 0  
*(Deposits are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned.)*

Payment type: Check #: \_\_\_\_\_

Type of Credit Card: Visa or MasterCard:   
 (See attached Authorization for Credit Card Payment Form)

CANCELLATION FEE: 61 days or more notice: Forfeit ½ Deposit 30 days to 11 days notice: Forfeit Deposit Plus ½ Rental Fee  
 31 to 60 days notice: Forfeit Deposit 10 days or less notice: Forfeit All Fees

APPLICANT SIGNATURE Rachel Tan DATE January 17, 2019

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:** C.N.E. Corbin, Chair, Parks & Recreation Advisory Commission  
**FROM:** Zermaine Thomas, Central Reservations  
**DATE:** February 27, 2019  
**SUBJECT:** **REQUEST APPROVAL FROM THE PARKS AND RECREATION ADVISORY COMMISSION TO ALLOW CAMPS IN COMMON TO COLLECT FUNDS ONSITE FOR TICKET SALES AT THE DOOR, BIDDING ON AUCTION ITEMS AND COLLECT DONATIONS ONSITE AT THEIR SPRING FUNDRAISING EVENT TO BE HELD AT LAKE MERRITT SAILBOAT HOUSE ON SATURDAY, APRIL 13, 2019, FROM 6:00PM-9:30PM.**

**SUMMARY**

Oakland Parks, Recreation & Youth Development received a request from Camps in Common, a non-profit organization that operates the City of Oakland's Feather River Camp located in Quincy, CA. Feather River Camp was founded and established in 1924, by the City of Oakland and has over the course of its history, served tens of thousands of Oakland residents through summer youth and family camp programming. Camps in Common is requesting approval to collect funds onsite for tickets sales at door, bidding on auction items and collect donations onsite at their Spring Fundraising Event to be held at Lake Merritt Sailboat House on Saturday, April 13, 2019. Funds collected will benefit Oakland youth and families through providing camperships to attend Oakland Feather River Camp. Approval from Parks and Recreation Advisory Commission is required per O.M.C. Section 12.64.080.

**FISCAL IMPACT**

Camp in Common is paying all fees associated with the event estimated at \$1130.00.

**PROJECT/PROGRAM DESCRIPTION**

Camps in Common and Feather River Camp plan to hold its first Spring fundraising event at the Lake Merritt Sailboat House, the purpose of the event is to generate funds for the scholarship program, which provides reduced rates or "camperships" to families or groups from low income and underserved neighborhoods. In 2018, Camps in Common provided over \$50,500 in scholarships to 228 youth and individuals, including subsidized rates to 176 Oakland Parks, Recreation and Youth Development youth to Oakland Feather River Camp through Studio One Art Meets Nature Camp. The goal is to raise \$30,000.

The following funds are being requested to collect onsite:

- Ticket Sales at Door: \$75-\$250
- Auction Items/Donations: \$5000-\$10,000

**BACKGROUND**

Camps in Common was founded in 2002, when a group of longtime and dedicated campers came together to form the nonprofit, Camps in Common, to support efforts to save and advocate for the success of Oakland Feather River Camp. In June 2003, Camps in Common was named the official

operators of Oakland Feather River Camp by the City of Oakland. Feather River Camp is one of the City of Oakland Parks, Recreation and Youth Development longest running recreation programs. The 2019 season will mark the 17<sup>th</sup> year that Camps in Common has operated the facility.

**RECOMMENDATION**

Staff recommends that the Parks and Recreation Advisory Commission approve the request from Camps in Common to collect funds onsite for tickets sales at door, bidding on auction items and collect donations onsite at their Spring Fundraising Event to be held at Lake Merritt Sailboat House on Saturday, April 13, 2019, 6:00PM-9:30PM.

Respectfully submitted,

/s/ Zermaine Thomas

Prepared by:

Zermaine Thomas

Central Reservations

/s/ Darrin Hodges

Approved by:

Darrin Hodges

Facilities Manager

Attachments: Exhibit A – Camp in Common Proposal Letter  
Exhibit B – Non-Profit Certificate  
Exhibit C – Rental Application



December 18, 2018

Parks and Recreation Advisory Commission  
C/O Central Reservations  
250 Frank H. Ogawa Plaza, Suite 3330  
Oakland, CA 94610

Dear Advisory Commissioners:

We write to you requesting use of the Lake Merritt Sailboat House for a fundraising event this coming April and the approval to collect funds at said event. Please see below for our history, an overview of the event and additional information regarding how collected funds will be used.

### **History of Organization**

Camps in Common is the proud non-profit operator of the City of Oakland's Feather River Camp, located in Quincy, CA. Feather River Camp was founded and established by the City of Oakland in 1924 and has over the course of its history, served tens of thousands of Oakland residents through summer youth and family camp programming.

Camps in Common was founded when in 2002, Harry Edwards, then Director of the Oakland Parks and Recreation Department proposed that Feather River Camp be closed. This was incredible shocking to the hundreds of families who camp served each summer and a group of longtime and dedicated campers came together to form a nonprofit, Camps in Common, to support efforts to save and advocate for the success of OFRC.

Our mission is to promote and celebrate connections between nature, family and community, creating unique opportunities to advance environmental awareness, cultural diversity, and youth empowerment.

During communications with the Parks & Recreation Department staff and City Council members, it became clear that the City of Oakland did not see continuing to operate the camp internally was a viable option and it was even suggested that CIC consider operating the camp.

In June of 2003, CIC was suddenly named the official operators of OFRC by the City. In the years that followed, with help from campers, volunteers and former and current city staff, the organization built systems and successfully transferred operations from the City to CIC.

Since 2003, CIC has benefited from strong and committed board members, partners within the City and dedicated staff and volunteers. Over \$700,000.00 of facility investments have been made through bond Measure WW, City of Oakland support and fundraising from Camps in Common.

Feather River Camp is one of the City of Oakland Parks, Recreation and Youth Development Department's longest-running recreation programs. The 2019 season will mark the seventeenth year that Camps in Common (CIC) has operated the facility.



The Camps in Common Board of Directors oversees governance of the organization. The organization's day-to-day operations of Oakland Feather River Camp are managed by an Executive Director. Board members, year-round and seasonal staff, and an army of dedicated volunteers are committed to serving the mission of CIC and OFRC and work tirelessly to help realize our vision each year.

#### **Overview of Event & Request to Collect Funds On-Site**

On April 13, 2019, Camps In Common and Oakland Feather River Camp plans to hold its first spring fundraising event in many years. Our event is being held to generate funds for our scholarship program, which provides reduced rates or "camperships" to families or groups from low income and underserved neighborhoods. In 2018, CIC provided over \$50,500 in scholarships to 228 youth and individuals, including subsidized rates to 176 Oakland Parks, Recreation and Youth Development youth to OFRC through Studio One's Art Meets Nature Camp.

Our goal is to raise \$30,000 at this event alone. We will sell tickets ahead of time for \$75 and "Friend of Camps In Common" tickets for \$250. In addition, we are soliciting sponsors for the event from businesses and individuals to help underwrite the event.

On site, the event will consist of hearty appetizers and other small plate food. We will provide wine and beer, sparkling waters, and coffee. During the event we plan to have some calm musical entertainment while people are moving around bidding on our silent auction items. We will gather all necessary permits as required.

We are formally requesting to collect funds on site at the event through donations, a few last-minute door ticket/event registration sales and auction item payments. If approved, we anticipate bringing in about \$5,000-\$10,000 that night for the auction, donations, and the miscellaneous tickets. These funds need to be collected on site since people will be bidding on auction items which must be collected the day of the event.

The funds that will be collected will benefit Oakland youth and families through providing camperships to attend Oakland Feather River Camp. We are trying to increase the amount of Oakland youth and families who will have the opportunity to learn about and enjoy the outdoors, learn about the Plumas National Forrest, the Feather River, and participate in all the activities available at camp and increasing the amount of scholarship dollars to distribute to Oakland youth and families helps us towards that end.

Thank you for your consideration for your support of and service to Oakland's parks, recreation programs, and residents.

Sincerely,

A handwritten signature in black ink that reads "Mark Olson". The signature is fluid and cursive.

Mark Olson

Executive Director, Camps in Common & Camp Director, Oakland Feather River Camp



**Internal Revenue Service**

**Date:** October 17, 2007

CAMPS IN COMMON  
% TERESA CULLINANE  
PO BOX 11061  
OAKLAND CA 94611-0061

**Department of the Treasury**  
**P. O. Box 2508**  
**Cincinnati, OH 45201**

**Person to Contact:**

Mr. Morton 17-57100  
Customer Service Representative

**Toll Free Telephone Number:**  
877-829-5500

**Federal Identification Number:**  
43-1993846

Dear Sir or Madam:

This is in response to your request of October 17, 2007, regarding your organization's tax-exempt status.

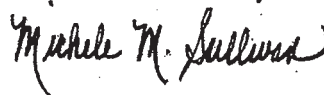
In May 2003 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Michele M. Sullivan, Oper. Mgr.  
Accounts Management Operations 1

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAY 14 2003

CAMPS IN COMMON  
4164 MACARTEUR BLVD  
OAKLAND, CA 94619

Employer Identification Number:  
43-1993846  
DLN:  
17053049035043  
Contact Person:  
GARY L BOTKINS ID# 31463  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Foundation Status Classification:  
509(a)(1)  
Advance Ruling Period Begins:  
February 7, 2003  
Advance Ruling Period Ends:  
December 31, 2007  
Addendum Applies:  
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make

Letter 1045 (DO/CG)



Oakland Parks, Recreation & Youth Development (OPRYD)  
 666 Bellevue Avenue, Oakland, CA 94610  
 Central Reservations Unit: (510) 238-3480; Fax: (510) 637-0362  
 Office Hours: Monday-Friday 9:00 a.m. – 4:00 p.m.  
 Email: centralreservationsunit@gmail.com  
 www.oaklandnet.com/parks  
**Rental Application**



ATTENTION: \_\_\_\_\_

DATE: 12/6/18

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

Name of Business/Organization: Camps in Common  
 Business/Organization Address: 462 Elwood Oakland 94610\*  
Street Address City Zip Code  
 Applicant Name: Mark Olson (contact person) / Heidi Brevet  
 Applicant Mailing Address: \* Mailing Address PO Box 116011 Oakland 94611  
Street Address City Zip Code  
 Phone Number: 510-336-2227 Fax Number: 510-601-1595 E-mail: info@featherrivercamp.com  
 Facility/Park Name: Sailboat House  
 Room(s)/Site(s): Top floor and kitchen

**Event Information:**

Date(s) of Event: April 13, 2019 (or 6th if 13th Not available)  
 Time In/Prep Time 4pm Actual Event Time 6 to 9:30 Time Out/Cleanup Time 11

Type of Event/Purpose: *(be specific, i.e., Wedding Reception, Meeting, Birthday Party, Banquet, Picnic, BBQ, Walk, Run, Festival, Rally, Quinceanera, BarMitzvah/BatMitzvah, etc.)*  
Auction & fundraiser for non-profit (Appetizers &)

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

Number of Participants (Total) 150 Approximate # of Adults 150 # of Teens 0 # 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: \_\_\_\_\_

**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) <u>75</u> x <u>7</u> = <u>525</u> <small>(Hourly Rate) (# of hours)</small>	(6) Kitchen = <u>no fee</u>
(2) _____ x _____ = _____ <small>(Hourly Rate) (# of hours)</small>	(7) Alcoholic Beverage Fee = <u>125</u>
(3) Permit Processing Fee = <u>30</u>	(8) Administrative Service Fee = _____
(4) Deposit = <u>300</u>	(9) Sound Use Fee = _____
(5) Setup/Teardown = <u>150</u>	(10) Other Charges = _____

TOTAL: \$ 1130 Less Advance Minimum Payment of \$ 630; BALANCE DUE 30 DAYS BEFORE EVENT: \$ 500  
*(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: 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 Heidi Brevet DATE 12/6/18  
 Please note: By submitting this application, other documents/permits may be initiated to finalize your reservation.



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

**TO:** C.N.E. Corbin, Chair, Parks and Recreation Advisory Commission  
**FROM:** Ali Schwarz, CIP Coordinator, Project Delivery Division, Public Works Agency, City of Oakland  
**DATE:** February 25, 2019  
**SUBJECT: Request For The Parks And Recreation Advisory Commission To Receive An Informational Report On The Estuary Park Renovation And Expansion Project Design Concept**

---

**SUMMARY**

Staff from the Department of Oakland Public Works (OPW) and the Oakland Parks, Recreation, and Youth Development recommend that the Parks and Recreation Advisory Commission receive an informational report on the Estuary Park Renovation and Expansion Project (Project) Draft Schematic Design.

The Project, listed in the Measure DD – Oakland Trust for Clean Water and Safe Parks Bond program (Measure DD) under the category for Estuary Waterfront Access, Parks and Cleanup Program, will renovate and expand the existing park to create an iconic water front park for Oakland residents and visitors. The project site includes the renovation of the existing 7-acre public park and expansion into an additional 4-acres negotiated as part of the Brooklyn Basin Development Agreement.

**FISCAL IMPACT**

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

**PROJECT / PROGRAM DESCRIPTION**

**Project Site:** The Estuary Park Project site is approximately 11 acres located at 5 Embarcadero along the Waterfront area of Oakland in City Council District 3. Please see *Attachment A – Project Location Map*. The Park incorporates the Jack London Aquatic Center, a community facility with docks and marine storage, which provides youth and adult rowing and boating programs. It also includes a popular multi-use grassy field frequently used for soccer and other team sports, a public boat launching ramp, a group picnic area, and expansion into the demolished Cash and Carry building site that is currently fenced off and not in use. The park site is adjacent to the Oakland Estuary and the opening to the Lake Merritt Channel.

**Project Purpose:** The purpose of the project is to create an iconic waterfront park where Oakland residents and visitors can enjoy and celebrate Oakland's Estuary at, on and in the water, while addressing the sites challenges including imminent Sea Level Rise. The Park will be the keystone open space linking Lake Merritt to the Estuary, and a major catalyst for the revitalization of the surrounding district for the next 30 years. The Park will represent an evolving, forward-looking identity for the City, a model for sustainable urban waterfront development and the transformative capacity of public projects.

**Project Goals and Objectives:** The following goals and objectives have been developed through several community planning processes mentioned in this report.

The Park aims to become a place that is more;

*Lively year-round – programmed for community needs at the water*

*Connected - improved vehicle, water-craft, pedestrian and bicycle access and parking*

*Safe, healthy and comfortable – though active use, lighting, and conveniences*

*Meaningful – a sense of place, a sense of community, history & art interpretation*

*Enterprising – complementary visitor services and partnership opportunities*

*Sustaining – Bay-Friendly and green infrastructure*

*Resilient – adapted to both drought and Sea Level Rise*

*Valuable – returns a net public benefit for the cost*

*Manageable – able to be cared for within limits of maintenance resources*

*Deliverable – able to be implemented in phases*

The proposed design puts the Estuary back in Estuary Park taking on the big Bay Area challenges and expresses the rebalance between the environment, social and economy. Please see **Exhibit B – Site Plan**.

**Program and Organization:** Simply programmed, the design offers something for everyone. From the west, meandering pathways move their way through the **Water-Wise Gardens**, creating places for people to sit and enjoy nature and art. Centrally located, the **Flex Field** opens to the water for people to experience the 180-degree vista. Sized for outdoor activities including pick-up sports, the Flex Field is also a place for the community to gather during small community events. Just north, the **Picnic Grove** is a place to bring your family and includes picnic tables, grills, a playground, splash pad, and half court. Adjacent to the activity, the new **Park Pavilion** is the urban heart of the park, offering a place to grab a small bite and sit outside.

**Water's Edge:** The **Living Shoreline** wraps around the eastern and southern edges of the new park and reuses the existing terraces to create a living barometer to express Sea Level Rise through the change in low marsh, middle marsh and high marsh. Throughout the shoreline, there are places for people to engage and interact with the water or to just simply sit and look at the views. The **Overlook** creates a unique vantage point, slightly higher than the existing edges, to watch and observe the water-based activities from paddling to rowing to boating. Finally, **Pebble Beach** offers another point of access to the water with its gentle sloping, easily accessible walkway.

The project will soon enter the environmental clearance phase. Currently the project is planned to begin construction in 2021.

## **BACKGROUND / LEGISLATIVE HISTORY**

Estuary Park was built in 1972 at a location that marks the confluence of the Lake Merritt Channel and the Oakland Estuary. It is an open space proximate to Jack London Square and downtown Oakland that is large enough to accommodate community gatherings and become a premier waterfront gathering space for Oakland. Estuary Park is also directly adjacent to the Brooklyn Basin development project.

Through a variety of planning processes in the mid 90's the Estuary Park Renovation and Expansion Project was proposed and thereby incorporated into several local and regional plans over the last 20 years including the adopted General Plan Open Space, Conservation and Recreation (OSCAR) in 1996 and the Estuary Policy Plan in 1999. As stated in the Estuary Policy Plan: OAK-2.1: Expand & Rehabilitate Estuary Park: "If Estuary Park is to fulfill its potential, it is important to make it more visible from the Embarcadero. It should be expanded and extended to the street, adding to the total amount of useable public space and improving park security. The entire park (including the expansion area) should be improved. Consideration should be given to providing places to observe major civic celebrations and water related festivals."

The City is positioned to realize long-held community objectives for the creation of a major open space of citywide and regional significance as described in the Estuary Policy Plan.

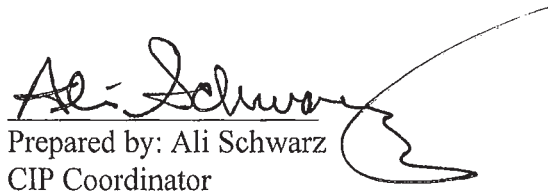
Funding for the design of the Estuary Park project was approved on December 13, 2016 in Resolution No. 86516 C.M.S., which authorized the sale of the Measure DD, Series C, Bond.

**Community Engagement:** In addition to the planning processes mentioned above, the design team in collaboration with the City of Oakland, conducted a thorough community outreach process for the Estuary Park Renovation and Expansion Project from August 2018 - January 2019. Throughout these six months, the team prepared and executed one Stakeholder meeting and three community design workshops that were held at the project site. The team also attended several additional events and regularly occurring meetings across the City. An on-line survey was open for public input after each of the three community design workshops, providing an opportunity for those who were unable to attending the meetings to offer input on the development of the design for Estuary Park.

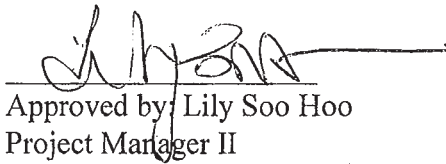
**RECOMMENDATION**

Staff recommends that the Park and Recreation Advisory Commission receive an informational report on the Estuary Park Renovation and Expansion Project as part of the public engagement process and development of the park design.

Respectfully submitted,



Prepared by: Ali Schwarz  
CIP Coordinator  
Project Delivery Division  
Oakland Public Works



Approved by: Lily Soo Hoo  
Project Manager II  
Project Delivery Division – Project & Grant Management  
Oakland Public Works

Attachments: Exhibit A - Project Location Map  
Exhibit B – Site Plan



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

**TO:** C.N.E Corbin, Chair, Parks & Recreation Advisory Commission  
**FROM:** Frederick L. Morris III, Sports Coordinator  
**DATE:** February 21, 2019  
**SUBJECT: Request The Parks And Recreation Advisory Commission Review And Provide Comments On The Basketball Court Refurbishment At Oak Park From An Asphalt Court, To A Tile Surface Basketball Court**

---

**SUMMARY**

Oakland Parks, Recreation and Youth Development (OPRYD) in partnership with Nancy Lieberman Charities, and Sport Court is proposing to refurbish the outdoor basketball court at Oak Park located at 3229 Kempton Avenue, Oakland.

To date Nancy Lieberman Charities has 68 Dream Courts, outdoor basketball courts, open across the United States serving over 3.1 million children each year. This state of the art play space gives children a safe place to play the game of basketball.

In 2016, after the tragic police shootings in downtown Dallas Texas, Nancy Lieberman Charities began building Kids & Cops Dream Courts, where they involved local law enforcement to help bridge the gap between law enforcement and the communities they serve to protect. Sports are the great equalizer. The Oak Park court will be a Kids & Cops Dream Court with collaboration from the Oakland Police Department and OPRYD.

The goal of OPRYD Sports Unit is to build teamwork, confidence and self-esteem, increase participation in fitness activities that lead to a healthy lifestyle, and build leadership through playing basketball, pickleball or volleyball on our courts. Through the partnership with local law enforcement the Dream Court will stand as a safe place for children to enjoy the game of basketball and build trust with the Oakland Police Department. This court will create a safe space for multiple sport activities in this community.

**SCOPE OF WORK:**

City of Oakland will remove the current basketball goals and Sport Court will install two new basketball goal systems and basketball tile surface. The court size is 35 x 65 feet.

**TIMELINE:**

It takes 6-7 weeks for the court to be made, shipped and installed. Once the court is installed an opening celebration will be scheduled with Nancy Lieberman, Rick Barry, Parks and Recreation Advisory Commission, Mayor and Chief of Police invited along with council members, City of Oakland staff members, and the community of Oakland.



## **FISCAL IMPACT**

Lieberman Charities and Sport Court are gifting the improvement valued at \$35,000 to the City in accordance with Oakland City Council Resolution No. 79714 Acceptance of Grants with a Value of Fifty Thousand Dollars or Less. Work on City property will be authorized through a construction contract with the City of Oakland valued at one dollar. Work will meet Oakland Public Works Department standards and insurance will be carried throughout the project with the City of Oakland as the Certificate Holder. Sport Courts are projected to last up to 25 years, carry a 15 year warranty and create no new maintenance requirements for the Public Works Department.

## **BACKGROUND / LEGISLATIVE HISTORY**

Sport Court offers a variety of safe court surfaces for any type of athletic court. This includes this outdoor court for multi-purpose, basketball, tennis, pickleball, and volleyball.

Athletes and doctors know that concrete is an enemy of the knee. In contrast to pavement, this shock absorbing surface makes it easy on your joints. It reduces knee strain on every cut or pivot made with its Lateral Forgiveness technology.

Sport Court surfaces are used for some of the biggest organization names in sports, like the NCAA, US Soccer Foundation, Olympics, US Youth National Futsal Championships, NBA Jam Session and many others.

### **Absorption**

Sport Court surfaces come in a range of densities, all of which provide excellent shock absorption at the point of contact.

### **Deflection**

Sport Court flooring helps to control the downward and side to side surface movement where floor contact is made.

### **Friction**

Sport Court flooring provides the ideal amount of friction for all movements.

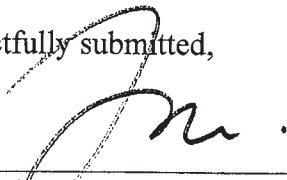
### **Ball Bounce**

Sport Court surfaces have consistent, true ball bounce and sound. As a result, they have the highest ratings of any synthetic court.

**RECOMMENDATION**

Staff recommends that the Parks and Recreation Advisory Commission review and provide comment on the basketball court refurbishment at Oak Park from an asphalt basketball court, to a tile surface basketball court.

Respectfully submitted,



Prepared By: Frederick L. Morris III  
City- Wide Youth & Adult Sports Coordinator



Reviewed by: Dana Riley  
OPRYD Assistant Director

Attachments: Exhibit A – Design of the Oak Park Sport Court  
Exhibit B – Lieberman Charity 501(c)3

SPORT COURT



4

4



4

4



RICK BARRY

OGDEN UT 84201-0038

In reply refer to: 0437974131  
May 04, 2016 LTR 4168C 0  
36-4642743 000000 00  
00033634  
BODC: TE



NANCY LIEBERMAN CHARITIES  
% NANCY LIEBERMAN  
5756 QUEBEC LN  
PLANO TX 75024-2904

016044

Employer ID Number: 36-4642743  
Form 990 required: Yes

Dear Taxpayer:

This is in response to your request dated Apr. 25, 2016, regarding your tax-exempt status.

We issued you a determination letter in April 2013, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(03).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit [www.irs.gov](http://www.irs.gov) or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

Oak Port Basketball renovation project



**CITY OF OAKLAND  
Oakland Parks & Recreation**

**TO:** C.N.E. Corbin, Chair, Parks and Recreation Advisory Commission  
**FROM:** Karis Griffin, Supervisor - Specialty Arts, Culture, Science and Nature  
**DATE:** March 13, 2019  
**SUBJECT: REQUEST FOR PARKS AND RECREATION ADVISORY COMMISSION TO ALLOW THE 'OPEN STUDIOS ART COLLECTIVE', TO COLLECT MONEY ON SITE, AT STUDIO ONE ART CENTER, FROM 11AM TO 6PM, ON SATURDAY, JUNE 8<sup>TH</sup> AND SUNDAY, JUNE 9<sup>TH</sup>, DURING OPEN ART STUDIOS SEASON**

---

**SUMMARY**

This is a request for the Parks and Recreation Advisory Commission 'PRAC', to allow Artists from the Open Studios Art Collective, led by Carol Tarzier, to include 15 to 25 artists, to sell and collect monies on site at Studio One Art Center, during 'Open Studios'. Open Studios is described as "a free self-guided tour of artist's studios and exhibition spaces throughout the East Bay (Alameda County and Contra Costa County) in over 12 different cities. Artists pay a registration fee to the non-profit organization putting on the event for over 40 years. The event is free for the public to enjoy." In partnership with Studio One Art Center, Open Studios Art Collective, is proud to present a collection of works by bay area artists.

**FISCAL IMPACT**

Rental fees have been paid to Studio One Art Center for the rental of the lower hall, upper hall and kitchen (application attached). A copy of rules and regulations that apply to renters has been issued and accepted. There are no other fiscal impacts to Oakland Parks, Recreation and Youth Development (OPRYD). In accordance with the master fee schedule, the Open Studios Art Collective will have one (1) OPRYD staff person on duty from Studio One Art Center. Staff fees have been included in the rental agreement. Insurance waivers have been collected from all artist of 'Open Studios Art Collection', in accordance with City of Oakland Risk Management. Open Studios Art Collective are responsible for all other direct expenses.

**PROJECT DESCRIPTION**

The purpose of this event, is in line with the mission of OPRYD. The art show is part of the national culture of artist living and creating amongst us. The opportunity for local artist to present and sell their works is vital to the continued creation of art, beauty and storytelling of our times. Art and its creators, foster a better understanding of American diversity by presenting selections from their masterful and rich traditions through shapes, color and composition, to include drawings, paintings, words and more. This free event provides exposure for families and people across the Oakland community. It is our intention to make available to any interested persons, an opportunity to witness and participate in the beauty of visual arts and its value and importance to the human story.

**BACKGROUND**

The Open Studio Art Collective and some of its members have participated in the Open Studios for forty years. The Open Studio Art Collective, many whom volunteer for arts projects and showings previously at Studio One Art Center, provided an opportunity for the City of Oakland to participate

February 25, 2019

PRAC – March 13, 2019

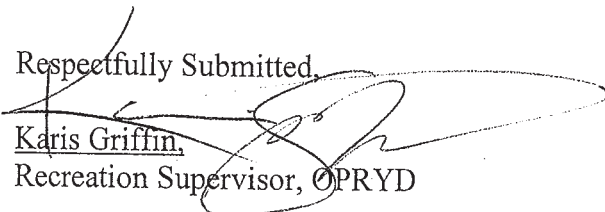
Item 7f

through Studio One Art Center as a community partner. Studio One Art Center was initially introduced to open studios as a part of 'First Fridays', which Studio One Art Center was originally a part of before the move to uptown and a change in considered locations. Studio One Art Center is a natural fit for Open Studio Art Collective to present their works.

RECOMMENDATION

Staff recommends that the Park and Recreation Advisory Commission approve the Open Studio Art Collectives request to collect funds for art sold at Studio One Art Center during the Open Studio Season, providing, that Open Studio Art Collective adheres to all rules set forth by the City with regards to collecting monies at Studio One Art Center.

Respectfully Submitted,

  
Karis Griffin  
Recreation Supervisor, OPRYD

/s/ Nicholas Williams

Approved by:  
Nicholas Williams  
Director

Attachments:

- Exhibit A- Request Letter
- Exhibit B- Application/Facility Request

# OPEN STUDIOS ART COLLECTIVE

2/3/2019

Studio One Art Center  
Parks and Recreation Advisory Commission  
Facilities Rental Application  
Proposal Letter

To Whom It May Concern:

We are a group of artists and part of the East Bay Open Studios event; our group, the Open Studios Art Collective, has been showing and selling our Bay Area artwork together in conjunction with Open Studios since 2010. The annual East Bay Open Studios has been a tradition in Oakland for over 40 years; many of us have been participating for 20 years or more. Carol Tarzier began showing with Open Studios in 1987 and has participated every year since.

The Open Studios Art Collective is interested in renting space at Studio One Art Center this year. We expect the Collective to be between 15 and 25 artists. We would like to rent the Upper and Lower Great Hall spaces, along with kitchen facilities, for the weekend of June 8, 9.

We feel that showing our work at Studio One will be a win for Studio One and for the City of Oakland. Several of our participants have taught at Studio One and will use the show as an opportunity to advertise our classes. For example, Carol Tanenbaum taught at Studio One, now studies glass at Studio One, and can let people know about the classes she takes. Carol Tarzier will be teaching Figure Painting over this summer at Studio One and can use the opportunity to advertise her classes as well as sell her artwork. In addition, our members will be inviting collectors and art enthusiasts, who would get to know the Studio One facility simply by coming to the show. Our holding the Open Studios exhibit at Studio One will bring the arts community to the space and make people aware of all that Studio One has to offer – the ceramics, glass, jewelry and photography classes and facilities, to name a few. We think that showing there will increase the Oakland arts community awareness of Studio One as a resource and will generate interest in the facility.

We will not be charging admission and will not be charging for refreshments. The only money collected will be sales of artwork by local artists. We will use the event to show our work to collectors, generate interest and future showing and selling opportunities, and sell our paintings, prints, drawings, jewelry, and other artwork.

The artists have Seller's Permits from the State Board. The Open Studios Art Collective artists understand liability and other requirements to show, and will treat the space with respect.

Thank you for considering our application.

Sincerely,



Carol Tarzier

On behalf of Open Studios Art Collective

Office of Parks and Recreation

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



CITY of OAKLAND OFFICE of PARKS & RECREATION

Facility Rental Application

Studio One Artist Center

PH (510) 597-5027 Fax (510) 985-8290

ATTENTION:

Application Date: 2/2/19

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

Form section containing fields for RWP No., Received By/Date, Approved By/Date, Issued By/Date, and Police Special Events Permit Required? (Yes/No).

Application on behalf of: (Group, Individual, Organization) OPEN STUDIOS 90 CAROL TARZIER

\* Address: 21 SHERIDAN CT City: OAKLAND State: CA Zip 94605

Individual responsible for event: Name: CAROL TARZIER \*Address: 21 SHERIDAN COURT

City: OAKLAND State: CA Zip 94605 Email: CAROL@TARZIER.COM

Home #: 510 652-9000 Work #: SAME Fax #: Cell#: SAME

To use (Name of Facility): STUDIO ONE ART CENTER Age Group: Adults, Teens, Children, Mixed (Please Circle)

On the following date (s): JUNE 8, 9 and JUNE 15, 16 Number of Participants: 15-25

Between the hours of: (Start Time/Setup) 9 AM (Actual Event Time) from 11 AM to 6 PM (End Time/Cleanup) 7 PM

Type of Event/Purpose (be specific; i.e., Wedding, Receptions, Meetings, Birthday Party, Banquet, etc.) OPEN STUDIOS ART SHOW AND SALE

Sound Amplification: Amplified Yes No Non-Amplified Yes No

Type of equipment to be used (i.e. musical instruments, live band, cd player, amplifiers, microphones, etc.) GUITARS / ACOUSTIC

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

Fees section with fields for Rent, Setup/Teardown Fee, Alcoholic Beverage Fee, Other Fees, and Deposit.

Total of ALL Fees PLUS Deposit:

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

CANCELLATION FEES: 31 days or more notice: Forfeit 1/2 Deposit; 30 days 11 days notice: Forfeit Deposit PLUS 1/2 Rental Fee; 10 days or less notice: Forfeit All Fees

Check Amount: \$ Check #: Cash:

Type of Credit Card (Visa or Master Card Only):

Credit Card #: Expiration Date:

I Authorize the Office of Parks and Recreation, Central Reservations Unit to charge my Visa or Master Card \$ (Amount to be Charged)

for my reservation at (Facility) on (Event Date)

Signature Required: Carol Tarzier

(Print Name) CAROL TARZIER

(Driver License #/Expiration Date) N8203959

\*\*\*ATTENTION\*\*\*

- Checkmarks and reminders: DID YOU REMEMBER TO SIGN THIS APPLICATION? DID YOU REMEMBER TO ATTACH A LEGIBLE COPY OF YOUR DRIVER'S LICENSE OR STATE IDENTIFICATION CARD?





## 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	
<b>Contract #:</b> FA-8109	<b>Prepared by:</b> Angilina Lozano
<b>Date:</b> Mar 01 2019	<b>Status:</b> Firmed

Client Information	
<b>Name:</b> Carol Tarzier Riga	<b>Account:</b>
<b>Phone #:</b> (510) 652-9000	<b>Email:</b> carol@tarziel.com
<b>Address:</b> 21 Shutlan Court, Oakland, California, 94605	

Facility Rental Summary						
Repeat	Facility	Day	Start	End	Date Range	# Sess.
	Studio One Art Center- Upper Hall	Sat	11:00 AM	06:00 PM	Jun 08 2019	1
	Studio One Art Center- Upper Hall	Sun	11:00 AM	06:00 PM	Jun 09 2019	1

Reservations, Additions & Modifications					
Type	Facility	Day	Start	End	Date
-	-	-	-	-	-

Facility					
Field	Start Date	End Date	Day	Fee Type	Subtotal
Studio One Art Center- Upper Hall	Jun 08 2019 11:00 AM - 06:00 PM	Jun 08 2019	Saturday	Studio One: Resident - Friday (8 pm - 12 midnight), Saturday, Sunday (9 am - 12 midnight)	\$560.00
Studio One Art Center- Upper Hall	Jun 09 2019 11:00 AM - 06:00 PM	Jun 09 2019	Sunday	Studio One: Resident - Friday (8 pm - 12 midnight), Saturday, Sunday (9 am - 12 midnight)	\$560.00

Usage Fees	
------------	--

Name	#	Unit Price	Total Usage	Subtotal	Tax	Total Price
Security Deposit	1	\$300.00	1 session	\$300.00	\$0.00	\$300.00
Staffing Costs Per Hour	1	\$210.00	7 hrs	\$210.00	\$0.00	\$210.00
Studio One: Kitchen	1	\$50.00	1 session	\$50.00	\$0.00	\$50.00
Studio One: Kitchen	1	\$50.00	1 session	\$50.00	\$0.00	\$50.00

Field	Date	Day	Time	Fees	Extra Fees	Total
Studio One Art Center- Upper Hall	Jun 08 2019	Saturday	11:00 AM - 06:00 PM	\$560.00	\$50.00	\$610.00
Studio One Art Center- Upper Hall	Jun 09 2019	Sunday	11:00 AM - 06:00 PM	\$560.00	\$260.00	\$820.00

Due Date	Amount	Remaining Balance
Mar 01 2019	\$1,730.00	\$0.00

Rental Fee	Rental Tax	Extra Fees	Extra Tax	Total with Tax
\$1,120.00	\$0.00	\$610.00	\$0.00	\$1,730.00

### Conditions of Use

Maximum of 70 patrons.  
 No teen events (events for 14 thru 20 year olds).

### 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.)