



PARK USE FEES & GUIDELINES FOR SPECIAL EVENTS
(Weddings, Walk/Runs, Exhibits, Festivals, Concerts, Rallies, Sporting Events and Related Activities)
*THANK YOU FOR YOUR INTEREST IN RENTING WITH THE OFFICE OF PARKS AND RECREATION,
WHERE THERE IS ACCESS TO OVER 100 PARKS TO HOST YOUR NEXT SPECIAL EVENT.*

RENTAL FEES:

GENERAL PARK USE FEES: (4-Hour Minimum)

	<u>Residents</u>	<u>Non-Residents</u>	<u>Unit</u>
1. Up to 99 Patrons	\$30	\$36	Per Hour
2. 100 to 299 Patrons	\$40	\$48	Per Hour
3. 300 to 499 Patrons	\$65	\$78	Per Hour
4. 500 to 1,000 Patrons	\$127.50	\$153	Per Hour
5. Over 1,000 Patrons	\$175	\$210	Per Hour
6. Non Refundable Permit Processing Fee: \$30			
7. Holiday Surcharge (All Parks)	Additional 50% of Rental Fees <i>(New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day)</i>		

LAKESIDE PARK:

	<u>Residents</u>	<u>Non-Residents</u>
1. Bandstand (Two Hr. Minimum)	\$130 Per Hour	\$156 Per Hour
2. Each additional hour	\$60 Per Hour	\$72 Per Hour
3. Other Areas within Lakeside Park	See above General Park Use Fees	

Note: When reserving the Bandstand, the surrounding areas must also be reserved
No open fires/flames or barbecues permitted at Lakeside Park;
All grassy/pavement areas in and around Lake Merritt and Snow Park.

PARKING FEES (Lakeside Park/Lake Merritt)

\$2.00 per car	2 hour parking – Monday through Friday
\$10.00 per car	Daily parking – Monday through Friday
\$5.00 per car	Daily parking – Saturday, Sunday and Holidays

DEPOSIT (Residents/Non-Residents):

	<u>Per Day</u>
Up to 299 Patrons	\$300
300 – 499 Patrons	\$500
Over 500 Patrons	\$1000

SOUND AMPLIFICATION FEES:

	<u>Per Day</u>
Non-Amplified Sound	\$25
Amplified Sound (Portable Radios/CD Players/Non-Concert)	\$50
Amplified Sound (Bands/Concert or Related Event)	\$100

ALCOHOLIC BEVERAGE FEES:

	<u>Per Day</u>
Champagne, Beer, Wine	\$125
Distilled Spirits, Champagne, Beer, Wine	\$195

ADMINISTRATIVE SERVICE FEE:

\$75 Per Request

An administrative service fee will be charged for any approved changes to a permit or approved reservation requests within 30 days of an event date.

MOBILE FOOD VENDING FEES:

Downtown Park Sites / Lakeside Park / Snow Park
Other Park Sites

Per Hour/Date/Site

\$40
\$30

If the number of people at non-downtown park site exceeds 99 people, the rental fees will increase to \$40 per hour.

CANCELLATION FEES

61 days or more notice	Forfeit ½ deposit, per event/per date
31 to 60 days notice	Forfeit deposit, per event/per date
11 days to 30 days notice	Forfeit deposit, plus ½ rental fee, per event/per date
10 days or less notice	Forfeit all fees

TO SECURE A CALENDAR DATE:

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

1. **Completed Rental Application** (21 years of age or older) of individual hosting the event;
2. **Payment Requirement:**
 - Payment of Non-Refundable Permit Processing Fee (\$30)
 - Payment of Minimum Rental Rate (2-4 hours)
 - Refundable Security Deposit (\$300-\$1000)
3. **Valid Driver's License or State Identification Card** to determine Oakland residency

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

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

- **Stand Alone Parks:** Return documents to Central Reservations Representative located at 250 Frank H. Ogawa Plaza, Suite 3330 Oakland, CA 94612
- **Recreation Center Parks:** Return documents to Recreation Center Site Director or Supervisor where event will be held.

METHOD OF PAYMENTS ACCEPTED

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

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

- Oakland Police Department Special Events Application (Required for 50 or more guests in attendance)
- See Additional Permits Required

RENTAL HOURS

- Park Use Hours 6:00AM – Sunset during daylight savings time

SECURITY

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

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

SECURITY DEPOSIT/DAMAGE LIABILITY

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

Conditions for deposit being withheld:

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

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

ALCOHOLIC BEVERAGES

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

PARKS AND RECREATION ADVISORY COMMISSION (PRAC)

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

Please contact a Central Reservations Representative or Recreation Center Director for the Parks and Recreation Advisory Commission Guidelines. No Advertisements of an event should occur prior to PRAC approval.

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

- **Oakland Police Department Special Event Permit**
- **Temporary Food Handler's Permit:**
Alameda County Health Care Services Agency
1131 Harbor Bay Parkway, Suite 111, 1st Floor, Alameda, CA 94502-6577
(510) 567-6858
- **Certificate of Insurance** in an amount of \$1,000,000 per occurrence/\$1,000,000 annual aggregate, naming the City of Oakland, its council, agents and employees as additional insured
- **ABC License for the Alcohol Beverage Control Board**
1515 Clay Street Oakland, CA 94612
(510) 622-4970
- **Seller's Permit**
State Board of Equalization
1515 Clay Street, Suite 303 Oakland, CA 94612 (510) 622-4100
- **Charitable Solicitation Permit**
City Administrator's Office
1 Frank H. Ogawa Plaza, 11th Floor Oakland, CA 94612
(510) 238-3294
- **Business Tax License**
City of Oakland Finance Department
250 Frank H. Ogawa Plaza, Suite 1320 Oakland, CA 94612
(510) 238-3704
- **Trash Bin/Recycling Bins**
Waste Management - (510) 613-8700
- **One (1) Time Event Recycling**
Recology – (510) 267-0852
California Waste Solution – (510) 836-6200
- **Portable Restrooms** – ADA Accessible

INFLATABLE JUMPERS AND STRUCTURES

The term "inflatable Jumper" means a structural apparatus, toy, device or other equipment, inflated with oxygen, helium or other gaseous compound and commonly used by children for jumping, rolling, playing and/or exercising within the interior and/or on or on top of the structural confines of the apparatus, toy device or other equipment.

Inflatable Jumpers have become very popular for use at events held in parks. The applicant must have prior approval from the Director of Oakland Parks and Recreation or his/her authorized representative to use these or any portable structure in the park. A permit or rental agreement from the jumper or structure company must be submitted to Oakland Parks and Recreation at least 30 days prior to event date. A Certificate of Insurance naming the city, its council, agents and employees as additional insured is also required and may be used in lieu of the permit or rental agreement. Certificate of Insurance must include group/organization name, type of event, park location and date of event.

A park use permit will not be issued from the Oakland Parks and Recreation until all documents are received. Failure to obtain a Park Permit is cause for removal of the inflatable jumper and/or structures. A Certificate of Insurance must be provided from the jumper company naming the City of Oakland, its council, agents and employees as additionally insured.

PARTY RENTAL SERVICES

Oakland Parks and Recreation encourages the use of our One-Stop Shop for all party rentals needs. Jumpers, linens, china, flatware, glassware, and other rental items are available. Prior approval is required for storage/pickup of outside party rental items and/or catering equipment. Please inquire with a Central Reservations Representative.

DOGS AT LARGE IN PARKS

It is unlawful for any person owning or having in charge, care, control or custody any dog, except a "Seeing Eye dog" actually being used by a blind person, a "signal dog" actually being used by hearing impaired person, a "service dog" actually being used by a handicapped person, or a police dog being used by any federal, State, County, City and county or City enforcement agency for any law enforcement purpose, to permit or allow any such dog, whether leashed or unleashed, to be in a public park, school yard or public playground, or other place controlled by the Oakland Parks and Recreation or the Board of Education for special events or special occasions.

- **Permitted On-Leash Areas:** Dogs are only allowed on-leash in the following designated parks: Joaquin Miller and Leona Parks east of Mountain Boulevard, Dimond Park east of El Centro Avenue, Knowland Park east of Golf Links Road, Glen Daniel/King Estate Park, north of Fontaine, Street, the Montclair Railroad Trail, and in Mosswood Park, on designated hardscape paths at the Broadway Entrance nearest to I-580 overpass, the West MacArthur Boulevard entrance at Shafter Avenue and the Webster Street entrance at 36th Street, and hardscape paths in Grove Shafter Park, specifically in the northwest quadrant of the park, which is bordered by Martin Luther King Jr. Way, 37th Street, Grove Shafter Freeway and the MacArthur Freeway. Additional areas may be added as authorized in writing or resolution by the Parks and Recreation Advisory Commission and then as amended. Otherwise dogs are not allowed in other Oakland parks at any time.
- **Service and Licensed Work dogs:** Service dogs and licensed work dogs authorized by the City or other government personnel for special purposes are permitted in any City park when on official duty.
- **Permitted Off-Leash Areas:** Dogs are permitted off-leash only in the following designated off-leash areas: Hardy Park, Mosswood Park, Grove Shafter Park, and the Joaquin Miller, dog play areas. Additional areas may be added as authorized in writing or resolution by the Parks and Recreation Advisory Commission and then as amended.

MISREPRESENTATION OF EVENT

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

IMPORTANT NOTES

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



OAKLAND POLICE DEPARTMENT

Special Events Permit Application

TF-807-3 (Jul 10)

APPLICANT INFORMATION

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

EVENT INFORMATION

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

PERMIT INFORMATION

HAVE YOU EVER BEEN DENIED A PERMIT? Yes No

Applicant agrees to abide by Oakland Municipal Code Dance Hall Regulations, Section 5-4.03

HOLD HARMLESS AGREEMENT

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

The permittee further agrees to defend without costs, indemnify, and hold harmless the City, its officers, agents, and employees from any liability to any persons, damages, losses, or injuries arising out of or alleged to arise out of the permitted special events, which was proximately caused by the actions of the permittee, its officers, employees, agents, including monitors, or any other persons attending or joining in the special event who were, or reasonably should have been under the control of the permittee. Persons who merely attend or join in a special event are not considered by that reason alone to be "under the control" of the permittee.

I have read and I understand the Hold Harmless Agreement and I declare under penalty of perjury that the information provided in this application is true and correct.

Permittee's Signature _____ *Date* _____

Police Overtime cost Attached: Yes No

Application Fees Paid: Yes No

ABC Endorsement: Approved Denied

Verified By:

_____ Special Events Personnel

_____ Serial No.

Pursuant to OMC §9.52.080, a Special Events Permit is conditionally approved in order for the applicant to obtain additional required documentation.

_____ Signature of Special Events Coordinator

_____ Serial No.

_____ Date Signed

A Permit is Hereby

Approved

Denied - Pursuant to OMC Section 9.52.090 Subsection (Select Appropriate Subsection)

_____ Signature of Chief of Police Designee

_____ Serial No.

_____ Date Signed



Oakland Parks and Recreation
 250 Frank H. Ogawa Plaza, Suite 3330, Oakland, CA 94612
 Office: 510.238-3187; Facsimile: 510.238-2397
 Hours of Operation: 9:00 am – 4:00 pm, Monday through Friday



Attention: _____

Date: _____

CREDIT CARD PAYMENT AUTHORIZATION

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

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

Amount to Be Charged: \$ _____

Facility/Park Name: _____ Event Date: _____ Event Time: _____

Credit Card Holder's Information:

Name (As it appears on Credit Card): _____

Address: _____ City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____ Fax: _____

Email Address: _____

Authorized Signature: _____

Comments:

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



CITY OF OAKLAND
OAKLAND PARKS AND RECREATION

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



Rental Application

ATTENTION: _____

Date of Application: _____

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

Name of Business/Organization: _____

Business/Organization Address: _____

Street Address City Zip Code

Applicant Name: _____

Applicant Mailing Address: _____

Street Address City Zip Code

Phone Number: _____ Fax Number: _____ E-mail: _____

Facility/Park Name: _____

Room(s)/Site(s) _____

EVENT INFORMATION:

Date(s) of Event: _____

Time In/Prep Time _____ Actual Event Time _____ to _____ Cleanup/Time Out _____

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

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

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

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

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

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

Will you require a caterer for your event? Yes No

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

Name of Approved Caterer: _____

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

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

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

Non-Refundable Permit Processing Fees:

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

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

(1) _____ x _____ = _____
(Hourly Rate) (# of hours)

(7) Alcoholic Beverage Fee = _____

(2) _____ x _____ = _____
(Hourly Rate) (# of hours)

(8) Administrative Service Fee = _____

(3) Permit Processing Fee = _____

(9) Caterer Opt Out Fee = _____

(4) Deposit = _____

(10) Sound Use Fee = _____

(5) Setup/Teardown = _____

(11) Other Charges = _____

(6) Kitchen = _____

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

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

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

CANCELLATION FEE: 61 days or more notice: Forfeit 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 _____ DATE _____

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