



## Facility Rental Rates

(Residency for rental rates is determined according to address indicated on Driver's License or State Identification card.)

### RATES Per Hour

#### **Social Hall - AVRC**

**(Room Size - 40ft X 47ft)**

|  |                     |
|--|---------------------|
| Resident, Monday – Thursday, 9 am – 9 pm                   | \$60.00 / per hour  |
| Resident, Friday – Sunday, 9 am – 9 pm                     | \$70.00 / per hour  |
| Non-Resident, Monday – Thursday, 9 am – 9 pm               | \$70.00 / per hour  |
| Non-Resident, Friday – Sunday, 9 am – 9 pm                 | \$80.00 / per hour  |
| Non-Profit, Monday – Thursday, 9 am – 9 pm                 | \$55.00 / per hour  |
| Non-Profit, Friday – Sunday, 9 am – 9 pm                   | \$65.00 / per hour  |
| <i>(Proof of 501c3 required for all non-profit groups)</i> |                     |
| Corporate, Monday – Thursday, 9 am – 9 pm                  | \$85.00 / per hour  |
| Corporate, Friday – Sunday, 9 am – 9 pm                    | \$100.00 / per hour |

#### **Club Room - AVRC**

**(Room Size - 19ft X 32ft)**

|  |                    |
|--|--------------------|
| Resident, Monday – Thursday, 9 am – 9 pm                   | \$40.00 / per hour |
| Resident, Friday – Sunday, 9 am – 9 pm                     | \$50.00 / per hour |
| Non-Resident, Monday – Thursday, 9 am – 9 pm               | \$48.00 / per hour |
| Non-Resident, Friday – Sunday, 9 am – 9 pm                 | \$58.00 / per hour |
| Non-Profit, Monday – Thursday, 9 am – 9 pm                 | \$20.00 / per hour |
| Non-Profit, Friday – Sunday, 9 am – 9 pm                   | \$30.00 / per hour |
| <i>(Proof of 501c3 required for all non-profit groups)</i> |                    |
| Corporate, Monday – Thursday, 9 am – 9 pm                  | \$65.00 / per hour |
| Corporate, Friday – Sunday, 9 am – 9 pm                    | \$80.00 / per hour |

#### **Main Kitchen - AVRC**

**(Room Size - 12ft X 20ft)**

|                        |                   |
|------------------------|-------------------|
| a. With room rental    | \$75.00/per use   |
| b. Without room rental | \$50.00/ per hour |



## Recording Studio - AVRC

(Arroyo Viejo Staff Engineer must be present during recording session.)

|  |                    |
|--|--------------------|
| Resident, Monday – Saturday, 9 am – 6 pm                   | \$30.00 / per hour |
| Non-Resident, Monday – Saturday, 9 am – 6 pm               | \$40.00 / per hour |
| Non-Profit, Monday – Saturday, 9 am – 6 pm                 | \$20.00 / per hour |
| <i>(Proof of 501c3 required for all non-profit groups)</i> |                    |
| Corporate, Monday – Saturday, 9 am – 6 pm                  | \$50.00 / per hour |

## Courtyard - AVRC

(Room Size - 77ft X 113ft)

|  |                    |
|--|--------------------|
| Resident, Monday – Thursday, 9 am – 9 pm                   | \$40.00 / per hour |
| Resident, Friday – Sunday, 9 am – 9 pm                     | \$50.00 / per hour |
| Non-Resident, Monday – Thursday, 9 am – 9 pm               | \$48.00 / per hour |
| Non-Resident, Friday – Sunday, 9 am – 9 pm                 | \$58.00 / per hour |
| Non-Profit, Monday – Thursday, 9 am – 9 pm                 | \$20.00 / per hour |
| Non-Profit, Friday – Sunday, 9 am – 9 pm                   | \$30.00 / per hour |
| <i>(Proof of 501c3 required for all non-profit groups)</i> |                    |
| Corporate, Monday – Thursday, 9 am – 9 pm                  | \$65.00 / per hour |
| Corporate, Friday – Sunday, 9 am – 9 pm                    | \$80.00 / per hour |

## PERMIT PROCESSING FEE

- Regular Event Rate \$15 Per Application
- Special Event Rate \$30 Per Application

## DEPOSIT (refundable within 6-8 weeks after event if certain conditions are met)

- Security Deposit \$200 Per Event

## ADDITIONAL FEES

- Mandatory Setup/Teardown Fee \$150 per room/per date  
(25 or more people)
- Alcoholic Beverage Fee \$125.00 Champagne, beer, wine
- Administrative Service Fee \$75 Per Request/Change  
(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.)

## Holiday Surcharge (New Year's Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day)

- Residents/Non-Resident/Non-Profit Additional 50% of Rental Fees



## **PAYMENT REQUIREMENT**

The 2-hour minimum rental requirement and deposit are required when the facility of your choice is reserved 31 days or more in advance. Payment may be made by check or credit card (Mastercard or Visa). A valid Driver's License or State Identification Card is required for all payments. No checks are accepted less than 30 days prior to event date.

Payment may be made by cash at the Office of Parks and Recreation Central Reservations Unit, located at 250 Frank H. Ogawa Plaza, 3<sup>rd</sup> Floor, Suite 3330, Oakland, CA 94612.

Please note: Decorating and clean-up time must be included within your rental fees.

## **CANCELLATION FEE**

- |                           |   |
|---------------------------|---|
| a. 61 days or more notice | Forfeit ½ Deposit, per date, per event                  |
| b. 31-60-day notice       | Forfeit Deposit, per date, per event                    |
| c. 11-30-day notice       | Forfeit Deposit plus ½ Rental Fees, per date, per event |
| d. 10 days or less notice | Forfeit All Fees  |

**Recreation Centers may be reserved 30 days to 11 months in advance of the requested reservation date. If a request is approved for an event within two weeks to 30 days, an administrative service fee will apply. NO reservation requests are accepted less than two weeks in advance.**

**All reservations will be finalized, and permit(s) issued through the Office of Parks and Recreation Central Reservations Unit located at 250 Frank H. Ogawa Plaza, 3<sup>rd</sup> Floor, Suite 3330, Oakland, CA 94612.**







# ARROYO VIEJO RECREATION CENTER

7701 Krause Avenue Oakland, CA 94605

(510) 615-5755

[www.oaklandca.gov](http://www.oaklandca.gov)

## Rental Application

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

Mobile or Home Number: \_\_\_\_\_ Work Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Facility/Park Name: \_\_\_\_\_

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

### Event Information:

Date(s) of Event: \_\_\_\_\_

Time In/Prep \_\_\_\_\_ 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, BarMitsvah/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) \_\_\_\_\_ 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, Name of Caterer: \_\_\_\_\_

### RENTAL FEES

(The minimum rental requirement, deposit and permit processing fee 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) \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

(Hourly Rate) (# of hours)

(2) \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

(Hourly Rate) (# of hours)

(3) Permit Processing Fee = \_\_\_\_\_

(4) Deposit = \_\_\_\_\_

(5) Setup/Teardown = \_\_\_\_\_

(6) Kitchen = \_\_\_\_\_

(7) Kitchen = \_\_\_\_\_

(8) Alcoholic Beverage Fee = \_\_\_\_\_

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

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

(11) Sanitation Fee = \_\_\_\_\_

(12) Other Fee(s) = \_\_\_\_\_

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: Check #: \_\_\_\_\_

Type of Credit Card: Visa or MasterCard: \_\_\_\_\_

(See attached Authorization for Credit Card Payment Form)

CANCELLATION FEE: 61 days or more notice: Forfeit 1/2 Deposit

30 days to 11 days notice: Forfeit Deposit Plus 1/2 Rental Fee

31 to 60 days notice: Forfeit Deposit

10 days or less notice: Forfeit All Fees

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

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



**ARROYO VIEJO RECREATION CENTER**

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510-615-5755

[www.oaklandca.gov](http://www.oaklandca.gov)

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

**CREDIT CARD PAYMENT AUTHORIZATION**

Facility/Park Name: \_\_\_\_\_ Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

I authorize the Office of Oakland Parks, Recreation & Youth Development (OPRYD) to charge my:

VISA: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVC: \_\_\_\_\_

MasterCard: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVC: \_\_\_\_\_

Amount to be Charged: \$ \_\_\_\_\_

**Credit Card Holder's Information**

Name (As it appears on Credit Card): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Driver's License or State Identification Card: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

*(legible Copy of Driver's License or State Identification Card REQUIRED)*

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LEGIBLE PHOTO ID IS REQUIRED FOR ALL RESERVATIONS**