



ARROYO VIEJO RECREATION CENTER

7701 Krause Avenue Oakland, CA 94605

510-615-5755

www.oaklandca.gov

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		

(New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day)

LAKESIDE PARK:

	<u>Residents</u>	<u>Non-Residents</u>	<u>Unit</u>
1. Bandstand (2-Hour Minimum)	\$130	\$156	Per Hour
2. Each additional hour	\$60	\$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)

SPECIAL EVENT FEE:

\$1200 (300+ ATTENDEES)

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

DEPOSITS: (Residents / Non-Residents)

	<u>Per Day</u>
Up to 299 Patrons	\$300
300 – 499 Patrons	\$500
Over 500 Patrons	\$1,000

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 Events)	\$100

ALCOHOLIC BEVERAGE FEES:

Champagne, Beer, Wine
Distilled Spirits, Champagne, Beer, Wine

Per Day

\$125
\$195

ADMINISTRATIVE SERVICE FEES:

\$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
- 60 to 31 days notice Forfeit deposit, per event/per date
- 30 to 11 days notice Forfeit deposit plus ½ rental fee, per event/per date
- 10 days or less notice Forfeit All Fees



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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
31 to 60 days notice: Forfeit Deposit

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



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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