



**CENTRAL RESERVATIONS**

666 Bellevue Avenue  
Oakland, CA 94610  
510-238-3420

Please submit Chaperone Agreement via email to:  
[cru@oaklandca.gov](mailto:cru@oaklandca.gov)

Oakland Parks, Recreation & Youth Development (OPRYD) permits Youth Events, which are events involving groups whose main attendees are under twenty-one (21) years of age. OPRYD policy requires that there be one (1) adult chaperone for every 12 to 15 youths and a minimum of two (2) uniformed security guards (*license & bonded*) for up to fifty (50) youths in attendance. A representative will inform Contract Holder of additional security and/or Police Services, if attendance exceeds 50 youth.

**ALCOHOLIC BEVERAGES ARE NOT ALLOWED AT YOUTH EVENTS**

Chaperone Agreement must be completed, signed and emailed to [cru@oaklandca.gov](mailto:cru@oaklandca.gov) thirty (30) days prior to the event date.

**Contract Holder Name (First/Last):** \_\_\_\_\_

**Facility Agreement (FA) #:** \_\_\_\_\_

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

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

**Event Information:**

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

**Time In/Prep** \_\_\_\_\_ **Actual Event Time** \_\_\_\_\_ **to** \_\_\_\_\_ **Cleanup/Time Out** \_\_\_\_\_  
*(Last hour of event is designated for cleanup)*

**Type of Event/Purpose:** *(Child Birthday Party, Graduation Party, Picnic/BBQ, Quinceanera, BarMitsvah/BatMitzvah, etc.)*

**Number of Security Guards Required** *(Assigned by Central Reservations Staff):* \_\_\_\_\_

**Number of Youth** *(Under 21years of age):* \_\_\_\_\_

**Number of Adults:** \_\_\_\_\_

Contract Holder and Chaperones must be over the age of 21 and onsite for the duration of the event.  
Chaperones takes upon himself/herself the responsibility to ensure the group’s good behavior.

**Names of Chaperones (First/Last)**

**Contact Number**

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**Extra Police Cost:** Contract Holder will be billed if the Oakland Police Department (OPD) is called to facility and/or park for excessive noise levels, residential complaints or disorderly conduct (i.e. altercations, over capacity, misrepresentation of event, etc.) OPD has the authority to request to shut down event.

**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 and may also result in denial of future permit requests and/or legal action.

**CONTRACT HOLDER SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_