

CITY OF OAKLAND
Interoffice Memorandum

Office of Parks and Recreation



TO: Jeffrey Taylor, Interim Chair, Parks and Recreation Advisory Commission
FROM: Gail McMillon, Reservations Supervisor
DATE: January 14, 2009
SUBJECT: Request from the Anthony Chabot Elementary School to Host a Fundraising Auction Dinner at the Lakeside Park Garden Center on Saturday, March 21, 2009

SUMMARY

Staff received a request from the Anthony Chabot Elementary School to host a fundraising auction dinner at the Lakeside Park Garden Center on Saturday, March 21, 2009. The proceeds from the auction will be used primarily for their enrichment programs that include music, art, Spanish, library, technology and garden. Teachers will also receive support for classroom supplies, students in need will receive extra educational support and some families will receive assistance with educational and family issues.

FISCAL IMPACT

There is no fiscal impact on the Office of Parks and Recreation.

BACKGROUND

Chabot Elementary School has utilized the Office of Parks and Recreation's sites with the Boating Center. This is their first request hosting a fundraising auction with the Central Reservations Unit. The event will involve approximately 350 Oakland residents whose children attend Oakland Public schools and specifically Chabot Elementary School.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve Anthony Chabot Elementary School's request to host a fundraising auction dinner and submit a financial report to the Central Reservations Unit by April 30, 2009.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Gail McMillon'.

Gail McMillon
Reservations Supervisor

Attachments: Request Letter
Reservation Request
Facility Use Application



Date: November 6, 2008

To: Wendy Johnson
City of Oakland Parks and Recreation
250 Frank Ogawa Plaza, Suite 3330
Oakland, CA 94612

From: Chris Lauderdale
Anthony Chabot Elementary PTA
6686 Chabot Road
Oakland, CA 94618

Re: Lakeside Garden Center

Dear City of Oakland Parks and Recreation,

I am writing to you on behalf of the Anthony Chabot Elementary School, part of the Oakland Unified School District. The Chabot PTA is interested in renting the Lakeside Garden Center for our annual Auction Dinner and Fundraiser on March 21, 2009. This event involves approximately 350 Oakland residents whose children attend Oakland Unified and specifically Chabot Elementary.

This event includes dinner and live music as well as an auction. Proceeds from the auction are used primarily for the enrichment programs, which the children participate in on a daily basis. These programs include music, art, Spanish, library, technology and garden. In addition teachers receive support for much needed classroom supplies, students in need receive extra educational support, and families benefit from programs assisting them with educational and family issues.

It is our intent to have this event at a venue that is local to all families of Oakland as we have students from all areas of our city. The Lakeside Garden Center is a wonderful treasure for Oakland and Lake Merritt and we respectfully request use of this public facility for our event.

Thank you and we look forward to bringing our community together at the Lakeside Garden Center.

Sincerely,

Chris Lauderdale
Chabot PTA

Central Reservations Unit

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

(510) 238-3187

Chris Lauderdale
5542 Manila Avenue
Oakland, CA 94618



CITY of OAKLAND
OFFICE of PARKS & RECREATION

Reservation Request

Status: In-Process

Customer Type: .Private

Work: (510) 501-7300 Home: (510) 655-2816

DATE/USER	REQUEST NUMBER	CHARGES	DISCOUNT	TAXES	REFUNDS & CREDITS	PAYMENTS	REQUEST EXPIRES	BALANCE DUE
11/06/2008 Wendy Johnson	17977	\$4660.00	\$0.00	\$0.00	\$0.00	\$1460.00	N/A	\$3200.00

RESERVATIONS

EVENT NAME	FACILITY	CENTER
Fundraiser - Anthony Chabot Elem. <i>Attendance: 356</i> Type: Assembly	Garden Center All but Library & Kitchens	Lakeside Park Garden Center 666 Bellevue Avenue Oakland, CA 94610

DATES RESERVED	HRS
Saturday - 3/21/2009	16

Total Number of Dates: 1

Total Number of Hours: 16

NOTES: *THE AUTHORIZATION FOR THE SELLING OF FOOD/MERCHANDISE FOR THIS EVENT IS PENDING FOR APPROVAL BY THE PRAC BROAD SCHEDULED FOR THEIR MEETING ON - 1/14/2009

A REPRESENTATIVE FROM ANTHONY CHABOT ELEMENTARY SCHOOL SHOULD BE PRESENT @ THIS MEETING.

ACTUAL EVENT TIME: 6:00pm - 11:00pm *** ATTENDEES = 356 *** TYPE OF SOUND = LIVE BAND

SET-UP SHEET & OPD SPECIAL EVENTS PERMIT DUE BY- _____

ATTENTION
PLEASE READ AND ADHERE TO ALL ATTACHED DISCLAIMERS, RULES & REGULATIONS
VIOLATIONS CAN RESULT IN A FINE AND/OR CANCELLATION OF RESERVATION
THANK YOU & HAVE A GREAT DAY

CUSTOMER PAID TO SERVE HARD ALCOHOL/SPIRITS

FACILITY MUST BE LEFT CLEAN & CLEAR OF ALL DEBRIS,
GARBAGE, DECORATIONS, ETC. LEFT FROM THIS EVENT.

FACILITY DECORATING RESTRICTIONS/LIMITATIONS
PLEASE "DO NOT" USE ANY KIND OF TAPE, NAILS, TACKS, STAPLES, ETC. THAT WILL PUNCTURE OR TEAR THE WALL-PAPER OR PAINT OFF THE WALLS, SO THAT YOU DON'T DAMAGE THE FACILITY AND LOOSE YOUR DEPOSIT.
DECORATIONS MUST BE FREE STANDING (LIKE BALOONS OR CENTER PIECES).

CHARGES

CHARGE DESCRIPTION	FACILITY/EVENT	UNIT FEE	QTY	TAX	TOTAL CHARGED	DISCOUNTED/PAID	BALANCE DUE
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CRU Alcohol Permit (Spirits)	Garden Center All but Library & Kitchens - Fundraiser - Anthony Chabot Elem.	\$170.00	1.00	\$0.00	\$170.00	\$0.00	\$170.00
CRU Mandatory Setup Fee	Garden Center All but Library & Kitchens - Fundraiser - Anthony Chabot Elem.	\$150.00	1.00	\$0.00	\$150.00	\$0.00	\$150.00
Deposit (Rentals)	Garden Center All but Library & Kitchens - Fundraiser - Anthony Chabot Elem.	\$500.00	1.00	\$0.00	\$500.00	\$500.00	\$0.00
Garden Center Rental Fee	Garden Center All but Library & Kitchens - Fundraiser - Anthony Chabot Elem.	\$240.00	16.00	\$0.00	\$3840.00	\$960.00	\$2880.00

PAYMENTS AND REFUNDS

RECEIPT NUMBER	DATE	CHARGE DESCRIPTION	FACILITY/EVENT	AMOUNT
1010172.032	11/06/2008	Deposit (Rentals)	Garden Center All but Library & Kitchens -	\$500.00
1010172.032	11/06/2008	Garden Center Rental Fee	Garden Center All but Library & Kitchens -	\$960.00

ADDITIONAL CUSTOMER INFORMATION

Customer Cell Phone: (510) 501-7300

Customer Email: chrislauderdale@sbcglobal.net

DISCLAIMERS

Additional hours, mandatory setup/takedown fee, alcohol fee, and sound fee must be paid at least 30 days prior to date of event.

Additional fees for this reservation MUST be paid by: _____ (date).

ALCOHOLIC BEVERAGES

Alcoholic beverages may NOT be served unless specific fees are paid and appropriate permission obtained.

- * Alcoholic beverages may only be served INDOORS with the exception of Joaquin Miller Park.
- * Alcoholic beverages may NOT be served at juvenile events.
- * Amounts are to be carefully supervised so that every guest and participant leaves the event safely.
- * The premises are to be left clean and all bottles must be removed.
- * SELLING alcoholic beverages is NOT ALLOWED.

This permit allows permittee:

To serve alcoholic beverages:

Wine, beer and champagne _____ (initials)

Distilled spirits _____ (initials)

No alcoholic beverages are permitted. _____ (initials)

CANCELLATION POLICY: A cancellation fee will be assessed according to the current City of Oakland Master Fee Schedule. Customer is responsible to familiarize him/herself with the cancellation fees associated with the site for which they are making a reservation.

I am aware of and understand the cancellation policy _____ (initial)

CERTIFICATE OF INSURANCE REQUIRED: Permit Holder, at Permit Holder's expense, is required to provide a Certificate of Insurance for comprehensive general liability coverage naming The City of Oakland, its Council, officers, employees and agents as additional insured with a limit of liability not less than \$1,000,000 combined single limit for personal injury and damage to property. Failure to provide the Certificate of Insurance two weeks prior to the event will result in cancellation of this facility use permit.

CITY CHARITIES PERMIT REQUIRED: This facility rental permit requires an additional City Charities Permit which must be submitted to Oakland Parks and Recreation at least 30 days prior to the event.

If the Charitable Solicitations Permit is not received by _____ (date), then this permit will be revoked and all fees will be forfeited.

I have read and understand the City Charities Permit Requirements: _____ (initials)

THE PERMIT HOLDER IS RESPONSIBLE AND WILL BE CHARGED for any damages, including, but not limited to: a) damages to floors, walls furnishings and landscaping; b) extra cleaning of the facilities inside and outside beyond routine facility maintenance; and c) any other unusual janitorial or facility expense incurred by the Office of Parks and Recreation. In the event that damages are incurred, permit holder shall reimburse the City of Oakland for necessary repairs and excessive cleanup or for extra hours not paid for in advance.

If a deposit was paid, the deposit, less an Administrative Services Fee and any claims for repairs and excessive cleanup will be returned to permittee. Claims exceeding amount of deposit must be paid within 10 days after notification to the City of Oakland, Office of Parks and Recreation.

If no deposit was collected prior to the event, reimbursement for the Administrative Services Fee and any claims for repairs and excessive cleanup must be



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

Central Reservations Unit
PH (510) 238-3187 Fax (510) 238-2397

CITY of OAKLAND
OFFICE of PARKS & RECREATION

ATTENTION: Wendy 238-3989 Facility Rental Application

Application Date: 11/6/08

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

REQ No. <u>17977</u>	OFFICE USE ONLY	Receipt No. _____
RWP No. <u>17977</u> Received By/Date _____	Approved By/Date _____	Issued By/Date _____
Police Special Events Permit Required? <input type="radio"/> Yes <input type="radio"/> No If required, Special Events Permit due to OPR by _____		

Application on behalf of: (Group, Individual, Organization) ANTHONY CHABOT ELEMENTARY

* Address: 16686 CHABOT RD. City: OAKLAND State: CA Zip 94618

Individual responsible for event: Name: CHRIS LAUDERDALE *Address: 5542 MANNA

City: OAKLAND State: CA Zip 94618 Email: chrislauderdale@sbcglobal.net

Home #: 510 655-2816 Work #: 510 5017300 Fax #: 510 655 2881 Cell#: 510 501-7300

To use (Name of Facility): LAKE SIDE PARK GARDEN CENTER Age Group: Adults (Please Circle) Teens, Children, Mixed

On the following date (s): MARCH 21ST & MARCH 22ND Number of Participants: 356

Between the hours of: (Start Time/Setup) 8:00 a.m. (Actual Event Time) from 6:00 p.m. to 11:00 p.m. (End Time/Cleanup) 12 midniti

Type of Event/Purpose (be specific; i.e., Wedding, Receptions, Meetings, Birthday Party, Banquet, etc.)
SCHOOL FUNDRAISER / AUCTION

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.)
LIVE BAND, MICROPHONES

Please describe below special accommodations/requests required for your event. If no special accommodations/request required, write NONE.
WE HAVE WALKED THROUGH THE FACILITY & HAVE NO KNOWN SPECIAL NEEDS/REQUESTS

Fees:

Rent: <u>\$ 240. -</u> X Number of Hours <u>18 16</u> = Total Rent <u>\$4320 - \$3840</u>
Setup/Teardown Fee: <u>\$150. -</u> Alcoholic Beverage Fee: <u>\$170. -</u> Other Fees: <u>\$ -</u>
Deposit: <u>\$500. -</u> (per Wendy) <u>5,740. -</u>
<u>\$ 500. -</u> Total of ALL Fees PLUS Deposit: <u>\$5,740. -</u>

(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: \$ 1005 Check #: 1005 Cash: _____

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

Credit Card #: _____ Expiration Date: _____

I Authorize the Office of Parks and Recreation, Central Reservations Unit to charge my Visa or Master Card \$ 1460.00 (Amount to be Charged)

for my reservation at LAKE SIDE PARK GARDEN CENTER on 3/21/09 (Event Date)

Chris Lauderdale (Signature Required) CHRISTINE LAUDERDALE (Print Name) A9580618/3/22/09 (Driver License #/Expiration Date)

ATTENTION

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