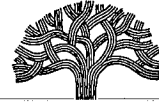


CITY OF OAKLAND
Interoffice Memorandum



Office of Parks and Recreation

TO: Jeffrey Taylor, Chair, Parks and Recreation Advisory Commission
FROM: John Hill, Mosswood Recreation Center Supervisor
DATE: March 11, 2008
SUBJECT: Request from Camps In Common for Permission to Host a Barbecue Fundraiser at Mosswood Recreation Center on Saturday, April 25, 2009

SUMMARY

The Office of Parks and Recreation (OPR) received a request from Camps in Common, the non-profit operator of Oakland Feather River Camp (OFRC), located in Quincy, CA, for permission to host a Barbecue Fundraiser at Mosswood Recreation Center on Saturday, April 25, 2009. All funds received will be used as camper ships for Oakland youth to enable them to attend programs at Oakland Feather River Camp (OFRC), in the summer of 2009.

FISCAL IMPACT

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

BACKGROUND

This is Camps in Common's second annual barbecue fundraiser. They came before the PRAC last year for permission to host a Barbecue Fundraiser and was granted approval. Camps in Common raised over \$6,000 that helped Oakland youth attend the camps.

The event to host a Friday Night Barbecue has been a camp tradition for many years. They are requesting to host a Barbecue Fundraiser event again this year to promote the camp, encourage registrations, create camp community in Oakland and raise funds for youth who are not able to experience Feather River Camp. The OFRC will be offering three youth programs this summer for ages 7 to 11, 10 to 15 and 12 to 15 years of age.

Fundraising Activities include:

1. Admission Tickets to the BBQ event. Ticket costs prior to the event are \$20/adult (over 15) / \$10 under 12 / Free under 3
Tickets at the door: \$25 adult / \$10 under 12
2. Lloyd's BBQ Sauce: Canned and sold in quart jars @ \$10/jar
3. Silent Auction ((Items that would require folks to attend camp will be auctioned off)

RECOMMENDATION

Staff recommends that the Park and Recreation Advisory Commission approve the request for Camps in Common to host a Barbecue Fundraiser at Mosswood Recreation Center on Saturday, April 25, 2009.

Respectfully submitted,

John Hill
Mosswood Recreation Center Supervisor

Attachments: Letter of Intent
Facility Use Application

Item-12-A

February 29, 2009

Parks & Recreation Advisory Council
c/o Gail McMillan

Dear PRAC Commissioners,

I am writing on behalf of Camps in Common (CIC), the non-profit operators of Oakland Feather River Camp. Thank you for your support in 2008 in allowing us to hold this fundraiser. We raised over \$6,000 to help Oakland youth attend our camps. We respectfully request permission to hold The Second Annual Barbeque Fundraiser at the Mosswood Recreation Center on April 25, 2009. We have reserved the venue at the regular, full price as required in order to hold a fund raiser (as we did last year). Friday Night Barbeque is a camp tradition and the camp caretaker, Lloyd Lewis is 'renowned' for his special 'secret' barbeque sauce! The event is titled: **CAMP-IN-THE-CITY** and features Lloyd's famous barbeque.

The intention of the event is to promote the camp, encourage registrations, create camp community in Oakland and, more importantly, to raise funding for youth who would otherwise not be able to experience the great joy of coming to Oakland Feather River Camp. As a way to create excitement and extend goodwill to CIC customers, OFRC posters and t-shirts will be given out as door prizes.

All funds received will be used as camperships for Oakland youth, to enable them to attend programs at Oakland Feather River Camp (OFRC) in the summer of 2008.

OFRC is offering three youth programs this summer. They are:

- | | |
|--|-------------------|
| 1. Camp Kidd & Camp Sierra for youth from 7 – 11 | Tuition: \$400 |
| 2. Wrangler Camp for youth aged 10 – 15 | Tuition: \$700.00 |
| 3. Teen Camp for teens 12 – 15: | Tuition: \$500.00 |

All funds raised at the Mosswood Rec. Center will be applied as Camperships for youth who would otherwise not be able to attend the camp. Fundraising Activities To Include:

1. Admission Tickets to the BBQ event. Ticket costs prior to the event are \$20/adult (over 15) / \$10 under 12 / Free under 3
Tickets at the door: \$25 adult / \$10 under 12
2. Lloyd's BBQ Sauce: Canned and sold in quart jars @ \$10/jar
3. Silent Auction: Items that would require folks to attend camp will be auctioned off. Some sample items are:
 - a. Sunset Trail Ride for a family of 8
 - b. Special Dinner @ Camp for a family of 4
 - c. Cake Baked & Decorated for specifically for your family and delivered to your table at camp with song and fanfare!
 - d. Certificate(s) for use at the Camp Store

Thank you for hearing our request to raise money for Oakland youth. I look forward to answering any further questions you may have at a PRAC meeting.

Sincerely,



Lily Myers Kaplan,
Executive Director



Operated by:

Camps in Common

Enriching lives through
community in nature

A non-profit corporation
Tax id#: 43-1993846

Board of Directors

Co-Chairs:

Nate Miley

Jill Rose (Co-founder)

Secretary / Treasurer:

Sim Kallan

Facilities Advisor

Robert Pokorny

Community Relations Advisor

Judi Marquardt-Norris
(Co-founder)

Marketing & Outreach

Advisor

Reem Rahim

Interim Executive

Director

Lily Myers Kaplan

P.O. Box 11061
Oakland,
California 94611-1061

Phone
510-336-2267

Fax
510-339-1676

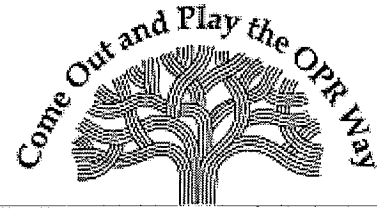
E-mail
info@FeatherRiverCamp.com

Website
www.FeatherRiverCamp.cor

Mosswood Recreation Center

3612 Webster Street
Oakland, CA 94609

(510) 597-5038



CITY of OAKLAND
OFFICE of PARKS & RECREATION

Feather River Camp
P.O. Box 11601
Oakland, CA 94611

Reservation Request

Status: In-Process

Customer Type: .Private

Authorized Agent: Sara Scheid

Work: (510) 336-2267 Home: 510

DATE/USER	REQUEST NUMBER	CHARGES	DISCOUNT	TAXES	REFUNDS & CREDITS	PAYMENTS	REQUEST EXPIRES	BALANCE DUE
01/28/2009 John Hill	9003029	\$850.00	\$0.00	\$0.00	\$0.00	\$850.00	03/31/2009	\$0.00

RESERVATIONS

EVENT NAME	FACILITY	CENTER
Feather River & Camps In Common-BBQ Type: Assembly	Mosswood Kitchen	Mosswood Recreation Center 3612 Webster Street Oakland, CA 94609

DATES RESERVED	HRS
Saturday - 4/25/2009	10:00 AM to 04:00 PM 6

Total Number of Dates: 1

Total Number of Hours: 6

NOTES: Revised: 2/9/09-CRU (gm)
2/9/09: Received request/letter of intent to PRAC for Youth Camp Fundraiser. Report to go before PRAC on Wed. 3/11/09. gm

Application submitted - 1/28/09 Alternate Contact Person: Lily Kaplan
Facility Rental, Deposit, Mandatory Setup/Teardown, Kitchen Use fees paid - 1/28/09
OPD Special Event permit submitted - 1/28/09
Non-Profit 501c submitted - 1/28/09
This event may require additional permits.
Customer will provide details for custom setup.

EVENT NAME	FACILITY	CENTER
Feather River & Camps In Common-BBQ Type: Assembly	Mosswood Dance Studio/Gallery	Mosswood Recreation Center 3612 Webster Street Oakland, CA 94609

DATES RESERVED	HRS
Saturday - 4/25/2009	10:00 AM to 04:00 PM 6

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

Facility Rental Application

ATTENTION:

Application Date: _____

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

REQ No. _____ RWP No. _____ Received By/Date 9m 2/3/09 OFFICE USE ONLY Approved By/Date _____ Issued By/Date _____
Police Special Events Permit Required? Yes No If required, Special Events Permit due to OPR by _____

Application on behalf of: (Group, Individual, Organization) Oakland Feather River Camp * Camps In Common

* Address: PO Box 11601 City: Oakland State: CA Zip 94611

Individual responsible for event: Name: Lily Kaplan/Sara Scheid *Address: PO Box 11601

City: Oakland State: CA Zip 94611 Email: info@FeatherRiverCamp.com

Home #: _____ Work #: 336-2267 Fax #: 601-1595 Cell#: _____

To use (Name of Facility): Mosswood Rec. Center Age Group: Adults Teens Children Mixed (Please Circle)

On the following date (s): April 25, 2009 Number of Participants: _____

Between the hours of: (Start Time/Setup) 10am (Actual Event Time) from 12pm to 2:30pm (End Time/Cleanup) 4pm

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

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.)
CD player for music during BBQ

Please describe below special accommodations/requests required for your event. If no special accommodations/request required, write NONE.
Could we please have access to the kitchen on 4/24 to bring in the food and store.

Fees:
Rent: 50.00 X Number of Hours 6 = Total Rent 300
Setup/Teardown Fee: _____ Alcoholic Beverage Fee: _____ Other Fees: 50.00
Deposit: _____

Total of ALL Fees PLUS Deposit: 350

(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: \$ 350.00 Check #: 2941 Cash: _____

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

Credit Card #: _____ Expiration Date: _____

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

for my reservation at _____ on _____

Sara P. Scheid
(Signature Required)

Sara P. Scheid
(Print Name)

D8187354
(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?

Total Number of Dates: 1

Total Number of Hours: 6

NOTES: Application submitted - 1/28/09
 Facility Rental fee paid - 1/28/09 - \$300.00
 Facility Deposit fee paid - \$300.00
 Mandatory Setup/Teardown fee paid - \$150.00
 OPD Special Event permit submitted - 1/28/09
 Kitchen Use fee paid - 1/28/09 - \$50.00
 Non-Profit 501c submitted - 1/28/09
 This event may require additional permits.
 Customer will provide details for custom setup.

CHARGES

CHARGE DESCRIPTION	FACILITY/EVENT	UNIT FEE	QTY	TAX	TOTAL CHARGED	DISCOUNTED/PAID	BALANCE DUE
CRU Additional Setup Fees	Mosswood Kitchen - Feather River & Camps In Common-BBQ	\$150.00	1.00	\$0.00	\$150.00	\$150.00	\$0.00
Mosswood Facility Rental Fee	Mosswood Kitchen - Feather River & Camps In Common-BBQ	\$50.00	6.00	\$0.00	\$300.00	\$300.00	\$0.00
Rec Ctr Rental Deposit	Mosswood Kitchen - Feather River & Camps In Common-BBQ	\$100.00	1.00	\$0.00	\$100.00	\$100.00	\$0.00
Rec Ctr Rental Deposit	Mosswood Dance Studio/Gallery - Feather River & Camps In Common-BBQ	\$300.00	1.00	\$0.00	\$300.00	\$300.00	\$0.00

PAYMENTS AND REFUNDS

RECEIPT NUMBER	DATE	CHARGE DESCRIPTION	FACILITY/EVENT	AMOUNT
1004745.024	01/28/2009	Rec Ctr Rental Deposit	Mosswood Kitchen - Feather River & Camps In	\$100.00
1004745.024	01/28/2009	Rec Ctr Rental Deposit	Mosswood Dance Studio/Gallery - Feather River &	\$300.00
1004745.024	01/28/2009	Mosswood Facility Rental Fee	Mosswood Kitchen - Feather River & Camps In	\$300.00
1004745.024	01/28/2009	CRU Additional Setup Fees	Mosswood Kitchen - Feather River & Camps In	\$150.00

ADDITIONAL CUSTOMER INFORMATION

Company Phone 1: (510) 238-3191

Company Email: mlange@oaklandnet.com

DISCLAIMERS

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. SS (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 SS (initial)

FIREPLACE USAGE POLICY

An administrative service fee will be charged for usage of the fireplace at Sequoia Lodge and Joaquin Miller Community Center. The Permit holder is responsible and will be charged for any damages arising out of the use of the fireplace, including but not limited to: a) damage to floors, glass doors, walls, furnishings; b) extra cleanup of the fireplace 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 must reimburse the City of Oakland for necessary repairs and excessive cleanup by staff.