

**CITY OF OAKLAND**  
Interoffice Memorandum



**Office of Parks and Recreation**

**TO:** Jeffrey Taylor, Acting Chair, Parks and Recreation  
Advisory Commission

**FROM:** Gail McMillon, Reservations Supervisor

**DATE:** June 11, 2008

**SUBJECT:** Request from the San Francisco Mime Troupe for Permission to Collect Donations and Sell Tee Shirts and Tanks at Free Theatre Performances at Lakeside Park on Thursday, September 11, 2008

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SUMMARY

Staff received a request from the San Francisco Mime Troupe, a non-profit organization, for permission to collect donations by passing a hat to attendees after the show at Lakeside Park on Wednesday and Thursday, September 11, 2008. They are also requesting to sell tee shirts and hats at the shows.

The collection of donations and proceeds from the sell of tee shirts and hats will help to cover half of their costs for the season.

FISCAL IMPACT

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

BACKGROUND

The San Francisco Mime Troupe (SFMT) has held free theatre performances at Lakeside Park for at least 6 years, dating back to the 2002 inception of OPR's automated reservation system. The SFMT came before the PRAC last month requesting to sell t-shirts and hats and to pass a hat around to collect donations for their performances to be held at Mosswood Park in August. They were granted approval.

The SFMT has held free theatre performances at other Parks and Recreation sites such as Mosswood Park and Montclair Park in years past. Their events have been successful and went as planned.

The San Francisco Mime Troupe's mission is to reach the broadest audience on grass, in the sunshine, that addresses social issues of our time; race, war, health and environment.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the San Francisco Mime Troupe's request for permission to collect donations and sell tee shirts and hats at the free theatre performances at Lakeside Park on Thursday, September 11, 2008, provided that all additional required permits are secured and received in the Office of Parks and Recreation's Central Reservations Unit.

Respectfully submitted,

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

Gail McMillon  
Reservations Supervisor

Attachments: Request Letter  
Reservation Request  
Park Use Application



855 TREAT AVENUE, SAN FRANCISCO, CALIFORNIA 94110 415-285-1717 FAX 415-285-1290

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

30 April 2008

Dear Wendy Johnson,

In light of recent developments regarding the construction at the Duck Feeding Area of Lakeside Park, I would like to respectfully request a change of date for San Francisco Mime Troupe's performance. The original agreed-upon dates were Friday, August 8 and Saturday, August 9, 2008. Because this interferes with the construction at Lakeside Park, we are now unable to perform on those days.

We would instead like to perform on ~~Thursday, September 11, 2008~~. We would like to reserve the Duck Feeding Area of Lakeside Park from 1:30pm to 10:30pm with our performance running from 6:30 to 8:30.

Please let me know if you have further questions or concerns on this matter. Thank you for your help and for allowing us enough time to reconfigure our summer plans.

Sincerely,

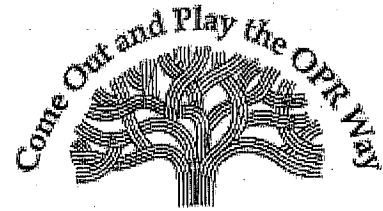
Liza M Frolkis  
Production Manager  
San Francisco Mime Troupe

America's Finest Theater of Political Comedy  
[www.sfmt.org](http://www.sfmt.org)

# Central Reservations Unit

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

(510) 238-3187



CITY of OAKLAND  
OFFICE of PARKS & RECREATION

San Francisco Mime Troupe  
855 Treat Avenue  
San Francisco, CA 94110

## Reservation Request

Status: In-Process

Customer Type: Non-Profit

Authorized Agent: Liza Frolikis

Work: (415) 285-1717 Home: (216) 337-6135

DATE/USER	REQUEST NUMBER	CHARGES	DISCOUNT	TAXES	REFUNDS & CREDITS	PAYMENTS	REQUEST EXPIRES	BALANCE DUE
04/17/2008 Wendy Johnson	9002572	\$650.00	\$0.00	\$0.00	\$0.00	\$400.00	08/08/2008	\$250.00

### RESERVATIONS

EVENT NAME	FACILITY	CENTER
"FREE" Theater Performance Type: Assembly	Lakeside Park Bird Feeding Area	Lakeside Park Lake Merritt Oakland, CA 94610

DATES RESERVED	HRS
Thursday - 9/11/2008	01:30 PM to 10:30 PM 9

Total Number of Dates: 1

Total Number of Hours: 9

**NOTES:** SPECIAL NOTE: DUE TO THE CONSTRUCTION ON THE BANDSTAND, THIS GROUP HAS CHANGED THEIR 2 DATE RESERVATION OF 8/8/08 & 8/9/08 TO: 9/11/08, 1:30pm - 10:30pm = 9 hrs. Wendy 5/01/2008

ACTUAL EVENT TIME: 6:30pm - 8:30pm

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FOODS SERVED: NONE

\*\*\*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 BLESSED DAY

OPD SPECIAL EVENTS PERMIT DUE BY - \_\_\_\_\_

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TYPE OF SOUND = MUSICAL INSTRUMENTS

ABSOLUTELY "NO" BBQ PITS OF ANY KIND ARE ALLOWED TO BE BROUGHT INTO THE PARK  
"ONLY PARK BBQ PITS PERMITTED FOR USE"

"ABSOLUTELY NO ALCOHOL ALLOWED IN THE PARK"

GROUPS HAVE NON-EXCLUSIVE USE OF THE PARK.

CUSTOMER UNDERSTANDS THAT THE PARK MUST BE LEFT CLEAN & CLEAR OF  
ALL GARBAGE/DEBRIS GENERATED FROM THIS PARK USE EVENT

### CHARGES

CHARGE DESCRIPTION	FACILITY/EVENT	UNIT FEE	QTY	TAX	TOTAL CHARGED	DISCOUNTED/PAID	BALANCE DUE
CRU Park Use Permit Fee	Lakeside Park Bld Feeding Area - "FREE" Theater Performance	\$150.00	2.00	\$0.00	\$300.00	\$150.00	\$150.00



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

ATTENTION: Wendy \* 238-3989 Park Use Rental Application

Application Date: 4/17/2008

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

REQ No. 9002572 W.G. 4/17/08 OFFICE USE ONLY Receipt No. Issued By/Date Approved By/Date Police Special Events Permit Required? Yes No If required, Special Events Permit due to OPR by 7-08-08

Application on behalf of: (Group, Individual, Organization) SAN FRANCISCO MIME TROUPE

Address: 855 TREAT AVENUE City: SAN FRANCISCO State: CA Zip 94110

Individual responsible for event: Name: LIZA M FROLKIS Address: 855 TREAT AVE

City: SAN FRANCISCO State: CA Zip 94110 Email: production@SFMT.ORG

Home #: Work #: 415.285.1717 Fax #: 415.285.1290 Cell#: 216.337.6135

To use (Name of Park): LAKESIDE PARK Location: DUCK FEEDING AREA

On the following date (s): AUGUST 8TH, 9TH 2008 General Public Allowed: Yes No Number of Participants: 250

Between the hours of: (Start Time/Setup) 1:30pm 9:00am (Actual Event Time) from 6:30pm 1:30pm to 8:30pm 3:30pm (End Time/Cleanup) 10:30pm 6:00pm

Type of Event/Purpose (be specific; i.e., Picnic, Walk/Run, Entertainment, Family Reunion, Rally, etc.) FREE THEATER PERFORMANCE

Sound Amplification: Amplified Yes No Non-Amplified Yes No

Type of equipment to be used (i.e. jumpers, musical instruments, live band, cd player, amplifiers, microphones, etc.) GENTLY AMPLIFIED VOICE AND MUSICAL INSTRUMENTS

Will food be served? Yes No (If yes, please list type(s) of food to be served.)

Please describe below special accommodations/requests required for your event. If no special accommodations/request required, write NONE. NONE

Fees: Rent: \$150.00 Deposit: \$150.00 Sound Use: \$100.00 Other Fees: n/a Total of ALL Fees PLUS Deposit: \$400.00

(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: \$ 400.00 Check #: 21887 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 (Park) on (Event Date)

(Signature Required)

LIZA M FROLKIS (Print Name)

Michigan I.D. # F642522 0415/1.17.2010 (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?