

CITY OF OAKLAND
Interoffice Memorandum



Office of Parks and Recreation

TO: Jeffrey Taylor, Chair, Parks and Recreation Advisory Commission
FROM: Gail McMillon, Central Reservations Supervisor
DATE: May 13, 2009
SUBJECT: Request from the Skyline High School Class of 1974 Reunion for Permission to Collect Entrance Fees, Sell Drink Tickets for Alcoholic Beverages and Authorize the Standard Hourly Charges at Sequoia Lodge on Saturday, October 17, 2009

SUMMARY

The Office of Parks and Recreation has received a request from the Skyline High Class of 1974 Reunion for permission to collect entrance fees at the door, sell drink tickets for alcoholic beverages, and authorize the standard hourly charges at Sequoia Lodge on Saturday, October 17, 2009. The money collected will be used to cover the event costs, including the room rental, catering, mailing, decorations, etc.

FISCAL IMPACT

There will be no fiscal impact on the Office of Parks and Recreation. Rental fees are doubled for fundraisers and for events requesting to collect money or donations onsite. The additional rental fee for this event is \$455.00 (\$65.00 per hour times 7 hours).

BACKGROUND

This is Skyline High Class of 1974's first time hosting their class reunion at one of the Office of Parks and Recreation's sites. Their past experience indicates that many of their classmates will pay at the door. The event is not open to the public.

Any excess funds collected from the event will be contributed to the Skyline PTSA.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the request for the Skyline High School Class of 1974 Reunion to collect door entrance fees and sell drink tickets at the event. Staff recommends that the Parks and Recreation Commission deny the request for authorization to pay only the standard hourly charges. Staff also recommends that an After Event Report be submitted to the Central Reservations Unit with the number of attendees who paid at the door and the amount collected onsite for the event.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "G. McMillon", written over a horizontal line.

Gail McMillon
Central Reservations Supervisor

Attachments: Request Letter
Reservation Request

Prac_item_12A
Parks and Recreation Advisory Commission
May 13, 2009



**Skyline High School
Class of 1974 Reunion
C/o David Stein
7019 Shirley Drive
Oakland, CA 94611
(510) 326-8898**

April 27, 2009

VIA EMAIL ONLY (gmcmillon@oaklandnet.com)

Oakland Parks and Recreation Advisory Commission
C/o Gail McMillon

Re: Skyline High School Reunion and Sequoia Lodge

Dear Commission Members:

The Skyline High School Class of 1974 is holding its 35th Reunion on October 17, 2009. After many meetings we decided on Sequoia Lodge as the best place to hold the event. It is in our home town, a wonderful venue and has a rental fee that will allow us to keep the cost of the event in reach for all of our classmates.

When we reserved Sequoia Lodge, we learned that the OPR rules precluded collecting any funds at the event. I am writing this letter on behalf of the organizing committee to ask for a waiver of this rule.

We are charging a minimal cost of \$30 in advance, \$40 at the door to cover the event costs, including the room rental, catering, mailing, decorations etc. Our past experience indicates that many of our class mates will pay at the door. We do not want to have to turn them away because we are precluded from collecting funds. Similarly, as a volunteer organizing committee, we are not in a position to have to follow up after the event or carry the event costs ourselves. We also intend to sell tickets for beer, wine and margaritas at the event, again simply to cover event costs.

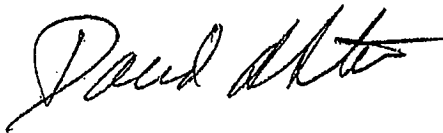
We anticipate having 100 to 150 of our classmates and their partners at the event. This is not an open event and we are not intending to make any profit (although in the past we have contributed any excess funds to the Skyline PTSA).

We would respectfully request that the Oakland Parks and Recreation Advisory Commission waive the restriction for this event. Also, we understand that granting this

waiver may result in an increase in the hourly rental charge. We would also respectfully request that the Commission authorize the rental at the standard hourly charge.

I thank you for your courtesy and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "David A. Stein". The signature is fluid and cursive, with a long horizontal stroke at the end.

David A. Stein

cc: Skyline Reunion Committee



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

Facility Rental Application

ATTENTION: Wendy 238-3989

Application Date: 3-30-09

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

REQ No. 18940	OFFICE USE ONLY	Receipt No.
RWP No. 18770	Approved By/Date	Issued By/Date
Police Special Events Permit Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If required, Special Events Permit due to OPR by 9-017-09	

Application on behalf of: (Group, Individual, Organization) Skyline High Class of 1974 for Herb Schmitt

* Address: 3136 Sylvan Ave City: Oakland State: CA Zip 94602

Individual responsible for event: Name: Nancy Marcus *Address: 3136 Sylvan Ave

City: Oakland State: CA Zip 94602 Email: asm856@sbcglobal.net

Home #: 531-8910 Work #: 43244 - navy Fax #: Cell#: 773-8489 Alan Marcus

To use (Name of Facility): Sequoia Lodge Age Group: Adults, Teens, Children, Mixed (Please Circle)

On the following date (s): October 17, 2009 Number of Participants: 100

Between the hours of: (Start Time/Setup) 5:00 (Actual Event Time) from 6:00 to 11:00 (End Time/Cleanup) 12:00

Type of Event/Purpose (be specific; i.e., Wedding, Receptions, Meetings, Birthday Party, Banquet, etc.) 35th High School Reunion

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.) DJ - light music

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

Fees:

Rent: \$65.00	X Number of Hours: 7	= Total Rent: 455.00
Setup/Teardown Fee: 150.00	Alcoholic Beverage Fee: 100.00	Other Fees: 0
Deposit: 300.00	Total of ALL Fees PLUS Deposit: 1005.00	

(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: \$ 560.00 Check #: 1437 Cash: Skyline High Class of 74 acct # 0391246668

Type of Credit Card (Visa or Master Card Only): Signed by Herb Schmitt Class President + Husband to permittee

Credit Card #: Expiration Date: N7978984 7/9/10

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 Nancy Marcus (Facility) on Nancy Marcus (Event Date)

Signature Required: Nancy Marcus (Print Name) Driver License #/Expiration Date: N7978984 7/9/10

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?

Central Reservations Unit

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

(510) 238-3187



CITY of OAKLAND
OFFICE of PARKS & RECREATION

Nancy Marcus
3136 Sylvan Avenue
For Herb Schmidt - Class of 1974 Pr
Oakland, CA 94602

Facility Permit

Status: Approved

Customer Type: .Private

Work: (510) 773-8489 Home: (510) 531-8916

DATE/USER	PERMIT NUMBER	CHARGES	DISCOUNT	TAXES	REFUNDS & CREDITS	PAYMENTS	NEXT PAYMENT DUE	BALANCE DUE
03/30/2009 Wendy Johnson	18940	\$1460.00	\$0.00	\$0.00	\$0.00	\$560.00	09/17/2009	\$900.00

RESERVATIONS

EVENT NAME	FACILITY	CENTER
Herb's 35th High School Reunion Type: Assembly	Sequoia Lodge	Sequoia Lodge 2666 Mountain Blvd. Oakland, CA 94602

DATES RESERVED	HRS
Saturday - 10/17/2009 05:00 PM to 12:00 AM	7

Total Number of Dates: 1

Total Number of Hours: 7

NOTES: Revised: 042209 (Cancellation email notice received. gm);
Revised: 042909 - Received letter on 4/27/09 requesting PRAC approval for permission to collect door entrance fees, sell drink tickets for alcoholic beverages and authorize the rental at the standard hourly fees. Next PRAC meeting - May 13, 2009. gm

ACTUAL EVENT TIME: 6:00pm - 11:00pm *** 100 ATTENDEES *** TYPE OF SOUND = D.J.

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 "SOFT" ALCOHOL - JUST BEER, WINE OR CHAMPAGNE
ABSOLUTELY "NO" HARD ALCOHOL OR SPIRITS ALLOWED @ THIS EVENT

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 (Beer & Wine)	Sequoia Lodge - Herb's 35th High School Reunion	\$100.00	1.00	\$0.00	\$100.00	\$0.00	\$100.00
CRU Mandatory Setup Fee	Sequoia Lodge - Herb's 35th High School Reunion	\$150.00	1.00	\$0.00	\$150.00	\$0.00	\$150.00
Deposit (Rentals)	Sequoia Lodge - Herb's 35th High School Reunion	\$300.00	1.00	\$0.00	\$300.00	\$300.00	\$0.00
Fundraising-Vendor Event Surcharge	Sequoia Lodge - Herb's 35th High School Reunion	\$65.00	7.00	\$0.00	\$455.00	\$0.00	\$455.00
Lodge Rental Fee 9a-12m	Sequoia Lodge - Herb's 35th High School Reunion	\$65.00	7.00	\$0.00	\$455.00	\$260.00	\$195.00

PAYMENTS AND REFUNDS

RECEIPT NUMBER	DATE	CHARGE DESCRIPTION	FACILITY/EVENT	AMOUNT
1010612.032	03/30/2009	Deposit (Rentals)	Sequoia Lodge - Herb's 35th High School Reunion	\$300.00
1010612.032	03/30/2009	Lodge Rental Fee 9a-12m	Sequoia Lodge - Herb's 35th High School Reunion	\$260.00

ADDITIONAL CUSTOMER INFORMATION

Customer Cell Phone: (510) 773-8489

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)

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 paid within 10 days after notification to the City of Oakland, Office of Parks and Recreation.

****NOTE**** Tables and chairs are provided. All groups shall provide any other equipment required for the event. All groups are required to clean up after the event and properly dispose of all trash and other debris generated by the event.

I am aware of and understand the Damages and Cleanup Policy. _____ (initials)

HOURS EXTENSION PROHIBITION: There can be no extension of use of hours or use options paid on site. All changes in the agreed upon contract arrangement must be made at Central Reservations by the individual originally booking event. The Park Rangers are instructed to close any event that is carried beyond contract hours. In the event othe permitted group stays longer than the permitted time scheduled, the permit holder will be charged additional hourly rental fees plus an Administrative Service Fee.