

CITY OF OAKLAND
Interoffice Memorandum



Office of Parks and Recreation

TO: Jeffrey Taylor, Chair, Parks and Recreation Advisory
Commission
FROM: Gail McMillon, Reservation Supervisor
DATE: July 8, 2009
SUBJECT: Request from Michael Stangl for Permission to Buy, Sell and Trade
Bicycles and Bicycle Parts at a Back-to-School Bicycle Swap Meet at
Lakeside Park on Saturday, August 29, 2009

SUMMARY

Staff received a request from Michael Stangl for permission to have participants buy, sell and trade bicycles and bicycles parts at Lakeside Park for their Back-to-School Bicycle Swap Meet on Saturday, August 29, 2009.

FISCAL IMPACT

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

BACKGROUND

The Back-to-School Bicycle Swap Meet purpose is to bring the bicycle community of Oakland together to buy, sell, and trade bicycles and bicycle parts and to raise money to be donated to Walk Oakland Bike Oakland, a non-profit organization, whose interest is to improve Oakland's pedestrian and bicycling infrastructure by educating residents, workers, business owners and commuters.

This is Michael Stangl's first year hosting a Bicycle Swap Meet with the Office of Parks and Recreation. He is expecting to reserve between 15 to 20 spots, between 30 and 100 square feet that will be used for the swap meet. Mr. Stangl will be charging a fee for spots 10' x 10' and larger. The 5' x 5' space will be free. There will be no food or drinks served at the swap meet.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the request for the buying, selling and trading of bicycles and bicycle parts on site at the Back-to-School Bicycle Swap Meet on Saturday, August 29, 2009. The contact person, Michael Stangl, is aware that additional permits may be required for this event provided the request is granted.

Respectfully submitted,

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

Gail McMillon
Reservation Supervisor

Attachments: Letter of request from Michael Stangle
Facility Reservation Request
Facility Application

prac_item 12-C

The Back-to-School Bicycle Swap Meet

The Back-to-School Bicycle Swap Meet is intended to serve two purposes: 1) to bring the bicycle community of Oakland together to buy, sell, and trade bicycles and bicycle parts; and 2) to raise money to be donated to Walk Oakland Bike Oakland (WOBO), a nonprofit organization interested in improving Oakland's pedestrian and bicycling infrastructure by educating residents, workers, business owners, and commuters.

The proposed swap meet is tentatively scheduled for August 29th from 8am to 2pm. Spots for smaller sellers will be free while larger sellers will be charged a fee for their spaces. Space will be made available free-of-charge to those organizations engaged in non profit and bicycle advocacy.

I expect that 15 to 20 spots, each between 30 and 100 square feet, will be reserved and used for the swap meet. I expect about 200 visitors to the swap meet.

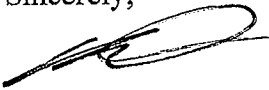
I had originally intended to apply for use of the Garden Center, but unfortunately, the price of renting that space is too high for our first year. Therefore, I propose to use the lawn between the bandstand and the Fairyland entrance.

No food or drink will be served at the swap meet, and no trash is expected to be generated because we bike geeks really do cherish our bikes and bike parts. Think of it as similar to a plant sale for horticulturalists.

Also, the swap meet will increase the number of people paying for parking at the park the day of the event.

Thank you for taking to time to review my proposal. I look forward to this opportunity to strengthen the bicycling community in Oakland.

Sincerely,



Michael Stangl
Stangl@gmail.com
(510)289-7631
2334 Waverly st.
Oakland, CA. 94612

Addendum to proposal

It is my intention to make this a yearly event. Because this would be the first year, I am largely guessing as best I can as to the size of the event and the number of sellers involved. I am largely basing this on similar events I have attended. Also because I am at a very early stage with the Parks department as to what might be required to hold the event, so my cost might have to be adjusted slightly. So I have included a rough idea of what I will be asking of sellers

5'x5' space is free

10'x10' is \$50

15'x15' is \$75

20'x20' is \$100

The bulk of the people making up the swap should be using the free 5x5 spots, I do have about three people interested in a 10x10 spot. I'm not really sure if I can get anyone to take a larger spot, but I am including the costs of the larger spots incase they are of interest to anyone.

If it is of interest I can submit a report to the Parks Department after the event so as to give more accurate account as to the number of sellers, and a financial statement reporting how much money was raised and donated from the event to WOBO.

Central Reservations Unit

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

(510) 238-3187



Michael Stangl
2334 Waverly Street
Oakland, CA 94612

Reservation Request

Status: In-Process

Customer Type: .Private

Work: (510) 289-7631 Home: (510) 444-6997

DATE/USER	REQUEST NUMBER	CHARGES	DISCOUNT	TAXES	REFUNDS & CREDITS	PAYMENTS	REQUEST EXPIRES	BALANCE DUE
06/30/2009 Zermaine Thomas	9003350	\$300.00	\$0.00	\$0.00	\$0.00	\$150.00	08/29/2009	\$150.00

RESERVATIONS

EVENT NAME	FACILITY	CENTER
Bicycle Swap Meet Fundraiser Type: Assembly	Lakeside Park Fairy Land Area	Lakeside Park Lake Merritt Oakland, CA 94610

DATES RESERVED	HRS
Saturday - 8/29/2009	07:00 AM to 02:30 PM 7.5

Total Number of Dates: 1 Total Number of Hours: 7.5

NOTES: ***ATTENTION*** PLEASE READ AND ADHERE TO ATTACHED DISCLAIMERS

 NOTE CUSTOMER SCHEDULED TO GO BEFORE PRAC WEDNESDAY, JULY 8, 2009

 ~~200 IN ATTENDANCE~~

 SOUND USE: NONE

 FOODS TO BE SERVED: NONE

 ACTUAL TIME OF EVENT: 8:00AM - 2:00PM

CHARGES

CHARGE DESCRIPTION	FACILITY/EVENT	UNIT FEE	QTY	TAX	TOTAL CHARGED	DISCOUNTED/ PAID	BALANCE DUE
Deposit (Parks)	Lakeside Park Fairy Land Area - Bicycle Swap Meet Fundraiser	\$150.00	1.00	\$0.00	\$150.00	\$150.00	\$0.00
Park Special Event Fee	Lakeside Park Fairy Land Area - Bicycle Swap Meet Fundraiser	\$150.00	1.00	\$0.00	\$150.00	\$0.00	\$150.00

PAYMENTS AND REFUNDS

RECEIPT NUMBER	DATE	CHARGE DESCRIPTION	FACILITY/EVENT	AMOUNT
1010933.032	06/30/2009	Deposit (Parks)	Lakeside Park Fairy Land Area - Bicycle Swap Meet	\$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

Park Use Rental Application

Application Date: 6/29/09

ATTENTION:

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

REQ No. _____	OFFICE USE ONLY	Receipt No. _____
RWP No. _____	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) Michael Stangl

Address: 2334 Waverly City: Oakland State: CA Zip: 94612

Individual responsible for event: Name: Michael Stangl *Address: same

City: _____ State: _____ Zip: _____ Email: Stangl@gmail.com

Home #: (510) 444-6997 Work #: _____ Fax #: _____ Cell#: (510) 289-7631

Park Use (Name of Park): Lakeside Park Location: Fairland Area

On the following date (s): 8/29/09 General Public Allowed: Yes No Number of Participants: 200

Between the hours of: (Start Time/Setup) 7am (Actual Event Time) from 8am to 2pm (End Time/Cleanup) 2:30pm

Type of Event/Purpose (be specific; i.e., Picnic, Walk/Run, Entertainment, Family Reunion, Rally, etc.)
Bicycle swap meet

Note: Charging admission, selling tickets or merchandise, or solicitation of money in any manner is prohibited in any way.

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.)

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 Deposit: \$150

Sound Use: _____ Other Fees: _____

Total of ALL Fees PLUS Deposit: \$300

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: \$ 150 Check #: 166 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)

I reserve my reservation at _____ on _____ (Park) (Event Date)

Signature Required: [Signature] (Print Name) Michael Stangl Driver License #/Expiration Date B4450925

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?