



PARKS AND RECREATION ADVISORY COMMISSION
City of Oakland
Wednesday, December 12, 2012 4:30 P.M.
Lake Chabot Golf Course – 11450 Golf Links Road, Oakland, CA

Agenda

1. CALL TO ORDER:
2. ROLL CALL:
BELCHER, DU BOIS, FINLINSON, FLORES, KADERA-REDMOND, MARSHALL, MILLER, PETERSON, RICARDS, ROSENBLOOM, WU,
3. DISPOSITION OF MINUTES:
October 10, 2012 Minutes
4. SPECIAL ORDERS:
5. PRAC PENDING LIST:
6. MODIFICATIONS TO THE AGENDA:
7. CONSENT NEW BUSINESS:
8. NEW BUSINESS:
 - A. Request for Approval to Dedicate a Bench in the Morcom Rose Garden in Honor of Bert Freeman and James Francis Wynn. Mrs. Jane Freeman and Mrs. Norma Wynn contacted the City requesting approval to install a new bench in the Florentine Garden section of the Morcom Amphitheater of Roses to honor Bert Freeman and James Francis Wynn. The bench will be placed in the last remaining designated space in the Florentine Garden which is located in the upper exhibit area near the pathway leading to Oakland Avenue.
 - B. Request from the East Bay Front Runners and Walkers for Permission to Collect On-Site Registration Fees and Sell an Event Related Item During the Pride Run/Walk at Lakeside Park on Saturday, October 12, 2013. The Office of Parks and Recreation has received a request from the East Bay Front Runners and Walkers, a 501c3 non profit organization, seeking permission to collect on-site registration fees and sell an event related item during the 5K and 10K Pride Run/Walk at Lakeside Park on Saturday, October 12, 2013.
 - C. Request From Faith Network of the East Bay For Permission to Collect On-site Registration Fees and Charitable Donations at the Champions for Children Walk/Run On Saturday, October 26, 2012 to be Held at Lakeside Park Bandstand and Surrounding Area. The Office of Parks and Recreation has received a request from the Faith Network of the East Bay requesting permission to collect on-site registration fees and charitable donations at their Champions for Children Walk/Run to be held at the Lakeside Park Bandstand and

surrounding area on Saturday, October 26, 2013. All proceeds will go toward the organization's programs that serve students primarily in Oakland Public Schools.

- D. Request from Narcotics Anonymous East Bay Central Activities Committee for Permission to Sell Food, Non-Distilled Beverages, Raffle Tickets, Sell Photograph Pictures and Collect Last Minute Entrance Fees at a Fundraiser Event to be Held at the Lakeside Park Garden Center on Monday, December 31, 2012. Proceeds raised from the event will help fund upcoming events for the New Year and allow the Narcotics Anonymous organization to keep their doors open to provide a safe and clean environment for the community.

9. CONDITIONAL USE PERMITS:

10. COMMUNICATIONS:

11. PRAC COMMITTEE REPORT:

12. ADVISORY COUNCIL REPORTS:

13. UNFINISHED BUSINESS:

14. COUNCIL REFERRALS:

15. OPEN FORUM:

16. DIRECTOR'S REPORT:

A. Community Focus Groups Report

B. Levitt Pavilions Update

17. ANNOUNCEMENTS:

18. ADJOURNMENT:

This meeting is wheelchair accessible. To request materials in alternative formats, or to request an ASL interpreter, or assistive listening device, please call the *Office of Parks and Recreation* at (510) 238-7532 or TDD (510) 615-5883 at least three working days before the meeting. Please refrain from wearing scented products to this meeting so attendees who may experience chemical sensitivities may attend. Thank you.

Next Meeting: *Wednesday, February 13, 2013, 4:30 p.m.*
Lakeside Garden Center
666 Bellevue Ave, Oakland, CA



PARKS AND RECREATION ADVISORY COMMISSION
City of Oakland
Wednesday, November 14, 2012, 4:30pm
Lakeside Garden Center, 666 Bellevue Avenue, Oakland, CA

Minutes

1. CALL TO ORDER:

A meeting of the Parks and Recreation Advisory Commission was held on Wednesday, November 14, 2012 at the Lakeside Garden Center located at 666 Bellevue Avenue. Commissioner/Chair Miller convened the meeting at 4:35pm. Audree V. Jones-Taylor, Director of the Office of Parks and Recreation, conducted the roll call:

2. ROLL CALL:

BELCHER, DU BOIS, FINLINSON, FLORES, KADERA-REDMOND, MARSHALL, MILLER, PETERSON, RICARDS, ROSENBLOOM, WU,

Commissioners' Arrival:

Flores 4:49pm; Marshall 5:00pm; Peterson 4:40pm; Rosenbloom 5:28pm; Wu 5:02pm

3. DISPOSITION OF MINUTES:

October 10, 2012 Minutes

Motion: Commissioner Miller entertained a motion to approve the October 10, 2012 meeting minutes **Moved by:** Commissioner Du Bois **Seconded by:** Commissioner Kadera-Redmond: **Abstention: Commissioner Finlinson: Motion Passed**

October 17, 2012 Special Meeting Minutes

Motion: Commissioner Miller entertained a motion to approve the October 17, 2012 Special Meeting minutes **Moved by:** Commissioner Finlinson **Seconded by:** Commissioner Peterson: **Motion Passed Unanimously**

4. SPECIAL ORDERS:

None

5. PRAC PENDING LIST:

None

6. MODIFICATIONS TO THE AGENDA:

None

7. CONSENT NEW BUSINESS:

A. **Request Approval from the Parks and Recreation Advisory Commission to Allow the Native American Health Center to Collect On-site Registration /Donation Fees for their Running Is My High Walkathon at Lakeside Park on Saturday, March 9, 2013.**

The Office of Parks and Recreation received a request from the Native American Health Center seeking permission to collect on-site registration/donation fees for their Running is My High Walkathon, a 10k and 5k fun race around Lake Merritt on Saturday, March 9, 2012.

Motion: Commissioner Miller requested the year of the event be changed from 2012 to 2013 and further entertained a motion to approve Item 7A. **Moved by:** Commissioner Finlinson
Seconded by: Commissioner Kadera-Redmond: **Motion Pass Unanimously**

8. **NEW BUSINESS:**

A. **Request for the Parks & Rec. Advisory Commission to Approve the Sale of Tickets, and Participation Fees for Dance Competition.**

Donte Watson presented the staff report for Item 8A. The Parks and Recreation Advisory Commission reviewed a request from the Filoso Studios Dance Academy, a local cultural dance organization. Event organizers requested permission for the Office of Parks and Recreation's Ira Jenkins Recreation Center to collect participant and entry fees at their November 24, 2012 Dance Competition to be held at Ira Jenkins Recreation Center. The Filoso Studios Dance Academy is one of the foremost groups in the Bay Area practicing the Quebradita Mexican style of dance. The estimated average attendance at each event is 400 to 500 persons. The November 24th competition is the third event of this kind to be held at Ira Jenkins. Event organizers were requested to complete a post event report.

Motion: Commissioner Miller entertained a motion to approve ticket sales and the collection of participation fees at the Filoso Studios Dance Academy event on November 24, 2012.
Moved by: Commissioner Belcher **Seconded by:** Commissioner Peterson: **Abstention:**
Motion Passed Unanimously

B. **Request Approval from the Park and Recreation Advisory Commission to Allow Tamu Orphans Support Fund to Sell Food, Wine, African Artifacts, Collect Entry Fees and Host an Auction and Raffle at their Crab Feed to be Held at the Lake Merritt Sailboat House on Saturday, January 26, 2013.**

Gail McMillon presented the following staff report. The Parks and Recreation Advisory Commission reviewed a request from the Tamu Orphans Support Fund, a non-profit organization, seeking permission to sell food, wine, African artifacts, collect entry fees and host an auction and raffle at their Crab Feed scheduled to be held at the Lake Merritt Sailboat House on Saturday, January 26, 2013. All proceeds will go to benefit AIDS orphaned and vulnerable children supported by the Tamu Orphans Support Fund. The program currently supports 5 children at a cost of \$200.00 a month per child or \$2,400.00 annually. Program organizers have identified another 6 children waiting for services and community home placement.

Motion: Commissioner Miller entertained a motion to approve the Tamu Orphans Support Fund organizers request to host their Auction and Raffle at their Crab Feed on January 26, 2013. **Moved by:** Commissioner Belcher **Seconded by:** Commissioner Ricards:
Abstention: Commissioner Marshall: Motion Passed

C. **Request for the Parks and Recreation Advisory Commission to Accept the Design for**

the Linden Park Improvements. Mark Hall presented the staff report for Item 8C. The Parks and Recreation Advisory Commission reviewed a request from the Office of Parks and Recreation Advisory Commission to accept the design improvements to Linden Park. Over time, deferred maintenance and heavy use has turned the Linden Park field into a dirt lot which is virtually unusable and unsafe. Improvements include an all season synthetic turf field, new hardscape paving and a seat wall. As a result of deferred maintenance and heavy use, the field is currently an unusable dirt lot. Community and stakeholders meetings were held over a three month period. A drainage study recommended the installation of a synthetic turf.

Motion: Commissioner Miller entertained a motion to approve the design improvements for Linden Park. **Moved by:** Commissioner Belcher **Seconded by:** Commissioner Peterson: **Abstention:** Commissioner Ricards **Motion Passed**

9. CONDITIONAL USE PERMITS:

A. **Request the Parks and Recreation Advisory Commission to Accept the Minor Conditional Use Permit Application (MCUP) for the Stonehurst Park Community Market Farm.**

Mark Hall presented the report for Item 9A. The Parks and Recreation Advisory Commission reviewed a request from staff to accept and recommend the Minor Conditional Use Permit application for approval by the Planning Commission. An 18,325 square foot area located inside the Stonehurst Park will be established as the Stonehurst Park Edible Schoolyard and Community Garden. The space will feature a teaching area, fruit tree guild a garden shed, composting and vermiculture area. The managing organization, All Ah We/Us entered an agreement with the Office of Parks and Recreation to operate and maintain edible schoolyard and community garden space. Irrigation for the garden will be provided by the Oakland Unified School District and the Office of Parks and Recreation.

Motion: Commissioner Miller entertained a motion to accept and recommend the Minor Conditional Use Permit application for approval by the Planning Commission **Moved by:** Commissioner Belcher **Seconded by:** Commissioner Finlinson: **Abstention:** Commissioner Rosenbloom: **Motion Passed**

10. COMMUNICATIONS:

None

11. PRAC COMMITTEE REPORT:

Commissioner Miller reported that the Dog Park Committee held its third meeting on November 12. The committee hopes gather ideas from OPR's eight Community Focus Group meetings scheduled for November and December. The committee expects to wrap up their initial findings in January 2013.

12. ADVISORY COUNCIL REPORTS:

Commissioner Belcher attended November 13th Advisory meeting at Carmen Flores. Center Director, Angelica Lopez initiated a vending program to discourage illegal vending in the park. The Oakland Parks Commission rated Jose De La Cruz Park as the dirtiest in the City of Oakland.

Commissioner Du Bois attended the opening of the Oakland Zoo Medical Center and the Montclair Advisory Council's first meeting on October 23rd. She reported that the community was very engaged and that a new council member is affiliated with Chase Bank and wants to support the community. The Council discussed the poor lighting at the front stairs and their slippery surface.

Commissioner Marshall attended the East Oakland Sports Center (EOSC)/Ira Jenkins meeting on October 19th. The committee discussed the poor lighting between Ira and EOSC and sited the vacant Head Start building as a public safety issue. Commissioner plans to meet with Arroyo later in the month.

Commissioner Kadera-Redmond reported that the Community Gardens staff will be revising its rules and regulations of participation. It was determined that more commitment is needed from the community and that there are translations issues.

Director Jones-Taylor will have the Community Gardening staff provide the Commission with an informational report.

Commissioner Ricards attended Bushrod Advisory Council meeting on November 13th.

13. UNFINISHED BUSINESS:

None

14. COUNCIL REFERRALS:

None

15. OPEN FORUM:

ODOG members Emily Rosenberg and Rena Rickles address the Commission regarding the location of a new city dog play area at Lake Merritt.

16. DIRECTOR'S REPORT:

A. Focus Groups

Director Jones-Taylor distributed the flyer announcing OPR's Community Focus Groups

B. Merger Update

The Commission should expect a letter for the City Administration announcing next steps

C. December Meeting Venue Change

The December 14th meeting the Parks and Recreation Advisory Commission will be held at 4:30pm at the Lake Chabot Golf Course located at 11450 Golf Links Road – 510) 351-5812

D. Levitt Pavilions Foundation

The Levitt Pavilions Foundation has selected the City of Oakland as a potential site for a new or newly renovated state-of-the-art outdoor music venue. The Sharon Yazowski, Executive Director for Levitt Pavilions, will join OPR in a stakeholders meeting and bus tour of selected parks on Tuesday, November 27th. Commissioners Kadera-Redmond, Flores and Ricards were invited to attend.

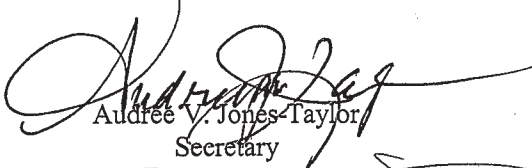
17. ANNOUNCEMENTS:

None

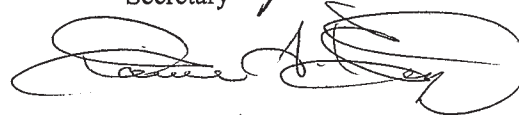
18. ADJOURNMENT:

The meeting was adjourned at 6:55pm.

Respectfully submitted,



Audree V. Jones-Taylor
Secretary



Diane Boyd
Recording Secretary

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Next Meeting:

***Next Meeting: Wednesday, February 13, 2013 4:30 p.m.
Lakeside Garden Center
666 Bellevue Ave, Oakland, CA***

CITY OF OAKLAND
Interoffice Memorandum



Office of Parks and Recreation

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Dana Riley, Office of Parks and Recreation
DATE: December 12, 2012

SUBJECT: Request for Approval to Dedicate a Bench in the Morcom Rose Garden in Honor of Bert Freeman and James Francis Wynn

SUMMARY

Mrs. Jane Freeman and Mrs. Norma Wynn contacted the City requesting approval to install a new bench in the Florentine Garden section of the Morcom Amphitheater of Roses to honor Bert Freeman and James Francis Wynn. The bench will be placed in the last remaining designated space in the Florentine Garden which is located in the upper exhibit area near the pathway leading to Oakland Avenue. The metal frame, wooden slat bench and plaques will reflect existing bench styles in the garden. The bench will be placed facing the interior of the garden in the bump out between existing McKee and Morgenstrom benches (see location on Exhibit A). Mrs. Freeman and Mrs. Wynn will procure the dedication plaques (2) and provide them to the Department of Public Works (PWA) for installation. PWA will router out a space in the bench's back and flush mount/recess the plaque. The plaque is epoxy glued and screwed into place.

FISCAL IMPACT

There is no negative fiscal impact to the Office of Parks and Recreation. The donors will fund the \$740 cost of the installed bench through the Friends of Oakland Parks and Recreation in addition to providing support with maintenance of the plaque.

BACKGROUND

Both families live in Oakland, one for 12 years, the other for 33 years. The Freemans live adjacent to the Rose Garden and Bert often walked the garden paths. Both ladies think of the Morcom Rose Garden as a little jewel in the city and are glad and encouraged to see the improvements over the years. Jane and Norma are thankful for the opportunity to remember their husbands in such a beautiful and peaceful place.

The dedication plaques will read as follows:

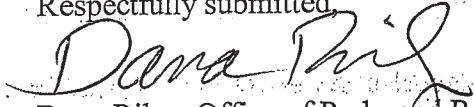
In loving memory of
Bert Freeman
1926 - 2008

In loving memory of
James Francis Wynn
1921 - 2012

RECOMMENDATION

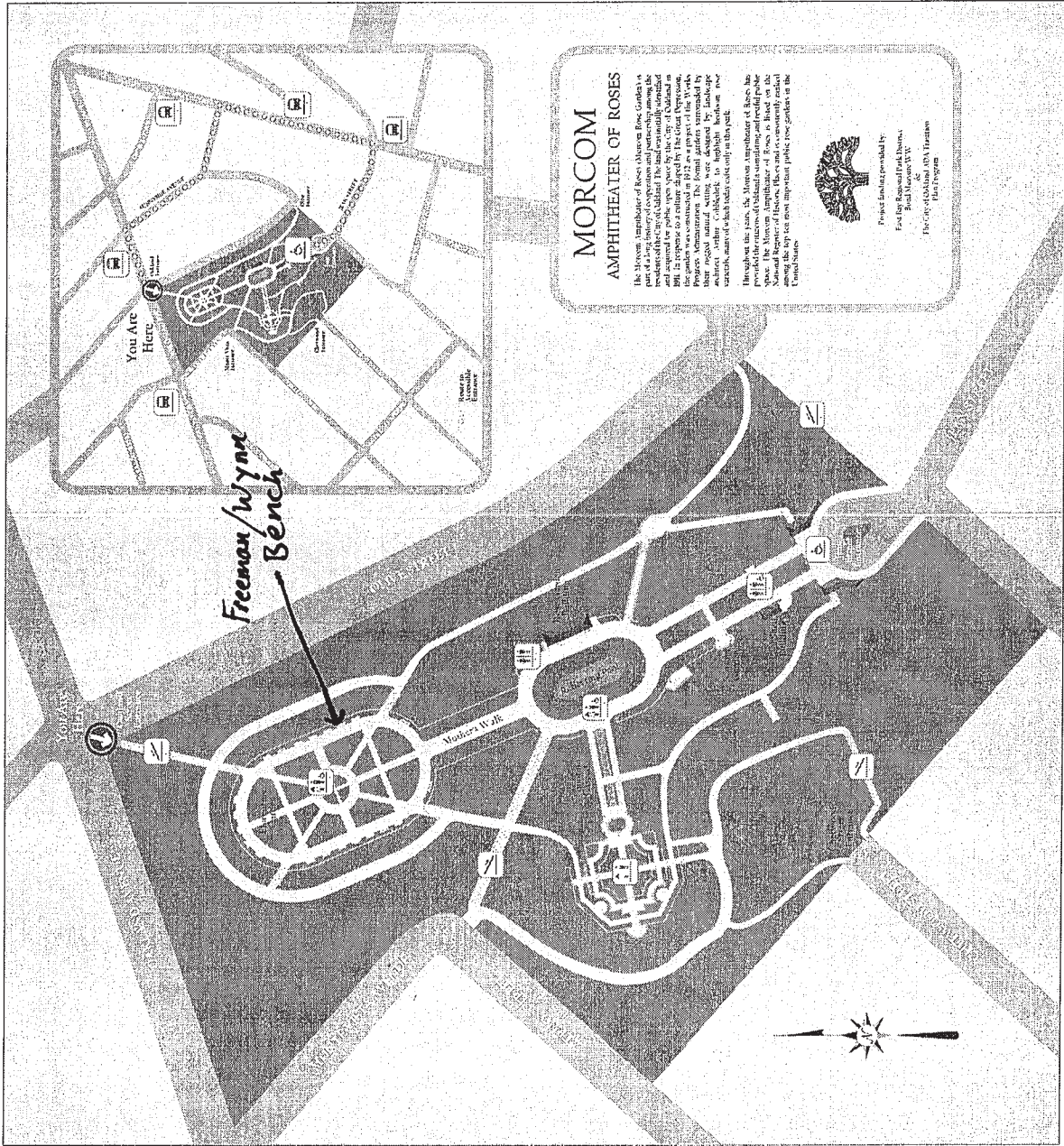
Staff recommends that the Parks and Recreation Advisory Commission approve the request to dedicate a bench in the Morcom Rose Garden in honor of Bert Freeman and James Francis Wynn.

Respectfully submitted,



Dana Riley, Office of Parks and Recreation

Attachments: Exhibit A - Map



MORCOM AMPHITHEATER OF ROSES

The Morcom Amphitheater of Roses, Columbus Rose Garden is one of seven in the world. The land was originally donated to the City of Columbus in 1891 and was eventually developed as a public park. The amphitheater was constructed in 1932 as a part of the Works Progress Administration. The formal gardens surrounding the amphitheater were designed by architect Arthur C. Chickadee. To highlight the historic park, many of which today exist only in the park.

In 1998, the Morcom Amphitheater of Roses, the provided the names of the artist, sculptor, and the artist's name. The names of the artist, sculptor, and the artist's name are listed in the National Register of Historic Places and are available on the map. The map also shows the location of the amphitheater in Columbus, Ohio.



Project funding provided by:
 First City Regional Park District
 Columbus, Ohio 43201
 The City of Columbus, Ohio Division
 Parks & Recreation

CITY OF OAKLAND
Interoffice Memorandum



Office of Parks and Recreation

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Gail McMillon, Reservation Supervisor
DATE: December 12, 2012
SUBJECT: Request from the East Bay Front Runners and Walkers for Permission to Collect On-Site Registration Fees and Sell an Event Related Item During the Pride Run/Walk at Lakeside Park on Saturday, October 12, 2013

SUMMARY

The Office of Parks and Recreation has received a request from the East Bay Front Runners and Walkers, a 501c3 non profit organization, for permission to collect on-site registration fees and sell an event related item during the 5K and 10K Pride Run/Walk at Lakeside Park on Saturday, October 12, 2013. The event related item is a pair of socks bearing the club's initials. Proceeds raised from the event will be donated to several local non-profit organizations. A Post Event Report for 2012 is attached.

FISCAL IMPACT

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

BACKGROUND

Since 2005, the East Bay Front Runners and Walkers (EBFR&W) have held a Pride Run/Walk around Lake Merritt to encourage healthy recreation. The Pride Run/Walk is timed, and prizes are awarded to the winners in various categories. The EBFR&W's request for permission to collect on-site registration fees came before the PRAC in 2011 and 2012. They were granted approval both years.

In 2012, 145 people registered for the Pride Run/Walk event. Out of the 145 people that registered, 31 people registered on-site and \$975.00 was collected. A total of \$3,455.00 was raised for the event and donated to the following non-profit organizations: Running for a Better Oakland, Alameda's Midway Shelter, Berkeley's Pacific Center and the Oakland East Bay Gay Men's Chorus.

In addition to the request to collect on-site registration fees in 2013, the EBFR&W is also asking permission to sell their organization's socks at a cost of \$7.00 per pair. All participants receive a pair of EBFR&W socks and simple refreshments. Several persons have asked to buy more socks at the event. The EBFR&W would like to offer the socks as a convenience to participants.

The EBFR&W is affiliated with Road Runners Club of America (RRCA), a nationwide organization that provides advice, support and liability insurance for recreational running club. Liability insurance for the Pride Run/Walks has been supplied through RRCA.

Parks and Recreation Advisory Commission
December 12, 2012

RECOMMENDATION

Staff recommends that the Park and Recreation Advisory Commission approve the East Bay Front Runners and Walkers request to collect on-site registration fees and sell one event related item during the 5K/10K Pride Run/Walk at Lakeside Park on Saturday, October 12, 2013. The group is aware of additional permits that are required provided their request to collect on-site registration fees is granted.

Respectfully submitted,

Gail McMillon
Reservation Supervisor

Attachments: Exhibit A – East Bay Front Runners and Walkers Request Letter
Exhibit B – 2012 Post Event Report
Exhibit C – 501c3 Non-profit Status
Exhibit D – Park Use Application

November 9, 2012

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

Re: Request from East Bay Front Runners and Walkers to Collect On-Site Registration Fees and Sell Limited Merchandise during the 5K/10K Pride Run/Walk at Lakeside Park on Saturday, October 12, 2013

Dear Commissioners:

East Bay Front Runners and Walkers is a group of lesbians, gay men, bisexuals, transgenders, and friends who enjoy exercising outdoors. The club holds a run/walk every Saturday morning at a scenic location in the East Bay, including Lake Merritt, the Emeryville-Berkeley shoreline, and Bay Farm Island. The Saturday morning run/walks are non-competitive and very informal; participants simply meet at the announced location and then run or walk together.

Since 2005, the club has held an annual Pride Run/Walk consisting of 5K and 10K loops around Lake Merritt to encourage healthy recreation, particularly among those who are interested in a competitive event. The Pride Run/Walk is timed, and prizes are awarded to the winners in various categories. All participants receive a pair of EBFR&W socks bearing the club's initials and simple refreshments (bagels, fruit, and juice). A few informational booths have been set up by a local chiropractor and a gym, but no goods are sold.

Net proceeds from the Pride Run/Walk event have been donated to several local nonprofit organizations, and we plan to continue doing this in future years. The club has endeavored to turn over all event proceeds, after expenses, to recipient organizations. (Ordinary club expenses are supported by annual membership dues and not by the Pride Run event.) The 2012 Pride Run/Walk event held by East Bay Front Runners and Walkers produced approximately \$3,700 to be donated to the following organizations:

- Running for a Better Oakland, an organization that encourages 5th–12th grade Oakland students to develop healthy lifestyles through running.
- Midway Shelter in Alameda, which provides a safe and supportive environment for women and children suffering from homelessness and domestic violence.
- Pacific Center in Berkeley, which provides professional counseling and advocacy to enhance the well-being and self-respect of lesbian, gay, bisexual, and transgender individuals.
- Oakland East Bay Gay Men's Chorus, a 40 to 50 voice gay men's chorus that performs a wide variety of music each year in concert and in numerous church, community and outreach performances.

Recipient organizations in 2013 have not yet been determined.

Each year, the number of participants has increased. In 2012, 165 persons registered. Runners and walkers were encouraged to pre-register using the club's website (www.eastbayfrontrunners.org). As

planned, most participants in the 2012 event registered in advance. Same-day registration was \$25, and advance registration was \$20. The number of registrants and monies collected were as follows:

Pre-registered, prepaid:	124	(\$20 each, \$2,480 total)
Pre-registered, paid on-site:	10	(\$20 each, \$200 total)
Registered/paid on-site:	31	(\$25 each, \$775 total)

In 2013, East Bay Front Runners and Walkers hopes to expand the reach of its annual Pride Run, both in the number of participants and in the funds raised for donation to worthy organizations. To assist in meeting this goal, the club requests permission to accept registration fees on race day at the event in Lakeside Park on October 12, 2013. Pre-registration will continue to be encouraged, using the club's website. We plan to set a higher race-day registration fee than advance registration fee. As in 2012, we anticipate that most participants will pre-register, even if given a choice to register on-site, but having the ability to accept on-site registration enhances the event's appeal and increases the number of participants. We hope to reach a goal of approximately 200 registrants in 2013, with fees collected on-site to be no more than about \$1,000.

In 2013, no on-site donations will be solicited either for East Bay Front Runners and Walkers or for the recipient organizations. No sale of food items will take place. We do request permission to sell one merchandise item on-site. The EBFR&W club produces socks bearing the club's initials, and one pair of socks is given to each participant in the run/walk. We request permission to sell additional pairs of socks to any participants who might want them (several persons asked to buy more socks at the 2012 Pride Run/Walk). Socks would be sold approximately at cost (about \$7 per pair), not as a fund-raising measure but simply as a convenience to participants.

East Bay Front Runners and Walkers is a nonprofit organization with 501(c)(3) status and is affiliated with Road Runners Club of America (www.rca.org), a nationwide organization that provides advice, support, and liability insurance for recreational running clubs. Liability insurance for East Bay Front Runners and Walkers' Pride Run/Walks is supplied through RRCA.

Thank you for your consideration, and please do not hesitate to let me know if I can provide additional information. Members of our club will be more than willing to attend a Parks and Recreation Advisory Commission meeting and answer any questions.

Truly yours,



Steven F. Scholl
Member, Pride Run Committee
1620 Visalia Avenue
Berkeley, CA 94707
510-524-0609
scholl99@sbcglobal.net



POST EVENT REPORT

Please complete and return the Post Event Report to the Office of Parks and Recreation, Central Reservations Unit, Attention: Central Reservations Supervisor, 250 Frank H. Ogawa Plaza, 3rd Floor, Suite 3330, Oakland, CA 94612.

I. GENERAL INFORMATION

Name of Event: East Bay Front Runners and Walkers Pride Run & Walk (8th Annual)

Location of Event: Sailboat House area, Lakeside Park

Date/Hours of Event: Sat., Oct. 13, 2012/8 am to 12 noon Permit No. 25293

Contact Person: Steve Scholl Phone No. 510-524-0609

Contact Person Address: 1620 Visalia Ave., Berkeley, CA 94707

Is this a first time event at this location? Yes No If no, when was the event held previously?

Oct. 8, 2011 and six previous years on the second Saturday in October

1. Were Facility Rental/Set-up fees waived? Yes No
2. Check other permits required for event?
 OPD Special Events Permit Food Handler's Permit Seller's Permit
 Charitable Solicitations Permit Certificate of Insurance Other - Please list

II. ATTENDANCE INFORMATION

1. Total number in attendance: 145 registrants plus approx. 20 volunteers (a total of 165 persons registered, but 20 did not participate on race day)
2. Were registration fees collected on-site for the event? Yes No
3. If yes (above), how many people registered? 31 registered on-site
4. What was the cost for registration? \$20.00 advance; \$25.00 on-site
5. How much money was collected on site for registration fees? \$975.00 was collected on-site (\$775.00 from the 31 on-site registrants, and 10 pre-registrants paid their fees on-site). A total of \$3,455 was collected in registration fees, most of it in advance as planned.

III. VENDOR INFORMATION

List all Vendors who participated at the event. (Attach additional sheets, if necessary):

Were all vendors in compliance per agreement? Yes No

Of no, why not? _____

Name of Vendor(s) (Attach additional sheets if necessary)	Non-Profit or For Profit Orgz'n?	Food (Describe)	Craft (Describe)	Seller's Permit Y/N
No vendors participated; booths were staffed by a local chiropractor and a local gym for the purpose only of providing information; no goods were sold and no donations were taken				

IV. COMMENTS

List ways in which the Applicant desires to improve the event, in the future (Attach additional sheets, if necessary): (For example: changes or additional vendors, location, change of hours, etc.)

EBFR&W's annual Pride Run is a simple and low-cost event, and the club intends to keep it that way. Registration fees are modest compared to many other races and running events. Vendors selling goods at the Pride Run are not planned. Simple refreshments (bagels, fruit, and juice) are provided free to all in attendance. One proposed change, however, would be to seek approval for very limited sales of EBFR&W socks which have the club's initials on them. A pair of socks is provided free to each race participant, and a few runners have asked to purchase additional pairs at the Pride Run. We would like to be able to accommodate them by selling socks roughly at cost (about \$7.00 per pair).

List any problems, concerns, or, other comments about your satisfaction in the way the event turned out? (Attach additional sheets, if necessary):

The EBFR&W Pride Run committee was very satisfied with the way the event turned out. More participants than in previous years enjoyed a morning of healthy outdoor exercise, and approximately \$3,700.00 was raised for distribution to the event's beneficiaries, all nonprofit organizations: the youth group Running for a Better Oakland, Alameda's Midway Shelter, Berkeley's Pacific Center, and the Oakland East Bay Gay Men's Chorus.

POST EVENT REPORT (Continued)

Page 3

One minor problem was that the path around Lake Merritt was quite crowded on October 13. There were apparently two or three events going on that involved runners or walkers circling the lake. Of course, many people out enjoying the park does not represent a problem in any way, but perhaps next year it would be possible for the EBFR&W Pride Run committee to check with the City in advance of the Pride Run to see what events are scheduled to take place at the same time and where they are planned. We would not propose to alter anyone's run or walk course, but we might send additional course monitors in advance to crowded parts of the lake in order to help direct our runners.

Submitted by: Steve F. Skell Date: Nov 9, 2012

Approved by: Dominic Brown Date: 11/9/12
(OPR Staff)

Comments: _____

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



CITY OF OAKLAND
Park Use Rental Application

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

Application Date: Nov. 9, 2012

ATTENTION:

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

OFFICE USE ONLY
RWP No. 27211 Received By/Date 2/7 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) East Bay Front Runners and Walkers
* Address: P.O. Box 71722 City: Oakland State: CA Zip: 94612
Individual responsible for event: Name: Steve Scholl *Address: 1620 Visalia Ave.
City: Berkeley State: CA Zip: 94707 Email: scholl99@sbcglobal.net
Home #: 510-0609 Work #: _____ Fax #: _____ Cell #: 510-5289

To use (Name of Park): Lakeside Park Location: Sailboat House Area
On the following date (s): Sat, Oct 12, 2013 General Public Allowed: Yes No Number of Participants: 275
Between the hours of: (Start Time) 8 am (Actual Event Time) from 9 am to _____ (End Time) Cleanup 12 noon
Type of Event/Purpose (be specific; i.e., Picnic, Walk/Run, Entertainment, Family Reunion, Rally, etc.)
Walk-Run (5K-10K)

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.)

Hand-held bullhorn

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

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

Fees: (Picnic & Related Events Fee) A non-refundable permit processing fee of \$15 will be added to each application with 50 or more people.
(Special Event Fee) A non-refundable permit processing fee of \$30 will be added to each application.

Permit Processing Fee: \$30.- Rent: \$192.- Deposit: \$300.-
Sound Use: \$50.- Other Fees: N/A
Total of ALL Fees PLUS Deposit: \$572.00

(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: 61 days or more notice: Forfeit 1/2 Deposit
30 days 11 days notice: Forfeit Deposit PLUS 1/2 Rental Fee
31 to 60 days notice: Forfeit Deposit
30 days or less notice: Forfeit All Fees

Check Amount: \$ _____ Check #: _____ Cash: _____
Type of Credit Card (Visa or Master Card Only): Visa Credit Card # (last 4-digits) 8190 Expiration Date: 05/15

I authorize the Office of Parks and Recreation, Central Reservations Unit to charge my Visa or Master Card \$ 572.00
(Amount to be Charged)

for my reservation at Lakeside Park on Oct. 12, 2013

Steve F. Scholl Steven F. Scholl 537/6/1/15
(Signature Required) (Print Name) (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?

CITY OF OAKLAND
Interoffice Memorandum



Office of Parks and Recreation

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Gail McMillon, Reservation Supervisor
DATE: December 12, 2012
SUBJECT: Request From Faith Network of the East Bay For Permission to Collect On-site Registration Fees and Charitable Donations at the Champions for Children Walk/Run On Saturday, October 26, 2012 to be Held at Lakeside Park Bandstand and Surrounding Area

SUMMARY

The Office of Parks and Recreation has received a request from the Faith Network of the East Bay for permission to collect on-site registration fees and charitable donations at their Champions for Children Walk/Run to be held at the Lakeside Park Bandstand and surrounding area on Saturday, October 26, 2013. All proceeds will go toward the organization's programs that serve students primarily in Oakland Public Schools.

A Post Event Report for 2012 is attached.

FISCAL IMPACT

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

BACKGROUND

Since 2001, Faith Network has rallied community support in the form of time, talents and resources for urban public schools by matching underperforming schools with community partners committed to serving them. The Faith Network has about 350 volunteers who assist using their talents in a variety of ways and 56 diverse community partners. They serve 40 schools in low-income neighborhoods.

Faith Network came before the PRAC in 2011 and 2012 with the same request to collect registration fees and charitable donations. They were granted approval both years.

In 2012, 130 people registered for the Champions for Children Walk/Run event. Out of the 130 people that registered, 20 people registered on-site and \$500.00 was collected.

Parks and Recreation Advisory Commission
December 12, 2012

RECOMMENDATION

Staff recommends that the Park and Recreation Advisory Commission approve the Faith Network of the East Bay's request to collect on-site registration fees and charitable donations at the Champion of Children's Walk/Run event at Lakeside Park on Saturday, October 26, 2013. The group is aware of additional permits that are required provided their request to collect on-site registration fees is granted.

Respectfully submitted,

Gail McMillon
Reservation Supervisor

Attachments: Exhibit A – Faith Network of the East Bay Request Letter
Exhibit B – 2012 Post Event Report
Exhibit C – 501c3 Non-profit Status
Exhibit D – Park Use Application



Chelsea Boniak, Director of Development

November 5, 2012

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

Dear Commissioners:

Faith Network of the East Bay requests permission to collect donations and registration fees for our Champions for Children Walk/Run at Lakeside Park (Bandstand area) on Saturday, October 26th, 2013 from 9am - noon. Most participants will register ahead of time, but for those who don't, we would like to collect the registrations fees the day of (\$25). We are anticipating about 200 participants. Donations of any amount will also be collected as this is a fundraising event.

All proceeds will go toward our programs that serve students primarily in Oakland Public Schools. Since its founding in 2001, Faith Network has rallied community support in the form of time, talents and resources for urban public schools by matching underperforming schools with community partners committed to serving them for the long haul. During our ten years of operation, we have increased capacity – growing in the number of schools and students served, services provided and partnerships forged –even during the economic crisis. Today, with the assistance of about 350 volunteers using their talents in a variety of ways and 56 diverse community partners, we are serving 40 schools in low-income neighborhoods. Our services are non-sectarian and are open to the community at large.

Thank you for your consideration, please contact me at 510.836.5100 with any questions. Feel free to visit our website for more information - www.faith-network.com.

Chelsea Boniak

Board of Directors

Jon Blankmeyer, *Chair*
Donald Kintzer, *Vice Chair*
Wendy Nation, *Treasurer*
Mark Lindquist, *Secretary*

Kathy Hymes
Mary MacRae
Kathy Dwyer

Staff

Randy Roth, *President*
Chelsea Boniak, *Director of Development*
Norman Brooks, *Director Science Horizons*
Rebecca Buckley, *Associate Director*
Charlotte Martinez, *Director Health4Kids*
Varetta Mayes, *Director of Volunteers*
Madalyn Wong, *Office Administrator*



CITY of OAKLAND
OFFICE of PARKS & RECREATION

POST EVENT REPORT

Please complete and return the Post Event Report to the Office of Parks and Recreation, Central Reservations Unit, Attention: Central Reservations Supervisor, 250 Frank H. Ogawa Plaza, 3rd Floor, Suite 3330, Oakland, CA 94612.

I. GENERAL INFORMATION

Name of Event: Champions for Children 5K

Location of Event: Edoff Memorial Bandstand, Lakeside Park

Date/Hours of Event: 10/20/12 8-11 am Permit No. 24167

Contact Person: Chelsea Boniak Phone No. 510-836-5100

Contact Person Address: 2633 Telegraph Ave. #409 Oakland, Ca 94612

Is this a first time event at this location? Yes No If no, when was the event held previously?

October 29, 2011

1. Were Facility Rental/Set-up fees waived? Yes No

2. Check other permits required for event?

OPD Special Events Permit

Food Handler's Permit

Seller's Permit

Charitable Solicitations Permit

Certificate of Insurance

Other - Please list

II. ATTENDANCE INFORMATION

1. Total number in attendance: 130

2. Were registration fees collected on-site for the event? Yes No

3. If yes (above), how many people registered? 20 day of 80 - pre registered

4. What was the cost for registration? \$ 25.00

5. How much money was collected on site for registration fees? \$500

III. VENDOR INFORMATION

List all Vendors who participated at the event. (Attach additional sheets, if necessary):

Were all vendors in compliance per agreement? Yes No

Of no, why not? _____

Name of Vendor(s) (Attach additional sheets if necessary)	Non-Profit or For Profit Orgz'n?	Food (Describe)	Craft (Describe)	Seller's Permit Y/N
<i>None</i>				

IV. COMMENTS

List ways in which the Applicant desires to improve the event, in the future (Attach additional sheets, if necessary): (For example: changes or additional vendors, location, change of hours, etc.)

None

List any problems, concerns, or, other comments about your satisfaction in the way the event turned out? (Attach additional sheets, if necessary):

everything went well

Submitted by: *Chelsea Boniat* Date: *11/6/12*

Approved by: *2. Thomas* Date: *11/9/2012*
(OPR Staff)

Comments: _____

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUN 25 2006

FAITH NETWORK OF THE EAST BAY INC
2633 TELEGRAPH AVE STE 409
OAKLAND, CA 94612-1775

Employer Identification Number:

94-3403801

DIN:

17053161704015

Contact Person:

DEL TRIMBLE

ID# 313-09

Contact Telephone Number:

(877) 829-5500

Public Charity Status:

170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated July 2002, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

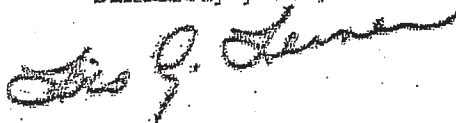
Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner

Director, Exempt Organizations
Rulings and Agreements

REVISED

11-9-12/3

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



CITY OF OAKLAND

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

Park Use Rental Application

ATTENTION:

Application Date: _____

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

OFFICE USE ONLY	Receipt No.
RWP No. _____	Approved By/Date _____
Received By/Date: <u>ZI</u>	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 _____	

Application on behalf of (Group, Individual, Organization) Faith Network of The East Bay
 Address: 2633 Telegraph Ave #409 City: Oakland State: CA Zip: 94612
 Individual responsible for event: Name: Chelsea Boniak Address: 10 Moss Ave #19
 City: Oakland State: CA Zip: 94610 Email: Chelsea@faith-network.com
 Home #: 510 Work #: 510-836-5100 Fax #: _____ Cell #: 510-435-7379

To use (Name of Park): Edoff Memorial Bandstand Location: Lakeside Park, Oakland
 On the following date (s): Sat Oct 26, 2013 General Public Allowed: Yes No Number of Participants: 200
 Between the hours of (Start Time/Setup) 7 am (Actual Event Time) from: 8a to: 11a (End Time/Cleanup) 12 pm
 Type of Event/Purpose (be specific; i.e., Picnic, Walk/Run, Entertainment, Family Reunion, Rally, etc.)
Walk/Run

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.)
live band, mp3 player, speakers, microphone, popcorn machine
 Will food be served? Yes No (If yes, please list type(s) of food to be served.) Fruit, breads, snacks

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

Fees: (Picnic & Related Events Fee) A non-refundable permit processing fee of \$15 will be added to each application with 50 or more people.
 (Special Event Fee) A non-refundable permit processing fee of \$30 will be added to each application.
 Permit Processing Fee: \$30 Rent: ~~\$510~~ \$640 Deposit: 300
 Sound Use: \$50 Other Fees: _____
 Total of ALL Fees PLUS Deposit: ~~\$950~~ \$1020

(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: 61 days or more notice: Forfeit 1/2 Deposit
 30 days 11 days notice: Forfeit Deposit PLUS 1/2 Rental Fee
 31 to 60 days notice: Forfeit Deposit
 30 days or less notice: Forfeit All Fees
 Check Amount: \$ _____ Check #: _____ Cash: _____
 Type of Credit Card (Visa or Master Card Only): Visa Credit Card # (last 4-digits) 4546 Expiration Date: 12/14

I authorize the Office of Parks and Recreation, Central Reservations Unit to charge my Visa or Master Card \$ 300.00
 (Amount to be Charged)
 for my reservation at Lakeside Park on 10/26/13
 (Park) (Event Date)
Chelsea Boniak Chelsea Boniak 22/11-1-14
 (Signature Required) (Print Name) (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?

CITY OF OAKLAND
Interoffice Memorandum



Office of Parks and Recreation

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Gail McMillon, Reservation Supervisor
DATE: December 12, 2012
SUBJECT: Request from Narcotics Anonymous East Bay Central Activities Committee for Permission to Sell Food, Non-Distilled Beverages, Raffle Tickets, Sell Photograph Pictures and Collect Last Minute Entrance Fees at a Fundraiser Event to be Held at the Lakeside Park Garden Center on Monday, December 31, 2012

SUMMARY

The Office of Parks and Recreation received a request from the Narcotics Anonymous East Bay Central Activities Committee for permission to sell food, non-distilled beverages, raffle tickets, sell photograph pictures that will be taken on-site and collect last minute entrance fees at a New Year's Eve Speaker Meeting and Dance Event to be held at the Lakeside Park Garden Center on Monday, December 31, 2012. Proceeds raised from the event will help fund upcoming events for the New Year and allow Narcotics Anonymous organization to keep their doors open to provide a safe and clean environment for the organization and community.

FISCAL IMPACT

There will be no fiscal impact. All fees are being paid by the organization.

BACKGROUND

Narcotics Anonymous is a non-profit organization, who is a self-help group that comes together to help each other learn how to live a clean and productive life. They have held events at the Lake Merritt Sailboat House as well as the Lakeside Park Garden Center in previous years. Events from previous years have been successful. This is their first request for permission to collect money on-site.

The following items/funds are being requested to collect on site.

1. Sell bottled water, sodas and chips for \$1.00 each;
2. Sell hot dogs for \$2.00 and links for \$3.00;
3. Raffle tickets to be sold for \$1.00 each;
4. Sell pictures that will be taken on site form \$10.00 to \$15.00;
5. Last minute tickets available to guests at the door for \$20.00.

Parks and Recreation Advisory Commission
December 12, 2012

RECOMMENDATION

Staff recommends that the Park and Recreation Advisory Commission approve the request for the Narcotics Anonymous East Bay Central Activities Committee to sell food, non-distilled beverages, raffle tickets, sell photograph pictures and collect last minute entrance fees at the New Year's Eve Meeting and Dance Event to be held at the Lakeside Park Garden Center on Monday, December 31, 2012, provided they submit the additional documents required for fundraising.

Respectfully submitted,

Gail McMillon
Reservation Supervisor

Attachments: Exhibit A – Request Letter
Exhibit B – Non-Profit Status
Exhibit C – Facility Rental Application

EAST BAY CENTRAL ACTIVITIES COMMITTEE



To whom it may concern:

My name is ERIC ADAMS and I'm the Activities Committee Chair person for Narcotics Anonymous. We are a self-help group that comes together to help each other learn how to live a clean and productive life. I'm writing this letter to ask for permission to sell our food at a fundraiser event that will be held at the Garden Center at the Lake.

We give this event every year and wanted to comply with your rules and regulations regarding the transfer of money on the premises. We will be selling Bottled waters, sodas and chips for \$1.00 each. Hotdogs \$2.00 and Links for \$3.00. We will have tap water, coffee, tea, cake and apple cider for free. There will be pictures taken for \$10-\$15. Proceeds raised from this event will help fund our upcoming events for the NEW YEAR and allow us to keep our doors open to provide a safe and clean environment for ourselves and our community.

We are a nonprofit organization that gives these events for the people in our community as well as those outside our community, to be able to celebrate the holidays and bring in the New Year clean and sober. We'll have a DJ and we're going to dance, eat, share our recovery and bring in the NEW YEAR CLEAN on 12-31-2012

Raffle tickets will be sold for \$1.00 each and prizes will be given out that pertain to Narcotics Anonymous. Tickets for the event will be pre-sold for \$15.00 or two tickets for \$25.00. Last minute tickets will be available at the door for \$20.00.

Thank You.

Sincerely

ERIC ADAMS

For information, contact: Eric A. 510-240-2175

Internal Revenue Service

Department of the Treasury

District
Director

P.O. Box 2350, Los Angeles, Calif. 90053

Northern California Regional
Service, Office of
Narcotics Anonymous
875 Cotting Lane, Suite B
Vacaville, Calif. 95688-8700

Person to Contact: J. Teague

Telephone Number: (213) 894-2336

Refer Reply to: EO (0122) 96

Date: May 7, 1996

Dear Taxpayer:

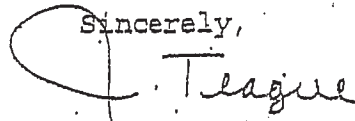
This letter is in response to your request for a copy of the determination letter for the above named organization.

Our records indicate that this organization was recognized to be exempt from Federal income tax in March 1987 as described in Internal Revenue Code Section 501(c)(3). It is further classified as an organization that is not a private foundation as defined in Section 509(a) of the Code, because it is an organization described in Section 509(a)(2).

The exempt status for the determination letter issued in March 1987 continues to be in effect.

If you need further assistance, please contact our office at the above address or telephone number.

Sincerely,



J. Teague
Disclosure Assistant

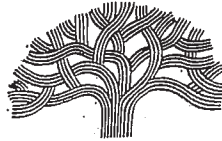
TAX ID. NO

FOR NON-PROFIT

NARCOTICS ANONYMOUS

92-105197

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



CITY OF OAKLAND

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

Facility Rental Application

Application Date: 7-2-12

ATTENTION:

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

REQ No. _____ RWP No. 26390 OFFICE USE ONLY Received By/Date 27 Receipt No. _____

Application on behalf of: (Group, Individual, Organization) NARCOTICS ANONYMOUS (EAST BAY CENTRAL) ACTIVITIES COMMITTEE

Address: PO box 1343 City: OAKLAND State: CA Zip: 94604

Individual responsible for event: Name: ERIC ADAMS Address: 10432 BYRON AVE

City: OAKLAND State: CA Zip: 94603 Email: adamseric1771@yahoo.com

Home #: _____ Work #: _____ Fax #: _____ Cell#: (510) 2175

Use (Name of Facility): GARDEN CENTER On the following date(s): DEC 31 2012

Number of Participants (Total): 150 - 200 Approximate # of Adults: 150 # of Teens: 10 # of Children/Infants: 0

Between the hours of: (Time in/Prep) 5 (Actual Event Time) from: 6:00 PM to 12:00 AM (Cleanup/Time Out) 1:00 AM

Type of Event/Purpose: (be specific; i.e., Wedding, Receptions, Meetings, Birthday Party, Banquet, etc.) NARCOTICS ANONYMOUS (SPEAKER MEETING / DANCE)

General: Public Allowed: Yes No

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. musical instruments, live band, cd player, amplifiers, microphones, etc.): DD

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

Notes: (The minimum rental requirement and deposit are required when the facility of your choice is reserved 31 days or more in advance.)

Rent: \$85 X Number of Hours 17 = Total Rent \$595 + (\$110 x 1 hr = \$110)

Setup/Tear-down Fee: \$150 Alcoholic Beverage Fee: N/A Other Fees: \$50-SK + \$10

Deposit: \$300

Total of ALL Fees PLUS Deposit: \$1355.00

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: 61 days or more notice: Forfeit 1/2 Deposit
31 to 60 days notice: Forfeit Deposit
30 days to 11 days notice: Forfeit Deposit PLUS 1/2 Rental Fee
10 days or less notice: Forfeit All Fees

Check Amount: \$ 600 Check #: 1396 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 for the minimum payment requirement (rental and deposit) \$ _____ or the total fees \$ _____ for my reservation at _____

Signature (Facility) _____ on _____ (Event Date)

Signature (Facility) Eric Adams (Print Name) Eric Adams (Driver License #/Expiration Date) 569 1-7-2016

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?