



PARKS AND RECREATION ADVISORY COMMISSION

City of Oakland

Wednesday, June 10, 2015

Lake Merritt Garden, 666 Bellevue Avenue

4:30pm

Agenda

1. CALL TO ORDER:
2. ROLL CALL:
BELCHER, DU BOIS, FLORES, KADERA-REDMOND, MARSHALL, MILLER, PETERSON, ROSENBLOOM, SELNA, WU
3. DISPOSITION OF MINUTES:
May 13, 2015 Draft Meeting Minutes
4. SPECIAL ORDERS:
5. PRAC PENDING LIST:
6. MODIFICATIONS TO THE AGENDA:
7. CONSENT NEW BUSINESS:
 - A. REQUEST FOR PERMISSION TO COLLECT DONATIONS AND SELL EVENT RELATED MERCHANDISE AT MONTCLAIR BALL FIELD ON JULY 16, 2015 AND LAKESIDE PARK ON JULY 22, 2015 AND JULY 23, 2015 AT SAN FRANCISCO MIME TROUPE ANNUAL PERFORMANCES. Oakland Parks and Recreation has received a request from San Francisco Mime Troupe (SFMT), a non-profit organization, seeking permission to collect donations and to sell event related merchandise at Montclair Ball Field on July 16, 2015 and Lakeside Park on July 22, 2015 and July 23, 2015.
 - B. REQUEST FROM THE SHATTUCK NEIGHBORHOOD CRIME PREVENTION COUNCIL FOR A FEE WAIVER AND PERMISSION TO HOST A COMMUNITY GARAGE SALE FUNDRAISER ON SATURDAY, AUGUST 15, 2015, AT BUSHROD PARK. Oakland Parks & Recreation (OPR) received a request from Don Link, Shattuck Neighborhood Crime Prevention Council, (SNPCPC), for approval of a fee waiver and permission to host a Community Garage Sale Fundraiser at Bushrod Park on Saturday, August 15, 2015.
 - C. REQUEST APPROVAL FROM THE PARK AND RECREATION ADVISORY COMMISSION TO FUNDRAISE AT THE 5TH ANNUAL CARMEN FLORES DAY OF MUSIC IN THE PARK ON SUNDAY AUGUST 16, 2015 AT JOSIE DE LA CRUZ PARK. The City of Oakland's Parks and Recreation, Carmen Flores Recreation Center at Josie de la Cruz Park will host its 5th Annual Carmen Flores Day of Music in the Park on Sunday August 16, 2015. The event will take place at Josie de la Cruz Park from 11:00am-5:00pm.

8. NEW BUSINESS:

- A. REQUEST THE PARKS AND RECREATION ADVISORY COMMISSION APPROVE THE INSTALLATION OF A PLAQUE COMMEMORATING OAKLAND RESIDENT BILL HENRY. Oakland Public Works (OPW) Bicycle Facilities Program is seeking approval from the Parks and Recreation Advisory Commission (PRAC) for the installation of a commemorative plaque on Grand Ave adjacent to Lakeside Park. The 8" x 8" stainless steel plaque would be installed in concrete (former bus shelter pad), and accompany bike racks that are being donated to the City by Ms. Karen Henry, a private citizen, in honor of her brother Mr. Bill Henry, an Oakland resident who died last year. The layout of the racks and plaque are shown in Exhibit A. The design of the plaque reading "In Memory of Bill Henry" is shown in Exhibit B. Bike racks and plaque would be installed this summer.
- B. REQUEST FROM THE FRIENDS OF MONTCLAIR RAILROAD TRAIL TO INSTALL THREE MARKERS WITH WAY FINDING SIGNS AT THE THREE MAIN ENTRANCES TO THE TRAIL. The Office of Parks & Recreation has received a request from The Friends of Montclair Railroad Trail for the approval and installation of 3 trail markers to be placed at the 3 main entrances of the trail in Montclair Village.
- C. REQUEST FROM STAN DODSON OF TRAILHEAD ORGANIZATION TO INSTALL 12 TRAIL MARKERS IN DIMOND CANYON PARK. The Office of Parks & Recreation has received a request from Stan Dodson of Trailhead Organization to install 12 stepping stone markers to replace the existing set of markers that are insufficient, incorrect and heavily marked with graffiti see (Exhibit A & B) This has the approval of Robert Kennedy from Public Works, with support from Supervisor Michele Doppelt, Friends of Sausal Creek, Dimond Improvement Association and Oakland Park & Recreation Foundation
- D. REQUEST FROM THE FRIENDS OF SAUSAL CREEK FOR APPROVAL TO HOLD A NATIVE PLANT SALE ON SUNDAY, OCTOBER 25, 2015 AT THE NATIVE PLANT NURSERY IN JOAQUIN MILLER PARK. The Office of Parks & Recreation has received a request from the Friends of Sausal Creek for approval to hold a native Plant sale at the Native Plant nursery in Joaquin Miller Park on Sunday, October 25, 2015. The proceeds collected will be used to continue the various watershed programs sponsored by the Friends of Sausal Creek, this year especially creek restoration in Dimond Park
- E. THE PAN AFRICAN FAMILY REUNION IS REQUESTING THE PARKS AND RECREATION ADVISORY COMMISSION APPROVAL FOR VENDORS AND ON-SITE COLLECTION OF MONEY FOR ITEMS SOLD AND DONATIONS FOR THEIR 5TH ANNUAL EVENT HELD AT MOSSWOOD PARK ON SEPTEMBER 6, 2015. The Pan African Family Reunion (sponsored fiscally by the FRIENDS OF OAKLAND PARKS AND RECREATION) is an annual free event held September 6, 2015 from 10am to 10pm at Mosswood Park. This event attracts approximately 1500 attendees and outreaches to communities from all over the African Diaspora and all over the Bay Area, with a strong focus on Oakland and the East Bay.

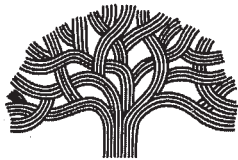
- F. **REQUEST FOR PERMISSION TO COLLECT REGISTRATION FEES, VENDORS TO SELL EVENT RELATED ITEMS AND MOBILE FOOD TRUCKS AT THE 1ST ANNUAL LAKE MERRITT LABOR DAY 5K/10K AT THE PERGOLA ON SATURDAY, SEPTEMBER 5, 2015.** Parks and Recreation received a request from the Oakland Food Pantry (OFP), a non-profit organization, for permission to collect registration fees, allow vendors sales and mobile food vendors at the 1st Annual Lake Merritt Labor Day 5k/10k run at the Pergola on Saturday, September 5, 2015. The funds raised will help maximize their ability to benefit from the event, last minute registrations and sales of merchandise are an essential element to raising the money the Oakland Food Pantry requires to operate.
- G. **REQUEST APPROVAL FROM THE PARKS AND RECREATION ADVISORY COMMISSION TO ALLOW THE UMOJA EPIPHANI PRODUCTION ORGANIZERS TO HAVE ARTISANS AND FOOD VENDORS ON SITE AT THE LOWELL PARK BALL FIELD FOR THEIR UMOJA AFRICAN FESTIVAL AND TO COLLECT FEES ON SATURDAY, AUGUST 15, 2015.** Oakland Parks and Recreation has received a request from the UMOJA Epiphani Production and Digging4Gold organizers, for permission to allow food and artisan vendors to collect fees at their African Festival at Lowell Park ball field on Saturday, August 15, 2015. The funds collected will be used to pay operating cost. This is the organizations' third presentation before PRAC requesting permission to collect fees for this event.
- H. **RECOMMENDATION THAT THE PARKS AND RECREATION ADVISORY COMMISSION (PRAC) ESTABLISH AND ADOPT A TASK FORCE OF CITY OFFICIALS FROM PARKS AND RECREATION, OAKLAND PUBLIC WORKS, OAKLAND POLICE DEPARTMENT, PARK PATRONS, OAKLAND RESIDENTS AND PRAC MEMBERS FOR THE PURPOSE OF CREATING A POLICY REGARDING GRILLING IN OAKLAND CITY PARKS WITH THE INITIAL PRIORITY BEING LAKESIDE PARK.** In response to recent growing concerns about Oakland parks visitors setting up large unpermitted gatherings for grilling activities a Task Force of fourteen community *thought partners* representing the Lakeshore Business Improvement District, Lake Merritt Business Association, Eastlake Music Festival, Oakland Police Department's Neighborhood Services Division, the Vice Chair of San Antonio NCPD, OPR Central Reservations, as well as several District 2 residents, a local artist, a resident of the Lake Merritt area, 3 PRAC Commissioners, and OPR Director Audree V. Jones-Taylor was convened.
- I. **REQUEST APPROVAL FROM THE PARKS AND RECREATION ADVISORY COMMISSION TO GRANT PERMISSION TO ALLOW COMMUNITY MERCHANTS TO COLLECT DONATIONS ON SITE AT THE XICANA MORATORIUM COALITION'S FESTIVAL AT SAN ANTONIO PARK ON SUNDAY, AUGUST 30, 2015.** Oakland Parks and Recreation received a request from Aurora Lopez and Sagnicthe Salazar, Program Directors for The Xicana Moratorium Coalition, for permission to have community and local arts and craft merchandise vendors collect donations at their Annual Festival at San Antonio Park on Sunday, August 30, 2015. The funds raised will be used to cover the costs of presenting the festival, e.g. stage rental, clean-up, tables/chairs, and to continue to do future community events like this one to promote support for local talent and artists.

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:
 - Budget Update
 - Position Changes
 - Service Impacts

17. ADJOURNMENT:

This meeting is wheelchair accessible. To request materials in alternative formats, or to request an ASL interpreter, or assistive listening device, please call ***Oakland 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, July 8, 2015, 4:30 p.m.***
Lakeside Garden Center
666 Bellevue Ave, Oakland, CA



CITY OF OAKLAND

PARKS AND RECREATION ADVISORY COMMISSION

City of Oakland

Wednesday, May 13, 2015

Lake Merritt Garden, 666 Bellevue Avenue

4:30pm

Draft Minutes

1. CALL TO ORDER: 4:35pm
2. ROLL CALL:
BELCHER, DU BOIS, FLORES, KADERA-REDMOND, MARSHALL, MILLER, PETERSON,
ROSENBLOOM, SELNA, WU

Present: Belcher, Kadera-Redmond, Marshall, Miller, Rosenbloom, Selna

Arrivals: Wu (4:38)

Excused: DuBois, Flores and Peterson

Staff: Parks and Recreation – Audree V. Jones-Taylor, Diane Boyd, Zermaine Thomas,
Stephanie Benavidez, Karis Griffin, Elena Bermeo, Vinzuela Bolden: Neighborhood
Services Division Coordinator – Hoang Banh: Council District 2 - Jennie Gerard

3. DISPOSITION OF MINUTES:
April 8, 2015 Draft Minutes

Motion: Commissioner Miller entertained a motion to approve the April 8, 2015 Draft Minutes. **Moved by:** Commissioner Rosenbloom. **Second by:** Commissioner Kadera-Redmond. **Vote:** Yes - Belcher, Kadera-Redmond, Marshall, Miller, Rosenbloom and Selna.
Motion: Passed

4. SPECIAL ORDERS:
5. PRAC PENDING LIST:
6. MODIFICATIONS TO THE AGENDA:
7. CONSENT NEW BUSINESS:

- A. REQUEST FROM PREVENTION INTERNATIONAL: NO CERVICAL CANCER FOR PERMISSION TO COLLECT REGISTRATION FEES, DONATIONS AND SELL EVENT-RELATED ITEMS ON-SITE AT LAKESIDE PARK ON SATURDAY, SEPTEMBER 19, 2015. Oakland Parks and Recreation received a request from Prevention International: No Cervical Cancer (PINCC), a non-profit organization, for permission to collect on-site donations, registration fees and sell event-related items at their "Walk for Women of Africa" Walkathon on Saturday, September 19, 2015, at Lakeside Park. The funds raised will support African clinics that will benefit thousands of women by reducing their chances of developing cervical cancer.

- B. **REQUEST FOR PERMISSION TO COLLECT REGISTRATION FEES, VENDORS TO SELL EVENT RELATED ITEMS AND MOBILE FOOD TRUCKS AT THE 11TH ANNUAL FAITH FANCHER BREAST CANCER CHALLENGE WALK/RUN AT LAKESIDE PARK ON SATURDAY, AUGUST 22, 2015.** Parks and Recreation received a request from the Friends of Faith, Inc. (FOFI), a non-profit organization, for permission to collect registration fees, allow vendors sales and mobile food vendors at the 11th Annual Faith Fancher Breast Cancer Challenge Walk/Run at Lakeside Park on Saturday, August 22, 2015. The funds raised will help provide health services support to breast cancer survivors and to share information about the importance of early detection. The 2014 Post Event Report is attached.
- C. **REQUEST FROM THE EAST BAY FRONT RUNNERS AND WALKERS FOR PERMISSION TO COLLECT ON-SITE REGISTRATION FEES AND SELL ONE MERCHANDISE ITEM DURING THE PRIDE RUN/WALK AT LAKESIDE PARK ON SATURDAY, OCTOBER 10, 2015.** Oakland Parks and Recreation 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 one merchandise item during the 5K and 10K Pride Run/Walk at Lakeside Park on Saturday, October 10, 2015. The limited merchandise 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 from the 2014 Pride Run/Walk is attached.
- D. **REQUEST APPROVAL FROM THE PARKS AND RECREATION ADVISORY COMMISSION TO GRANT PERMISSION TO ALLOW COMMUNITY MERCHANDISE AND FOOD VENDORS COLLECT DONATIONS ON SITE AT THE EASTSIDE ARTS ALLIANCE'S MALCOLM X JAZZ FESTIVAL AT SAN ANTONIO PARK ON SATURDAY, MAY 16, 2015.** Oakland Parks and Recreation received a request from Elena Serrano, Program Director for Eastside Arts Alliance, for permission to have community merchandise and food vendors collect donations at the 15th Annual Malcolm X Jazz Festival at San Antonio Park on Saturday, May 18, 2015. The funds raised will be used to cover the costs of presenting the festival, e.g. stage rental, clean-up, tables/chairs, etc.

Motion: Commissioner Miller entertained a motion to approve the Consent New Business Items 7A – 7D. **Moved by:** Commissioner Belcher. **Second by:** Commissioner Kadera-Redmond. **Vote: Yes** - Belcher, Kadera-Redmond, Marshall, Miller, Rosenbloom, Selna and Wu. **Motion:** Passed

8. **NEW BUSINESS:**

- A. **REQUEST TO ALLOW A CAMERA TRAPPING STUDY TO BE PLACED IN JOAQUIN MILLER OPEN SPACE FOR A MOUNTAIN LION RESEARCH PROJECT BY FELIDAE CONSERVATION FUND:** The Parks and Recreation Advisory Commission reviewed the staff report for Item 8A presented by Stephanie Benavidez, Naturalist and Open Spaces Specialist with Parks and Recreation. In June 2010 a 100 pound mountain lion was struck and killed at the Joaquin Miller exit of 13. Since that time, verified reports of what is known as deer caches have been found in Joaquin Miller and Dunsmuir Ridge Open Spaces. With fragmented wildlife corridors in the Oakland/ Berkeley hills and drought issues drawing animals to water sources to fountains and pools in backyards, it is imperative to account for the movements of these wild creatures and educate

the public properly without giving rise to panic. Residents are multi users of recreational activities that may encroach in areas where a cougar may be residing.

Through the collection of data and images, this 10 year research project will give a larger picture overall of the Bay Area movement of these cats, as well as shine light on their pathways and travels through Oakland's open spaces. Notices of the project will be posted and all images of humans will be deleted. The analysis will be shared with the public for educational purposes and is not intended to recommend people not use the land. Cal Trans relies on the data from the study along with EBMUD and 17 other agencies and municipalities in the region. Researchers are approximately 3 years into the study and will begin generating reports in 6 months to a year.

Motion: Commissioner Miller entertained a motion to approve the staff recommendation to allow a camera trapping study to be placed in Joaquin Miller open space for a mountain lion research project by Felidae Conservation Fund. **Moved by:** Commissioner Belcher. **Second by:** Commissioner Selna. **Vote:** Yes - Belcher, Kadera-Redmond, Marshall, Miller, Rosenbloom, Selna and Wu. **Motion:** Passed

- B. **REQUEST FROM ADOPT A SPECIAL KID (AASK)/LILLIPUT CHILDREN SERVICES FOR PERMISSION TO HOST A FUNDRAISING 5K RUN/WALK BY ACCEPTING ON-SITE REGISTRATION AND DONATION FEES AT LAKESIDE PARK ON SATURDAY, AUGUST 1, 2015.** The Parks and Recreation Advisory Commission reviewed the staff report for Item 8B presented by Zermaine Thomas from Central Reservations with Parks and Recreation. Oakland Parks and Recreation received a request from Adopt A Special Kid(AASK)/Lilliput Children Services, non-profit organizations, to host a fundraising walk by collecting on-site registration and donation fees at their 3rd Annual 5K Fun Run/Walk for AASK/Lilliput Child Services at Lakeside Park on Saturday, August 1, 2015. Funds raised will help support the AASK/Lilliput Child Services programs which serve children who are transferred from foster care and placed into adoptive homes. A Post Event Report from 2014, 5K Fun Run is attached.

Motion: Commissioner Miller entertained a motion to approve the staff recommendation to allow organizers of Adopt A Special Kid/Lilliput Child Services s collect on-site registration and donation fees at their 3rd Annual Family Fun Run/Walk at Lakeside Park on Saturday, August 1, 2015. **Moved by:** Commissioner Belcher. **Second by:** Commissioner Marshall. **Vote:** Yes - Belcher, Kadera-Redmond, Marshall, Miller, Rosenbloom, Selna and Wu. **Motion:** Passed

- C. **REQUEST FROM OAKLAND ASSOCIATION OF REALTORS (OAR) FOR PERMISSION TO HOST A FUNDRAISING WALK-A-THON ON BEHALF OF THE ORAL LEE BROWN FOUNDATION BY ACCEPTING ON-SITE REGISTRATION AND DONATION FEES AT LAKESIDE PARK ON SATURDAY, OCTOBER 3, 2015** The Parks and Recreation Advisory Commission reviewed the staff report for Item 8C presented by Zermaine Thomas from Central Reservations with Parks and Recreation. Oakland Parks and Recreation received a request from Oakland/Berkeley Association of Realtors and the Oral Lee Brown Foundation, to host a fundraising walk-a-thon by collecting on-site registration fees and donation at Lakeside Park on Saturday, October 3, 2015. Funds raised will support the Oral Lee

Brown Foundation's goal of fully funding the college tuition of disadvantaged and underprivileged youth in the Oakland community. This is the second presentation and request to the Commission by these organizations.

Motion: Commissioner Miller entertained a motion to approve the staff recommendation and allow the Oakland Association of Realtors (ORA) to collect on-site registration fees and donations at their walk-a-thon at Lakeside Park on Saturday, October 3, 2015. **Moved by:** Commissioner Belcher. **Second by:** Commissioner Kadera-Redmond. **Vote: Yes** - Belcher, Kadera-Redmond, Marshall, Miller, Rosenbloom, Selna and Wu. **Motion:** Passed

- D. **REQUEST THE PARK AND RECREATION ADVISORY COMMISSION ACCEPT THE INFORMATIONAL REPORT REGARDING CAPITAL IMPROVEMENTS AT RAIMONDI PARK.** The Parks and Recreation Advisory Commission reviewed the staff report for Item 8D presented by Audree V. Jones-Taylor, Director of Parks and Recreation. As a result of significant budget cuts, OPR has had to initiate creative avenues to increase revenues for the capital improvements needed in Oakland's parks. By partnering with its users, community non-profits and businesses, OPR can better sustain its parks and sports fields to ensure safe and community oriented environments.

Under this proposed agreement, Phase II of the renovation at Raimondi Park would include construction and surfacing of a second multi-purpose field with artificial turf and revitalization of the putting green with artificial turf.

The Jack London Youth Soccer League East Bay United Chapter will execute an anonymous gift in place not to exceed two million dollars (\$2,000,000) through fiscal agent Oakland Parks and Recreation Foundation, formerly known as Friends of Oakland Parks and Recreation (Friends).

Shimmick Construction Company will act as the general contractor for Phase IIA for the capital improvements at Raimondi Park and will provide In-kind services not to exceed five hundred thousand dollars (\$500,000). In addition, a gift in place construction contract of one dollar (\$1) will be put in place and advertising and bidding requirements waived.

Motion: Commissioner Miller entertained a motion to approve the staff recommendation to accept the Informational Report regarding the capital improvement project at Raimondi Park and support the Gift in Place, In-Kind Services, and License Agreement for approval by the City Council on June 2, 2015 and June 9, 2015. **Moved by:** Commissioner Selna. **Second by:** Commissioner Belcher. **Vote: Yes** - Belcher, Kadera-Redmond, Marshall, Miller, Rosenbloom, Selna and Wu. **Motion:** Passed

- E. **REQUEST FOR PARKS AND RECREATION ADVISORY COMMISSION APPROVAL OF SOLICITATION OF FEES FOR FOOD CONCESSIONS AND SALES OF GOODS AND WARES FOR OAKLAND CARNIVAL 2015 COMMUNITY WELLNESS FESTIVAL AT MOSSWOOD PARK.**

The Parks and Recreation Advisory Commission reviewed the staff report for Item 8E presented by Karis Griffin, Director of Cultural Arts with Parks and Recreation.

This is Oakland Carnival's annual free community festival held at Mosswood Park on May 25th from 12pm to 7pm. Oakland Carnival Festival & Parade is a cultural community festival

featuring the musical and artistic traditions of Carnivals throughout the African Diaspora, including the Caribbean, South, Central and North America. Carnival is rich culturally and highly celebrated in Brazil, Trinidad, the Americas and places all over the World.

Staff suggested that the event be approved provided that all documents are received by May 15th. The application for the event was paid in full and submitted to Central Reservations. Outstanding documents include proof of insurance, waste management, verification of portable restrooms and others.

Theo Williams – Event Organizer

The post evaluation from 2014 was not included in the application to staff. Mr. Williams requested to distribute an official version of the evaluation document to the body. The 2014 event did not include food vendors which will be involved this year. The Commission was informed that food vendors/trucks would have to carry individual permits and not set-up on park property. Approximately 300 – 500 attended the 2014 event. The proposed event will include a community wellness component to the exclusion of alcohol. Organizers were unable to secure funding from the City's Cultural Arts Fund, but received financial support from a private foundation and Council District 3, as well as other community organizations. According to the organizer all documents have been submitted.

The Commission expressed concern that event planners submitted their proposal letter (dated April 22, 2015) for the project so late in the process.

According to staff, the seven outstanding items listed under Recommendations on the staff report were not received. Prior to the evening's meeting, staff gave the event planners until Friday, May 15th to complete the required documentation.

The event organizer informed the Commission that waste management and portable restroom services were arranged and offered to show verification via email, but stated the staff deadline date of May 15th was still in place.

Director Jones-Taylor reminded staff that all required documentation must be included with the staff report for the Commission's review, and completed including the special event approval and permit by OPD.

Regarding food trucks, the Director received clarification that staff had not received a list of event vendors, and that food truck vendors could not be on city

park property without the completing the proper process and securing the necessary permits.

The event organizer clarified that the request for approval now excluded food vendors as the late date made it improbable to secure them for participation in the park. However, if able to secure them, food truck vendors would be posted off park property.

The Director informed the event organizer that the City had a policy regarding food trucks and that those vendors should be advised of to avoid any conflict.

Motion: Commissioner Miller entertained a motion to approve the staff recommendation to allow the Oakland Carnival Festival organizers to solicit fees for food, concessions and sales of goods and wares by vendors at their May 25, 2015 event at Mosswood Park. This consideration is contingent upon staff receipt of all seven (7) documents listed on the staff report (See Recommendation) no later than 5pm on May 15, 2015. **Moved by:** Commissioner Belcher. **Second by:** Commissioner Kadera-Redmond. **Vote: Yes** - Belcher, Kadera-Redmond, Marshall, Miller, Rosenbloom, Selna and Wu. **Motion:** Passed

- F. **RECOMMENDATION: STAFF RECOMMENDS THAT THE PARKS AND RECREATION ADVISORY COMMISSION (PRAC) ESTABLISH A TASK FORCE WHICH INCLUDES CITY OFFICIALS FROM OAKLAND PARKS AND RECREATION, OAKLAND PUBLIC WORKS, OAKLAND POLICE DEPARTMENT, PARK PATRONS, OAKLAND RESIDENTS AND PRAC MEMBERS FOR THE PURPOSE OF CREATING A POLICY REGARDING GRILLING IN OAKLAND CITY PARKS, WITH THE PRIORITY BEING LAKESIDE PARK.** The Parks and Recreation Advisory Commission reviewed the staff report for Item 8F presented by Audree V. Jones-Taylor, Director of Parks and Recreation. As the City prepares for another exciting spring and summer, it is critical that Oakland Parks and Recreation (OPR) and City officials are ready to meet the challenges of heavy use and grilling in City parks.

The Director recognized Jennie Gerard from Councilmember Guillen's office – District 2. member, Jennie Gerard and their partnership and conversations on the issues regarding the issues of parks use and grilling at Lakeside Park.

Lakeside Parks has been made as there have been many complaints from area residents regarding nuisance behavior and park violations. OPR has collected input from community focus groups over a 9 month period which includes grilling in Oakland City Parks, but has not established a solid policy. The ordinance reads patrons can grill in areas designated by the Commission. Director Jones-Taylor requested the Commission to approve this request to form the task force in order to access Lakeside Park and to designate areas for grilling. OPR has developed a brochure which describes the process for park use and requesting permits. In a response to public complaints OPD cruisers and bike officers have been patrolling Lakeside Park informing patrons that grilling is not allowed. The Director requested expedient formation of the task force to determine policies governing grilling so that the public can be informed and to establish guideline should OPD need to issue citations. The Commission was asked to reference the staff

report and to consider the information and recommendations gather from the community focus group meetings recorded in the report when drafting park policies on the subject.

Speaker Comments:

- Support task force because it includes the community input.
- There is a growing diverse group of people enjoying the Lake Merritt and Lakeside Park and is very popular on Sundays
- Park patrons are taking advantage and pleasure in the benefits from the Measure DD improvements
- There are problems with people behaving badly
- Increased popularity is having a negative impact on wildlife.
- The community would like the task force to make policies for patrons who just want to picnic
- Mitigate issue of excessive trash and hot coals dumping by including additional waste receptacles and coal bins in the new plans – consider trash compactors
- A comprehensive policy this will allow OPD to cite those who are behaving badly and to correct behavior
- Use of Lake Merritt has grown significantly and is creating noise and air pollution, public urination, public drinking
- Add bb pits near existing picnic tables
- Consider propane tanks rather than coal
- Must consider enforcement and Park Ranger program, advocate for funding
- Look at SF Park Patrol program and consider as training for new OPD officers
- Concerned the no regulation to regulation will be an issue – should not be a citation free-for-all or cash cow for the City
- Consider foot and bike officers rather than cruisers
- Do not lose the diversity around the Lake through citations
- Add more restrooms and/or portable restrooms
- People Behaving Badly video does not show parks users and residents gathering trash
- Business benefit from spill over visitors on Lake Merritt/Lakeside Park
- Area feels safer due to increased park use

Hoang Banh - Neighborhood Services Division Coordinator

From 2014 -2015, OPD has only distributed literature regarding park rules. No tickets or citations were issued until the beginning of May 2015, they include three main areas:

Lakeside park patrons are being cited for the following repeated violations:

- Excessive public drinking
- Public urination
- Excessive noise

Unfortunately, some residents have moved away from the area due public urination. To date, OPD has not issued tickets for barbecuing in Lakeside Park.

Director Jones-Taylor encouraged the public to visit the department's website to review staff report 8F.

Chair Miller:

PRAC subcommittee members Selna, Kadera-Redmond and DuBois have met several times on the subject.

Kadera-Redmond

There are many of concerns and issues regarding the subject. The subcommittee has walked the area to determine the best places for installing permanent grill. The committee is currently considering no coals grilling.

Commissioner Selna asked for clarification on establishing policy and dates for moving forward.

Director Jones-Taylor

Wants to establish one voice on the subject and bring all entities working separately together. Since PRAC has the authority to designate the areas it is not necessary to hold too many meetings to move forward. While OPR does not have a complete inventory of all park grills, the PRAC can begin the process of designation sites with Lakeside Park. OPD is not issuing citation for grilling and is waiting for PRAC's input. Ordinances for City Parks will not change.

Chair Miller asked for clarification regarding the level of staff support in meeting the challenges of completing the task necessary develop and issue the requested policy.

Director Jones-Taylor reported that OPR will take the lead on developing the task force and appointed Zermaine Thomas as the department's point of contact for Lakeside Park and will later designate staff for other parks.

Staff created and circulated a sign-up sheet for those interested in participating on the Grilling Task Force.

Staff recommends that the Parks and Recreation advisory

Note: Commissioner Marshall was not present for the vote.

Motion: Commissioner Miller entertained a motion to approve the recommendation that Oakland Parks and Recreation establish a task force which includes officials from Oakland Parks and Recreation, Oakland Public Works, Oakland Police Department, park patrons, Oakland residents and PRAC members for the purpose of creating a policy regarding grilling in Oakland City Parks, with a focused priority on Lakeside Park and to report back on June 10, 2015. **Moved by:** Commissioner Belcher. **Second by:** Commissioner Kadera-Redmond. **Vote: Yes** - Belcher, Kadera-Redmond, Miller, Rosenbloom, Selna and Wu.

Motion: Passed

G. REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION TO RECOMMEND RENAMING THE NEW GOLDEN GATE RECREATION CENTER AFTER CHARLES PORTER. The Parks and Recreation Advisory Commission reviewed the staff report for Item 8G presented by Vinzuela Bolden from Parks Recreation. Charles Porter served as a member of the Golden Gate Recreation Center Advisory Board where he advocated for programs and activities that would meet the needs of the local community. He was also a faithful member of the Neighborhood Crime Prevention Council Beat 10x (North Oakland Community) which met once a month at Golden Gate Recreation Center. Mr. Porter worked tirelessly on behalf of the children, youth and community to renovate the recreation center and dreamed of having a state-of-the-art facility that would expand programming to include cooking classes, a computer lab, performing arts, arts/crafts and sports and fitness programs. Mr. Porter met with architects, project managers, State of California officials and, often spoke at City Council meetings in an effort to ensure his vision of the renovations, and to secure the grants and funding necessary to complete the project. Mr. Porter often recalled his youth at the Golden Gate Recreation Center, and would refer to it as a “one room shack”, but praised the influence participating in the programming there had on his life. Mr. Porter was a hard working dedicated man who, even though ill, worked on behalf of his community. The newly renovated Golden Gate Recreation Center is scheduled to reopen in 2016.

Community Comments/Summary

Mr. Porter's family moved to the Golden Gate neighborhood in 1946, attended Golden Gate School and played at the Golden Gate Recreation Center when it was new. His was one of the first Black families to move into the neighborhood. He worked with the city for over 3 decades to improve the conditions of the neighborhood including better business, lighting, landscaping and traffic improvements and the Golden Gate Recreation Center. Mr. Porter was so well loved that he was known as the “Mayor of San Pablo”.

He also worked on citywide projects as well and served on the CDBG Board, he was a founder of the local Neighborhood Crime Prevention Council (NCPC) and served on the Golden Gate Advisory Board for decades. He always sought funding for the children. When talk of remodeling the center was raised, Mr. Porter had a larger vision and recognized that children lost participation as they aged because of the lack of programming. He envisioned a state-of-the-art center with a stage, indoor basketball courts, and computer lab and more that could include older youth.

In spite of many delays and changes of architects, Mr. Porter worked with the community for over 30 years to have the Golden Gate Recreation Center renovated. He was instrumental in securing a total of eight million dollars (\$8,000,000) for the project; five million dollars

(\$5,000,000) from the State of California and three million dollars (\$3,000,000) from the Bushrod project. Mr. Porter was a tireless advocate for the Golden Gate community, and City of Oakland community at large.

Before his death in January of 2013, Mr. Porter hoped to have seen the Golden Gate Recreation Center's renovation.

Commission Comments Summary:

Learned that the community held several meeting regarding the center's name change and the Councilmember Kalb - District 1 supports the proposed name change. The community was directed to the PRAC then to City Council for final approval. The commission clarified the requested name change to be: the Charles Porter Golden Gate Recreation Center and subsequently learned that "Golden Gate" was left in the name as agree upon by the community.

Motion: Commissioner Miller entertained a motion to approve the staff recommendation to accept the request to rename the Golden Recreation Center to the **Charles Porter Golden Gate Recreation Center**. The request was made in honor of Charles and in memory of his dedication and service to the City of Oakland and the Golden Gate community. **Moved by:** Commissioner Wu. **Second by:** Commissioner Selna. **Vote: Yes** - Belcher, Kadera-Redmond, Marshall, Miller, Rosenbloom, Selna and Wu. **Motion:** Passed

9. CONDITIONAL USE PERMITS:

10. COMMUNICATIONS:

- A letter to the Planning Commission was circulated for review.
- The Commission received an invitation from the Planning Commission to tour the Brooklyn Basin Project.

11. PRAC COMMITTEE REPORT:

12. ADVISORY COUNCIL REPORTS:

13. UNFINISHED BUSINESS:

Susan Montauk to present the Oakland Parks Coalition's State of the Parks report

14. COUNCIL REFERRALS:

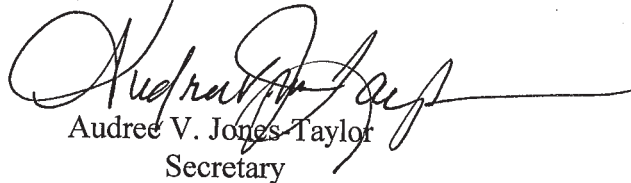
15. OPEN FORUM:

16. DIRECTOR'S REPORT:


- Naming Rights – OPR will be going before the City Council requesting the adoption of a policy on naming rights, sponsorships and donations.
- Budget Update
 - Ball fields maintenance will be transferred to Oakland Public Works
 - No reductions to OPR's budget. 5 PPT positions will be frozen. The Oakland Zoo and the Chabot Space and Science will absorb the potential hit.
- 2015 Retreat – Staff will schedule for June or possibly for May 30th.
- Adult Recess – May 29th
- Green Tee – July 13th
- Intimate Evening July 25th
- Dads and Jazz – June 21st

17. ADJOURNMENT: 7:11pm

Respectfully submitted,



Audree V. Jones-Taylor
Secretary



Diane Boyd
Recording Secretary

This meeting is wheelchair accessible. To request materials in alternative formats, or to request an ASL interpreter, or assistive listening device, please call **Oakland 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, June 10, 2015, 4:30 p.m.*
Lakeside Garden Center
666 Bellevue Ave, Oakland, CA

CITY OF OAKLAND
Interoffice Memorandum



Oakland Parks and Recreation

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Armando Aguilera, Central Reservations Lead
DATE: June 10, 2015
SUBJECT: **REQUEST FOR PERMISSION TO COLLECT DONATIONS AND SELL EVENT RELATED MERCHANDISE AT MONTCLAIR BALL FIELD ON JULY 16, 2015 AND LAKESIDE PARK ON JULY 22, 2015 AND JULY 23, 2015 AT SAN FRANCISCO MIME TROUPE ANNUAL PERFORMANCES**

SUMMARY

Oakland Parks and Recreation has received a request from San Francisco Mime Troupe (SFMT), a non-profit organization, for permission to collect donations and to sell event related merchandise at Montclair Ball Field on July 16, 2015 and Lakeside Park on July 22, 2015 and July 23, 2015.

FISCAL IMPACT

There is no fiscal impact on Oakland Parks and Recreation. The SFMT will pay all park use fees associated with all three events.

BACKGROUND

The San Francisco Mime Troupe (SFMT) is preparing for its 56th year of bringing popular theatre to the people at a price everyone can afford: free! The Tony Award-winning company's original plays seek to educate, empower, and entertain the audience about the social issues of our day and how they affect our lives. SFMT bring professional theatre out of buildings and into the parks, making it available to people who would not otherwise patronize the arts, for either economic or social reasons.

The SFMT has rented Montclair and Lakeside Park in the past and has come before the Parks and Recreation Advisory Commission for approval for collection of donations and selling event related merchandise. The events have been well attended, well planned and successful. The following merchandise will be for sale:

- Hats
- Shirts
- Recorded Music
- Books
- Bags

Prices will range from \$5 to \$30.

Parks and Recreation Advisory Commission
June 10, 2015

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the San Francisco Mime Troupe request for permission to collect donations and the sell event related merchandise at the Montclair Ball Field on July 16, 2015 and Lakeside Park on July 22, 2015 and July 23, 2015. The group is aware that additional permits are required provided their request is granted.

Respectfully submitted,

Armando Aguilera
Central Reservations Representative

Attachments: Exhibit A – San Francisco Mime Troupe Proposal Letter
Exhibit B – Post Event Report (2014)
Exhibit C – Rental Application



855 Treat Avenue San Francisco, CA 94110 (415) 285-1717 ph (415) 285-1290 fax

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

April 15, 2015

Dear Armando Aguilera,

The San Francisco Mime Troupe is preparing our summer 2015 schedule of performances in Oakland, and I hope you will help us celebrate our 56th year of bringing popular theater to the people at a price everyone can afford: free! The Tony Award-winning company's original plays seek to educate, empower, and entertain the audience about the social issues of our day and how they affect our lives. The Mime Troupe brings professional theater out of buildings and into the parks, making it available to people who wouldn't otherwise patronize the arts, for either economic or social reasons. Our performances democratize theater and create a public space for people to meditate on and converse about contemporary social issues.

We are requesting the same location that we used in 2014. We will load our set and stage into Lakeside beginning at 2:00pm on Wednesday, July 22nd and again on Thursday, July 23rd. For both days, we will have a half-hour of music at 6:30pm. The show will begin at 7:00pm and end at approximately 8:30pm, after which we will collect "pass the hat" donations and sell merchandise. We will complete our load-out by 11:00pm each night.

I will be applying for renewal of our PRAC solicitation permit as soon as we solidify our date for Montclair Ball Park. I will send you a copy of the application as soon as I can, hopefully within the next week or two.

Enclosed please find the following documents:

Park Use Rental Application
Credit Card Payment Authorization
Copy of CA-state driver's license
Special Events Permit (for OPD)
Site Plan
Certificate of Liability Insurance
Non-profit status documents
Seller's Permit

If you have any questions or need further documentation, please do not hesitate to contact me. Thank you so much for your help!

Best,

Junelle Taguas
Tour Manager, Collective Member

America's Finest Theater of Political Comedy
www.SFMT.org



POST EVENT REPORT

Please complete and return the Post Event Report within 30 days after event date to Oakland Parks and Recreation Central Reservations Unit at 250 Frank H. Ogawa Plaza, 3rd Floor, Suite 3330, Oakland, CA 94612. If the event was held at a Recreation Center site, return the Post Event Report to the Site Supervisor at the Recreation Center.

I. GENERAL INFORMATION

Name of Event: SAN FRANCISCO MIME TROUPE PERFORMANCE

Location of Event: MONTCLAIR BALL PARK

Date/Hours of Event: JULY 30, 2014 6:30pm - 8:30pm Permit No. _____

Event Contact Name: JUNELLE TAGUAS Phone No. 415-285-1717

Event Contact Address: 855 TREAT AVE, SF, CA 94110

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

JULY 25, 2013 7pm - 8:30pm

1. Were Facility Rental/Set-up fees waived? Yes No Not Applicable

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/COLLECTION OF FUNDS

1. Total number in attendance: 175

2. Were registration fees, donations or other fees collected on-site? Yes No

3. If yes, how many people registered? N/A How many people made donations? APPROX. 130

4. What was the cost for registration? N/A

5. How much was collected on site from registration fees? N/A

6. How much was collected on site from donations? \$1490.00

7. How much was collected on site from other fees? N/A

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

If 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
SF MIKE TROUPE	NON-PROFIT		APPAREL/BOOKS/CDS	y

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.)

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. HOWEVER, WE NEVER RECEIVED A COPY OF OUR APPROVED PERMIT. I DID GET A VERBAL CONFIRMATION FROM MARK ZINNS THAT EVERYTHING WAS APPROVED.

Submitted by: JUNELLE TAGUAS Date: 8-8-2014

Approved by: Armando Aguilera Date: 8-8-14
(OPR Staff)

Comments: _____



POST EVENT REPORT

Please complete and return the Post Event Report within 30 days after event date to Oakland Parks and Recreation Central Reservations Unit at 250 Frank H. Ogawa Plaza, 3rd Floor, Suite 3330, Oakland, CA 94612. If the event was held at a Recreation Center site, return the Post Event Report to the Site Supervisor at the Recreation Center.

I. GENERAL INFORMATION

Name of Event: SAN FRANCISCO MIME TROUPE PERFORMANCE

Location of Event: LAKESIDE PARK BEACH AREA

Date/Hours of Event: AUGUST 4, 2014 6:30pm - 8:30pm Permit No. 31262

Event Contact Name: JUNELLE TAGURS Phone No. 415-285-1717

Event Contact Address: 855 TREAT AVE, SF, CA 94110

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

JULY 31 & AUG 1, 2013

1. Were Facility Rental/Set-up fees waived? Yes No Not Applicable
2. Check other permits required for event?

<input checked="" type="checkbox"/> OPD Special Events Permit	<input type="checkbox"/> Food Handler's Permit	<input checked="" type="checkbox"/> Seller's Permit
<input checked="" type="checkbox"/> Charitable Solicitations Permit	<input checked="" type="checkbox"/> Certificate of Insurance	<input type="checkbox"/> Other - Please list

II. ATTENDANCE/COLLECTION OF FUNDS

1. Total number in attendance: APPROX 175
2. Were registration fees, donations or other fees collected on-site? Yes No
3. If yes, how many people registered? N/A How many people made donations? APPROX 130
4. What was the cost for registration? N/A
5. How much was collected on site from registration fees? N/A
6. How much was collected on site from donations? \$1672.00
7. How much was collected on site from other fees? N/A

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

If no, why not?

Name of Vendor(s) (Attach additional sheets if necessary)	Non-Profit or For Profit Org'n?	Food (Describe)	Craft (Describe)	Seller's Permit Y/N
JF MIME TROUPE	NON-PROFIT		APPAREL / BOOKS / CDS	Y

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.)

WE PLAN ON REQUESTING THAT THE GARDEN CENTER BATHROOM BE AVAILABLE FOR USE. IF NOT, WE PLAN ON RENTING A PORTAPOTTY.

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

THE NATURE CENTER BATHROOMS WERE LOCKED BEFORE OUR EVENT WAS OVER. OTHER THAN THAT, WE LIKE THE NEW LOCATION OF OUR EVENT & PLAN TO REQUEST IT AGAIN IN THE FUTURE

Submitted by: JUNELLE TAGUAS Date: 8-12-2014

Approved by: Armando Aguilera Date: 8-12-14
(OPR Staff)

Comments: _____



POST EVENT REPORT

Please complete and return the Post Event Report within 30 days after event date to Oakland Parks and Recreation Central Reservations Unit, at 250 Frank H. Ogawa Plaza, 3rd Floor, Suite 3330, Oakland, CA 94612. If the event was held at a Recreation Center site, return the Post Event Report to the Site Supervisor at the Recreation Center.

I. GENERAL INFORMATION

Name of Event: SKN FRANCISCO MIME TROUPE PERFORMANCE

Location of Event: LAKESIDE PARK BEACH AREA

Date/Hours of Event: AUGUST 7, 2014 6:30pm - 8:30pm Permit No. 31262

Event Contact Name: JUVELLE TAGUAS Phone No. 415-285-1717

Event Contact Address: 855 TREAT AVE, SF, CA 94110

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

JULY 31 & AUG 1, 2013

1. Were Facility Rental/Set-up fees waived? Yes No Not Applicable

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/COLLECTION OF FUNDS

- 1. Total number in attendance: APPROX 175
- 2. Were registration fees, donations or other fees collected on-site? No Yes Not Applicable
- 3. If yes, how many people registered? N/A How many people made donations? APPROX 130
- 4. What was the cost for registration? N/A
- 5. How much was collected on site from registration fees? N/A
- 6. How much was collected on site from donations? \$2205.00
- 7. How much was collected on site from other fees? N/A

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

If 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
SF MIMM TROUPE	NON-PROFIT		APPAREL/BOOKS/CDs	Y

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.)

SAME AS COMMENTS FROM 8.6.2014 POST-EVENT REPORT

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

NONE

Submitted by: JUNELLE TRIGURS

Date: 8-12-2014

Approved by: Armando Aguilera
(OPR Staff)

Date: 8-12-14

Comments:



Oakland Parks and Recreation
 250 Frank H. Ogawa Plaza, Suite 3330, Oakland, CA 94612
 Office: (510) 238-3187; Facsimile: (510) 238-2397



Rental Application

ATTENTION: MAINA FUGLESTAD

Date of Application: 4/22/2015

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

Name of Business/Organization: SAN FRANCISCO MIME TROUPE

Business/Organization Address: 855 TREAT AVE, SAN FRANCISCO, 94110

Applicant Name: JUNELLE TAGUAS

Applicant Mailing Address: 855 TREAT AVE, SAN FRANCISCO, 94110

Phone Number: 415-285-1717 Fax Number: 415-285-1290 E-mail: junelle@sfmt.org

Facility/Park Name: MONTECLAIR

Room(s)/Site(s) BALL PARK

EVENT INFORMATION:

Date(s) of Event: THURSDAY, JULY 16, 2015

Time In/Prep Time 2:00pm Actual Event Time 6:30pm to 8:30pm Cleanup/Time Out 11:00pm

Type of Event/Purpose: (be specific, i.e., Wedding Reception, Meeting, Birthday Party, Banquet, Picnic, BBQ, Walk, Run, Festival, Rally, Quinceanera, BarMitzvah/BatMitzvah, etc.)

FREE THEATRICAL PERFORMANCE

General Public Allowed: Yes No Sound Amplification: Yes No Non-Amplified Sound: Yes No

Type of Equipment to be used: (i.e., musical instruments, live band, cd player, amplifiers, microphones, etc.)

AMPLIFIED VOICE IN SPEECH & SONG; LIVE BAND

Note: Charging admission, selling tickets or merchandise, or solicitation of money in any manner must be approved by the Parks and Recreation Advisory Commission 60 days or more in advance of event date.

Number of Participants (Total) 150 Approximate # of Adults 125 # of Teens 15 # of Children/Infants 10

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

NONE

Will you require a caterer for your event? Yes No

If yes, are you choosing a caterer from OPR's Approved Caterer's List? Yes No

Name of Approved Caterer: n/a

If not using an OPR Approved Caterer, provide name of non-approved caterer: n/a

(Note: An Opt-Out Fee is applicable to non-approved Caterers and non-Catered events. See Attached Regulations)

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

Non-Refundable Permit Processing Fees:

Picnic & Related Events: \$15 (50+) people

Building Rentals/Special Events (Parks): \$30

(1) 40 x 9 = 360.00
 (Hourly Rate) (# of hours)

(7) Alcoholic Beverage Fee = _____

(2) _____ x _____ = _____
 (Hourly Rate) (# of hours)

(8) Administrative Service Fee = _____

(3) Permit Processing Fee = \$30

(9) Caterer Opt Out Fee = _____

(4) Deposit = 300.00

(10) Sound Use Fee = 100.00

(5) Setup/Teardown = _____

(11) Other Charges = _____

(6) Kitchen \$780.00 = _____

TOTAL: \$ 760.00 Less Advance Minimum Payment of \$ 780.00; BALANCE DUE 30 DAYS BEFORE EVENT: \$ 0

(Deposits are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned.)

Please check payment type: Cash: _____ Check #: _____ Type of Credit Card: Visa or MasterCard: (See attached Authorization for Credit Card Payment Form)

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

APPLICANT SIGNATURE [Signature] DATE 04/22/2015

Please note: By submitting this application, other documents/permits may be initiated to finalize your reservation

4005162



Oakland Parks and Recreation
250 Frank H. Ogawa Plaza, Suite 3330, Oakland, CA 94612
Office: (510) 238-3187; Facsimile: (510) 238-2397



Rental Application

ATTENTION: ARMANDO MAUILERA Date of Application: 4.15.2015

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

Name of Business/Organization: SAN FRANCISCO MIME TROUPE

Business/Organization Address: 855 TREAT AVE, SAN FRANCISCO, 94110

Applicant Name: JUNELLE TAGUAS

Applicant Mailing Address: 855 TREAT AVE, SAN FRANCISCO, 94110

Phone Number: 415.285.1717 Fax Number: 415.285.1290 E-mail: junelle@sfmt.org

Facility/Park Name: LAKESIDE PARK

Room(s)/Site(s) BEHIND BANDSHELL - SIGHT PLAN ENCLOSED

EVENT INFORMATION:

Date(s) of Event: WEDNESDAY, 7.22.2015 & THURSDAY, 7.23.2015

Time In/Prep Time 2:00pm Actual Event Time 6:30pm to 8:30pm Cleanup/Time Out 11:00pm

Type of Event/Purpose: (be specific, i.e., Wedding Reception, Meeting, Birthday Party, Banquet, Picnic, BBQ, Walk, Run, Festival, Rally, Outdoors, Bar/Mitzvah/Bat/Mitzvah, etc.)

FREE THEATRICAL PERFORMANCE

General Public Allowed: [X] Yes [] No Sound Amplification: [X] Yes [] No Non-Amplified Sound: [] Yes [X] No

Type of Equipment to be used: (i.e., musical instruments, live band, cd player, amplifiers, microphones, etc.)

AMPLIFIED VOICE IN SPEECH & SONG; LIVE BAND

Note: Charging admission, selling tickets or merchandise, or solicitation of money in any manner must be approved by the Parks and Recreation Advisory Commission 60 days or more in advance of event date.

Number of Participants (Total) 250 Approximate # of Adults 200 # of Teens 30 # of Children/Infants 20

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

MUST BE ABLE TO DRIVE TRUCK NEXT TO PROPOSED AREA TO LOAD IN/OUT (SEE SITE PLAN)

Will you require a caterer for your event? [] Yes [X] No

If yes, are you choosing a caterer from OPR's Approved Caterer's List? [] Yes [] No

Name of Approved Caterer: n/a

If not using an OPR Approved Caterer, provide name of non-approved caterer:

(Note: An Opt-Out Fee is applicable to non-approved Caterers and non-Catered events. See Attached Regulations)

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

Non-Refundable Permit Processing Fees:

Picnic & Related Events: \$15 (50+ people)

Building Rentals/Special Events (Parks): \$30

(1) 3 1/2 x 1 1/2 = 648.00

(2) x =

(3) Permit Processing Fee = 30.00

(4) Deposit = 300.00

(5) Setup/Teardown =

(6) Kitchen =

(7) Alcoholic Beverage Fee =

(8) Administrative Service Fee =

(9) Caterer Opt Out Fee =

(10) Sound Use Fee = 200.00

(11) Other Charges =

TOTAL: \$ 1178.00 Less Advance Minimum Payment of \$; BALANCE DUE 30 DAYS BEFORE EVENT: \$

(Deposits are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned.)

Please check payment type: Cash: Check #: Type of Credit Card: Visa or MasterCard: X

CANCELLATION FEE: 61 days or more notice: Forfeit 1/2 Deposit 30 days to 11 days notice: Forfeit Deposit Plus 1/2 Rental Fee

APPLICANT SIGNATURE: DATE: 4.15.2015

Please note: By submitting this application, other documents/permits may be initiated to finalize your reservation.

CITY OF OAKLAND
Interoffice Memorandum



Oakland Parks & Recreation

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Myka N. Hammock, Center Director-Bushrod Recreation Center
DATE: June 10, 2015
SUBJECT: REQUEST FROM THE SHATTUCK NEIGHBORHOOD CRIME PREVENTION COUNCIL FOR A FEE WAIVER AND PERMISSION TO HOST A COMMUNITY GARAGE SALE FUNDRAISER ON SATURDAY, AUGUST 15, 2015, AT BUSHROD PARK

SUMMARY

Oakland Parks & Recreation (OPR) received a request from Don Link, Shattuck Neighborhood Crime Prevention Council, (SNCPC), for approval of a fee waiver and permission to host a Community Garage Sale Fundraiser at Bushrod Park on Saturday, August 15, 2015. Fees from the fundraiser go towards the community policing activities of the SNCPC.

FISCAL IMPACT

Fees for the park use include \$30 Permit Application Fee, \$400 park use fees (\$50 per hour for 8 hours). There will be no other fiscal impact on the Parks & Recreation.

BACKGROUND

The SNCPC has been in existence since September 1994, making it the oldest NCPC in Oakland. The SNCPC has held an annual sale at Bushrod Park almost every year since 1997. Parks and Recreation has documentation of the annual garage sale by the SNCPC since 2002. The SNCPC came before the Commission in 2007, 2008 and 2009 and was granted approval for co-sponsorship and authorization and authorization to collect funds from the fundraiser.

The event was held in 2012 and was administratively approved due to the timing of the request and past history. The 2014 event raised about \$1,200.00. The proceeds from the sale are used to fund Community Policing Program Beat II. In 2012, the SNCPC provided Bushrod Recreation Center with \$800.00 to fund camp scholarships for 17 youth whose families could not afford camp fees.

Parks and Recreation Advisory Commission
June 10, 2015

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the request for a fee waiver of the \$400 park use fees allows the SNCPC to host the Community Garage Sale Fundraiser at Bushrod Park on Saturday, August 15, 2015. Staff also recommends that the \$30 Permit Application Fee be paid by the SNCPC.

Respectfully submitted,

Myka N. Hammock
Center Director
Bushrod Recreation Center

Attachments: Exhibit A- Letter from the Shattuck Neighborhood Crime Prevention Council
Exhibit B- Park Use Application
Exhibit C- Post Event Report

Hotline 655-6122

e-mail CPBeat11X@aol.com

website www.shattuck.oaklandncpc.org

SHATTUCK NEIGHBORHOOD CRIME PREVENTION COUNCIL

June 16, 2014

Parks and Recreation Advisory Commission

Re: Shattuck NCPC non-profit activities.

The SNCPC was founded in Sept. 1994 as part of Oakland's officially sanctioned community policing system established by Res. 72727 CMS and amended by Res. 79235 CMS in 2005.

The Oakland Police Dept. supports the SNCPC by assigning a Problem Solving Officer to work with it to address quality of life and public safety problems in the Beat, and a Neighborhood Services Coordinator to assist with administrative and liason needs between it and various city agencies.

By extension, the SNCPC is a non-profit entity under the umbrella of the City of Oakland. Long ago, the City Attorney determined that if a NCPC were to have official 501 (c) (3) status, it would be necessary for the City to have a formal contract with each NCPC in order to assign staff or provide funds for their operations. Until a few years ago, the city did provide funds to the NCPCs to pay for their operation. Those funds fell victim to the Great Recession and have not been restored.

Funds raised by the NCPC are used to pay for a telephone Hot Line, an internet website, flyers notifying residents and businesses in the beat about NCPC meetings and occasionally crime problems in various locations in the Beat. Normally, funds are disbursed by the NCPC treasurer to reimburse NCPC members for approved expenditures and require hard-copy receipts to verify the expenditure amount and the recipient of the funds. The NCPC has a checking account in the NCPC's name and maintains good records of income received (virtually all of it from the Annual Garage Sale at Bushrod Park) and expenditures made over the course of the following year.

This is a true and accurate statement regarding the Shattuck NCPC and Oakland's Community Policing program.

Don Link, Chair



Rental Application

ATTENTION: Myka H.

Date of Application: 5-21-15

*RESIDENCY IS DETERMINED ACCORDING TO ADDRESS INDICATED ON DRIVER'S LICENSE OR STATE IDENTIFICATION CARD. PHOTO ID IS REQUIRED.
Name of Business/Organization: Shattuck Neighborhood Crime Prevention Council
Address: _____

Name of Contact Person: DON LINK Street Address: _____ City: _____ Zip Code: _____
Phone Number: 510 658-8632 Fax Number: 658-4613 E-mail: don-link@comcast.net
Mailing Address: 6510 Raymond St. Oakland CA 94609
Street Address City Zip Code

Facility/Park Name: Bushrod
Room(s)/Site(s): WEST LAWN ON SHATTUCK AVE

EVENT INFORMATION:
Date(s) of Event: Aug 15, 2015
Time In/Prep: N/A Event Time: 8am Cleanup/Time Out: 5pm

Type of Event/Purpose: (be specific, i.e., Wedding Reception, Meeting, Birthday Party, Banquet, Picnic, BBQ, Walk, Run, Festival, Rally, Quinceanera, BarMitzvah/BatMitzvah, etc.)
GARAGE SALE TO BENEFIT COMMUNITY POLICING IN BEAT 11
General Public Allowed: Yes No Sound Amplification: Yes No Non-Amplified Sound: Yes No
Type of Equipment to be used: (i.e., musical instruments, live band, cd player, amplifiers, microphones, etc.)
N/A

Note: Charging admission, selling tickets or merchandise, or solicitation of money in any manner must be approved by the Parks and Recreation Advisory Commission 60 days or more in advance of event date.

Number of Participants (Total) 150 Approximate # of Adults 120 # of Teens 20 # of Children/Infants 10 approx

Please provide below special accommodations/requests for your event. If no special accommodations required, please write NONE.
NO LAWN IRRIGATION Aug 15, 2015

Will you require a caterer for your event? Yes No
If yes, are you choosing a caterer from OPR's Approved Caterer's List? Yes No
Name of Approved Caterer: _____
If not using an OPR Approved Caterer, provide name of non-approved caterer: _____

(Opt-Out Fee - See Attached Regulations)

RENTAL FEES (The minimum rental requirement and deposit are required when the facility of your choice is reserved 31 days or more in advance.)
Permit Processing Fees (Picnic & Related Events) A non-refundable permit processing fee of \$15 will be added to each application with 50 or more people.
For Park Use: (Special Events) A non-refundable permit processing fee of \$30 will be added to each application.

- | | |
|---|--|
| (1) _____ x _____ = _____
(Hourly Rate) (# of hours) | (7) Alcoholic Beverage Fee = _____ |
| (2) _____ x _____ = _____
(Hourly Rate) (# of hours) | (8) Administrative Service Fee = _____ |
| (3) Permit Processing Fee = <u>\$30</u> | (9) Caterer Opt Out Fee = _____ |
| (4) Deposit = _____ | (10) Sound Use Fee = _____ |
| (5) Setup/Teardown = _____ | (11) Other Charges = _____ |
| (6) Kitchen = _____ | |

TOTAL: \$ _____ Less Advance Minimum Payment of \$ _____; BALANCE DUE 30 DAYS BEFORE EVENT: \$ _____
(Deposits are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned.)

Please check payment type: Cash: _____ Check #: _____ Type of Credit Card: Visa or MasterCard: _____
(See attached Authorization for Credit Card Payment Form)

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

APPLICANT SIGNATURE: Don Link DATE: 5-21-15
Please note: By submitting this application, other documents/permits may be initiated to finalize your reservation.

del'd to Myke H. 8-17-2014



POST EVENT REPORT

Please complete and return the Post Event Report within 30 days after event date to Oakland Parks and Recreation Central Reservations Unit at 250 Frank H. Ogawa Plaza, 3rd Floor, Suite 3330, Oakland, CA 94612. If the event was held at a Recreation Center site, return the Post Event Report to the Site Supervisor at the Recreation Center.

I. GENERAL INFORMATION

Name of Event: Shattuck NCPC Annual Garage Sale
 Location of Event: Bushrod Park Shattuck Ave Side
 Date/Hours of Event: Sat 8-16-14 8-5 pm Permit No. Approved-not del'd
 Event Contact Name: DON LINK Phone No. 510 658-8632
 Event Contact Address: 6510 Raymond St. Oakland 94609

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

Last 12-14 years annually

1. Were Facility Rental/Set-up fees waived? Yes No Not Applicable

2. Check other permits required for event?

N/A OPD Special Events Permit N/A Food Handler's Permit N/A Seller's Permit
N/A Charitable Solicitations Permit N/A Certificate of Insurance Other - Please list

II. ATTENDANCE/COLLECTION OF FUNDS

- Total number in attendance: 10-15 at any one time 200 over the day
- Were registration fees, donations or other fees collected on-site? Yes No Not Applicable
- If yes, how many people registered? N/A How many people made donations? 50-60
- What was the cost for registration? N/A
- How much was collected on site from registration fees? N/A
- How much was collected on site from donations? N/A Sales of goods \$1281.00
- How much was collected on site from other fees? N/A

Items sold donated by community. Proceeds of sale came from these. \$1281.00

III. VENDOR INFORMATION

NO VENDORS - SALE CONDUCTED BY
COMMUNITY VOLUNTEERS.

N/A List all Vendors who participated at the event. (Attach additional sheets, if necessary).
Were all vendors in compliance per agreement? Yes No

If no, why not?

Name of Vendor(s) (Attach additional sheets if necessary)	Non-Profit or For Profit Org'n?	Food (Describe)	Craft (Describe)	Seller's Permit Y/N
N/A				

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.)

N/A

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

NONE. Sale went well. Salvation Army came at end of sale to pick up remaining goods. Site left clean after sale.

Submitted by: Don Link

Date: 8-18-14

Approved by: Mysta Chamrock
(OPR Staff)

Date: 8-18-14

Comments:

CITY OF OAKLAND
Interoffice Memorandum



Office of Parks and Recreation

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Angelica Lopez, Program Director
DATE: Date June 10, 2015
SUBJECT: **REQUEST APPROVAL FROM THE PARK AND RECREATION ADVISORY COMMISSION TO FUNDRAISE AT THE 5TH ANNUAL CARMEN FLORES DAY OF MUSIC IN THE PARK ON SUNDAY AUGUST 16, 2015 AT JOSIE DE LA CRUZ PARK.**

SUMMARY

The City of Oakland's Parks and Recreation, Carmen Flores Recreation Center at Josie de la Cruz Park will host its 5th Annual Carmen Flores Day of Music in the Park on Sunday August 16, 2015. The event will take place at Josie de la Cruz Park from 11:00am-5:00pm. We would like to request that the Parks and Recreation Advisory Commission allow organizers to fundraise for the event where a funds collected will then pay for the overhead expenses, with the majority of the funds collected going towards Carmen Flores Children and Youth scholarships. The Scholarships will be made available to children and youth who will participate in our programs but do not have all the funds needed to do so.

The Carmen Flores Day of Music in the Park is an annual event where the City of Oakland Parks and Recreation partner with the Flores Family to bring the community together to enjoy live music, entertainment, food, arts, crafts and a kid's fun zone. The City of Oakland provides the park location and the family helps to coordinated the event, volunteers the day of the event, donates food to sell, they bring the bands, as well as helping to seek vendors from the community.

The event brings over 550 families to the park every year. Its always a peaceful event where people dance and kids enjoying the festivities. The event was inspired and put together by the Flores family in honor of their mother Carmen Flores who was an activist here in the Fruitvale community.

PROJECT DESCRIPTION

This year's event we plan to host food and art vendors who will pay for a spot in the park to sell their food and goods. The vendors will be chosen by committee members and are seeking them from the Fruitvale community first. Vendors will pay for their spot in the festival by check or money order paid to the Oakland Park and Recreation foundation. Bands will be selected by the Flores family and will play music on two stages, one main stage for all our adult bands and another for our youth bands and entertainment. There will be a percussion booth, jumpers, crafts, and face painting. We will serve the Oakland community and beyond.

FISCAL IMPACT

At our 1st Annual Carmen Flores Day of Music in the Park, all of the musicians donated their time for the event and everything was free of charge. Musicians continue to donate to this day to their

time for our event.. This past year our 4th music in the park fees generated came out to be \$1,181. We also held a raffle that generated \$834.00. We generated a **total of \$2015.00** dollars that day, which was deposited in the Friends of Parks and Recreation Account for future use of scholarship programs for the Carmen Flores Recreation Center Summer Camp. This year we would like to follow the same plan as last year and hopefully generate 10% more scholarship funds for the children of Carmen Flores. At our 2015 event we would like to acknowledge one of our dear advisory board/committee members Angie Carrasco who passed away from heart failure on February 3, 2015. She believed in helping our children of tomorrow and giving them opportunities to experience life the OPR Way through play, empowerment and encouragement.

RECOMMENDATION

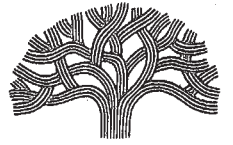
Staff at the Carmen Flores Recreation Center and Josie de la Cruz Park recommends that the Park and Recreation Advisory Commission approve this request to fundraise at our 5th Annual Carmen Flores Day of Music in the Park to provide program scholarships funds for our youth in Oakland.

Respectfully submitted,

Angelica Lopez
Program Director

Attachments: Exhibit A – Proposed layout of map

CITY OF OAKLAND



250 FRANK H. OGAWA PLAZA, SUITE 3330 • OAKLAND, CALIFORNIA 94612-2032

Office of Parks and Recreation

(510) 238-3092
FAX (510) 238-2224
TDD (510) 615-5883

May 27, 2015

Dear Parks and Recreation Advisory Commission

The City of Oakland's Parks and Recreation, Carmen Flores Recreation Center at Josie de la Cruz Park will host its 5th Annual Carmen Flores Day of Music in the Park on Sunday August 16, 2015. The event will take place at Josie de la Cruz Park from 11:00am-5:00pm. We would like to request that the Parks and Recreation Advisory Commission allow organizers to fundraise for the event, where a fund collected will then pay for the overhead expenses, with the majority of the funds collected going towards Carmen Flores Children and Youth Scholarships. The Scholarships will be made available to children and youth who will participate in our programs but do not have all the funds needed to do so.

The Carmen Flores Day of Music in the Park is an annual event where the City of Oakland Parks and Recreation partner with the Flores Family to bring the community together to enjoy live music, entertainment, food, arts, crafts and a kid's fun zone. The City of Oakland provides the park location and the family helps to coordinated the event, volunteers the day of the event, donates food to sell, they bring the bands, as well as helping to seek vendors from the community.

The event brings over 550 families to the park every year. Its always a peaceful event where people dance and kids enjoying the festivities. The event was inspired and put together by the Flores family in honor of their mother Carmen Flores who was an activist here in the Fruitvale community.

Thank you,

Angelica Lopez, Program Director
Carmen Flores Recreation Center
Josie De La Cruz Park



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: Carmen Flores Day Of Music in the Park _____

Location of Event: Carmen Flores recreation Center At Josie De La Cruz Park _____

Date/Hours of Event: 8/17/2014 11:00am to 6:00pm _____ Permit No. _____

Contact Person: Angelica Lopez _____ Phone No. 510-535-5631 _____

Contact Person Address: 1637 Frutvale Ave Oakland CA 94601 _____

Is this a first time event at this location? Yes No If no, when was the event held previously?
Sunday August 23, 2013 _____

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

- Total number in attendance: 750 _____
- Were registration fees collected on-site for the event? Yes No
- If yes (above), how many people registered? 3 _____
- What was the cost for registration? \$150.00 _____
- How much money was collected on site for registration fees? \$450.00 _____

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
Felipe Ortiz	Profit	Chicken		Y
Larry Leon	Profit		Clothing	Y
Frank Bando	Profit		Hats	Y
Local Community Informational Booths	Non-Profit		Paper Handouts	N

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.)

After our 4th Annual we find keeping our event the same is working for us. This year we were able to fund raise for a little bit more money for scholarships. _____

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

It was a nice family community event with no problems _____

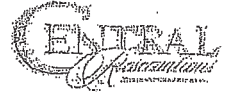
Submitted by: Angelica Lopez _____ Date: September 4, 2014 _____

Approved by: _____ (OPR Staff) Date: _____

Comments: _____



Office of Parks and Recreation
 250 Frank H. Ogawa Plaza, Suite 3330, Oakland, CA 94612
 Office: 510.238-3187; Facsimile: 510.238-2397



Rental Application

ATTENTION: _____

Date of Application: 5-27-2015

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

Name of Business/Organization: Carmen Flores Recreation Center at Josie De La Cruz Park
 Address: 1637 Fruitvale Ave Oakland CA 94601

Name of Contact Person: Angelica Lopez Program Dir.
 Phone Number: 510 535-5631 Fax Number: (510) 535-7618 E-mail: alopez@oaklandnet.com

Mailing Address: _____
 Facility/Park Name: Carmen Flores Recreation center
 Room(s)/Site(s): Park

EVENT INFORMATION:

Date(s) of Event: August 16, 2015
 Time In/Prep: 9:30 Event Time: 11:00 Cleanup/Time Out: 6:30

Type of Event/Purpose: (be specific, i.e., Wedding Reception, Meeting, Birthday Party, Banquet, Picnic, BBQ, Walk, Run, Festival, Rally, Quinceanera, BarMitzvah/BatMitzvah, etc.)

Carmen Flores Day of Music In the Park
 General Public Allowed: Yes No Sound Amplification: Yes No Non-Amplified Sound: Yes No
 Type of Equipment to be used: (i.e., musical instruments, live band, cd player, amplifiers, microphones, etc.)

Note: Charging admission, selling tickets or merchandise, or solicitation of money in any manner must be approved by the Parks and Recreation Advisory Commission 60 days or more in advance of event date.

Number of Participants (Total) 550 Approximate # of Adults 300 # of Teens 100 # of Children/Infants 150

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

Will you require a caterer for your event? Yes No
 If yes, are you choosing a caterer from OPR's Approved Caterer's List? Yes No
 Name of Approved Caterer: N/A
 If not using an OPR Approved Caterer, provide name of non-approved caterer: N/A
 (Opt-Out Fee - See Attached Regulations)

RENTAL FEES (The minimum rental requirement and deposit are required when the facility of your choice is reserved 31 days or more in advance.)
 Permit Processing Fees (Picnic & Related Events) A non-refundable permit processing fee of \$25 will be added to each application with 50 or more people.
 For Park Use: (Special Events) A non-refundable permit processing fee of \$30 will be added to each application.

- | | |
|---|--|
| (1) _____ x _____ = _____
(Hourly Rate) (# of hours) | (7) Alcoholic Beverage Fee = _____ |
| (2) _____ x _____ = _____
(Hourly Rate) (# of hours) | (8) Administrative Service Fee = _____ |
| (3) Permit Processing Fee = _____ | (9) Caterer Opt Out Fee = _____ |
| (4) Deposit = _____ | (10) Sound Use Fee = _____ |
| (5) Setup/Teardown = _____ | (11) Other Charges = _____ |
| (6) Kitchen = _____ | |

TOTAL: \$ _____ Less Advance Minimum Payment of \$ _____; BALANCE DUE 30 DAYS BEFORE EVENT: \$ _____
 (Deposits are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned.)

Please check payment type: Cash: _____ Check #: _____ Type of Credit Card: Visa or MasterCard: _____
 (See attached Authorization for Credit Card Payment Form)

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

APPLICANT SIGNATURE Angelica Lopez DATE 5-27-2015

Please note: By submitting this application, other documents/permits may be initiated to finalize your reservation.

-Distilled spirits N/A (initials)

I certify that alcoholic beverages will not be served at my event. AL (initials)

_____ (Signature) _____ date

CANCELLATION POLICY: (REV-050114)

A cancellation fee will be assessed according to the current City of Oakland Master Fee Schedule.

CANCELLATION FEES;

61 days or more notice Forfeit ½ deposit, per event/per date
60 to 31 days notice Forfeit deposit, per event/per date
30 days to 11 days notice Forfeit deposit, plus ½ rental fee, per event/per date
10 days or less notice Forfeit all fees

I am aware of and understand the cancellation policy and fees. AL (initial)

FORCE MAJEURE ("greater force")

Any prevention, delay, performance failure or stoppage due to natural causes or other acts of God, strikes, lockouts, labor disputes, governmental regulations, governmental controls, unreasonable delay in the issuance of any permit by the City of Oakland or any governmental agency, enemy or hostile governmental action, civil commotion, fire or other casualty, and other causes beyond reasonable control of the City of Oakland obligated to perform shall excuse the performance, delay or stoppage, except the obligations imposed with regard to permit fees and other charges to be paid by Licensee pursuant to this Permit.

Examples of prevention, delay, performance failures or stoppage of event that would be beyond the City of Oakland's control include power outages (disruptions in PGE service/telephone service), earthquakes, floods, wars, riots or other major upheaval acts.

I am aware of and understand the Force Majeure Clause. AL (initials)

JUMPER POLICY

Jumper will be on park grounds AL (initials)

Name of Jumper Company City of Oakland Park and Recreation

Jumpers/Bouncy Houses are allowed only in designated areas and must be supervised by permittee at all times. Jumpers may not impede use of public areas. OPR staff has final say if jumper will be allowed for event. Certificate of Insurance from Jumper company must be provided at least one week prior to event. City of Oakland and Office of Parks and Recreation must be named as additional insured.

I am aware of the requirements for use of Jumper on OPR property AL (initials)

OPD SPECIAL PERMIT REQUIRED: (REV: 050114)

All events with attendance of 50 people or more require an Oakland Police Department (OPD) Special Event Permit.

I am aware of and understand an Oakland Police Department (OPD) Special Event Permit is required. AL (initial)

PARK USE PERMIT (REV: 050114)

SOUND AMPLIFICATION-OMC 12.64.120: No loudspeaker shall be permitted to be placed in a public park within three hundred feet (300') of any residential structure. In no event shall the applicant cause amplified sound to exceed eighty decibels (80 dB) at any boundary of the park in which amplified sound is being produced.

Please be aware of residents living nearby. Should there be a complaint(s) regarding the sound level, applicant will be expected to lower the volume as instructed by the Oakland Police Department (OPD), Oakland Parks and Recreation (OPR) or authorized CITY representative. Failure to turn the sound level down or off by the designated time may result in closure of the event by the OPD, OPR or authorized CITY representative and forfeiture of deposit paid.

If an event requires collections of funds onsite (i.e., fundraising, donations, registration fees, sponsorships, ticket sales, and entrance fees or vendor sales, alcoholic beverage sales), requests must be approved by the Parks and Recreation Advisory Commission.

SELLING WARES, GAMING, OBSCENITY-OMC 12.64.080: It is unlawful for any person to sell or offer for sale any goods, wares, merchandise, foods, confections, refreshments or other article within any public park, public building or public grounds in the city. No gaming shall be allowed in said parks, buildings or grounds, nor any obscene or indecent act performed therein.

1) Permits are issued and authorized by the Central Reservations Unit.

2) The permit holder is responsible and will be charged for any damages, including, but not limited to:

- a) damages to landscaping;
- b) failure by the group to clean up after the event and properly dispose of all trash and other debris generated by the event;
- c) any other unusual repairs or cleanup expense incurred by Oakland Parks and Recreation beyond routine park maintenance. In the event that damages are incurred, the deposit will be held and/or the permit holder shall reimburse the City of Oakland for necessary repairs and excessive cleanup.
- d) damages occasioned by the activity whether on or to public or private property.

3) Events must start and end on time. Staying beyond the contracted time will result in the deposit being withheld and/or additional fees being charged to the applicant.

4) Illegal use of drugs, profanity, fighting, or gambling are prohibited at any OPR Facilities, Recreation Center or Parks.

5) Alcohol consumption is prohibited unless approval is obtained and specific fees are paid.

- 6) Charging admission or registration fees, selling tickets or soliciting money in any way is prohibited.
- 7) Any complaints due to violation of the facility permit or sound amplification rules will result in forfeiture of deposit.

Violation of the above rules or misrepresentation as to the nature of the event, the number of attendees expected, contact or payment information or any other falsification of permit documents will result in the immediate cancellation of the event and forfeiture of fees paid and may also result in denial of future permit requests and/or legal action. Claims exceeding amount of security deposit is payable upon receipt of notification. Failure to pay will lead to collections-impacting your credit.

Permit Authorized by: (name) _____

(Title) _____ Date _____

PARKS AND RECREATION ADVISORY COMMISSION (PRAC)

If an event requires collections of on-site funds (i.e., fundraising, donations, registration fees, sponsorships, ticket sales, entrance fees and/or vendors sales), requests must be approved by the Parks and Recreation Advisory Commission. All requests should be submitted 60 days or more in advance. PRAC meets the second Wednesday of each month, except in August.

Please contact a Central Reservations Representative or Recreation Center Site Supervisor/Director for the Parks and Recreation Advisory Commission Guidelines. No advertisements of an event should occur prior to PRAC approval.

In case of emergency, please call:

(510) 777-3333 Oakland Police Department Non-Emergency Number
911 for an EMERGENCY

REV: 050114

SOUND AMPLIFICATION POLICY REQUIREMENT:

- 1) Sound amplification of music or voice must be confined primarily to the immediate facility or area. 2) When ventilation requires doors and windows to be open, sound must be regulated to project no further than 100 feet from the building, and/or so that sound does not conflict with other events scheduled in other areas of the facility.
- 3) In outdoor park areas, sound amplification is to be kept within the confines of the area reserved.
- 4) No loudspeaker shall be permitted to be placed in a public park within 300 feet of any residential structure.
- 5) In no event shall a permittee cause amplified sound to exceed eighty decibels (80dba) at any boundary of the park in which amplified sound is being produced.

Sound Amplification: Yes AL No _____ Non-Amplified: Yes _____ No _____

If yes, what type of Sound or Non-Amplified Sound live Music

In submitting this Special Event Permit Request, I certify that I have read and understand the "Rental Rules and Regulations" pertaining to the rental and use of the above requested facility, and agree to abide by all applicable City, State and Federal laws, ordinances regulations and requirements. I certify that the intended use, as stated above, is in compliance with said rules and regulations, applicable instructions and any special use regulations. Facility usage is subject to advance payment of all fees, including deposits, service fees and other charges as set forth herein and/or in accordance with City of Oakland Master Fee Schedule.

It is understood that the City of Oakland reserves the right to cancel this permit at any time and without stated cause therefore. That upon any such cancellation the applicant agrees to, upon notice thereof and upon return of rental fees paid in advance, vacate and surrender the possession of said premises, and the applicant does hereby waive any and every right to damages, and to any other right or cause of action, of whatsoever kind, that may accrue to the applicant by reason of any such cancellation.

CITY OF OAKLAND
Interoffice Memorandum



Oakland Parks and Recreation

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Jennifer Stanley, Bicycle & Pedestrian Facilities Coordinator, Public Works Dept
DATE: June 10, 2015
SUBJECT: REQUEST THE PARKS AND RECREATION ADVISORY COMMISSION APPROVE THE INSTALLATION OF A PLAQUE COMMEMORATING OAKLAND RESIDENT BILL HENRY

SUMMARY

Oakland Public Works (OPW) Bicycle Facilities Program is seeking approval from the Parks and Recreation Advisory Commission (PRAC) for the installation of a commemorative plaque on Grand Ave adjacent to Lakeside Park. The 8" x 8" stainless steel plaque would be installed in concrete (former bus shelter pad), and accompany bike racks that are being donated to the City by Ms. Karen Henry, a private citizen, in honor of her brother Mr. Bill Henry, an Oakland resident who died last year. The layout of the racks and plaque are shown in Exhibit A. The design of the plaque reading "In Memory of Bill Henry" is shown in Exhibit B. Bike racks and plaque would be installed this summer.

FISCAL IMPACT

The donated bike racks and plaque are valued at \$1,600. Oakland Public Works will fund the installation.

PROJECT DESCRIPTION

OPW staff plans to install two bike racks on a concrete pad that previously housed the bus shelter on eastbound Grand Ave adjacent to Lakeside Park. These bike racks will serve bicyclists accessing the playing field in Lakeside Park. There are no other bike racks within 350' (on the same side of the street). Staff is proposing to install two custom bike racks at this location, along with the commemorative plaque under one of the racks.

BACKGROUND

Oakland's CityRacks Program installs bike racks in commercial districts, and at parks, recreation centers, and libraries. The program is largely funded by grants, but occasionally, private individuals will donate racks. Donations expedite the installation of racks (between grants) or pay for racks that are not the City standard galvanized, U- or circle-rack.

Public Works staff was contacted by Ms. Karen Henry, a private citizen who wished to donate custom racks for installation somewhere near Lake Merritt in honor of her brother, Mr. Bill Henry. Mr. Henry lived in Oakland until his untimely death in February 2015. Karen reports that Bill was proud of Lake Merritt, and "just one week before his death, he and I walked from his home on Bates Rd. in Trestle Glen and walked the whole of the lake, where he pointed out all of the recent improvement projects... He was an avid cyclist who participated in seven AIDS/LifeCycle events and was a training leader on rides throughout the Bay Area." (See Exhibit C.)

A recent Public Works paving project reconfigured the travel lanes on Grand Ave to include bike lanes on eastbound Grand Ave between El Embarcadero and MacArthur Blvd. As a result of the

Parks and Recreation Advisory Commission
June 10, 2015

reconfiguration, an AC Transit bus stop was relocated from the corner of MacArthur Blvd to the corner of El Embarcadero. The accompanying bus shelter, just outside the Lakeside Park boundary, is pending relocation. Staff suggested the bus shelter location for the donated bike racks and Ms. Henry agreed. She has requested that a simple plaque be installed.

RECOMMENDATION

The Bicycle Facilities Program recommends that the Parks and Recreation Advisory Commission approve the request for installation of a plaque reading "In Memory of Bill Henry" and support the installation of bike racks being donated to the City by Karen Henry.

Respectfully submitted,

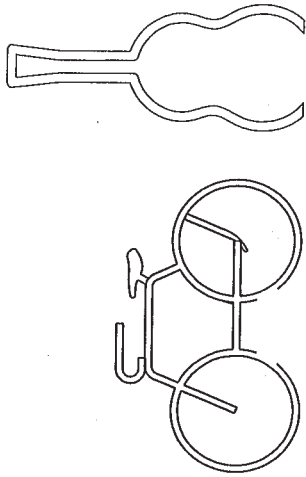
Jennifer Stanley, Bicycle & Pedestrian Facilities Coordinator, Public Works Department

Attachments: Exhibit A – *Bicycle parking racks and layout*
Exhibit B – *Commemorative plaque design*
Exhibit C – *Bill Henry obituary, San Francisco Chronicle, March 5, 2014*

Exhibit A – Bicycle parking racks and layout

Custom bike rack installation on existing concrete pad
Grand Ave adjacent to Lakeside Park west of MacArthur Blvd

----- parked bike footprint



donated custom bike racks

existing concrete pad

grass

electrical box (abandoned)

plaque

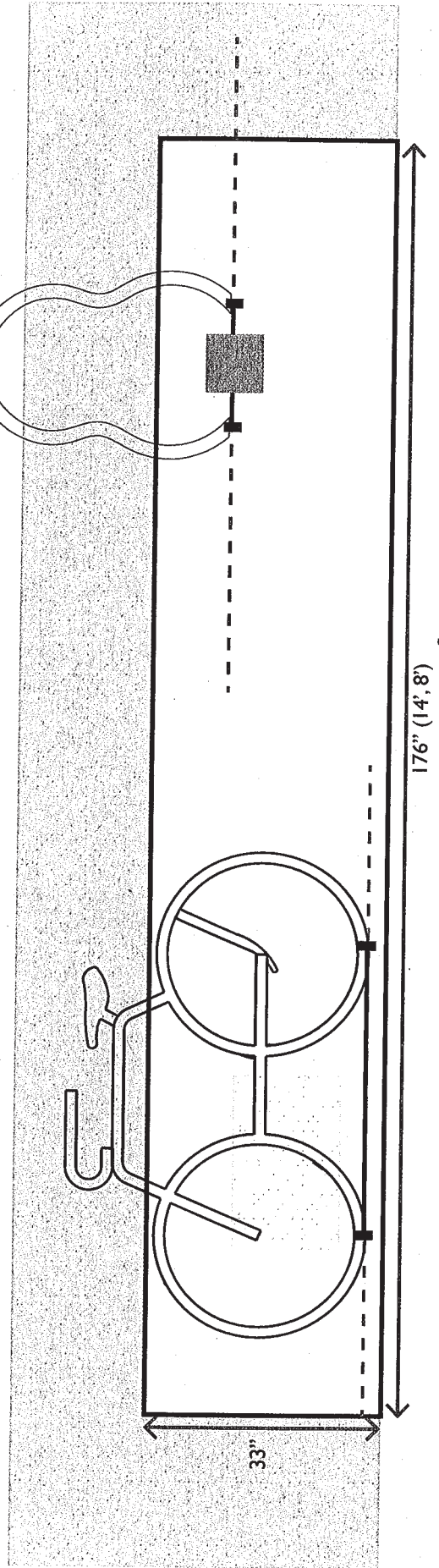
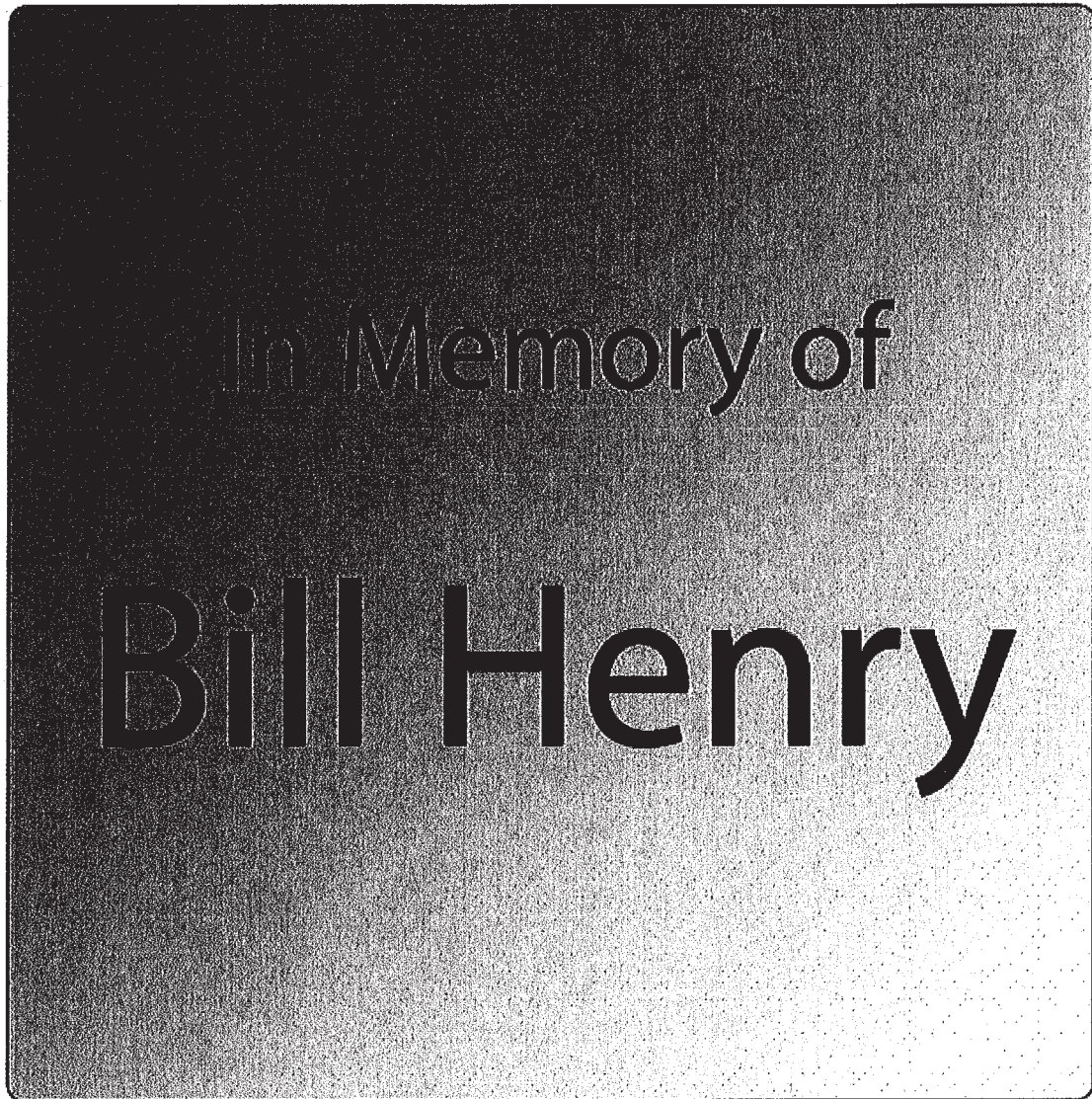


Exhibit B – Commemorative plaque design

8" x 8" stainless steel



These plates are
SWEET

Eco-Products Sugarcane Plates
100% Renewable & Compostable

SHOP NOW

ecoproductsstore.com

Obituaries



RESOURCES

- Henry Pages (100+) See More >
- Henry Mentions See More >
- Henry Records (100+)

BILL HENRY

Obituary | Condolences



Bill Henry (William)

William Scott Henry (Bill) died on 2/25/14, just after celebrating his 56th birthday. Bill suffered a stroke after a 4-day illness while on vacation in Barbados. Born in Oakland, Bill moved back to Oakland 15 years ago and was an active citizen in the community ever since.

Bill worked as the Director of R&D for Styker Neurovascular (formerly Boston Scientific) for 14 years. Prior to moving to the Bay Area, Bill worked for Lubrizol in Houston for 19 years, eventually as the Environmental Manager. In Houston, he was also very involved with Bering Methodist Church.

Bill held an MS in Chemical Engineering from Cleveland State University (1992) and a BS in Chemical Engineering from Pennsylvania State University (1979) and graduated from Hatboro-Horsham High School in Hatboro, Pennsylvania.

Bill was wickedly funny, intelligent, handsome, athletic, with a gusto for life. He was tall, stoic, and a hard-working businessman. He was a handyman who remodeled homes, a competitive bridge and game player, ardent reader, avid cyclist, art collector, and early adopter of a gluten-free lifestyle. He was a 29-year HIV survivor who cycled in the AIDS Lifecycle ride from San Francisco to Los Angeles 7 times. He also served as a training ride leader and volunteered several other years.

The son of Jerry and Lois Henry (both deceased), Bill is survived by and was always close to his two sisters, Karen and Janet, their husbands and his six nieces and nephews.

A memorial to celebrate Bill's life will be held on Sunday, March 16 at 11 am in the Kaiser Center Garden Room, 300 Lakeside Dr, Oakland, CA 94612, free parking. See Guest Book (below) for more details or contact Karen at henryfle@aol.com.

Published in San Francisco Chronicle on Mar. 6, 2014

SHARE



REMEMBER

SHARE A MESSAGE OR PHOTO BELOW

THE GUEST BOOK IS EXPIRED

"Karen and Janet, Sorry for you loss. Bill was a great person to work with. He was exceptionally..."

- John O'Connell
32 ENTRIES | 1 PHOTO

Please restore the Guest Book to share in the life story for Bill Henry

RESTORE THE GUEST BOOK

Charity Resources



Join Christine in
against AML, a dc
cancer

Give today to The
Lymphoma Society
beat AML »

Spons



Remember
Mothers

Share what r
mom so spec

CITY OF OAKLAND
Interoffice Memorandum



Office of Parks and Recreation

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Stephanie Benavidez, Supervising Naturalist
DATE: May 22, 2015
**SUBJECT: REQUEST FROM THE FRIENDS OF MONTCLAIR RAILROAD TRAIL
TO INSTALL THREE MARKERS WITH WAY FINDING SIGNS AT THE
THREE MAIN ENTRANCES TO THE TRAIL**

SUMMARY

The Office of Parks & Recreation has received a request from The Friends of Montclair Railroad Trail for the approval and installation of 3 trail markers to be placed at the 3 main entrances of the trail in Montclair Village. A map will be forthcoming to view the placement of signage at the meeting.

FISCAL IMPACT

There will be no fiscal impact on the Office of Parks and Recreation because Public Works has included these signs in their 2016 budget See (Exhibit A) The way finding signs are on 4" by 4" posts and the main big signs are 3 feet by 4 feet (Exhibit B & C)

BACKGROUND

The Friends of Montclair Trail (FOMRRT) was created in 2010 for the purpose of maintaining and enhancing the wild and natural character of Montclair Railroad Trail. It has been a strong supporter of educating the public about the historical significance of the railroads system that ran through Montclair "back in the day" See History and Project Purpose (Exhibit D)

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the request from the Friends of the Montclair Railroad Trail to install three markers with way finding signs at the three main entrances to the trail.

Respectfully submitted,

Stephanie Benavidez
Supervising Naturalist

Attachments: Exhibit A Estimated Cost
Exhibit B Main Sign
Exhibit C Way finding signs
Exhibit D History, Project Purpose

Price Quotation
CONFIDENTIAL

EXHIBIT A

CITY OF OAKLAND (PUBLIC WORKS)
ATTN: CAVETT HUGHES
7101 EDGEWATER DR BLDG 2
OAKLAND, CA 94621-3001
ATTN: Brad BLEMKER

Phone: 510.615.5502
Fax: vpeck@theeastbaygroup.com
Contract No: 7-11-51-01

Account #: OKCA0567
Quote #: 23955
Job #: Valeri Peck

Due Date:
Expiration Date: 05/07/2015
PO #: 2012007530-30655-52311-

<u>Part #</u>	<u>Customer Part #</u>	<u>Description</u>	<u>Quantity</u>	<u>Price/C</u>	<u>Extended Price</u>
<Cust part desc> 2D Wood Sign		2D Wood Sign	3	\$173,250.0000	\$5,197.50
<Cust part desc> POST FOR 2D Sign 10 Foot Long Primed and Painted		POST FOR 2D Sign 10 Foot Long Primed and Painted	6	\$14,025.3000	\$841.52
<Cust part desc> 4" x 4" x 6' Wood Trail Markers		4" x 4" x 6' Wood Trail Markers	4	\$38,750.0000	\$1,550.00

USD Subtotal: \$7,589.02

City Tax: \$0.00
County Tax: \$227.67
State Tax: \$493.29

USD Total: \$8,309.98

Thank you,

FASTENAL
6603 San Leandro St.
OAKLAND, CA 94621
Phone: (510)639-0890
Fax: (510)639-0893
E-mail: CAOAK@stores.fastenal.com



*Shipping & Handling charges are subject to change.

WF1



EXHIBIT B
Way Finding Posts

WF2



WF3



Exhibit C



Montclair Railroad Trail



Oakland Department of Parks & Recreation

Exhibit D

April 10, 2015

TO: Stephanie Benavidez
Office of Parks and Recreation

FROM: Barbara Brochard
Chair, Friends of Montclair Railroad Trail

SUBJECT: New signs on Montclair Railroad Trail

HISTORY: The Friends of Montclair Railroad Trail (FOMRRT) was created in 2010 for the purpose of maintaining and enhancing the wild and natural character of Montclair Railroad Trail. FOMRRT values the safe and pleasurable recreational and educational enjoyment of the trail by users with different interests. FOMRRT is open to all members of the public and encourages volunteers to help in achieving the afore-mentioned goals.

PURPOSE OF THE PROJECT: Montclair Railroad Trail is a linear park with an asphalt-paved trail about one mile long. It is used by many bicyclists, walkers, runners, children walking to school, park volunteers, and people with dogs. It is part of bicycle trail #8. It intersects with La Salle Avenue in Montclair Village commercial district, Cortereal Avenue, Bishops Court, spur to Escher Loop Trail and the spur to Fire Station #24 and the soccer field. Part of it is used by children to walk to Montclair School. The trail has no defining signs at the main entrances and no way-finding signs.

PROJECT OUTLINE: FOMRRT would like to see three (3) main signs at the 3 main entrances: top of La Salle Avenue by the flagpole, the end of the trail at Bishops Court and the end of the trail at Cortereal Avenue. We would also like three (3) way-finding signs: at the the spur to the Escher Loop Trail, at the spur to the Fire Station #24 and soccer field, and at the spur to Montclair Village. Please see appendices which follow for sign designs and proposed locations.

FISCAL IMPACT: The fiscal impact to Parks and Recreation Department is zero, as Public Works has included these signs in their 2016 budget.

CITY OF OAKLAND
Interoffice Memorandum



Office of Parks and Recreation

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Stephanie Benavidez, Supervising Naturalist
DATE: May 22, 2015
SUBJECT: REQUEST FROM STAN DODSON OF TRAILHEAD ORGANIZATION TO INSTALL 12 TRAIL MARKERS IN DIMOND CANYON PARK.

SUMMARY

The Office of Parks & Recreation has received a request from Stan Dodson of Trailhead Organization to install 12 stepping stone markers to replace the existing set of markers that are insufficient, incorrect and heavily marked with graffiti see (Exhibit A & B) This has the approval of Robert Kennedy from Public Works, with support from Supervisor Michele Doppelt, Friends of Sausal Creek, Dimond Improvement Association and Oakland Park & Recreation Foundation

FISCAL IMPACT

There will be no fiscal impact on the Office of Parks and Recreation due to Mr. Dodson's fundraising activities for this project. Supervisor Robert Kennedy and OPW staff will give directions and help to install the first stone. The rest of the installation will be done by volunteers that Mr. Dodson has recruited,

BACKGROUND

Mr., Dodson is a great supporter of our open spaces. He continually strives to educate the public through hikes, media projects that tell our story of Oakland Parks & Recreation historical assets. Now he is providing the community with safe trails that will easily be seen as use of our trails increase.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the request from San Dodson of Trailhead Organization to install 12 trail markers in Dimond Canyon Park.

Respectfully submitted,

Stephanie Benavidez
Supervising Naturalist

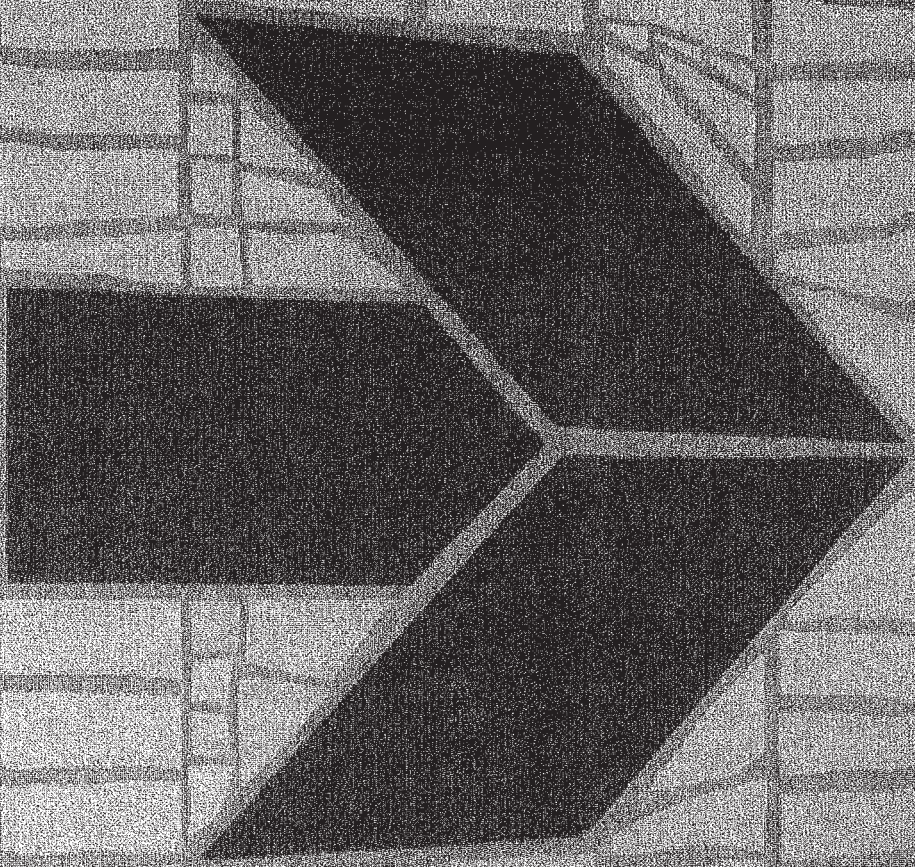
Attachments: Exhibit A - Photo of Existing Marker
Exhibit B – Photo of Mosaic Stepping Stone Marker



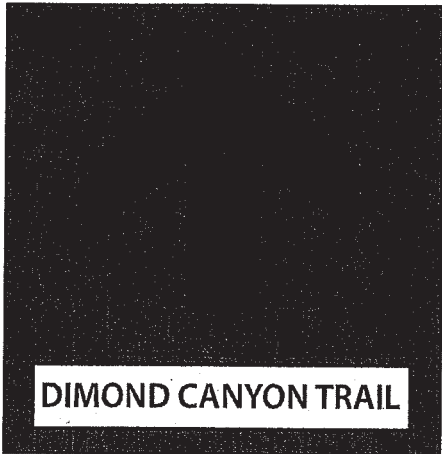
EXHIBIT B

#09 - 9#
130324

DIMOND CANYON TRAIL



PROPOSED DESIGNS



A



B



B1



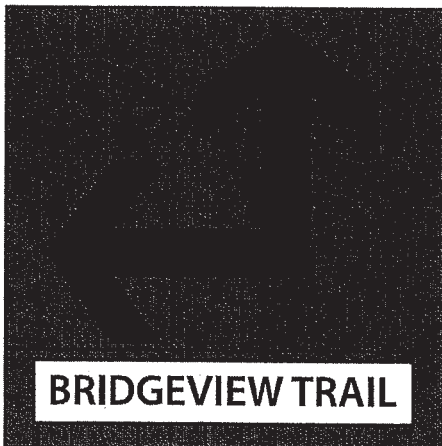
D



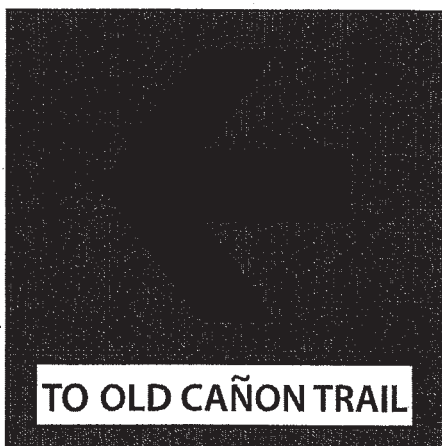
D1



C



C1



B2

OVER
→

LOCATIONS OF PROPOSED MARKERS



CITY OF OAKLAND
Interoffice Memorandum



Office of Parks and Recreation

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Stephanie Benavidez, Supervising Naturalist
DATE: May 22, 2015
SUBJECT: **REQUEST FROM THE FRIENDS OF SAUSAL CREEK FOR APPROVAL TO HOLD A NATIVE PLANT SALE ON SUNDAY, OCTOBER 25, 2015 AT THE NATIVE PLANT NURSERY IN JOAQUIN MILLER PARK**

SUMMARY

The Office of Parks & Recreation has received a request from the Friends of Sausal Creek for approval to hold a native Plant sale at the Native Plant nursery in Joaquin Miller Park on Sunday, October 25, 2015. The proceeds collected will be used to continue the various watershed programs sponsored by the Friends of Sausal Creek, this year especially creek restoration in Dimond Park

FISCAL IMPACT

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

BACKGROUND

The Friends of Sausal Creek (FOSC) operates a native plant nursery in Joaquin Miller Park under a Minor Conditional Use Permit issued by the City of Oakland. For the past eight years, FOSC has conducted a plant sale at the Nursery. They have come before the Parks and Recreation Advisory Commission for approval to host a plant sale and have been granted approval every year. A Post Event report has been included as an attachment to this report.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the request from the Friends of Sausal Creek to hold a plant sale on Sunday, October 25, 2015 at the Native Plant Nursery in Joaquin Miller Park

Respectfully submitted,

Stephanie Benavidez
Supervising Naturalist

Attachments: Request Letter
Post Event Report



Friends of Sausal Creek

PROMOTING WATERSHED AWARENESS

BOARD OF DIRECTORS

May 14, 2015

Steven Ritchie
President

Water Department Manager

Dee Rosario
Vice President

Retired Park Supervisor

Richelle Jacobs
Secretary
Psychotherapist

Robert Leidy
Treasurer
Ecologist

Eleanor Dunn
Veterinarian

Paul Frank
Civil Engineer

Barbara Goldenberg
Retired Banker

Richard Kauffman
Communications Specialist

Carl Kohnert
EPA Emeritus

Helen McKinley
Environmental Engineer

Mark Rauzon
Biologist

Bob Roat
Civil Engineer

Harry Schrauth
Retired Oakland Public Works

Sean Welch
Attorney

STAFF

Kimra McAfee
Executive Director

Michelle Krieg
Restoration and
Nursery Manager

Friends of Sausal Creek is a
501(c)(3) non-profit organization

Ms. Audree Jones-Taylor, Director
Office of Parks and Recreation
City of Oakland
250 Frank Ogawa Plaza
Oakland, CA 94612

Dear Ms. Jones-Taylor:

The Friends of Sausal Creek (FOSC) operates a native plant nursery in Joaquin Miller Park under a Minor Conditional Use Permit issued by the City of Oakland. Since 2008 FOSC has conducted an annual native plant sale at the Nursery. The proceeds from the sale have been used to continue the various watershed programs sponsored by FOSC. One of the major undertakings for FOSC during the coming year is providing plants for the City's creek restoration project in Dimond Park.

FOSC is planning to hold its annual native plant sale on Sunday, October 25, 2015, from 10:00 a.m. to 4:00 p.m. This is an ideal time of the year to hold the plant sale as the plants have a much better chance of survival if they can become established during the Fall and Winter. Hopefully we will have a rainy season this year.

FOSC is in the process of preparing promotional materials for this event and would appreciate an affirmative reply from the Office of Parks and Recreation in support of the native plant sale on October 25, 2015. If you need a FOSC representative to attend the Parks and Recreation Advisory Commission meeting, please let me know.

If there should be any questions, or if additional information is needed, please contact me at (510) 385-9239 (c) or (510) 339-0989 (h). My email address is refboss@cifncs.org.

Sincerely,

Harry Schrauth
FOSC Board of Directors



POST EVENT REPORT

Please complete and return the Post Event Report within 30 days after event date to Oakland Parks and Recreation Central Reservations Unit at 250 Frank H. Ogawa Plaza, 3rd Floor, Suite 3330, Oakland, CA 94612. If the event was held at a Recreation Center site, return the Post Event Report to the Site Supervisor at the Recreation Center.

I. GENERAL INFORMATION

Name of Event: Native Plant Sale and Open House

Location of Event: FOSC Native Plant Nursery in Joaquin Miller Park

Date/Hours of Event: Oct. 19, 2014, 10 a.m.-4 p.m. Permit No. _____

Contact Person: Kimra McAfee Phone No. (510) 501-3672

Contact Person Address: PO Box 2737, Oakland, CA 94602

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

May 7, 2006; April 29, 2007; Oct. 26, 2008; Oct. 17, 2009; Oct. 24, 2010; Oct. 16, 2011;
Oct. 21, 2012; Oct. 20, 2013

1. Were Facility Rental/Set-up fees waived? Yes No Not Applicable
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 – Oakland Business License

II. ATTENDANCE/COLLECTION OF FUNDS

1. Total number in attendance: Approx. 292
2. Were registration fees, donations or other fees collected on-site? Yes No
 Not Applicable
3. If yes, how many people registered? 0 How many people made donations? Approx. 94
4. What was the cost for registration? 0
5. How much was collected on site from registration fees? 0
6. How much was collected on site from donations? \$591
7. How much was collected on site from other fees? \$6,934 in gross sales of native plants

III. VENDOR INFORMATION – Not applicable (no vendors)

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

Were all vendors in compliance per agreement? Yes No

If 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

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):

There were no problems. Like our 2011, 2012, and 2013 events, this event had a fair-like atmosphere, given the number of presentations and the presence of live raptors and spider displays. We were very satisfied with how the event turned out. Thank you to OPR for your ongoing support.

Submitted by: Kimra McAfee

Date: May 19, 2015

Approved by: _____

Date: _____

(OPR Staff)

Comments: _____

CITY OF OAKLAND
Interoffice Memorandum

Office of Parks and Recreation

TO: Barry Miller, Chair, Oakland Parks and Recreation Advisory Commission
FROM: Elena Bermeo, Recreation Center Director
DATE: June 10, 2015
SUBJECT: **THE PAN AFRICAN FAMILY REUNION IS REQUESTING THE PARKS AND RECREATION ADVISORY COMMISSION APPROVAL FOR VENDORS AND ON-SITE COLLECTION OF MONEY FOR ITEMS SOLD AND DONATIONS FOR THEIR 5TH ANNUAL EVENT HELD AT MOSSWOOD PARK ON SEPTEMBER 6, 2015.**

SUMMARY

The Pan African Family Reunion is an annual free event held September 6, 2015 from 10am to 10pm at Mosswood Park. This event attracts approximately 1500 attendees and outreaches to communities from all over the African Diaspora and all over the Bay Area, with a strong focus on Oakland and the East Bay. Last year marked the first year requested and approval of vendors and donations. The Pan African Family Reunion is once again requesting the approval of vendors to sell services, merchandise, and food as well as the collection of donations. Vendor booths allow the support of local entrepreneurs, artists and artisans, and non-profits as well sharing cultural distinctions within community. Individual vendors will be collecting money on-site.

FISCAL IMPACT

Mosswood will provide 2 staff to help monitor and supervise this event for a total impact of \$784. The Pan African Family Reunion will provide funds for rental space, certified security, staging, and marketing. Mosswood will benefit in the collection of approximately \$2,562 for rental usage toward our self-sustaining fund.

PROJECT DESCRIPTION

The event includes performers and cultural and community workshops and vendors (pending approval). Vendor booths range from non-profit informational booths dealing with healthcare and adoption to apparel vendors to food vendors to youth outreach groups. The basic overview of the event is as follows: yoga, light music, free lunch, food vendors (if permitted) 1pm-7pm, dancing, drumming, DJ, stage performance, cultural music of Africa, Caribbean, South America and African-American culture, 7:30pm Movie in the Park, bouncy house, face painting, art wall, games Live art being created by local artists, Group games i.e. potato sack races, musical chairs, community dance lessons in Latin, Caribbean, and African dance styles.

PRAC-June 10, 2015
Item 8E

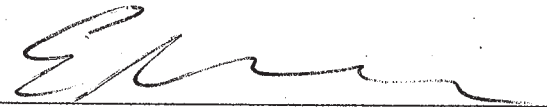
BACKGROUND

The event began in 2010 in this current manifestation. Originally conceived as a unity-building event in Oakland with the goal to create positive relationships between and self-images of Oakland's black community, the goals have grown to also include educational, skill-sharing, and cultural exchange elements.

RECOMMENDATION

Staff recommends that the Park and Recreation Advisory Commission approve the request for vendors and onsite collection of money for the sales of merchandise and food and collection of donations.

Respectfully submitted,



Elena Bermeo, Recreation Center Director
Mosswood Recreation Center

Any additional questions please call Elena Bermeo, 510 597-5038

Attachments: Exhibit A- Proposal Letter
Exhibit B- Rental Application
Exhibit C-2014 Post PRAC Report
Exhibit D- Insurance
Exhibit E- Health Permit Application
Exhibit F- Invoice Portable Restrooms



OAKLAND'S 5TH ANNUAL PAN AFRICAN FAMILY REUNION Sunday, September 6, 2015

May 21, 2015

Dear Oakland Parks and Recreation,

The Pan African Family Reunion (PAFR) (with fiscal sponsor, Friends of Oakland Parks and Recreation aka The Oakland Parks and Recreation Foundation) requests approval for vendors on-site money collection, and donation-collection for their annual event on September 6, 2015. The event runs from 10am-10pm and vendors will highlight local non-profits and other community groups, artists and artisans, and entrepreneurs and small-businesses. With approximately 1500 attendees from the all over the African Diaspora and the Bay Area, the event features games, performances and artists, workshops, a film, a children's area, and art creation and installations and vendors. PAFR hopes to engage attendees in ways that are supportive and positive for the Pan-African community

Vendor fund collection includes funds collected by vending booth operators on the day of the event. An estimated 30 vending booths will collecting funds from goods and services sold and from donations collected with the total funds collected possibly ranging from \$5000-\$15,000. Individual booth operators who are entrepreneurs, artisans, community groups, and non-profits will benefit from these funds collected. These funds are collected on site as this is booth vending and participants are often becoming aware of the small business and purchasing goods and services on site.

Additionally the Pan African Family Reunion will solicit donations to help cover the expenses of the event. An estimated \$1000-\$2000 may be collected. These funds are used to offset outstanding expenses. Funds are collected on site as an effort to offer participants who are just becoming aware of the event and individuals with limited access to online donation campaigns the opportunity to donate and support the event. Part of the message of the

The mission of PAFR is to celebrate the art and culture of African Diasporic communities, to improve the holistic health of the Pan-African community in the Bay Area, which includes physical, mental and spiritual well-being. Through performances, vendors (non-profit and small business), and workshops PAFR, contributes to the local economy and empowers individuals and groups in personal healing and the creation of a healthy, functional community that transforms and restores the human spirit to build peaceful, loving families and communities in Oakland.

Thank you for your consideration,
Travis Watts
Pan African Family Reunion / Afrocentric Oakland

Mosswood Recreation Center

3612 Webster Street
Oakland, CA 94609

(510) 597-5038

Pan African Family Reunion
689 30th St
Oakland, CA 94609

Reservation Request

Status: In-Process

Customer Type: Non-Profit

Authorized Agent: Travis Watts

Home: (415) 503-7686

DATE/USER	REQUEST NUMBER	CHARGES	DISCOUNT	TAXES	REFUNDS & CREDITS	PAYMENTS	REQUEST EXPIRES	BALANCE DUE
04/29/2015 Jeanette Driskell	9005168	\$2562.50	\$0.00	\$0.00	\$0.00	\$2562.50	09/06/2015	\$0.00

RESERVATIONS

EVENT NAME	FACILITY	CENTER
Pan African Family reunion Attendance: 1500 pe: Celebration	Mosswood Park / Broadway Side	Mosswood Recreation Center 3612 Webster Street Oakland, CA 94609

DATES RESERVED	HRS
Sunday - 9/6/2015 09:00 AM to 10:00 PM	13

Total Number of Dates: 1

Total Number of Hours: 13

NOTES:

Customer will provide details for custom setup.

CHARGES

CHARGE DESCRIPTION	FACILITY/EVENT	UNIT FEE	QTY	TAX	TOTAL CHARGED	DISCOUNTED/PAID	BALANCE DUE
Deposit (Parks)	Mosswood Park / Broadway Side - Pan African Family reunion	\$1000.00	1.00	\$0.00	\$1000.00	\$1000.00	\$0.00
Mosswood Park Rental Fee	Mosswood Park / Broadway Side - Pan African Family reunion	\$127.50	11.00	\$0.00	\$1402.50	\$1402.50	\$0.00
Mosswood Set-up and Tear Down Fee	Mosswood Park / Broadway Side - Pan African Family reunion	\$30.00	2.00	\$0.00	\$60.00	\$60.00	\$0.00
Mosswood Sound Apmplification Fee	Mosswood Park / Broadway Side - Pan African Family reunion	\$100.00	1.00	\$0.00	\$100.00	\$100.00	\$0.00

PAYMENTS AND REFUNDS

RECEIPT NUMBER	DATE	CHARGE DESCRIPTION	FACILITY/EVENT	AMOUNT
1007345.024	04/29/2015	Deposit (Parks)	Mosswood Park / Broadway Side - Pan African	\$1000.00
345.024	04/29/2015	Mosswood Park Rental Fee	Mosswood Park / Broadway Side - Pan African	\$1402.50
345.024	04/29/2015	Mosswood Set-up and Tear Down Fee	Mosswood Park / Broadway Side - Pan African	\$60.00
1007345.024	04/29/2015	Mosswood Sound Apmplification Fee	Mosswood Park / Broadway Side - Pan African	\$100.00

B

DISCLAIMERS

ALCOHOLIC BEVERAGES-REV043014

Alcoholic beverages may be served at events upon approval and when specific fees are paid.

- * 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 unless approval is granted from the Parks and Recreation Advisory Commission.

The applicant will hold Oakland Parks and Recreation, City of Oakland and its employees free from liability or claim for damages or suit by reason of any injuries to any person or property, of any kind whatsoever, arising out of the serving of alcoholic beverages before, during and after use of event to self and attendees. An Alcoholic Beverage Control License is required for sales of any alcoholic beverages. (See Parks and Recreation Advisory Commission Requirements)

This permit allows applicant to serve the following alcoholic beverage(s):

-Wine, beer and champagne T.W. (Initials)

-Distilled spirits T.W. (Initials)

I certify that alcoholic beverages will not be served at my event. T.W. (Initials)

Travis Watts (Signature) 4/29/15 date

CANCELLATION POLICY: (REV-050114)

A cancellation fee will be assessed according to the current City of Oakland Master Fee Schedule.

CANCELLATION FEES:

- 61 days or more notice Forfeit ½ deposit, per event/per date
- 60 to 31 days notice Forfeit deposit, per event/per date
- 30 days to 11 days notice Forfeit deposit, plus ½ rental fee, per event/per date
- 10 days or less notice Forfeit all fees

I am aware of and understand the cancellation policy and fees. T.W. (Initial)

CERTIFICATE OF INSURANCE REQUIRED (REV: 05-2014) : Applicant, at Applicant's expense, is required to provide a Certificate of Insurance for comprehensive general liability coverage naming The City of Oakland, its Council, officers, employees, agents and volunteers as additional insured with a limit of liability not less than \$1,000,000 combined single limit for personal injury and damage to property. Failure to provide the Certificate of Insurance two weeks prior to the event will result in cancellation of this facility use permit.

REV: 05-2014

APPLICANT IS RESPONSIBLE AND WILL BE CHARGED AND BILLED for the following:

- damages to floors, walls furnishings and landscaping,
- excessive cleanup of the facilities inside and outside beyond routine facility maintenance,
- any other unusual janitorial or facility expense incurred by the Oakland Parks and Recreation;
- extension beyond contracted hours,
- service charges, i.e., Administrative Service Fee, staffing costs, etc.,
- failure to remove and dispose of all personal items brought in for event prior to end of contracted hours,
- EXTRA POLICE COSTS if the Oakland Police Department (OPD) is called for excessive noise levels, residential complaints, disorderly conduct, illegal use of drugs, profanity and drunkenness (i.e., altercations, over capacity, misrepresentation of event) and requests to shut the event down.

****NOTE**** 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. T.W. (Initials)

EXTENSION BEYOND PERMIT HOURS: (Rev-050114)

In the event the applicant stays longer than the contracted hours, the applicant will be charged additional hourly rental fees plus an Administrative Service Fee. There are no options to pay onsite.

Violation of the above Disclaimer may result in forfeiture of applicant's security deposit. Claims exceeding amount of security deposit is payable upon receipt notification. Failure to pay will lead to collections-impacting your credit.

I am aware of and understand the Extensions Beyond Permit Hours. T.W. (Initials)

FORCE MAJEURE ("greater force")

Any prevention, delay, performance failure or stoppage due to natural causes or other acts of God, strikes, lockouts, labor disputes, governmental regulations, governmental controls, unreasonable delay in the issuance of any permit by the City of Oakland or any governmental agency, enemy or hostile governmental action, civil commotion, fire or other casualty, and other causes beyond reasonable control of the City of Oakland obligated to perform shall excuse the performance, delay or stoppage, except the obligations imposed with regard to permit fees and other charges to be paid by Licensee pursuant to this Permit.

Examples of prevention, delay, performance failures or stoppage of event that would be beyond the City of Oakland's control include power outages (interruptions in PGE service/telephone service), earthquakes, floods, wars, riots or other major upheaval acts.

I am aware of and understand the Force Majeure Clause. T.W. (Initials)

JUMPER POLICY

Jumper will be on park grounds T.W. (Initials)

Name of Jumper Company Jump City

Jumpers/Bouncy Houses are allowed only in designated areas and must be supervised by permittee at all times. Jumpers may not impede use of public areas. OPR staff has final say if jumper will be allowed for event. Certificate of Insurance from Jumper company must be provided at least one week prior to event. City of Oakland and Office of Parks and Recreation must be named as additional insured.

I am aware of the requirements for use of Jumper on OPR property T.W. (Initials).

OPD SPECIAL PERMIT REQUIRED: (REV: 050114)

All events with attendance of 50 people or more require an Oakland Police Department (OPD) Special Event Permit.

I am aware of and understand an Oakland Police Department (OPD) Special Event Permit is required. T.W. (Initial)

PARK USE PERMIT (REV: 050114)

SOUND AMPLIFICATION-OMC 12.64.120: No loudspeaker shall be permitted to be placed in a public park within three hundred feet (300') of any residential structure. In no event shall the applicant cause amplified sound to exceed eighty decibels (80 dB) at any boundary of the park in which amplified sound is being produced.

Please be aware of residents living nearby. Should there be a complaint(s) regarding the sound level, applicant will be expected to lower the volume as instructed by the Oakland Police Department (OPD), Oakland Parks and Recreation (OPR) or authorized CITY representative. Failure to turn the sound level down or off by the designated time may result in closure of the event by the OPD, OPR or authorized CITY representative and forfeiture of deposit paid.

If an event requires collections of funds onsite (i.e., fundraising, donations, registration fees, sponsorships, ticket sales, and entrance fees or vendor sales, alcoholic beverage sales), requests must be approved by the Parks and Recreation Advisory Commission.

SELLING WARES, GAMING, OBSCENITY-OMC 12.64.080: It is unlawful for any person to sell or offer for sale any goods, wares, merchandise, foods, refreshments, refreshments or other article within any public park, public building or public grounds in the city. No gaming shall be allowed in said parks, buildings or grounds, nor any obscene or indecent act performed therein.

- 1) Permits are issued and authorized by the Central Reservations Unit.
- 2) The permit holder is responsible and will be charged for any damages, including, but not limited to:
 - a) damages to landscaping;
 - b) failure by the group to clean up after the event and properly dispose of all trash and other debris generated by the event;
 - c) any other unusual repairs or cleanup expense incurred by Oakland Parks and Recreation beyond routine park maintenance. In the event that damages are incurred, the deposit will be held and/or the permit holder shall reimburse the City of Oakland for necessary repairs and excessive cleanup.
 - d) damages occasioned by the activity whether on or to public or private property.
- 3) Events must start and end on time. Staying beyond the contracted time will result in the deposit being withheld and/or additional fees being charged to the applicant.
- 4) Illegal use of drugs, profanity, fighting, or gambling are prohibited at any OPR Facilities, Recreation Center or Parks.
- 5) Alcohol consumption is prohibited unless approval is obtained and specific fees are paid.
- 6) Charging admission or registration fees, selling tickets or soliciting money in any way is prohibited.
- 7) Any complaints due to violation of the facility permit or sound amplification rules will result in forfeiture of deposit.

Violation of the above rules or misrepresentation as to the nature of the event, the number of attendees expected, contact or payment information or any other falsification of permit documents will result in the immediate cancellation of the event and forfeiture of fees paid and may also result in denial of future permit requests and/or legal action. Claims exceeding amount of security deposit is payable upon receipt of notification. Failure to pay will lead to collections-impacting your credit.

Permit Authorized by: (name) Janette Driskell

(Title) Rec. Leader Date 4/29/15

PARKS AND RECREATION ADVISORY COMMISSION (PRAC)

If an event requires collections of on-site funds (i.e., fundraising, donations, registration fees, sponsorships, ticket sales, entrance fees and/or vendors sales), requests must be approved by the Parks and Recreation Advisory Commission. All requests should be submitted 60 days or more in advance. PRAC meets the second Wednesday of each month, except in August.

Please contact a Central Reservations Representative or Recreation Center Site Supervisor/Director for the Parks and Recreation Advisory Commission Guidelines. No advertisements of an event should occur prior to PRAC approval.



Rental Application

ATTENTION: _____

Date of Application: 4/29/15

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

Name of Business/Organization: Afrocentric Oakland

Business/Organization Address: 698 30th St Oakland 94609
Street Address City Zip Code

Applicant Name: Travis Watts

Applicant Mailing Address: 698 30th Oakland 94609
Street Address City Zip Code

Phone Number: 415-503-7686 Fax Number: _____ E-mail: TravisWatts@gmail.com

Facility/Park Name: Mosswood Park
 Room(s)/Site(s): Broadway side

EVENT INFORMATION:

Date(s) of Event: 9/6/14

Time In/Prep Time 9am Actual Event Time 10am to 9pm Cleanup/Time Out 10pm

Type of Event/Purpose: (be specific, i.e., Wedding Reception, Meeting, Birthday Party, Banquet, Picnic, BBQ, Walk, Run, Festival, Rally, Quinceanera, BarMitzvah/BatMitzvah, etc.)
Festival

General Public Allowed: Yes No Sound Amplification: Yes No Non-Amplified Sound: Yes No

Type of Equipment to be used: (i.e., musical instruments, live band, cd player, amplifiers, microphones, etc.)
Drums, Amplifiers, Microphones

Note: Charging admission, selling tickets or merchandise, or solicitation of money in any manner must be approved by the Parks and Recreation Advisory Commission 60 days or more in advance of event date.

Number of Participants (Total) 200 Approximate # of Adults 600 # of Teens 50 # of Children/Infants 150

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

Will you require a caterer for your event? Yes No

If yes, are you choosing a caterer from OPR's Approved Caterer's List? Yes No

Name of Approved Caterer: None

If not using an OPR Approved Caterer, provide name of non-approved caterer: None

(Note: An Opt-Out Fee is applicable to non-approved Caterers and non-Catered events. See Attached Regulations)

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

Non-Refundable Permit Processing Fees:

Picnic & Related Events: \$15 (50+ people)
 Building Rentals/Special Events (Parks): \$30

- | | |
|--|--|
| (1) <u>11</u> x <u>12500</u> = _____
<small>(Hourly Rate) (# of hours)</small> | (7) Alcoholic Beverage Fee = _____ |
| (2) <u>2</u> x <u>30</u> = <u>60.00</u>
<small>(Hourly Rate) (# of hours)</small> | (8) Administrative Service Fee = _____ |
| (3) Permit Processing Fee = _____ | (9) Caterer Opt Out Fee = _____ |
| (4) Deposit = <u>1000</u> | (10) Sound Use Fee = <u>100</u> |
| (5) Setup/Teardown = _____ | (11) Other Charges = _____ |
| (6) Kitchen = _____ | |

TOTAL: \$ _____ Less Advance Minimum Payment of \$ _____; BALANCE DUE 30 DAYS BEFORE EVENT: \$ _____
 Deposits are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned.)

Please check payment type: Cash: _____ Check #: _____ Type of Credit Card: Visa or MasterCard: X
 (See attached Authorization for Credit Card Payment Form)

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

APPLICANT SIGNATURE Travis Watts DATE 4/29/15

Please note: By submitting this application, other documents/permits may be initiated to finalize your reservation



OAKLAND POLICE DEPARTMENT
Special Events Permit Application
TF-807-3 (Jul 10)

APPLICANT INFORMATION

Applicant Name <u>Travis Watts</u>	Date of Birth <u>8/25/76</u>	Contact No. <u>415-503-7686</u>	Alternate Contact No. <u> </u>
Applicant's Address <u>698 30th St</u>	City <u>Oakland</u>	State <u>Ca.</u>	Zip Code <u>94609</u>

EVENT INFORMATION

Date of Application <u>4/29/15</u>	Type of Event Select one <u>Festival</u>	Other Event (Describe)
Location/ Address of Event <u>3612 Webster</u>	Date of Event <u>9/6/15</u>	Time/ Start-End <u>10 Am</u>
No. Persons Expected <u>800</u>	Persons Allowed Select one <u>999</u>	Ticket Sales Select One <u>Ø</u>
No. of Monitors/ Security <u>12</u>	Security Company <u>Urban Shield</u>	Telephone No. <u>510-469-9063</u>
Type of Music Select one <u>African</u>	Other Music (Describe)	Will food/drink be sold <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

PERMIT INFORMATION

HAVE YOU EVER BEEN DENIED A PERMIT? Yes No

Applicant agrees to abide by Oakland Municipal Code Dance Hall Regulations, Section 5-4.03 HOLD HARMLESS AGREEMENT

The Special Event applicant or president of designee of the sponsoring organization(s) (hereafter called "permittee") agrees to reimburse the City of Oakland (hereafter called "City") for all losses incurred by it in repairing or replacing damage to City Property proximately caused by the permittee, its officers, employees, agents, monitors, or any other persons or forming the special event, who were, or should have been, under the permittee's control. Persons who merely attend or join in a special event are not considered by that reason alone to be "under the control" of the permittee.

The permittee further agrees to defend without costs, indemnify, and hold harmless the City, its officers, agents, and employees from any liability to any persons, damages, losses, or injuries arising out of or alleged to arise out of the permitted special events, which was proximately caused by the actions of the permittee, its officers, employees, agents, including monitors, or any other persons attending or joining in the special event who were, or reasonably should have been under the control of the permittee. Persons who merely attend or join in a special event are not considered by that reason alone to be "under the control" of the permittee.

I have read and I understand the Hold Harmless Agreement and I declare under penalty of perjury that the information provided in this application is true and correct.

Permittee's Signature Travis Watts Date 4/29/15

Police Overtime cost Attached: Yes No Application Fees Paid: Yes No

ABC Endorsement: Approved Denied Verified By: _____
Special Events Personnel Serial No. _____

Pursuant to OMC §9.52.080, a Special Events Permit is conditionally approved in order for the applicant to obtain additional required documentation.

Signature of Special Events Coordinator Serial No. Date Signed

A Permit is Hereby Approved
 Denied - Pursuant to OMC Section 9.52.090 Subsection (Select Appropriate Subsection)

Signature of Chief of Police Designee Serial No. Date Signed

POST EVENT REPORT

Please complete and return the Post Event Report within 30 days after event date to Oakland Parks and Recreation Central Reservations Unit at 250 Frank H. Ogawa Plaza, 3rd Floor, Suite 3330, Oakland, CA 94612. If the event was held at a Recreation Center site, return the Post Event Report to the Site Supervisor at the Recreation Center.

I. GENERAL INFORMATION

Name of Event: The Pan African Family Reunion

Location of Event: Mosswood Park

Date/Hours of Event: September 1, 2014 6am to 11pm Permit No. 9004998

Event Contact Name: Travis Watts Phone No. _____

Event Contact Address: 698 30th Street, Oakland, CA 94609

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

2011, 2012, and 2013

1. Were Facility Rental/Set-up fees waived? Yes No Not Applicable

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/COLLECTION OF FUNDS

1. Total number in attendance: 1500

2. Were registration fees, donations or other fees collected on-site? Yes No
 Not Applicable

3. If yes, how many people registered? n/a How many people made donations?
200

4. What was the cost for registration? n/a

5. How much was collected on site from registration fees? n/a

6. How much was collected on site from donations? \$1500

7. How much was collected on site from other fees? n/a

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

If 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
Carolyn's Creole Kitchen	For Profit	Creole Food		Y
Barcote Ethiopian Restaurant	For Profit	Ethiopian Food		Y
Family Builders by Adoption	Non-Profit	n/a	n/a	N
Health & Human Resource Education Center - Covered California	Non-Profit	n/a	n/a	N

IV. COMMENTS

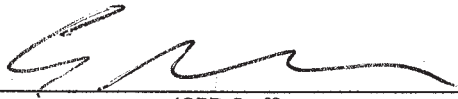
List ways in which the Applicant desires to improve the event, in the future (Attach additional sheets, if necessary): (For example: changes or additional vendors, location, change of hours, etc.)

We hope to bring more diverse food vendors that represent more of the African diaspora.

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

No

Submitted by: _____ Date: _____

Approved by:  _____ Date: 5/25/12
 (OPR Staff)

Comments: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/21/2015**PRODUCER**

East Main Street Insurance Services, Inc.
 J. Maddux
 Box 1298
 Grass Valley, CA 95945
 Phone: (530) 477-6521 Email: info@theeventhelper.com

THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED

Pan African Family Reunion / Afrocentric
 Alicia Kester
 c/o Friends of Oakland Parks and Rec., 666 Bellevue Avenue
 Oakland, CA 94610

INSURERS AFFORDING COVERAGE**NAIC #**

INSURER A: Essex Insurance Company

39020

INSURER B:

INSURER C:

INSURER D:

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	Y	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR Host Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC Retail Liquor Liability	3DS5402-M777904	09/06/2015	09/07/2015	EACH OCCURRENCE INCLUDES BODILY INJURY & PROPERTY DAMAGE \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 DEDUCTIBLE \$ 1,000 \$
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER				WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 Certificate holder listed below is named as additional insured per attached CG 20 26 07 04.
 Attendance: 1500, Event Type: Festival & Cultural Event - Outdoor.

CERTIFICATE HOLDER

Mosswood Park, the City of Oakland,
 it's council, agents, and employees
 3612 Webster Street
 Oakland, CA 94609

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Will Maddux

D

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
Mosswood Park, the City of Oakland, it's council, agents, and employees 3612 Webster Street Oakland, CA 94609
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

Alameda County Environmental Health Department--Sponsor Application
 Health Permit Application for Sponsors of Food Facilities at Temporary Events in Alameda County
 (For events in the City of Berkeley contact City of Berkeley Environmental Health)

Date Rec'd 5/20/15 Rec'd By MLG Amt \$ 0 EV# _____ Approved By _____ Date 5/20/15

Name of Sponsor/Organizer (please print): AFROCENTRIC OAKLAND/ FA# _____
Friends of Oakland Parks & Rec.
 Person in Charge Alicia Kester Title Event Director
 Phone (415) 845-8641 Fax () _____ E-mail panafricanfamilyreunion@gmail.com
 Business Address c/o Friends of Oakland Parks & Rec Mailing Address _____
666 Bellevue Ave SAFEE - P.O. Box 16172
 Street # _____ Street Name _____ Street # _____ Street Name _____
Oakland CA 94610 Oakland CA 94610
 City State Zip City State Zip

Name of Event Pan African Family Reunion
 Location of Event & City Mosswood Park, Oakland, CA.
 Date(s) of the Event September 6
 Check one: Indoor Outdoor Other Start time: 10 am End time: 10 pm.

Permit Fees -- for July 1, 2013 through June 30, 2015

A Sponsor/Organizer Permit is required for each event (California Health and Safety Code Section 114381.1). Permits must be obtained prior to arriving at the event. No permits will be issued at an event. A Sponsor application and one application for each Food Facility Operator must be completed and submitted with all fees at least 10 working days prior to the event (annual permit holders must have a current, valid, original permit posted at the event).

Event Duration	1-4 Contiguous Days (Same Event)	Fee Exempt Up to 12 months (Same Event)	Recurring Non-Contiguous Up to 12 months (Same Event)
Program Element	P/E 1911	P/E 1912 (fee exempt)	P/E 1913
Fee	\$143.00	n/a	\$143.00
Fee Exempt	Submit Fee Exempt Paperwork [†]	Submit Fee Exempt Paperwork [†]	Submit Fee Exempt Paperwork [†]
50% Penalty*	\$71.50	\$54**	\$71.50
Total with Penalty	\$214.50	\$54**	\$214.50

*Applications and payment received less than 5 working days prior to the event will be charged a 50% penalty.

**All Fee Exempt permit applications received less than 5 days prior to an event are subject to a \$54.00 penalty. (For a Saturday event, applications received on Tuesday or later will be subject to late penalties).

†Please visit our website (address below) to fill out the Requirements for Fee Exemption Request form

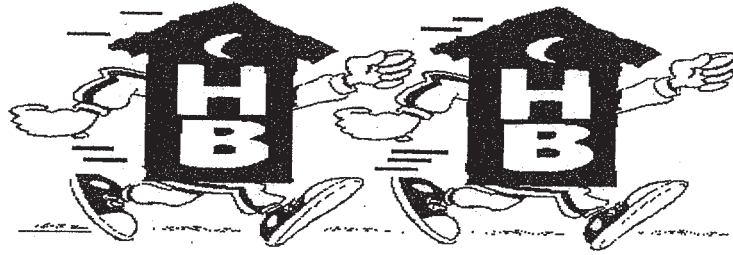
Note: If an event is cancelled or an application is rejected, 50% of the application fee is not refundable. After June 30, 2014, print a new application form from the website, or call 510-567-6856 for fee amounts.

- Send Applications and Payment to Alameda County at least 10 working days prior to the event date to: Alameda County DEH, 1131 Harbor Bay Parkway, Ste. 111, Alameda CA 94502-6540
- Make checks payable to: "Alameda County Environmental Health". A 14 businesses day waiting period will occur before issuance of permit(s) if paying by check.
- To pay by credit card: email your application to DEHWEBBILLING@acgov.org or fax the request to (510)337-1139. Our Finance Unit will issue you an Invoice Number so that the permit fee can be paid online at <http://www.acgov.org/aceh/billing/index.htm>. Call 510-567-6858 if you need online payment assistance.
- A copy of your application must be received by this office before a phone payment can be accepted.
- Go to www.acgov.org/aceh/food/temp.htm to review the Temp Food Facilities Pocket Guide, FAQ's and more info.

I have read, understood and will abide by the requirements for temporary event sponsors and temporary booth food sales.

Application completed by Alicia Kester Title Event Director
 Signature of Applicant [Signature] Date 5/20/15
 Phone (415) 845-8641 Contact Phone # the day of the Event () SAME

E



HONEY BUCKETS
800-562-4442
P.O. BOX 1126
Pittsburg, CA, 94565

Invoice

Thank you for choosing Honey Bucket!

Event Dates:
Delivered; 09/06/15 BETWEEN 8 & 10 AM
Removal; 09/06/15 after 10PM

Order # HBQ034637

Customer:
Pan African Family reunion
P.O. Box 16172
Oakland, ca. 94160

Where:
3612 Webster St.
Oakland Ca.

Event Description:
3 Special Event restroom
1 ADA Compliant Restroom
1 Two Basin Hand Washer station

Service cleaning; NONE

Total Cost: \$ 562.80 with tax

Remit to: Honey Bucket
P.O. Box 1126
Pittsburg, CA, 94565

F

CITY OF OAKLAND
Interoffice Memorandum



Oakland Parks and Recreation

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Zermaine Thomas, Central Reservations Lead
DATE: June 10, 2015
SUBJECT: **REQUEST FOR PERMISSION TO COLLECT REGISTRATION FEES, VENDORS TO SELL EVENT RELATED ITEMS AND MOBILE FOOD TRUCKS AT THE 1ST ANNUAL LAKE MERRITT LABOR DAY 5K/10K AT THE PERGOLA ON SATURDAY, SEPTEMBER 5, 2015**

SUMMARY

Parks and Recreation received a request from the Oakland Food Pantry (OFP), a non-profit organization, for permission to collect registration fees, allow vendors sales and mobile food vendors at the 1st Annual Lake Merritt Labor Day 5k/10k run at the Pergola on Saturday, September 5, 2015. The funds raised will help maximize their ability to benefit from the event, last minute registrations and sales of merchandise are an essential element to raising the money the Oakland Food Pantry requires to operate.

FISCAL IMPACT

There is no fiscal impact on Parks and Recreation. The Oakland Food Pantry will pay all park use fees associated with this event.

BACKGROUND

Since 2010, The Oakland Food Pantry (OFP) has been serving low-income residents of West Oakland by providing fresh fruits, vegetables, breads, and meats. Their mission is to alleviate hunger by providing nutritious food to people in need, in a dignified manner.

The need for food assistance in West Oakland has never been higher. Nearly 50 percent of West Oakland's population lives under the poverty line. In the West Oakland area it takes about \$1,500 per month to avoid homelessness and the majority of OFP clients – 75 percent – are either under 18 years of age or seniors over the age of 60. Many of OFP's customers survive on less than \$870 a month and rely heavily on government programs such as Social Security, Disability and General Assistance.

In order to continue with their mission, OFP must raise money. The Lake Merritt Labor Day Run is meant to be their 1st Annual Fundraising event. They intend to have a 5k/10k run with a short festival at the end of the run to celebrate. The 5k/10k run will depart from the Pergola and the festivities will be setup in the grassy knoll adjacent to Bellevue Avenue at Grand Avenue. OFP plans to:

- Food Trucks (\$5 to \$15 depending on type of food and vendor)
- Enroll over 300 runners (\$45 registration fee)
- Sales of T-shirts (\$15 to \$45 depending on size/style)
- 20 community and/or corporate sponsors booths
- 75 volunteers

Parks and Recreation Advisory Commission
June 10, 2015

The funds being collected on-site will maximize their ability to benefit from the event. The last minute registrations and sales of merchandise is an essential element to raising money for the Oakland Food Pantry to operate.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve Oakland Food Pantry request for permission to collect registration fees, allow vendor sales and have mobile food vendors at Lakeside Park for the 1st Annual Lake Merritt Labor Day 5k/10k run at the Pergola on Saturday, September 5, 2015. The group is aware that additional permits are required provided their request is granted.

Respectfully submitted,

Zermaine Thomas
Central Reservations Lead

Attachments: Exhibit A – Oakland Food Pantry Proposal Letter
Exhibit B – Non-Profit Certificate (501c3)
Exhibit C – Rental Application

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

DEPARTMENT OF THE TREASURY

Date: JUN 13 2011

THE OAKLAND FOOD PANTRY
7051 SKYLINE BLVD
OAKLAND, CA 94611

Employer Identification Number:
80-0708680
DLN:
17053158376001
Contact Person:
RENEE RALLEY NORTON ID# 31172
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
April 12, 2011
Contribution Deductibility:
Yes
Addendum Applies:
No


Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Lois G. Lerner
Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CO)



CITY OF OAKLAND
OAKLAND PARKS AND RECREATION

Oakland Parks and Recreation
250 Frank H. Ogawa Plaza, Suite 3330, Oakland, CA 94612
Office: 510.238-3187; Facsimile: 510.238-2397



Rental Application

ATTENTION: _____

Date of Application: 4/29/15

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

Name of Business/Organization: The Oakland Food Pantry

Business/Organization Address: 1301 Willow St. Oakland 94607

Applicant Name: Maya Maravilla Ron Eggett / Maya Maravilla

Applicant Mailing Address: 6524 Mokolunne Ave Oakland 94605

Phone Number: (510) 295-7581 Fax Number: n/a E-mail: nourishingoakland@gmail.com

Facility/Park Name: mmaravilla@calvofisher.com

Room(s)/Site(s) Pergola & Statten to Grand Ave

EVENT INFORMATION:

Date(s) of Event: September 5, 2015

Time In/Prep Time 6:00am Actual Event Time 8:00am - 10:00am Cleanup/Time Out 11:00am

Type of Event/Purpose: (be specific, i.e., Wedding Reception, Meeting, Birthday Party, Banquet, Picnic, BBQ, Walk, Run, Festival, Rally, Quinceanera, BarMitzvah/BatMitzvah, etc.)

Walk/Run/Festival

General Public Allowed: Yes No Sound Amplification: Yes No Non-Amplified Sound: Yes No

Type of Equipment to be used: (i.e., musical instruments, live band, cd player, amplifiers, microphones, etc.)
MUSIC, Amplifiers, microphones

Note: Charging admission, selling tickets or merchandise, or solicitation of money in any manner must be approved by the Parks and Recreation Advisory Commission 60 days or more in advance of event date.

Number of Participants (Total) 325 Approximate # of Adults 250 # of Teens 50 # of Children/Infants 25

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

Will you require a caterer for your event? Yes No

If yes, are you choosing a caterer from OPR's Approved Caterer's List? Yes No

Name of Approved Caterer: _____

If not using an OPR Approved Caterer, provide name of non-approved caterer: _____
(Note: An Opt-Out Fee is applicable to non-approved Caterers and non-Catered events. See Attached Regulations)

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

Non-Refundable Permit Processing Fees:

Picnic & Related Events: \$15 (50+ people)

Building Rentals/Special Events (Parks): \$30

(1) <u>65</u> x <u>5</u> = <u>325</u> Pergola Area 6-11	(7) Alcoholic Beverage Fee	= <u>—</u>
(2) <u>65</u> x <u>4</u> = <u>260</u> Statten to Grand 10-2	(8) Administrative Service Fee	= <u>—</u>
(3) Permit Processing Fee = <u>30</u>	(9) Caterer Opt Out Fee	= <u>—</u>
(4) Deposit = <u>500</u>	(10) Sound Use Fee	= <u>100</u>
(5) Setup/Teardown = <u>—</u>	(11) Other Charges	= <u>—</u>
(6) Kitchen = <u>—</u>		

TOTAL: \$ 1215 Less Advance Minimum Payment of \$ _____; BALANCE DUE 30 DAYS BEFORE EVENT: \$ _____
(Deposits are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned.)

Please check payment type: Cash: _____ Check #: 1012 Type of Credit Card: Visa or MasterCard: _____
(See attached Authorization for Credit Card Payment Form)

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

APPLICANT SIGNATURE Ron Eggett DATE 4/29/15

Please note: By submitting this application, other documents/permits may be initiated to finalize your reservation.

CITY OF OAKLAND
Interoffice Memorandum



Oakland Parks and Recreation

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Frederick L. Morris, III, Adult Sports Unit Supervisor
DATE: June 10, 2015
SUBJECT: REQUEST APPROVAL FROM THE PARKS AND RECREATION ADVISORY COMMISSION TO ALLOW THE UMOJA EPIPHANI PRODUCTION ORGANIZERS TO HAVE ARTISANS AND FOOD VENDORS ON SITE AT THE LOWELL PARK BALL FIELD FOR THEIR UMOJA AFRICAN FESTIVAL AND TO COLLECT FEES ON SATURDAY, AUGUST 15, 2015.

SUMMARY

Oakland Parks and Recreation has received a request from the UMOJA Epiphani Production and Digging4Gold organizers, for permission to allow food and artisan vendors to collect fees at their African Festival at Lowell Park ball field on Saturday, August 15, 2015. The funds collected will be used to pay operating cost. This is the organizations' third presentation before PRAC requesting permission to collect fees for this event. The Post Event report for 2014 is attached.

FISCAL IMPACT

There will be no fiscal impact on the Oakland Parks and Recreation. The UMOJA will pay rental and field permit fees for Saturday August 15, 2015.

BACKGROUND

This is the 3rd year that the UMOJA Festival has performed at Lowell Park in 2013, for a soccer tournament/entertainment.

The type of merchandise that will be available for the public to purchase will be Jewelry, T-Shirts, Artisans ware and Food. The cost of the merchandise ranges from.

UMOJA anticipates having (15) Artisans vendors and like to charge them a \$50 fee sliding scale depending on what they make. UMOJA anticipates the vendors will make anywhere from \$50-\$200 each for a total of \$750-\$3750. The monies made here will be for the vendors them self, the UMOJA will not be talking any of these fees. UMOJA

UMOJA also anticipates having (3) Food vendors which will be charged \$250 fees each for a maximum of \$750 these fees will also be used for operating cost.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the UMOJA FESTIVAL request for permission to allow vendors and sell event related merchandise at the UMOJA FESTIVAL Lowell Park Saturday August 15, 2015. The group is aware that additional permits are required provided their request is granted.

Respectfully submitted

Frederick L. Morris III
Adult Sports Supervisor

- Attachments: Exhibit A – Request Letter
Exhibit B – Lowell Park Ball Field Rental Application
Exhibit C – Post Event Report- 2014

UMOJA

African Festival

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

Dear PRAC Members,

We, the Umoja Team, would like to request approval for the below listed items for The Umoja Festival on August 15, 2015 at Lowell Park in West Oakland.

EVENT DETAILS

(Parks and Rec application has been submitted)

Event Name: The Umoja African Festival

Event Date: August 15, 2015

Event Time: 9am - 7pm

Venue: Lowell Park, West Oakland CA

Target population: people of all ages, color, religions and social strata

Anticipated number of attendees: up to 2,000

We would like to request utilizing the fields at Lowell Park for the following purposes:

10-team Soccer Tournament hosted by SuRu CLOTHING

SuRu's mission is to promote multiculturalism and diversity through fashion.

- SuRu Clothing will be partnering with the Umoja team to host an Inter-African soccer tournament. This will be a half field 10 team knockout tournament. The games will be 5 on 5, starting at 10am and going until 5pm.

Youth Soccer Clinic and game hosted by MY YUTE

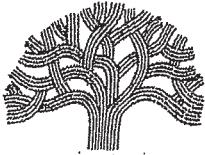
My Yute Soccers' mission is to provide access to a diverse social, economic, and cultural environment through soccer.

- Soccer Clinic is a casual fun learning experience for the children to gain soccer skills. The clinic will most likely run from 10am -12noon.

Beautiful Variety of Artisans hosted by Oakland In The Black

1. Vendors / Artisans

Copy RT 2/11/15



CITY OF OAKLAND
OFFICE OF PARKS & RECREATION
Field Reservations
Frederick L. Morris III
250 Frank H. Ogawa Plaza, Suite 3330, Oakland, CA 94612
Phone (510) 238-3496, (510) 238-2397 Fax

Sports Field Reservation Application

This request must be submitted to the Sports Unit two weeks prior to the date of event. The filing of this application does not constitute a permit. Certificate of insurance is required for all events.

(Please print and use black or blue ink only) Today's Date Feb 11, 2015

1. FIELD (S) AND TENNIS COURT (S) RESERVATION INFORMATION

Field (s) / Court (s)	Date(s)	Day(s)	Time(s)
1. Lowell Park	8/15/15	1	8 am - 8 pm
2.			
3.			

Please include field and tennis court alternative locations, dates and times in the event that your first choice is not available

Activity Description: Baseball Soccer Softball Rugby Kickball Other

Game Type: Adult Youth Clinic League game Practice Tournament play Other _____

Is this activity for profit? Yes No
 Will there be a fee charged? Yes No

Number of Participants: 1 ~ 24 25 ~ 49 50+ * Number of Boy's 60 Girl's 10

Field Preparation: Yes No Field Lighting: Yes No Music or PA system: Yes No Number of Courts: ** One Two Three

2. CONTACT INFORMATION

Name of individual responsible for event Stephani Renee McCarath
 First Middle Last

Application on behalf of Group Individual Organization
The Umoja Festival
 Name of Group or Organization

Address 291 Lester Ave #106 Oakland CA 94606
 Street City State Zip

Phones (510) 754-2670 () (415) 846-4913 Email etesfahan@gmail.com
 Home Phone Work Phone Cell Phone

* For groups of 49 people or more, the Parks and Recreation cannot issue permits for a facility, parks or picnic use without verification of a Special Events Permit issued by the Oakland Police Department. Without these permits the Police have the authority to ask your group to disband. Info: (510) 238-3154.
 ** When reserving multiple tennis courts, there must be at least one open court for public use.
 *** Debit Cards can only be accepted if they have the Visa or MasterCard symbols on the card.
 **** For rain updates please call 510-238-4718, before 2pm on the date of your event. If your event is on the weekend, you may not play on the field 48 hours after the rain day.

[Signature] Stephani McCarath D2381914 / 09-28-2019
 Signature Print Name Driver License #/Expiration Date

I hereby acknowledge an assume responsibility for payment of fees due at the time of receiving my permit. This form will not be processed without a signature or if the application is not filled out completely. I will make sure that all trash in and around the field area will be placed in
 Revised: 03/03/11

EX. B



CITY OF OAKLAND
OAKLAND PARKS AND RECREATION

Rental Application

*Copy
2/11/15*

ATTENTION: _____

Date of Application: Feb 11, 2015

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

Name of Business/Organization: The Umaja festival

Business/Organization Address: 291 Lester Ave #106 Oakland CA 94606
Street Address City Zip Code

Applicant Name: Stephani McGrath

Applicant Mailing Address: 219 Pueblo Way Vallejo CA 94591
Street Address City Zip Code

Phone Number: 415-846-4913 Fax Number: _____ E-mail: Silentsounde177@gmail.com

Facility/Park Name: Lowell Park

Room(s)/Site(s) _____

EVENT INFORMATION:

Date(s) of Event: August 15, 2015

Time In/Prep Time 8 am Actual Event Time 10 Am to 6 pm Cleanup/Time Out 3pm

Type of Event/Purpose: *(be specific, i.e., Wedding Reception, Meeting, Birthday Party, Banquet, Picnic, BBQ, Walk, Run, Festival, Rally, Quinceanera, BarMitzvah/BatMitzvah, etc.)*
Festival

General Public Allowed: Yes No Sound Amplification: Yes No Non-Amplified Sound: Yes No

Type of Equipment to be used: *(i.e., musical instruments, live band, cd player, amplifiers, microphones, etc.)*
live band, microphones, amplifiers

Note: Charging admission, selling tickets or merchandise, or solicitation of money in any manner must be approved by the Parks and Recreation Advisory Commission 60 days or more in advance of event date.

Number of Participants (Total) approx 2000 Approximate # of Adults _____ # of Teens _____ # of Children/Infants _____

Please provide below special accommodations/requests for your event. If no special accommodations required, please write NONE.
field prep, Garbage Bins

Will you require a caterer for your event? Yes No
If yes, are you choosing a caterer from OPR's Approved Caterer's List? Yes No

Name of Approved Caterer: _____

If not using an OPR Approved Caterer, provide name of non-approved caterer: _____
(Note: An Opt-Out Fee is applicable to non-approved Caterers and non-Catered events. See Attached Regulations)

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

Non-Refundable Permit Processing Fees:

Picnic & Related Events: \$15 (50+) people
Building Rentals/Special Events (Parks): \$30

- | | |
|---|--|
| (1) _____ x _____ = _____
(Hourly Rate) (# of hours) | (7) Alcoholic Beverage Fee = _____ |
| (2) _____ x _____ = _____
(Hourly Rate) (# of hours) | (8) Administrative Service Fee = _____ |
| (3) Permit Processing Fee = _____ | (9) Caterer Opt Out Fee = _____ |
| (4) Deposit = _____ | (10) Sound Use Fee = _____ |
| (5) Setup/Teardown = _____ | (11) Other Charges = _____ |
| (6) Kitchen = _____ | |

TOTAL: \$ _____ Less Advance Minimum Payment of \$ _____ ; BALANCE DUE 30 DAYS BEFORE EVENT: \$ _____
(Deposits are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned.)

Please check payment type: Cash: _____ Check #: _____ Type of Credit Card: Visa or MasterCard: _____
(See attached Authorization for Credit Card Payment Form)

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

APPLICANT SIGNATURE Stephani McGrath DATE Feb 11, 2015

Please note: By submitting this application, other documents/permits may be initiated to finalize your reservation

CITY OF OAKLAND
Interoffice Memorandum



Oakland Parks and Recreation

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Freddie Morris, Adult Sports Unit Supervisor
DATE: March 11, 2015
SUBJECT: **Informational Event Report request by PRAC for The UMOJA Festival at Lowell Park on August 16, 2014.**

SUMMARY

Event Report request by PRAC for The UMOJA Festival at Lowell Park on August 16, 2014 to report on day of event.

FISCAL IMPACT

Oakland Parks and Recreation collected fees in the amount of \$3,989.08 grant funding through friends of Oakland Park and Recreation as the fiscal sponsor. The funds collected were used to pay operating cost.

BACKGROUND

This was the 2nd year that the UMOJA Festival has showcased at Lowell Park UMOJA provided the event with a few security guards for the safety of the patrons attending along with 3 staff whom were representation for OPR. The UMOJA festival also showcased a soccer tournament.

That in attendance were around 1500 the community enjoyed artisans' merchandisers that were available for the public was jewelry, t-Shirts, shoes, artisan ware and food and vendor referral for community resources such as health organization, senior care. Stage entertainment and live music was provided to the community also to enjoy. The overall event was to bring the community together to enjoy live entertainment in the Lowell park community and the community was a success.

Respectfully submitted,

Freddie Morris III
Adult Sports Supervisor

Attachments: Exhibit A – Request Letter
Exhibit B – Lowell Park Ball Field Rental Application

PRAC – March 1, 2015
Item

EX.C

CITY OF OAKLAND
Interoffice Memorandum



Oakland Parks and Recreation

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Faith E. Du Bois, Parks & Recreation Advisory Commissioner
DATE: June 10, 2015
SUBJECT: RECOMMENDATION THAT THE PARKS AND RECREATION ADVISORY COMMISSION (PRAC) ESTABLISH AND ADOPT A TASK FORCE OF CITY OFFICIALS FROM PARKS AND RECREATION, OAKLAND PUBLIC WORKS, OAKLAND POLICE DEPARTMENT, PARK PATRONS, OAKLAND RESIDENTS AND PRAC MEMBERS FOR THE PURPOSE OF CREATING A POLICY REGARDING GRILLING IN OAKLAND CITY PARKS WITH THE INITIAL PRIORITY BEING LAKESIDE PARK.

SUMMARY

In response to recent growing concerns about Oakland parks visitors setting up large unpermitted gatherings for grilling activities a Task Force of fourteen community *thought partners* representing the Lakeshore Business Improvement District, Lake Merritt Business Association, Eastlake Music Festival, Oakland Police Department's Neighborhood Services Division, the Vice Chair of San Antonio NCPC, OPR Central Reservations, as well as several District 2 residents, a local artist, a resident of the Lake Merritt area, 3 PRAC Commissioners, and OPR Director Audree V. Jones-Taylor was convened.

Specific concerns which the Task Force reviewed focused on unpermitted grilling along with indiscriminate and hazardous disposal of hot coals. Additionally, the Task Force discussed concerns about the increased noise level from amplified sound and improper disposal of debris from grilling activity. The Task Force's charge is to create a policy regarding grilling in Oakland City Parks with the initial priority being Lakeside Park.

FISCAL IMPACT

There is no current fiscal impact associated with this report.

PROJECT DESCRIPTION

The growing influx of visitors to Lakeside Park brings with it some emerging issues which could potentially interfere with the safe and enjoyable use of this community asset in the heart of Oakland. Though there are some rules currently in place to guide park users, it appears that park patrons are unaware of the rules. Further, enforcement has been difficult to manage.

The Task Force's efforts will include exploring strategies/efforts to:

- Educate park users about park rules
- Create a volunteer base to help clean debris left by patrons and possibly monitor visitor groups
- Designate areas where grilling is allowed and identify the types of grills which are acceptable
- Enforce compliance without an overly aggressive law enforcement presence

In the near future the Task Force will reconvene for a walk through Lakeside Park to identify areas conducive to gathering and safe grilling.

BACKGROUND

Grilling in the parks and an array of improper park behavior has been initially discussed by stakeholders (park users as well as Oakland residents living close to City parks) at several OPR hosted and facilitated community focus groups convened in all of the City's Council districts. These community convenings produced valuable feedback - further defining the problems as well as the resulting concerns community members have - and helped lay the groundwork for the Task Force's work. As a result there is considerable interest in correcting unpermitted grilling and promoting compliant and respectful behavior by park users. Oakland residents and leaders are proud of our City's park system - considered a valuable and defining part of Oakland's appeal. We are all beneficiaries of the enhanced quality of life our parks offer and we should become stewards of this community asset to ensure that park visitors are able to enjoy our urban green spaces.

To that end, recently OPD has assigned dedicated officers at Lakeside Park on weekends to issue warnings about "no grilling in the parks". Weekend gardening crews have been helping to pick up litter, empty trash cans, and engage park users in conversations about the proper use of the City's parks. The Task Force will build on these efforts.

RECOMMENDATION

Recommendation that the Parks And Recreation Advisory Commission (PRAC) establish and adopt a task force of city officials from Parks And Recreation, Oakland Public Works, Oakland Police Department, park patrons, Oakland residents and PRAC members for the purpose of creating a policy regarding grilling in Oakland city parks with the initial priority being Lakeside Park.

Respectfully submitted,

Faith DuBois
Parks and Recreation Advisory Commission Member

CITY OF OAKLAND
Interoffice Memorandum



Oakland Parks and Recreation

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Wendy Johnson, Central Reservations Unit, Public Service Representative
DATE: June 10, 2015
SUBJECT: **REQUEST APPROVAL FROM THE PARKS AND RECREATION
ADVISORY COMMISSION TO GRANT PERMISSION TO ALLOW
COMMUNITY MERCHANTS TO COLLECT DONATIONS ON SITE AT
THE XICANA MORATORIUM COALITION'S FESTIVAL AT
SAN ANTONIO PARK ON SUNDAY, AUGUST 30, 2015**

SUMMARY

Oakland Parks and Recreation received a request from Aurora Lopez and Sagnicthe Salazar, Program Directors for The Xicana Moratorium Coalition, for permission to have community and local arts and craft merchandise vendors collect donations at their Annual Festival at San Antonio Park on Sunday, August 30, 2015. The funds raised will be used to cover the costs of presenting the festival, e.g. stage rental, clean-up, tables/chairs, and to continue to do future community events like this one to promote support for local talent and artists.

FISCAL IMPACT

The San Antonio Recreation Center will collect rental fees in the amount of \$1,170 paid by The Xicana Moratorium Coalition for this event. Which is a positive fiscal impact.

BACKGROUND

Xicana Moratorium has been promoting this event for 35th year, two (2) of those years at San Antonio Park. This year they are requesting to have vendors and to allow to collect funds. Each event is free to the community and normally attracts about 200 attendees. Many of the participating vendors were community-based organizations and local community artists who offered arts and crafts items for sale. They anticipate collecting between \$200 - \$300 from donations.

Xicana Moratorium Coalition is expecting to have 5 to 10 arts & crafts vendors. There will be no food vendors, all food will be free at this event. The vendors pay a table/booth fee/donation of \$20. Vendors also donate their arts and crafts for raffling as part of the agreement. This festival is dedicated to bringing the community together and building unity through the arts. This event also allows the showcasing and exposure as well as support for local talent in our Oakland community.

Parks and Recreation Advisory Commission
June 10, 2015

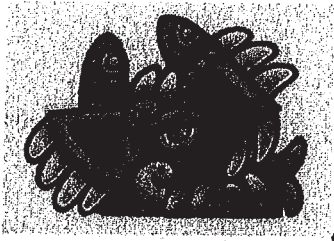
RECOMMENDATION

Staff recommends that the Park and Recreation Advisory Commission approve the request to allow The Xicana Moratorium Coalition to have community merchants collect donations at their 36th Annual Festival at San Antonio Park on Sunday, August 30, 2015. Aurora Lopez and Sagnicthe Salazar, Program Directors, are aware that additional permits will be required by the merchants and Xicana Moratorium Coalition provided their request is granted.

Respectfully submitted,

Wendy Johnson
Central Reservation Unit Public Service Representative

Attachments: Exhibit A – Xicana Moratorium Coalition Request Letter
Exhibit B – Rental Application



Xicana Moratorium Coalition

Defending Land and Life

Dear PRAC,

Xicana Moratorium Coalition would like to formally request permission to vend at this years Xicana Moratorium Day taking place on August 30th 2015. Vending would happened during the festival from 12-5pm and it includes, cultural artists, community speakers, and local bands for families and community to enjoy while they are also learning about current struggles and organizing efforts. During this time we BBQ which we give out for free to all in attendance. Our young people also prepare activities for kids and monitor kids who want to get in the jumper. Lastly we like to invite local community organizations to table and local artists to vend.

The funds that would be collected at the event would be from sales for local vendors and we would also like to collect donations for the food and event in general. We want to make sure local art is supported and thriving which is why we like to invite vendors to sale anything from paintings to hand made bags. We collect donations because that helps us continue our work as this event and all events we put on are free to the community and are able to happen through donations and fundraisers that our youth organize.

We really hope that PRAC will support the continuation of this event that has been going on for the last 35 years, for three of those years now in Oakland. We hope that this event can be institutionalized in the city and be part of Oakland culture. We thank you in advance for permitting vending to occur that day and that funds be collected for local vendors and donations.

With Gratitude,
Xicana Moratorium Coalition organizers

Any questions, Feel free to contact
Sagnicthe Salazar or Aurora Lopez
510-812-1426 , 510-390-3004
ssagnicthe@gmail.com.



Oakland Parks and Recreation
 250 Frank H. Ogawa Plaza, Suite 3330, Oakland, CA 94612
 Office: (510) 238-3187; Facsimile: (510) 238-2397



Rental Application

ATTENTION: _____

Date of Application: 12-28-14

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

Name of Business/Organization: Xicana Matorium Coalition

Business/Organization Address: 1287 62ND Ave Oakland CA 94621

Applicant Name: Aviora C. Lopez

Applicant Mailing Address: 1287 62ND Ave Oakland CA 94605

Phone Number: 510-390-3004 Fax Number: _____ E-mail: aviora.c.lopez@gmail.com

Facility/Park Name: San Antonio Park

Room(s)/Site(s) Lower Part of Park By Football

ssagnicthe@gmail.com

EVENT INFORMATION:

Date(s) of Event: Sunday August 30th 2015

Time In/Prep Time 6:30 am Actual Event Time 10 am to 5 pm Cleanup/Time Out 7 pm

Type of Event/Purpose: (be specific, i.e., Wedding Reception, Meeting, Birthday Party, Banquet, Picnic, BBQ, Walk, Run, Festival, Rally, Quinceanera, BarMitzvah/BatMitzvah, etc.) Festival

General Public Allowed: Yes No Sound Amplification: Yes No Non-Amplified Sound: Yes No

Type of Equipment to be used: (i.e., musical instruments, live band, cd player, amplifiers, microphones, etc.) Musical Instruments, microphones, music, speakers DJ

Note: Charging admission, selling tickets or merchandise, or solicitation of money in any manner must be approved by the Parks and Recreation Advisory Commission 60 days or more in advance of event date.

Number of Participants (Total) 200 Approximate # of Adults 150 # of Teens 30 # of Children/Infants 20

Please provide below special accommodations/requests for your event. If no special accommodations required, please write NONE. Open Barrooms

Will you require a caterer for your event? Yes No

If yes, are you choosing a caterer from OPR's Approved Caterer's List? Yes No

Name of Approved Caterer: N/A

If not using an OPR Approved Caterer, provide name of non-approved caterer: N/A
 (Note: An Opt-Out Fee is applicable to non-approved caterers and non-Catered events. See Attached Regulations)

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

Non-Refundable Permit Processing Fees:
 Picnic & Related Events: \$15 (50+ people)
 Building Rentals/Special Events (Parks): \$30

(1) <u>10</u> x <u>13.5</u> = <u>\$540</u> (Hourly Rate) (# of hours)	(7) Alcoholic Beverage Fee = <u>N/A</u>
(2) _____ x _____ = <u>N/A</u> (Hourly Rate) (# of hours)	(8) Administrative Service Fee = <u>N/A</u>
(3) Permit Processing Fee = <u>\$30</u>	(9) Caterer Opt Out Fee = <u>N/A</u>
(4) Deposit = <u>\$500</u>	(10) Sound Use Fee = <u>\$100</u>
(5) Setup/Teardown = <u>N/A</u>	(11) Other Charges = <u>N/A</u>
(6) Kitchen = <u>N/A</u>	

TOTAL: \$ 1,170 Less Advance Minimum Payment of \$ 1,170; BALANCE DUE 30 DAYS BEFORE EVENT: \$ 0
 (Deposits are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned.)

Please check payment type: Cash: _____ Check #: _____ Type of Credit Card: Visa or MasterCard:
 (See attached Authorization for Credit Card Payment Form)

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

APPLICANT SIGNATURE Aviora Lopez DATE 12-28-14

Please note: By submitting this application, other documents/permits may be initiated to finalize your reservation.

Central Reservations Unit

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

(510) 238-3187

Xicana Moratorium Coalition
1287 - 62nd Avenue
Sagnicthe Salazar Reynoso
Oakland, CA 94621

Receipt

DATE TIME	RECEIPT NUMBER USER NAME	CHARGES					PAYMENT	BALANCE DUE
3/27/2015 1:03 PM	1017457.032 Sophea Vaca	\$ 1,170.00					\$ 1,170.00	\$ 0.00

PAYER INFORMATION

PAYER NAME	ADDRESS	PHONE #	PAYMENT TYPE INFORMATION	AMOUNT
Xicana Moratorium Coalition Attn: Aurora C Lopez	1287 - 62nd Avenue Sagnicthe Salazar Reynoso Oakland, CA 94621	Home: (510) 390-3004	CREDIT CARD No: *5393 Auth #090957 ID#: CDL #D4969342 exp 06/16/2019 " event 08/30/2015"	\$ 1,170.00

TRANSACTION(S)

CUSTOMER NAME	TRANSACTION INFORMATION	FEES/AMOUNT
Xicana Moratorium Coalition # 4980	Made Payment for Permit #9005124 San Antonio Park Festival/San Antonio Park-Deposit (Rentals)	\$ 600.00
Xicana Moratorium Coalition # 4980	Made Payment for Permit #9005124 San Antonio Park Festival/San Antonio Park-Park Special Event Fee	\$ 540.00
Xicana Moratorium Coalition # 4980	Made Payment for Permit #9005124 San Antonio Park Festival/San Antonio Park-CRU Permit Processing Fee	\$ 30.00
Xicana Moratorium Coalition # 4980	Made Payment for Permit #9005124 San Antonio Park Festival/San Antonio Park-CRU Sound Permit Fee	\$ 100.00

BALANCE OF PAYMENT PLANS PAID AGAINST ON THIS RECEIPT:

Receipt 3012044.032 Balance = \$0.00

CALIFORNIA STATE LAW: If your check bounces you could be liable for three times the amount of the check or \$100, whichever is more, plus the face value of the check and court costs. A minimum of \$25 will be charged for all returned checks.

Additional hours, mandatory setup/takedown fee, alcohol fee, and sound fee must be paid 30 days prior to date of event.

Cancellation fees are set and charged by the City of Oakland Master Fee Schedule. Fees vary by facility.

Telephone authorization of charges constitutes an oral agreement and confirms reservation.



RQ # 9005124 wj

OAKLAND POLICE DEPARTMENT

Special Events Permit Application

TF-807-3 (Jul 10)

faxed 5/27/15 wj

APPLICANT INFORMATION

Applicant Name Aurora Lopez	Date of Birth 6/16/85	Contact No. 510-310-3004	Alternate Contact No. 510-812-1426
Applicant's Address 1287 62ND AVE.	City Oakland, CA	Zip Code 94621	

EVENT INFORMATION

Date of Application 12/28/14	Type of Event Select one Community BBQ & Festival	Other Event (Describe)
Location/ Address of Event San Antonio Park.	Date of Event August 30, 2015	Time/ Start-End 5am - 5pm
No. Persons Expected (200)	Persons Allowed Select one 200	Ticket Sales Select One N/A
No. of Monitors/Security 10	Security Company Coastal Necalli	Telephone No. 510-812-1426
Type of Music Select one Amplified Sound	Other Music (Describe)	Will food/drink be sold <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

PERMIT INFORMATION

HAVE YOU EVER BEEN DENIED A PERMIT? Yes No

Applicant agrees to abide by Oakland Municipal Code Dance Hall Regulations, Section 5-4.03 HOLD HARMLESS AGREEMENT

The Special Event applicant or president of designee of the sponsoring organization(s) (hereafter called "permittee") agrees to reimburse the City of Oakland (hereafter called "City") for all losses incurred by it in repairing or replacing damage to City Property proximately caused by the permittee, its officers, employees, agents, monitors, or any other persons or forming the special event, who were, or should have been, under the permittee's control. Persons who merely attend or join in a special event are not considered by that reason alone to be "under the control" of the permittee.

The permittee further agrees to defend without costs, indemnify, and hold harmless the City, its officers, agents, and employees from any liability to any persons, damages, losses, or injuries arising out of or alleged to arise out of the permitted special events, which was proximately caused by the actions of the permittee, its officers, employees, agents, including monitors, or any other persons attending or joining in the special event who were, or reasonably should have been under the control of the permittee. Persons who merely attend or join in a special event are not considered by that reason alone to be "under the control" of the permittee.

I have read and I understand the Hold Harmless Agreement and I declare under penalty of perjury that the information provided in this application is true and correct.

Permittee's Signature *Aurora Lopez* Date 12-28-14

Police Overtime cost Attached: Yes No Application Fees Paid: Yes No

ABC Endorsement: Approved Denied

Verified By: _____
Special Events Personnel Serial No.

Pursuant to OMC §9.52.080, a Special Events Permit is conditionally approved in order for the applicant to obtain additional required documentation.

Signature of Special Events Coordinator Serial No. Date Signed

A Permit is Hereby Approved Denied - Pursuant to OMC Section 9.52.090 Subsection (Select Appropriate Subsection)

Signature of Chief of Police Designee Serial No. Date Signed