



PARKS AND RECREATION ADVISORY COMMISSION

City of Oakland

Wednesday, September 16, 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, ROSENBLUM, SELNA, WU

3. DISPOSITION OF MINUTES:

- May 13, 2015 Draft Meeting Minutes
- July 8, 2015 Draft Meeting Minutes

4. SPECIAL ORDERS:

5. PRAC PENDING LIST:

6. MODIFICATIONS TO THE AGENDA:

7. CONSENT NEW BUSINESS:

A. **REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION TO APPROVE THE REQUEST FROM THE UNITED NEGRO COLLEGE FUND INC. FOR PERMISSION TO COLLECT ON-SITE DONATIONS AT THE 30TH ANNUAL WALK-A-THON FOR EDUCATION AT LAKESIDE PARK ON SATURDAY, SEPTEMBER 26, 2015.**

The United Negro College Fund, Inc. (UNCF) has held its Walk-A-Thon for Education at Lakeside Park for many years. The event draws approximately 200+ people who participate in a 5K walk. The Walk for Education helps to raise funds for minority students endeavoring to fulfill their educational dreams.

B. **REQUEST FROM THE FRIENDS OF THE GARDENS AT LAKE MERRITT AND OAKLAND PUBLIC WORKS FOR CONSENT TO USE THE GARDEN CENTER AND THE GARDENS AT LAKE MERRITT TO HOLD A FUNDRAISER CALLED THE "AUTUMN LIGHTS FESTIVAL" ON FRIDAY AND SATURDAY, OCTOBER 16TH AND 17TH, 2015.**

Friends of the Gardens at Lake Merritt (FGLM) have requested use of the Lakeside Park Garden Center and the Gardens at Lake Merritt to hold a fund-raising "The Autumn Light Festival" event. Net event receipts will entirely go to benefit improvements to the new entrance of the Gardens and Garden Center. Proud Festival Nation has been hired to manage the event.

C. **REQUEST FROM MCCLYMONDS ACTION COMMITTEE TO HOLD THEIR REUNION ON SATURDAY, SEPTEMBER 26, 2015 AT DEFREMERY PARK AND TO COLLECT ON SITE DONATIONS.**

McClymonds has had more than 25 successful reunions at deFremery Park. It is a time for people to reunite and rekindle old friendships with former classmates, visit their old

community and family home, share family stories and have fun revisiting old memories. All class years are invited from classes of the 1950's to the graduating class of 2014. The community looks forward to a day of family engagement and community involvement. Proceeds from this event will continue to support their organization and planning for the following year's event.

D. **REQUEST FROM YOUTH SPEAKS ORGANIZATION TO HAVE AN EVENT (LIFE IS LIVING) WITH VENDORS AT DEFREMERY PARK ON SATURDAY, OCTOBER 10, 2015.**

Youth Speaks has held Life is Living Festival for five years at deFremery Park. There are various platforms for youth to enjoy. Spoken word, Food Justice, Hip Hop Dream Stage, Eco-Empowerment Health and Wellness Fair and skateboard competitions to name a few. The attendance is very high and the community looks forward to it. Proceeds from this event will continue to support Youth Speaks in the service of youth and arts in Oakland and the surrounding Bay Area.

E. **REQUEST FROM THE BLACK COWBOY ASSOCIATION TO HAVE VENDORS AT THEIR ANNUAL PARADE AND FESTIVAL SPECIAL EVENT BEING HELD AT DEFREMERY PARK ON SATURDAY, OCTOBER 3, 2015.**

Oakland Black Cowboy Association (OBCA), a non-profit organization, request to have up to 20 vendors at their Annual Parade and Festival event held at deFremery Park. OBCA has had forty successful parades and festivals. Horses, cars, drill teams and spectators are all strategically placed. There is anticipation among neighbors, surrounding city communities and beyond who look forward to this family friendly affair. Proceeds from their fundraising efforts will continue to support this historical West Oakland heritage.

8. **NEW BUSINESS**

A. **REQUEST FROM BAY LOCALIZE WHO IS PARTNERING WITH SEEDS & SOUL: INDIGENOUS CULTURAL EXCHANGE AND FESTIVAL FOR PERMISSION TO FUNDRAISE ON-SITE WITH COLLECTION OF DONATIONS, SELL HEALTHY, HIGH QUALITY FOODS AND BEVERAGES AND SELL OF ARTISTS WARES AT THEIR OUTDOOR CULTURAL EXCHANGE & FESTIVAL AT LAKESIDE PARK (FAIRYLAND GRASSY AREA) ON SATURDAY, OCTOBER 24, 2015.**

Bay Localize is an Oakland-based non-profit organization that inspires and supports community leaders in building equitable, resilient communities. They confront the challenges of climate instability, rising energy costs, and recession by boosting regional capacity to provide for everyone's needs, sustainably and equitably. Seeds and Soul is a one-day, Indigenous wombyn-led gathering and festival that centers around the themes of environmental sustainability, social justice, and Indigenous wombyn's leadership.

B. **REQUEST FROM THE BONSAI GARDEN AT LAKE MERRITT FOR APPROVAL TO ESTABLISH A MUSEUM STORE AT THE BONSAI GARDEN AT LAKE MERRITT TO FUNDRAISE FOR RENEWEL OF THE BONSAI GARDEN DISPLAYS.**

The Bonsai Garden at Lake Merritt (BGLM) is requesting permission from PRAC to create and run a Museum Shop to raise funds for revitalization of the Garden display area. BGLM

has become a member of the California Association of Museums (CAM) and the American Alliance of Museums (AAM) in order to elevate their status to an accredited museum. The project for which BGLM seeks CCHE grant funding is replacement of 40 2'x3' and 13 2'x10' display benches and 3 2'x6' seating benches for the bonsai in the collection. In addition, we would like to redesign the layout of the benches to add at least six to eight small benches plus another two to three seating benches for our visitors.

C. REQUEST FOR APPROVAL TO DEDICATE A BENCH TO JO AND NORM BUDMAN.

Scott and Margo Budman, children of Jo and Norm Budman, contacted the City requesting that a bench be dedicated to honor their parent's 50th wedding anniversary. The desired bench location is on the east side of Lake Merritt along Lakeshore Avenue. The specific bench faces the lake and is the most northerly of two benches across from the entrance to the Cleveland Cascades. The plaque installation process is in accordance with the Public Works Agency construction requirements.

D. REQUEST FOR APPROVAL TO DEDICATE A BENCH TO JUNE SPERO.

The family of June Spero is requesting that a bench across from the bird pond adjacent to the Rotary Nature Center inside Lakeside Park is dedicated to honor her memory. Mrs. Spero is survived by three children and five grandchildren who would like a place to remember her.

E. REQUEST FOR THE PARK AND RECREATION ADVISORY COMMISSION TO ACCEPT AN INFORMATIONAL REPORT ON THE CAMRON STANFORD HOUSE LANDSCAPING AND LIGHTING IMPROVEMENTS.

The Camron-Stanford House, as a Victorian house museum, has been a venue for many historical exhibits and public and private events since 1978, when much of the building had been restored to the 1880 period. The Camron-Stanford House Preservation Association (CSHPA) has a current lease with the City of Oakland, which is the owner of the Camron-Stanford House and its property. Existing lack of public safety during evening use and the protection of the historic house and its grounds have been on-going concerns for the CSHP. Although there is excellent exterior lighting on the front and right side of the building, installed by the City during the Measure DD project, there is no night illumination on the back and left side of the building.

F. REQUEST FOR THE PARK AND RECREATION COMMISSION TO ACCEPT AN INFORMATIONAL REPORT FOR A MURAL INSIDE VERDESE CARTER RECREATION CENTER.

Staff received a proposal to install a community inspired mural inside the Verdesse Carter Recreation Center located at 9600 Sunnyside Street from One Toyota of Oakland. The Verdesse Carter Recreation Center is operated by the Police Athletic League (PAL) and proposes to work in collaboration with local community leaders and youth to design and install the mural inside the recreation center to provide inspiration to program participants and visitors.

9. CONDITIONAL USE PERMITS:

A. REQUESTING ENDORSEMENT AND APPROVAL OF THE DESIGN, IMPLEMENTATION, PERMITS FOR CONDITIONAL USE AND TREE REMOVAL FOR THE BISHOP FLOYD L. BEGIN PLAZA RENOVATION PROJECT.

Staff from the Oakland Public Works (OPW) and the Office of Parks and Recreation (OPR) request endorsement for the Conditional Use Permit in the design and implementation of Bishop Floyd L. Begin Plaza Renovation (Begin Plaza) Project funded by Housing-Related Parks Program (HRPP). The project includes improvements to approximately 12,833 square feet of the 19,020 square foot site located at 2251 San Pablo Ave, Oakland

10. COMMUNICATIONS:

11. PRAC COMMITTEE REPORT:

12. ADVISORY COUNCIL REPORTS:

13. UNFINISHED BUSINESS:

14. COUNCIL REFERRALS:

15. OPEN FORUM:

16. DIRECTOR'S REPORT:

- East Bay Warriors Football
- Oakland Babe Ruth
- Oakland Dynamites Football
- North and South Oakland Youth
- Oakland Girls Softball
- Street Soccer USA
- Oakland Unified School District
- East Bay United
- Gift In Place
- Naming Rights/Sponsorships
- Golden State Warriors

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, October 14, 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: Zermaine Thomas, Central Reservations Lead
DATE: September 16, 2015
SUBJECT: **REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION TO APPROVE THE REQUEST FROM THE UNITED NEGRO COLLEGE FUND INC. FOR PERMISSION TO COLLECT ON-SITE DONATIONS AT THE 30TH ANNUAL WALK-A-THON FOR EDUCATION AT LAKESIDE PARK ON SATURDAY, SEPTEMBER 26, 2015.**

SUMMARY

Oakland Parks & Recreation has received a request from the United Negro College Fund, Inc., a non-profit organization, to collect donations at the 30th Annual Walk-A-Thon for Education at Lakeside Park on Saturday, September 26, 2015. The Walk for Education helps to raise funds for minority students endeavoring to fulfill their educational dreams.

FISCAL IMPACT

There is no fiscal impact on Oakland Parks & Recreation. The United Negro College fund is paying all rental fees for event held at Lakeside Park.

BACKGROUND

The United Negro College Fund, Inc. (UNCF) has held its Walk-A-Thon for Education at Lakeside Park for many years. The UNCF came before the Parks and Recreation Advisory Commission for the last eight years and was approved for collection of donations and pledges. The event draws approximately 200+ people who participate in a 5K walk.

For 69 years, the UNCF has provided funding to support 37 private, historically black colleges and universities and financial assistance to over 60,000 students nationwide who attend the schools.

RECOMMENDATION

Staff recommends that the Park and Recreation Advisory Commission approve the United Negro College Fund Inc.'s request for collection of donations at the UNCF's 30th Annual Walk-A-Thon for Education at Lakeside Park on Saturday, September 26, 2015. The UNCF is aware of additional permits that are required provided their request to collect donations is granted.

Respectfully submitted,

Zermaine Thomas
Central Reservations Lead

Parks and Recreation Advisory Commission
September 9, 2015

Attachments: Exhibit A – UNCF Request Letter
Exhibit B – UNCF Post Event Report (2014)
Exhibit C – Park Use Application



United Negro College Fund, Inc.
220 Montgomery Street
Suite 1120
San Francisco, CA 94104
T 415 956 1018
F 415 956 1862
UNCF.org

Dr. Michael L. Lomax
President and CEO

Frederick D. Patterson
Founder

COLLEGES & UNIVERSITIES

Allen University
Columbia, SC

Benedict College
Columbia, SC

Bennett College
Greensboro, NC

Bethune-Cookman University
Daytona Beach, FL

Clafin University
Orangeburg, SC

Clark Atlanta University
Atlanta, GA

Dillard University
New Orleans, LA

Edward Waters College
Jacksonville, FL

Fisk University
Nashville, TN

Florida Memorial University
Miami, FL

Huston-Tillotson University
Austin, TX

Interdenominational
Theological Center
Columbia, SC

Jarvis Christian College
Hawkins, TX

Johnson C. Smith University
Charlotte, NC

Lane College
Jackson, TN

LeMoyné-Owen College
Memphis, TN

Livingstone College
Salisbury, NC

Miles College
Birmingham, AL

Morehouse College
Atlanta, GA

Morris College
Sumter, SC

Oakwood University
Huntsville, AL

Palma College
Augusta, GA

Philander Smith College
Little Rock, AR

Rust College
Holly Springs, MS

Saint Augustine's College
Raleigh, NC

Saint Paul's College
Lawrenceville, VA

Shaw University
Raleigh, NC

Spelman College
Atlanta, GA

Stillman College
Tuscaloosa, AL

Talladega College
Talladega, AL

Texas College
Tyler, TX

Tougaloo College
Tougaloo, MS

Tuskegee University
Tuskegee, AL

Virginia Union University
Richmond, VA

Voorhees College
Denmark, SC

Wilberforce University
Wilberforce, OH

Wiley College
Marshall, TX

Xavier University
New Orleans, LA

July 8, 2015

City of Oakland
Parks & Recreation Advisory Commission
C/O Central Reservations Unit-Tanya Nicholson
250 Frank Ogawa Plaza, Suite 330
Oakland, CA 94612

Dear Commissioners:

On Saturday, September 26, 2015 UNCF (United Negro College Fund) will host its 30th Annual Walk for Education at Lake Merritt Oakland. We are expecting approximately 500 walk participants to participate in pre and post activities from 9:00 a.m.-12:30 p.m. Pre event activities includes registration, booth activities, body stretching/warm-up, and event announcements. Post activities includes Kiddie Olympics, awards ceremony and lunch.

We are requesting permission to collect donations from walk participants on the day of the event. Donations can be made through our current walk site and the UNCF.org website, however many participants continue to raise money until the 12th hour. Therefore we would like to be able to accept donations forms with cash, check or money orders. We have successfully managed this process in the past by securing an offsite location to handle monies and having a security presence with our accounting team and the event.

Thank you for your consideration!

Angela Wilbourn
Area Development Director
415-956-1018

Exhibit A



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: UNCF WALK For Education

Location of Event: Lake Merritt Oakland

Date/Hours of Event: Oct. 24, 2014 (8:30-12:30PM) Permit No. _____

Contact Person: Monica Sudduth Phone No. 415-956-1018

Contact Person Address: 220 Montgomery Street, San Francisco CA 94104
Suite 1120

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

2013 at Lake Merritt Oakland

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: 300+

2. Were registration or donation fees collected on-site for the event? Yes No
Not Applicable

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

4. What was the cost for registration? 0.00

5. How much money was collected on site for registration fees? NONE

6. How much money was collected on site for donations? N/A



Rental Application

ATTENTION: Emmaire Thomas

Date of Application: 12/12/14

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

Name of Business/Organization: United Negro College Fund Inc (UNCF)

Business/Organization Address: 202 Montgomery St Ste 1120 San Francisco CA 94104
Street Address City Zip Code

Applicant Name: Monica Sumnith

Applicant Mailing Address: 212 Compass Pt Ct Hercules CA 94547
Street Address City Zip Code

Phone Number: 510 449-415- Fax Number: 956-1863 E-mail: monica.sumnith@uncf.org

Facility/Park Name: Lakeside Park Bandstand

Room(s)/Site(s) _____

EVENT INFORMATION:

Date(s) of Event: Saturday, September 26, 2015

Time In/Prep Time 6:00 AM Actual Event Time 8:00 am to 12 noon Cleanup/Time Out 12-2pm

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

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.)
band, microphone, ampl speakers

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.

NONE Vendor

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>312</u> x <u>288</u> = <u>600</u> <u>156 for two hours</u> <small>(Hourly Rate) (# of hours)</small>	(7) Alcoholic Beverage Fee = <u>N/A</u>
(2) _____ x _____ = _____ <small>(Hourly Rate) (# of hours)</small>	(8) Administrative Service Fee = _____
(3) Permit Processing Fee = <u>30</u>	(9) Caterer Opt Out Fee = _____
(4) Deposit = <u>300</u>	(10) Sound Use Fee = <u>100</u>
(5) Setup/Teardown = _____	(11) Other Charges = _____
(6) Kitchen = <u>N/A</u>	

TOTAL: \$ 930 1030 Less Advance Minimum Payment of \$ 300 730; BALANCE DUE 30 DAYS BEFORE EVENT: \$ 730
 (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
 (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

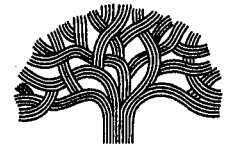
APPLICANT SIGNATURE Monica Sumnith DATE 12/12/14

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

Exhibit C

CITY OF OAKLAND

Interoffice Memorandum



CITY OF OAKLAND

Office of Public Works Agency

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Victoria Rocha, Park Supervisor I, Oakland Public Works
DATE: September 16, 2015
SUBJECT: **REQUEST FROM THE FRIENDS OF THE GARDENS AT LAKE MERRITT AND OAKLAND PUBLIC WORKS FOR CONSENT TO USE THE GARDEN CENTER AND THE GARDENS AT LAKE MERRITT TO HOLD A FUNDRAISER CALLED THE "AUTUMN LIGHTS FESTIVAL" ON FRIDAY' AND SATURDAY, OCTOBER 16TH AND 17TH, 2015**

SUMMARY

Friends of the Gardens at Lake Merritt (FGLM) have requested use of the Lakeside Park Garden Center and the Gardens at Lake Merritt to hold a fund-raising The Autumn Light Festival event during the evening of Thursday, (Dress Rehearsal) Friday and Saturday, October 15-17, 2015. Net event receipts will entirely go to benefit improvements to the New entrance of the Gardens and Garden Center. This event has been approved by the Parks and Recreation Advisory Commission (PRAC) over the past three years, in support of the benefits these events bring to the Gardens and the City. Proud Festival Nation, have been hired to manage this event.

FISCAL IMPACT

FGLM will be responsible for this event, including its costs and impacts.

FGLM has pledged: 1) This Event will have zero-impact on OPR facilities, 2) To indemnify OPR and the City for this Event, 3) To be responsible for all costs. FGLM have successfully managed events such as this in cooperation with OPR and the Public Works Agency (PWA) over the past three years. Therefore, I anticipate that this event will have no fiscal impact on the City, beyond what benefits may be funded by the proceeds.

EVENT DESCRIPTION

"Autumn Light Festival" will be held on Friday and Saturday, October 16-17, 2015 from 6:00 p.m. to 11:00 p.m. The Garden gates will be closed and entrance and exit will be via the Garden Center. Admission and food service will be pre-sold, with accompanying donation solicitations by FGLM. On behalf of FGLM, Proud Festival Nation and select Oakland Public Works Staff, will solicit, curate and install lighted exhibits and other art displays, primarily produced by Oakland and East Bay artists. They will also manage music production, publicity and event logistics.

The primary patron experience will be an opportunity to see the Gardens at their best, at night, illuminated by artistic illuminations and surrounded by other art work and similarly-minded garden enthusiasts. Food service, which will be solicited from local food trucks and music performances, will provide additional pleasure.

BACKGROUND

OPR and PWA and other City organizations have worked closely with FGLM over the past 8 years and with its parent organization Oakland-East Bay Garden Center, Inc., since the early 1950s.

Fundraising and publicity provided by FGLM has resulted in many benefits to the Gardens and to the people of Oakland. Among the physical improvements at the Gardens has been the redevelopment of the Sensory Garden, the Mediterranean Garden, the Japanese Garden, and the Edible gardens. Many less obvious but critical additions of soil, compost, path materials, signage and plants have been funded by or facilitated via FGLM.

A significant portion of garden maintenance has also been accomplished by teams of volunteers that FGLM has encouraged and managed. These teams have included those drawn by important dates such as Martin Luther King, Jr. Day and Earth Day, as well as by the regularly scheduled volunteer opportunities.

The event, entitled "The Autumn Light Festival" will comprise of decorating the Gardens with various styles of artist-produced illuminating Art pieces that enhance the existing gardens (see Appendix), food service and various sound environments and musical performances consistent with contemplation of the moonless Gardens lit up by artist illuminations. Admissions will be \$20.00 per ticket. (\$25.00 at the door) \$10.00 for Children. Food trucks, Beer and Wine will be sold at \$5.00 a glass, also silent auction, FGLM-branded merchandise and donations will be the primary sources of revenue for the event. Proceeds will be accounted for by FGLM and reported to Oakland's Office of Parks and Recreation (OPR). Net receipts will go entirely to benefit The Gardens at Lake Merritt and to extend the reach of the Gardens throughout Oakland and the East Bay.

FGLM will be responsible for obtaining appropriate permits, for ensuring that this event has zero-impact on OPR facilities and for indemnifying OPR and the City for this event. Since FGLM will be responsible for all costs, and because their improvement and publicity efforts are incremental to those of the City, the event will have no direct fiscal impact on the City, beyond what benefits may be funded by the proceeds.

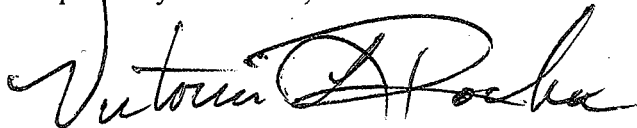
As Supervisor of Park District One, I recommend and ask that PRAC approve the use of Lakeside Park facilities requested by FGLM for fund raising. FGLM provides excellent volunteer opportunities to such diverse organizations as Job Justice, HandsOn Bay Area, AmeriCorps, and Victory Gardens. Importantly, FGLM also has performed significant outreach to communities in Oakland both near to and far from Lake Merritt, and continues to find ways to broaden the awareness and use of the Gardens by Oakland residents.

Finally, FGLM fulfills an important role encouraging and managing productive relationships among the founding organizations of the Gardens at Lake Merritt, such as the Rose Society, Rhododendron Society and Mediterranean Garden Society. They also serve to integrate the work of these organizations with other, often newer, organizations focused on sustainability, organic food production and environmentally sensitive gardening and horticulture. It is with this background that I can without reservation recommend that PRAC and OPR continue their cooperation and participation with FGLM on activities such as this event.

RECOMMENDATION:

Staff recommends that the Parks and Recreation Advisory Commission approve the Friends of the Gardens at Lake Merritt's request for fundraising at Lakeside Park Garden Center and Gardens on Friday, October, 16Th and Saturday, October 17, 2015.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Victoria Rocha". The signature is fluid and cursive, with the first name "Victoria" written in a larger, more prominent script than the last name "Rocha".

Victoria Rocha
Park Supervisor I

Attachments: Exhibit A – Friends of the Gardens at Lake Merritt Request Letter
Exhibit B - Map of Lights Festival
Exhibit C- Post Event report 2014
Exhibit D – Park Use Application



EXHIBIT A..

July 13, 2015

Barry Miller
Chair, Parks and Recreation Advisory Commission
% Oakland Parks & Recreation
250 Frank H. Ogawa Plaza, Suite 3330
Oakland, CA 94612

Dear Mr. Miller:

As President of the Friends of the Gardens of Lake Merritt (FGLM), I humbly submit this official proposal letter requesting the Parks and Recreation Advisory Commission's approval of FGLM's use of the Lakeside Garden Center and the Gardens at Lake Merritt for our fourth annual "Autumn Lights Festival".

The Festival will require the closure of the Garden Center and Gardens from the evening of Thursday, October 15 (for set-up and "tech rehearsal"), through the Festival nights of October 16 and Saturday, October 17, 2015. The Gardens would reopen by 1pm, Sunday, October 18.

Friends of the Gardens at Lake Merritt - History

The Friends of the Gardens at Lake Merritt (FGLM) was founded in 2007 by community members whose hard effort and vision resulted in the installation of the Sensory Garden in Lakeside Park's largely neglected gardens complex. This new addition set the stage for a renaissance in Oakland's "green heart" and FGLM has since that time collaborated with the city's Public Works Agency and Parks and Recreation Department to maintain, improve and promote the Gardens' varied horticultural and cultural assets. FGLM has continually sought to engage local volunteers in meaningful and enriching community service, and to cultivate both civic pride, and the respect of and a deeper commitment to our city from our visitors..

FGLM is honored to have enhanced Oakland's onetime "hidden jewel" by enabling improvements to its Japanese Gardens, Edible Gardens and Succulent Garden. For close to a decade, FGLM has worked to raise the Gardens' profile as a center for urban pollinator awareness through establishment of charming and educational pollinator habitat, benefitting monarch butterflies, native bees and other species. The Gardens' "Bee Hotel", and Dragonfly and Treefrog Habitat resulted from FGLM efforts as well.

Autumn Lights Festival Overview

FGLM's annual fundraiser, the "Autumn Lights Festival" has in three short years become a popular and much-anticipated Oakland tradition, enjoyed by adults and children alike.



As envisioned three years ago by park supervisor Victoria Rocha, the Festival presents the Gardens in an enchantingly different light. Tapping into Oakland's astonishing arts community to illuminate the Gardens with unique sculptures and installations, Rocha pioneered a cultural cross pollination which has proven surprisingly inventive yet authentically celebratory of the Gardens' seven acres.

Festival attendees delight in the festival's illuminations while experiencing the Gardens and enjoying music and dance performances, great food and beverages and unhurried community interaction. San Francisco Chronicle columnist Jon Carroll used these words last year to describe his ALF experience: "I walked among the dimly lit oaks with distant music drifting in the air. I thought how very much I liked the Oakland that was being created before my eyes. The event was multiracial and free-spirited; the sculpture sang in the balmy night."

Detail of Monies to be Collected

FGLM considers ourselves fortunate to have realized very respectable net proceeds from the Festival. Our guiding principals moving forward are simple: respect the festival's uniqueness, and ensure that the community which chooses to support it has the best experience at it.

In 2015, our focus is to offer our guests a "front gate" experience which is far improved and as efficient as possible. Festival admission prices will not increase-- \$20 advance, and \$25 at the door, for adults and \$10 for children 5 and up.. The cost for beverages will remain unchanged as well: \$5 per serving for beer, wine and soft drinks.

We project net revenues of \$20K -\$30K from this year's festival, a cautious figure which recognizes our commitment that the event remain a "zero-cost" proposition, both for FGLM and our city partners.

Reason for FGLM's Autumn Lights Festival Fundraising and its Benefit to the Community

To date, the Festival has successfully raised resources which will ensure that the Gardens new gates-- a Measure DD-funded enhancement-- are set amid an entry experience which will distinguish the Gardens at Lake Merritt as the relevant and vital Oakland institution it has been restored to be

An FGLM committee of dedicated volunteer horticultural and design experts are finalizing a design proposal which envisions a Garden Welcome Area defined by unique plantings representing the diverse plant species within the Gardens and incorporating hardscape enhancements and forward thinking irrigation features.



EXHIBIT A.3

Festival proceeds will annually be earmarked in a large part to the upkeep of the Garden Welcome Area' by Gate #1 (adjacent to the Garden Center) and Gate #3, opposite the Sailboat Clubhouse.

In the not too distant future, we envision attendees of the Sixth Annual Autumn Lights Festival in October 2017 making their entrance into the event through the very entry plaza and gardens which their support of past festivals made possible. I fervently hope and expect that many of those present will be families including youth who can and should note of the significant role they played in this notable new feature gracing their city.

FGLM is also committed to manifesting the following benefits to the community from the Autumn Lights Festival;

- 1) FGLM is committed to expanding opportunities for any local artists to realize the goal of participating in the Festival. We will work to make sure that no artist with a compelling design concept for a festival installation-- and the will to work to realize that concept-- is prevented from exhibiting at the Festival strictly for lack of resources
- 2) FGLM recognizes that the need to recruit and engage volunteers-- particularly for the Autumn Lights Festival-- offer the opportunity to involve our entire community to support THEIR Gardens and the Festival which benefits those Gardens. We are committed to increased outreach which invites all of Oakland to continue to enjoy and participate in the Gardens.

Minimum Rental Payment Request

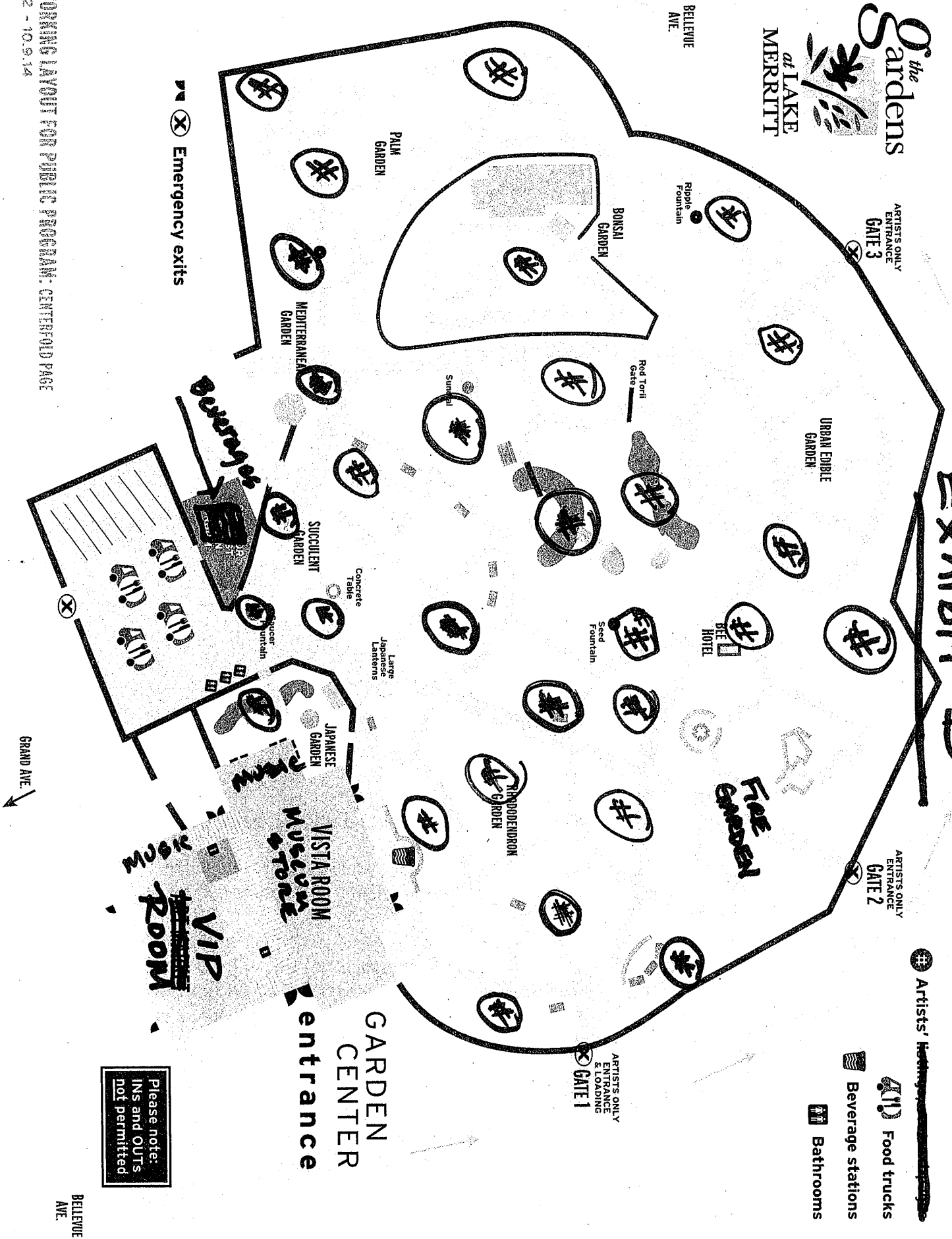
As the Autumn Lights Festival is a fundraiser benefiting the Gardens and the Garden Center, with a proven track record of productive gain for-- and with little to no cost to-- the city, the Friends of the Gardens at Lake Merritt respectfully ask that use of the facilities be granted to us at no cost for the days specified.

We appreciate OPR's and PRAC's generous support for this event, and all the extraordinary work you do. Please feel free to contact me any questions about this proposal at 510 625 0490, or email me at dcooperate@gmail.com. I look forward to speaking with you at the next PRAC meeting, and- upon your approval- welcoming you to the 2015 Autumn Lights Festival.

Best regards,

Donald Cooper
President
Friends of the Gardens at Lake Merritt

Exhibit B



ARTISTS ONLY ENTRANCE GATE 3

ARTISTS ONLY ENTRANCE GATE 2

ARTISTS ONLY ENTRANCE & LOADING GATE 1

Artists' Hospitality

Food Trucks

Beverage stations

Bathrooms

Emergency exits

Please note:
INS and OUTS
not permitted

GARDEN CENTER Entrance

BELLEVE AVE.

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
FIST TO FLOUR PIZZA	FOR PROFIT	PIZZA TRUCK		Y
HAPPY DUMPLINGS		DIM SUM FOOD TRUCK		Y
GET GO MOBILE		COFFEE AND TEAS		Y
TART! BAKERY		DESSERTS		Y
TINA TAMALE		NACHOS TAMALES		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.)

Better entry experience. More trained entry personnel on hand.

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

RESTROOMS RAN OUT OF PAPER PRODUCTS ON THE SECOND NIGHT AND THERE WAS NO ONE TO GET MORE. WE HAVE MADE BETTER COMMUNICATION AVENUES THIS YEAR

Submitted by: Donald Cooper Date: AUG 13 2015

Approved by: Victoria Rocha (OPM Staff) Date: 8/13/2015

Comments: _____

Exhibit D

Central Reservations Unit

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

(510) 238-3187



CITY of OAKLAND
OFFICE of PARKS & RECREATION

Friends of the Gardens Lake Merritt
1341 Court Street
Alameda, CA 94501

Facility Permit

Status: Approved

Customer Type: OEBGC

Authorized Agent: Dick Austin

Work: (510) 418-0968 Home: (510) 523-0954

DATE/USER	PERMIT NUMBER	CHARGES	DISCOUNT	TAXES	REFUNDS & CREDITS	PAYMENTS	NEXT PAYMENT DUE	BALANCE DUE
02/20/2014 Zermaine Thomas	30222	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00

RESERVATIONS

EVENT NAME	FACILITY	CENTER
Autumn Lights Festival Attendance: 500 Type: Assembly	Garden Center Vista Room	Lakeside Park Garden Center 666 Bellevue Avenue Oakland, CA 94610
DATES RESERVED	HRS	DATES RESERVED HRS
Thursday - 10/15/2015	12:00 PM to 12:00 AM	12
Friday - 10/16/2015	12:00 PM to 12:00 AM	12
Saturday - 10/17/2015	12:00 PM to 12:00 AM	12
Sunday - 10/18/2015	09:00 AM to 12:00 PM	3
Total Number of Dates: 4		Total Number of Hours: 39

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

EVENT NAME	FACILITY	CENTER
Autumn Lights Festival Attendance: 500 Type: Assembly	Garden Center Japanese Gard. & Gard. Rm	Lakeside Park Garden Center 666 Bellevue Avenue Oakland, CA 94610
DATES RESERVED	HRS	DATES RESERVED HRS
Thursday - 10/15/2015	12:00 PM to 12:00 AM	12
Friday - 10/16/2015	12:00 PM to 12:00 AM	12
Saturday - 10/17/2015	12:00 PM to 12:00 AM	12
Sunday - 10/18/2015	09:00 AM to 12:00 PM	3
Total Number of Dates: 4		Total Number of Hours: 39

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

EVENT NAME	FACILITY	CENTER
Autumn Lights Festival Attendance: 500 Type: Assembly	Garden Center Large Kitchen	Lakeside Park Garden Center 666 Bellevue Avenue Oakland, CA 94610
DATES RESERVED	HRS	DATES RESERVED HRS
1	3	

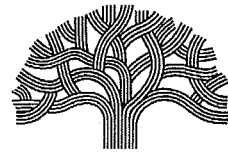
premises, and the applicant does hereby waive any and every right to damages, and to any other right or cause of action, of whatsoever kind, that may accrue to the applicant by reason of such cancellation.

Applicant agrees to hold Oakland Parks and Recreation and the City of Oakland and its employees free from any liability or claim for damages or suit for or by reason of any injuries or loss to any person or property of any kind whatsoever from any cause arising out of the use and occupation of the premises used by the applicant; applicant hereby covenants and agrees to indemnify and save harmless Oakland Parks and Recreation, the City of Oakland and its employees from all liability or damage on account or by reason of any such injuries or damages.

ANY MISREPRESENTATION RELATED TO THE RENTAL OF THE FACILITY AND/OR PARK WILL RESULT IN THE IMMEDIATE CANCELLATION OF THE EVENT AND FORFEITURE OF ****ALL**** FEES PAID.

X _____
Applicant Signature Required

CITY OF OAKLAND
Interoffice Memorandum



OAKLAND PARKS & RECREATION

Oakland Parks & Recreation

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Valorie Winn, Center Director
DATE: September 16, 2015
SUBJECT: **REQUEST FROM MCCLYMONDS ACTION COMMITTEE TO HOLD THEIR REUNION ON SATURDAY, SEPTEMBER 26, 2015, AT DEFREMERY PARK AND TO COLLECT ON SITE DONATIONS.**

SUMMARY

Oakland Parks and Recreation has received a request McClymonds Action Committee to have an event on Saturday, September 26, 2015, at deFremery Park. Proceeds from this event will continue to support their organization and planning for the following year's event. Attached is the Post Event Report for 2014.

FISCAL IMPACT

The event will cost the Oakland Parks & Recreation 1 full time staff at 8 hours and 2 part time staff total of 10 hours.

BACKGROUND

McClymonds has had more than 25 successful reunions at de Fremery Park. It is a time for people to reunite and rekindle old friendships with former classmates, visit their old community and family home, share family stories and have fun revisiting old memories. All class years are invited from classes of the 50's to the graduating class of 2014. This event is a large community event and many come out to support this community event. They look forward to a day of family engagement and community involvement. This event is well attended by people from all over the bay area. There are always the proper committees and volunteers to perform all duties related to an event as big as this.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the request from McClymonds Action Committee to hold their reunion on Saturday, September 26, 2015, at deFremery Park and to collect on site donations.

Respectfully submitted,

Valorie Winn

Center Director

Attachments: Exhibit A – Post Event Report
Exhibit B – Letter of Request
Exhibit C – Certificate of Insurance

PRAC – September 16, 2015

Item 7C

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: MACKLEMOND Picnic

Location of Event: 1651 - Adelma ST

Date/Hours of Event: Sept 26, 6:00am-6:00pm Permit No. _____

Event Contact Name: HENRY LINZIE Phone No. 510-316-1662

Event Contact Address: 876 56th ST OAKLAND, CA 94608

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

Sept. 2014

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: 1,000

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

3. If yes, how many people registered? _____ How many people made donations? 200

4. What was the cost for registration? _____

5. How much was collected on site from registration fees? _____

6. How much was collected on site from donations? 200.00

7. How much was collected on site from other fees? _____

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

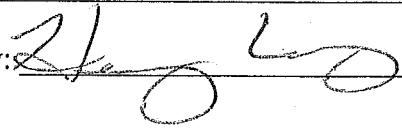
If no, why not? _____

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

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):

Submitted by:  Date: MAY 20, 2015

Approved by: _____ Date: _____
(OPR Staff)

Comments: _____

Chairman Barry Miller
Parks & Recreation Advisory Commission (PRAC)
666 Bellevue Street
Oakland, CA 94612

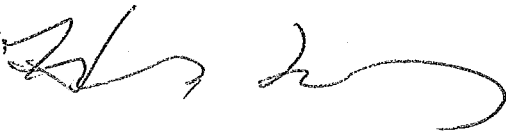
Dear Chairman:

McClymond's is hosting their annual reunion on Saturday, September 26, 2015, at de Fremery Park. This is a request to have permission to receive donations on park site during the event. There will not be any additional vendors.

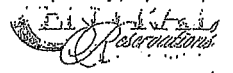
We have a set up and clean up committee as well as security for the event. In addition, we have a traffic control committee that will be on site to direct traffic.

In the past, this event has been a successful community event for alumni's to visit their home town, reacquaint with friends, and visit family. The request for donations will go toward next year's budget to continue the McClymonds annual reunion.

Sincerely,



Henry Linzie
McClymonds Action Committee



Rental Application

ATTENTION: _____

Date of Application: MAY 20, 2015

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

Name of Business/Organization: MACK ACTION COMMITTEE
Address: 876 56th STREET OAKLAND, 94608
Street Address City Zip Code

Name of Contact Person: HENRY LINZIE
Phone Number: 510-316-1662 Fax Number: _____ E-mail: LINZIE SE Henry@yahoo.com
Mailing Address: 876 56th OAKLAND 94608
Street Address City Zip Code

Facility/Park Name: defremery Park & Rec

Room(s)/Site(s) _____

EVENT INFORMATION:

Date(s) of Event: September 26, 2015

Time In/Prep 6:00am Event Time _____ Cleanup/Time Out 6:00pm

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

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) 1,000 Approximate # of Adults 500 # of Teens 300 # of Children/Infants 200

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: _____
(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 = _____ | (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 [Signature] DATE MAY 20, 2015
Please note: By submitting this application, other documents/permits may be initiated to finalize your reservation.

Defremery Recreation Center

1651 Adeline Street
Oakland, CA 94607

(510) 238-7739

McClymonds Action Committee
876 56th St
Oakland, CA 94608

Facility Permit

Status: Approved

Customer Type: Non-Profit

Authorized Agent: Henry Linzie

Work: (510) 238-7740 Home: (510) 316-1662

DATE/USER	PERMIT NUMBER	CHARGES	DISCOUNT	TAXES	REFUNDS & CREDITS	PAYMENTS	NEXT PAYMENT DUE	BALANCE DUE
02/10/2015 Valorie Winn	32772	\$2660.00	\$0.00	\$0.00	\$0.00	\$1020.00	08/27/2015	\$1640.00

RESERVATIONS

EVENT NAME	FACILITY	CENTER
Reunion Gathering Attendance: 1000 Type: Picnic	deFremery Park	deFremery Recreation Center 1651 Adeline Street Oakland, CA 94607

DATES RESERVED	HRS
Saturday - 9/26/2015 08:00 AM to 08:00 PM	12

Total Number of Dates: 1

Total Number of Hours: 12

NOTES: Patron is aware of need for insurance, dumpster and toilets.

CHARGES

CHARGE DESCRIPTION	FACILITY/EVENT	UNIT FEE	QTY	TAX	TOTAL CHARGED	DISCOUNTED/ PAID	BALANCE DUE
CRU Park Use Permit Fee	deFremery Park - Reunion Gathering	\$127.50	12.00	\$0.00	\$1530.00	1 \$0.00	\$1530.00
CRU Permit Processing Fee	deFremery Park - Reunion Gathering	\$30.00	1.00	\$0.00	\$30.00	\$20.00	\$10.00
CRU Sound Permit Fee	deFremery Park - Reunion Gathering	\$100.00	1.00	\$0.00	\$100.00	\$0.00	\$100.00
Deposit (Parks)	deFremery Park - Reunion Gathering	\$1000.00	1.00	\$0.00	\$1000.00	\$1000.00	\$0.00

PAYMENTS AND REFUNDS

RECEIPT NUMBER	DATE	CHARGE DESCRIPTION	FACILITY/EVENT	AMOUNT
1009363.004	02/10/2015	Deposit (Parks)	deFremery Park - Reunion Gathering	\$1000.00
1009363.004	02/10/2015	CRU Permit Processing Fee	deFremery Park - Reunion Gathering	\$20.00

ADDITIONAL CUSTOMER INFORMATION

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 _____ (initials)

-Distilled spirits _____ (initials)

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

[Signature] (Signature) 2.13.18 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)

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:

- a) damages to floors, walls furnishings and landscaping,
- b) excessive cleanup of the facilities inside and outside beyond routine facility maintenance,
- c) any other unusual janitorial or facility expense incurred by the Oakland Parks and Recreation;
- d) extension beyond contracted hours,
- e) service charges, i.e., Administrative Service Fee, staffing costs, etc.,
- e) failure to remove and dispose of all personal items brought in for event prior to end of contracted hours,
- f) 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. AL (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 (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)

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. ALL (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.

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 ALL No _____ Non-Amplified: Yes _____ No _____

If yes, what type of Sound or Non-Amplified Sound _____

This facility permit requires Sponsor to install a minimum of one (1) temporary or portable toilet for every 500 patrons at the event. The unit(s) must be visible to the public. If a food booth is set up or food is served, the unit(s) must be placed at least 200 feet away from the nearest food booth area. In compliance with the Americans with Disabilities Act of 1990, at least one (1) of the units must be accessible to disabled persons.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/09/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER PFN Insurance Services 1500 Washington Street San Leandro, CA 94577 License #: 0D36863	CONTACT NAME: Nicholas Penland
	PHONE (A/C, No, Ext): (510)483-6667 FAX (A/C, No): (510)483-6668
	E-MAIL ADDRESS: npenland@pfninsurance.com
	INSURER(S) AFFORDING COVERAGE
	INSURER A: Abrams Interstate Insurance
INSURED Stanley Jackson DBA: McClymonds Annual Class Reunion 10970 Caloden St Oakland, CA 94605	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES

CERTIFICATE NUMBER: 00004440-8361

REVISION NUMBER: 4

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			MSE014S1864	09/27/2014	09/28/2014	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 1,000
	GENL AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> POLICY	<input type="checkbox"/> PROJECT	<input type="checkbox"/> LOC				GENERAL AGGREGATE \$ 2,000,000
	AUTOMOBILE LIABILITY						PRODUCTS - COMP/OP AGG \$
	<input type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS						BODILY INJURY (Per accident) \$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR					PROPERTY DAMAGE (Per accident) \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					\$
	DED	RETENTION \$					EACH OCCURRENCE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						AGGREGATE \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				WC STATUTORY LIMITS
	If yes, describe under DESCRIPTION OF OPERATIONS below						OTHER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

McClymonds Annual Class Reunion

CERTIFICATE HOLDER

CANCELLATION

Defremery Park
City of Oakland, Oakland Park & Rec
1651 Adeline Street
Oakland, CA 94607

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

(NCP)

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CITY OF OAKLAND
Interoffice Memorandum



OAKLAND PARKS & RECREATION

Oakland Parks & Recreation

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Valorie Winn, Center Director
DATE: September 16, 2015
SUBJECT: **REQUEST FROM YOUTH SPEAKS ORGANIZATION TO HAVE AN EVENT (LIFE IS LIVING) WITH VENDORS AT DEFREMERY PARK, ON SATURDAY, OCTOBER 10, 2015**

SUMMARY

Oakland Parks and Recreation has received a request from Youth Speaks Organization to grant approval for the Life is Living Festival to have vendors at deFremery Park on Saturday, October 10, 2015. Youth Speaks has held Life is Living Festival for five years at deFremery Park. There is an effort to make this festival West Oakland's own. There are various platforms for the youth to enjoy. Spoken word, Food Justice, Hip Hop Dream Stage, Eco-Empowerment Health and Wellness Fair and skateboard competitions to name a few. The attendance is very high and the community looks forward to it. Proceeds from this event will continue to support Youth Speaks in the service of youth and arts in Oakland and the surrounding Bay Area.

FISCAL IMPACT

The event will cost the Oakland Parks & Recreation 1 Full Time staff at 8 and 1 Part Time staff at 8 hours. Revenue from this event is \$2,347.50 will cover these costs.

BACKGROUND

Youth Speaks has had many successful festivals, in Oakland and across the nation. They are the leading non-profit presenter of spoken word, education and youth development in the country! Every event at deFremery Park has been well attended and ran superbly. This request is for vendors selling food and non food items. Youth Speaks works with the health department to make sure all food vendors are up to code and all other vendors have the required California seller's permit.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the request from Youth Speaks Organization to have an event (Life is Living) with vendors at deFremery Park on Saturday, October 10, 2015

Respectfully submitted,


Valorie Winn

Center Director

Attachments: Exhibit A - 2013 Post Event Report
Exhibit B - Letter of Request with Vendor list
Exhibit C - Insurance Certificate

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: Life is Living Festival

Location of Event: Defremery Park

Date/Hours of Event: October 10 10am-7pm Permit No. _____

Event Contact Name: Bayana Davis Phone No. _____

Event Contact Address: 8001 Hansom Dr.
Oakland Ca 94605

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

Every year since 2008

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 checked="" type="checkbox"/> Food Handler's Permit | <input checked="" type="checkbox"/> Seller's Permit |
| <input 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: 5000

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

3. If yes, how many people registered? _____ How many people made donations? _____

4. What was the cost for registration? _____

5. How much was collected on site from registration fees? _____

6. How much was collected on site from donations? _____

7. How much was collected on site from other fees? 1500 Vendor Fees

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
see attached				

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.)

see attached document

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

see attached document.

Submitted by: Hodari B Davis

Date: _____

Approved by: _____

(OPR Staff)

Date: _____

Comments: _____

In The Black Market Place

<u>Name</u>	<u>business name</u>	<u>phone #</u>
Ayana Ivery	L'Oven Fresh	5109189264
Travis Watts	Afrocentric Oakland	415-503-7686
Sandrine Malary	ALOUBA	(510)289-0477
Durand Wilson	Sky Oak Co.	5107255644
mira blackman	Sholan	510-282-4554
Tracey Bell-Borden	Exotic Linx & Body Essentials	5103007424
sudan somalirose	Pretentious	510 472 1342
Nkei Oruche	One3snapshot	415-320-6534
Sasha Kelley	Malidoma Co.	4155717186
Amina Janta	Samadhi and Mystic Creations	510 253 7746
Leslie Brueckner	Crafty Beast	510-520-2185
Engret Moore	Oakland Men's Chess Center	510 290 1215
Amatula Jacobs	Amatula Designs	510 355 6965
Jesse Byrd	Oiseau Clothes	510 290 9490
Esther Fame	Fantabela	510-706-7729
Hirut Kahsai	Brundo, Inc.	510-388-8842
Dominic Villeda	Treatunice	510-4359342
Leta Hatley	Clothes for the Soul	510-228-2641
Cosmos	Cosmos Accessories	415-902-2562
Muhamad Kugonza	Suruclathing	5108668581
Rahme'el	Moor U-N-I-ty Clothing	650-533-6149
Althea Cummings	CURLEE	510-599-4810
Alfonso Dominguez	oakland Music festival	510-219-1792
Daniel Gutierrez	Los Rakas	6506900037
Alyah Baker	Show & Tell	510 463 4964
Ellen	Sankofa African Arts & Jewelry	5103333071
<u>INFO BOOTHS</u>		
Ben Glass	The Shift Chiropractic and Community Wellness	5106060007
Kit Decker	Community Democracy Project	559-977-8650
Brigitte Cook	City of Oakland	510-238-7245
Corinne Petit	Francophone Charter School of Okaland	5107783568
christine ngounou		925-255-3565



June 23, 2015

To the Oakland Parks and Recreation Advisory Commission,

Staff

James Kass
Founder & Executive Director

Paula Arrigoni
Director of Operations

Joan Osato
Producing Director

Hodari B. Davis
National Program Director

Susie Lundy
Program Director: Bay Area

Juan Rivera
Marketing Director

Sean San Jose
Artistic Director

Board of Directors

Brian Gadsden
President

Tony Rodriguez
Vice President

Adam Mariano
Treasurer

Steve Wright
Secretary

Colleen Backstrand

Deborah Brand

Frank Cialone

Matt Cole

Eva Frank

Niles Lichtenstein

Jonathan Melrod

Weyland Southon

Anne Wintroub

James Kass

Thank you for this opportunity to present a proposal to you. We are requesting that our annual Life is Living Festival be allowed to take place on October 10, 2015 at deFremery Park. We are also requesting permission to have on-site vendors at the festival. Life is Living is an intergenerational eco-equity festival presented by Youth Speaks, the leading nonprofit presenter of spoken word education, youth development, and presentation programs in the country. Life is Living was inaugurated in Oakland, California in October 2008. A celebration of life through urban performance, intergenerational health, and environmental action, Life is Living strives to activate the West Oakland community surrounding deFremery Park in a spirit of love and unity.

Life is Living has featured musical performances drawn from a diversity of styles (jazz, gospel, and hip hop), as well as live painting, sports (skateboarding and a softball tournament), a Kid's Zone (complete with face painting, art activities, and parkour), a Teen Stage, a science fair, and writing and performance workshops for youth—all for free.

This year, our festival will feature new partnerships with Cal Shakes and Yerba Buena Center for the Arts to present exclusive theater live in the park. Additionally we intend to continue strengthening our partnerships with local food justice organizations, artisans, non profits and science education organizations to increase the quality of our offerings in the park. In keeping with our focus on progressive environmental action, we will recruit vendors whose wares are environmentally sound. This year, we hope to expand on last year's successes and ensure festival participants' experience of vendors is first-rate.

We plan to continue charging our vendors a fee to participate in the festival. We estimate that our vendor fee will be approximately \$200 per booth. We will use those monies to pay for vendor and permit fees with the Alameda County Department of Environmental Health.

We will also contact the Oakland Police Department to apply for a Short Term Encroachment Permit to cordon off a section of 18th Street from Adeline to Union for our food vendor area. We successfully used this portion of 18th Street for the past few years, but are interested in utilizing all official avenues to maximize ease of experience for vendors and attendees.

In all of our editions of Life is Living, there have been no negative incidents or contention, and a genuine feeling of peace and community and peace has reigned. We are grateful for the goodwill of the West Oakland community, the support of Oakland Parks and Recreation, and the consideration of the City of Oakland and the Oakland Police Department. We hope to make this year's festival a truly positive experience for all who attend.

Sincerely,

Hodari Davis
National Program Director
Youth Speaks Inc.
1663 Mission St Ste 604
San Francisco, CA 94103

Rental Application

ATTENTION: _____

Date of Application: 6/20/2015

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

Name of Business/Organization: Youth Speaks

Address: 1662 Mission St San Francisco 94103
Street Address City Zip Code

Name of Contact Person: Bayana Davis - HODARI DAVIS

Phone Number: 510 457 5210 Fax Number: 415 255 9065 E-mail: bdavis@youthspeaks

Mailing Address: 1662 Mission St San Francisco 94103
Street Address City Zip Code

Facility/Park Name: Defremery Park

Room(s)/Site(s) All Park Grounds, Softball field All camp sites

EVENT INFORMATION:

Date(s) of Event: October 10 2015

Time In/Prep 5am Event Time 10am Cleanup/Time Out 9pm

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

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) 5000 Approximate # of Adults 2000 # of Teens 1500 # of Children/Infants 1500

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: Peoples Kitchen

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 Users (Special Events) A non-refundable permit processing fee of \$30 will be added to each application.

(1) _____ x _____ = _____ <small>(Hourly Rate) (# of hours)</small>	(7) Alcoholic Beverage Fee = _____
(2) _____ x _____ = _____ <small>(Hourly Rate) (# of hours)</small>	(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 31 to 60 days notice: Forfeit Deposit 30 days to 11 days notice: Forfeit Deposit Plus 1/2 Rental Fee 10 days or less notice: Forfeit All Fees

APPLICANT SIGNATURE [Signature]

DATE 6/20/2015

Defremery Recreation Center

1651 Adeline Street
Oakland, CA 94607

(510) 238-7739

Youth Speaks, Inc.
290 Division Street Suite 302
San Francisco, CA 94103

Facility Permit

Status: Approved

Customer Type: Non-Profit

Authorized Agent: Hodari Davis

Work: (415) 255-9035 Home: (510) 457-5210

DATE/USER	PERMIT NUMBER	CHARGES	DISCOUNT	TAXES	REFUNDS & CREDITS	PAYMENTS	NEXT PAYMENT DUE	BALANCE DUE
06/23/2015 Valorie Winn	33812	\$2405.00	\$0.00	\$0.00	\$0.00	\$1997.50	09/10/2015	\$407.50

RESERVATIONS

EVENT NAME	FACILITY	CENTER
Life is Living Festival Attendance: 4000 Type: Celebration	deFremery Park	deFremery Recreation Center 1651 Adeline Street Oakland, CA 94607
DATES RESERVED		HRS
Saturday - 10/10/2015	06:00 AM to 06:00 PM	12
Total Number of Dates: 1		Total Number of Hours: 12

NOTES: This is a collaboration with deFremery Park and Youth Speaks. The swimming pool, baseball diamond, skate park, tennis courts and basketball courts are included. Patron is aware of need for port-a-potties and dumpsters. 18th Street will be blocked off.

Customer will provide details for custom setup.

CHARGES

CHARGE DESCRIPTION	FACILITY/EVENT	UNIT FEE	QTY	TAX	TOTAL CHARGED	DISCOUNTED/PAID	BALANCE DUE
CRU Park Use Permit Fee	deFremery Park - Life is Living Festival	\$127.50	10.00	\$0.00	\$1275.00	\$867.50	\$407.50
CRU Permit Processing Fee	deFremery Park - Life is Living Festival	\$30.00	1.00	\$0.00	\$30.00	\$30.00	\$0.00
CRU Sound Permit Fee	deFremery Park - Life is Living Festival	\$100.00	1.00	\$0.00	\$100.00	\$100.00	\$0.00
Deposit (Rentals)	deFremery Park - Life is Living Festival	\$1000.00	1.00	\$0.00	\$1000.00	\$1000.00	\$0.00

PAYMENTS AND REFUNDS

RECEIPT NUMBER	DATE	CHARGE DESCRIPTION	FACILITY/EVENT	AMOUNT
1009555.004	06/23/2015	Deposit (Rentals)	deFremery Park - Life is Living Festival	\$1000.00
1009555.004	06/23/2015	CRU Park Use Permit Fee	deFremery Park - Life is Living Festival	\$867.50
1009555.004	06/23/2015	CRU Permit Processing Fee	deFremery Park - Life is Living Festival	\$30.00
1009555.004	06/23/2015	CRU Sound Permit Fee	deFremery Park - Life is Living Festival	\$100.00

**Youth Speaks inc. Life is Living
8th Annual Life is Living Festival**

www.lifeisliving.org

October 10, 2015 | Defremery Park, Oakland Ca

Youth Speaks Inc. in partnership with The Friends of Defremery Park, Town Park, Brett Cook Disney, The Oakland Public Library, Antique Edutainment, Yerba Buena Center for the Arts, Marc Bamuthi Joseph, and others will host an 8 hour inter-disciplinary, intergenerational, eco-equity performance event at Defremery Park in West Oakland, to continue a conversation focused on empowering community. This event models **partnerships between diverse and underserved communities, green action agencies, local community groups, urban environmental activists, Social Activist Visual Artists and the contemporary arts world**. A large component of this Festival is the reclamation of and reinvestment in public space.

Number of Attendees – 5000+

Number of Artists / Vendors – 100+

Number of Volunteers – 200+

Our main goals for this year 2015 are:

1 – To present high quality world class and exclusive artistic experiences for the city of Oakland that elevates the level of art that is presented in the city for months and years to come. We especially want to highlight the brilliant and world renowned artists who live in our backyard including Life is Living Co Founder Marc Bamuthi Joseph.

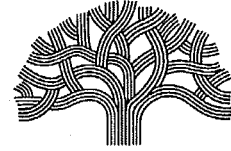
2 – We intend to continue to consolidate activities in a way that integrates the two experiences through art and education. We want the community to see and experience fusions of the zones and begin to understanding the intrinsic linkages between various events and activities (ie. Linking Food Justice to Health and Wellness, Linking the Main Stage to the Dance Showcase, Linking Kids Zone with performances, Linking Hip Hop stage to Free Speech.)

3 – To focus Youth Speaks resources on creating space, marketing and promotions, and securing the anchor artists, and to increase it by offering youth centered (teen centered) programming in the park during and after the festival. By limiting Youth Speaks role, we created more spaces for Oakland community organizations to be engaged and to take ownership over the Festival in new and exciting way, now we want to reintegrate the programming of Youth Speaks into the Life is Living Festival.

Continuing our community conversation and campaign about reclaiming public space, environmental education and activism, social and community ecology, and collective responsibility we presented the following activities at The Life is Living Festival:

- **Reflections of Healing Health and Wellness Zone:** Leading ecological, Food Justice and environmental advocates make presentations and participate in interviews that happen on the grounds of the Oakland Public Library. Topics include Food justice, green jobs, alternative energy, violence prevention, healthy living, and Cooking. We have folded our Science fair (STEMposium) into the Food Justice area to focus on the growing food movement in local schools and community programs. The Food Justice STEMposium with the help of Peoples Kitchen fed over 500 people free breakfast at the Festival. Additionally we will have health providers working in partnership with the Oakland Museum to establish a health services zone to include various screenings, western, traditional and holistic health services.
- **The Life is Living STEMposium and Kids Zone.** While these accompanying events are happening, local agencies are encouraged to outreach to youth and community members, including bicycle clubs, action sports, natural builders, urban grocer coops, eco justice agencies, youth groups, and others. Attendees were selected for their relevance

CITY OF OAKLAND
Interoffice Memorandum



OAKLAND PARKS & RECREATION

Oakland Parks & Recreation

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Valorie Winn, Center Director
DATE: September 16, 2015
SUBJECT: REQUEST FROM THE BLACK COWBOY ASSOCIATION TO HAVE VENDORS AT THEIR ANNUAL PARADE AND FESTIVAL SPECIAL EVENT BEING HELD AT DEFREMERY PARK ON SATURDAY, OCTOBER 3, 2015

SUMMARY

Oakland Parks and Recreation has received a request from the Black Cowboy Association, a non-profit organization, to have up to 20 vendors on Saturday, October 3, 2015, at their annual Parade and Festival event held at deFremery Park. Proceeds from their fundraising efforts will continue to support this historical West Oakland heritage.

FISCAL IMPACT

The event will cost the Oakland Parks & Recreation 1 full time staff at 8 hours and 10 hours in part time staffing. Fees for the event will be paid through the City of Oakland Special Events Department


BACKGROUND

OBCA has had forty successful parades and festivals. Horses, cars, drill teams and spectators are all strategically placed. There is anticipation among neighbors, surrounding city communities and beyond who look forward to this family friendly affair. Traffic control is in place before, during and after parade and festival. This is a very community supported festivity with a strong OBCA committee in place to address any potential problems.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the request from the Black Cowboy Association to have vendors at their Annual Parade and Festival Special event being held at deFremery Park on Saturday, October 3, 2015.

Respectfully submitted,



Valorie Winn
Center Director

Attachments: Exhibit A – Post Event Report
Exhibit B – Letter of request with list of vendors
Exhibit C – Insurance Certificate

June 15, 2015

Chairman Barry Miller
Parks & Recreation Advisory Commission (PRAC)
666 Bellevue Street
Oakland, CA 94612

Dear Chairman:

The Oakland Black Cowboy Association (OBCA) is based in Oakland, California. We have been a part of this community for 41 years. The organization started in West Oakland in 1974. We are a Non-Profit organization registered with the Internal Revenue Service; our Employer Identification number is 90-0176295. In addition, we are registered and incorporated with the State of California, Secretary of the State department. Our California Corporate ID number is: C262698.

The Oakland Black Cowboy Association gives an annual parade and festival once a year in the great City of Oakland, in October, on the first Saturday of the month. We are requesting to hold this year's event on October 3, 2015. We invite and accept people to join our parade and festival for worthy community cause, educational events, family engagement, and a safe fun-filled day. We have not experienced any unsafe efforts or activities during the parade in 41 years.

On our parade and festival day we provide and allow horses and ponies to participate in our parade. We welcome church organization, community groups, and schools marching bands, drill teams, fire department, police department, libraries, dance groups, car organizations, and motorcycle organizations to participate.

As the OBCA, we are also requesting permission to sell OBCA T-shirts, water, horse/pony rides, and western hats to assist us financially, to continue providing educational direction to our people in attendance. We would also like permission to have 20 vendors who sell food and/or cultural arts and crafts.

Sincerely,



Wilbert McAlister
President
Oakland Black Cowboy Parade

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: Oakland Black Cowboy Association Parade & Festival

Location of Event: DEFREMERY PARK 18th St. & Adeline St. Oakland

Date/Hours of Event: 10/03/2015 10AM - 6PM Permit No. _____

Event Contact Name: Wilbert F. McAlister Phone No. 510-541-2703

Event Contact Address: 10330 Greenview Drive Oakland, CA. 94605

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

2014 - 2013, 2012, 2011, 2010, 2009, 2008, 2007, 2006, 2005, 2004, 2003, 2002, 2001, 2000

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

2. Check other permits required for event?

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

II. ATTENDANCE/COLLECTION OF FUNDS

1. Total number in attendance: 400 - 600

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

3. If yes, how many people registered? 40 ⁽¹⁰⁾ How many people made donations? 18
 Not Applicable

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

5. How much was collected on site from registration fees? \$ 250.00

6. How much was collected on site from donations? \$ 180.00

7. How much was collected on site from other fees? 0

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
SEV MAOR FISH & Chicken		FISH & Chicken		Y
CJ B.B.Q. Ribs & Chicken		Ribs, Chicken, ^{HOT} Link		Y
Hal's Hot Dogs		BEEF HOT DOGS		Y
ITALIAN ICE		FLOWERED ICE SHAVING		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):

Submitted by: William F. McLister Date: 06/15/2015

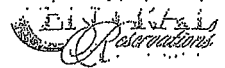
Approved by: _____ Date: _____
(OPR Staff)

Comments: _____

OAKLAND BLACK COWBOY ASSOCIATION 2014

ADDITIONAL VENDOR INFORMATION

Name of Vendor(s)	Non-Profit or For Profit	Food	Craft	Seller's Permit Y/N
Panche	For		African Artifacts	Y
Texland Gifts	For		Western Clothing, & Accessories	Y
Moma African	For		African Clothing and Jewelry	Y
Charlie Pies	For	Assorted Homemade pies		Y
Young Jewels	For	Assorted Jewelry		Y
Dorsey's Locker	For	Soul Food		Y
Hot Dog Stand	For	Hot Dogs & Buns		Y
La'Vae 4 Bows	For		Hair Accessories	Y



Rental Application

ATTENTION: _____

Date of Application: 06/15/2015

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

Name of Business/Organization: Oakland Black Cowboy Association
Address: P.O. Box 4889 Oakland 94605

Street Address City Zip Code

Name of Contact Person: Wilbert F. McANISTER

Phone Number: 510-541-2703 Fax Number: 510-549-3835 E-mail: WWW.PERTFMCANISTER@COMCAST.NET

Mailing Address: 10330 Greenwood Dr. Oakland 94605

Street Address City Zip Code

Facility/Park Name: DE FREMERY PARK

Room(s)/Site(s) _____

EVENT INFORMATION:

Date(s) of Event: OCTOBER 3, 2015

Time In/Prep 8:00 A.M. Event Time 10:00AM - 5:00pm Cleanup/Time Out 6:00p.m.

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

Annual Parade & 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.)

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) 600 Approximate # of Adults 300 # of Teens 100 # of Children/Infants 200

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: _____ (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 = _____ | (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 Wilbert F. McAnister DATE 06/15/2015

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

Defremery Recreation Center

1651 Adeline Street
Oakland, CA 94607

(510) 238-7739

Oakland Black Cowboys Association
PO Box 4889
Oakland, CA 94605

Facility Permit

Status: Approved

Customer Type: Non-Profit

Authorized Agent: Wilbert McAlister

Work: (510) 541-2763 Home: (510) 568-1130

DATE/USER	PERMIT NUMBER	CHARGES	DISCOUNT	TAXES	REFUNDS & CREDITS	PAYMENTS	NEXT PAYMENT DUE	BALANCE DUE
06/19/2015 Terri Westbrook	33793	\$1000.00	\$0.00	\$0.00	\$0.00	\$0.00	09/03/2015	\$1000.00

RESERVATIONS

EVENT NAME	FACILITY	CENTER
Oakland Black Cowboy Parade Type: Special	deFremery Park	deFremery Recreation Center 1651 Adeline Street Oakland, CA 94607
DATES RESERVED	HRS	
Saturday - 10/3/2015	10:00 AM to 06:30 PM	8.5

Total Number of Dates: 1

Total Number of Hours: 8.5

NOTES:

This event may require additional permits.
Setup will be unique to this event. Customer provides setup instructions.

CHARGES

CHARGE DESCRIPTION	FACILITY/EVENT	UNIT FEE	QTY	TAX	TOTAL CHARGED	DISCOUNTED/PAID	BALANCE DUE
CRU Park Use Permit Fee	deFremery Park - Oakland Black Cowboy Parade	\$90.00	8.00	\$0.00	\$720.00	\$0.00	\$720.00
CRU Permit Processing Fee	deFremery Park - Oakland Black Cowboy Parade	\$30.00	1.00	\$0.00	\$30.00	\$0.00	\$30.00
CRU Sound Permit Fee	deFremery Park - Oakland Black Cowboy Parade	\$100.00	1.00	\$0.00	\$100.00	\$0.00	\$100.00
Deposit (Rentals)	deFremery Park - Oakland Black Cowboy Parade	\$150.00	1.00	\$0.00	\$150.00	\$0.00	\$150.00

PAYMENTS AND REFUNDS

RECEIPT NUMBER	DATE	CHARGE DESCRIPTION	FACILITY/EVENT	AMOUNT
----------------	------	--------------------	----------------	--------

DISCLAIMERS

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. WM (initial)

REV: 05-2014

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

- a) damages to floors, walls furnishings and landscaping,
- b) excessive cleanup of the facilities inside and outside beyond routine facility maintenance,
- c) any other unusual janitorial or facility expense incurred by the Oakland Parks and Recreation;
- d) extension beyond contracted hours,
- e) service charges, i.e., Administrative Service Fee, staffing costs, etc.,
- e) failure to remove and dispose of all personal items brought in for event prior to end of contracted hours,
- f) 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 WM (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 (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 WM (initials)

JMCC Park Noise & Sound Amplification Policy (REV-050114)

1) When ventilation requires doors and windows to be open before 10 pm, 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, Joaquin Miller Park or residential neighborhoods.

2) Sound amplification of music or voice must be confined primarily to the immediate facility or area. All sound must be lowered and windows and doors closed by 10 p.m.

3) 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.

Joaquin Miller Park and Community Center are located in a residential neighborhood. Please be aware of residents living nearby. Should there be a complaint(s) regarding sound or other noise levels from an event, the applicant will be expected to lower the volume as instructed by Joaquin Miller staff, Oakland Police Department (OPD), 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 OPD, Oakland Parks and Recreation or authorized CITY representative and forfeiture of deposit paid.

I am aware of and understand the JMCC Park Noise & Sound Amplification Policy. _____ (initial)

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. _____ (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 _____

PARKING LOT FACILITY DISCLAIMER: This permit limits our liability. The permit holder and guest may park one vehicle per parking stall. In compliance with the laws of the State of California, only vehicles with an authorized medical plate may park in designated ADA stalls. The CITY hereby declares itself NOT RESPONSIBLE for and assumes no liability arising from fire, theft, damage to or loss of the vehicle or any article left therein except through our own negligence. Parking space is subject to availability. Acceptance of the permit constitutes acknowledgement by the permittee that she/he has read and agrees to the provisions of the foregoing permit.

DO NOT LEAVE KEYS OR OTHER VALUABLES IN THE VEHICLE.

SECURITY DEPOSIT

The Security Deposit will be returned within 6-8 weeks after the event date.

Conditions for deposit being withheld:

- Deposit refund may be withheld to compensate the City for unpaid rental fees or service charges; excessive building cleanup and/or all damages.
- Use of tape, nails, hooks, or tacks, screws, staples or any piercing objects.
- Throwing rice, birdseed, confetti or flower petals or use of silly string.
- Failure to remove and dispose of all personal items brought in for event prior to end of contracted hours.
- Extra Police Costs: Applicant will be billed 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.

Violation of any of the above requirements forfeits the applicant's security deposit. Claims exceeding amount of security deposit is payable upon receipt of notification. Failure to pay will lead to collections-impacting your credit.

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 _____ No _____ Non-Amplified: Yes _____ No _____

If yes, what type of Sound or Non-Amplified Sound _____

American Bankers
Insurance Company of Florida

A Stock Insurance Company

8655 E. Via de Ventura
Scottsdale, AZ 85258-9321

RENEWAL OF SL-1111749-95
* 12:01 AM AT INSUREDS ADDRESS
NAMED BELOW

* DIRECT BILL *

POLICY NUMBER	POLICY PERIOD		POLICY TYPE	AGENCY	P
	FROM	TO			
SL 1111749	4/1/2014	4/1/2015	COMMERCIAL LIABILITY COVERAGE	0C99001-0225	2
YOU AS NAMED INSURED AND ADDRESS			AGENT		
OAKLAND BLACK COWBOY ASSOCIATION P.O. BOX 4889 OAKLAND, CA 94605			FREDRICKSEN INS SVCS 1600 E FLORIDA AVE STE 208 HEMET, CA 92544-8638 0225 HUB INT'L OF CA		

A2083-0886

Classification	Code	Rating Basis	Rate	Premium
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Endorsements:

A2083 (0886), B8033G0809 (), CL-100 (1.0), CL-162 (1098), CL-300 (1.0), CP13000A-R0413 (), GL-100 (1.0), GL-102 (2.0), GL-202 (1.0), GL-841 (1.0), GL-844 (1.0), GL-899 (1.0), M8010G0705 (), M8027M0409-SIG (), NIP1982-R0213 ()

Comments:

Total Premium: \$ 672

COUNTERSIGNED: _____ BY _____ AUTHORIZED AGENT

This endorsement changes the Commercial Liability Coverages provided by this policy
-- PLEASE READ THIS CAREFULLY --

**ADDITIONAL INSURED
DESIGNATED PARTY**

Schedule

(The information required below may be shown on a separate schedule or supplemental Declarations.)

Designated Party: CITY OF OAKLAND
Designated Activity:
Designated Interests: OAKLAND BLACK COWBOY

The Commercial Liability Coverage is amended as follows:

DEFINITIONS

The definition of **insured** is amended to include the following:

Insured also includes the party designated in the Schedule but only with respect to liability arising out of

activities designated in the Schedule rating to:

- a. **your** operations;
- b. premises owned by or rented to **you**, or
- c. other designated interests shown in the Schedule.

AAIS

This endorsement changes the Commercial
Liability Coverages provided by this policy
-- PLEASE READ THIS CAREFULLY --

GL-841
Ed. 1.0

**ADDITIONAL INSURED
DESIGNATED PARTY**

Schedule

(The information required below may be shown on a separate schedule or supplemental Declarations.)

Designated Party: MACARTHUR BLVD ASSOCIATES AND IT'S

Designated Activity: PROPERTY MANAGEMENT JAY-PHARES CORPORATION, OWNER OF PREMISES

Designated Interests: OAKLAND BLACK COWBOY

The Commercial Liability Coverage is amended as follows:

DEFINITIONS

The definition of **insured** is amended to include the following:

Insured also includes the party designated in the Schedule but only with respect to liability arising out of

activities designated in the Schedule rating to:

- a. **your** operations;
- b. premises owned by or rented to **you**, or
- c. other designated interests shown in the Schedule.

GL-841 Ed 1.0

Copyright MCMXCI, American Association of Insurance Services

AAIS

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

DEPARTMENT OF THE TREASURY

Date:

OCT 28 2004

OAKLAND BLACK COWBOY ASSOCIATION
10330 GREENVIEW DR
OAKLAND, CA 94605-5017

Employer Identification Number:

90-0176295

DLN:

17053252043034

Contact Person:

JOAN C KISER

ID# 31217

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

12

Public Charity Status:

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

Form 990 Required:

Yes

Effective Date of Exemption:

June 10, 2004

Contribution Deductibility:

Yes

Advance Ruling Ending Date:

December 31, 2008

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. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

CITY OF OAKLAND
Interoffice Memorandum



TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Zermaine Thomas, Central Reservations Lead
DATE: September 16, 2015
SUBJECT: **REQUEST FROM BAY LOCALIZE WHO IS PARTNERING WITH SEEDS & SOUL: INDIGENOUS CULTURAL EXCHANGE AND FESTIVAL FOR PERMISSION TO FUNDRAISE ON-SITE WITH COLLECTION OF DONATIONS, SELL HEALTHY, HIGH QUALITY FOODS AND BEVERAGES AND SELL OF ARTISTS WARES AT THEIR OUTDOOR CULTURAL EXCHANGE & FESTIVAL AT LAKESIDE PARK (FAIRYLAND GRASSY AREA) ON SATURDAY, OCTOBER 24, 2015.**

SUMMARY

Parks and Recreation received a request from Bay Localize a non-profit who is partnering with Seeds & Soul: Indigenous Cultural Exchange and Festival to collect donations on-site, sell healthy, high quality foods and beverages and sells of artists wares at their outdoor Cultural Exchange and Festival at the Lakeside Park (Fairylnd Grassy Area) on Saturday, October 24, 2015. This is Bay Localize and Seeds & Soul: Indigenous Cultural Exchange and Festival, first year hosting their fundraising event at Lakeside Park.

FISCAL IMPACT

There is a positive fiscal impact for Oakland Parks and Recreation. Bay Localize and Seeds & Soul: Indigenous Cultural Exchange and Festival is paying all rental fees required to host their event at Lakeside Park.

BACKGROUND

Bay Localize is an Oakland-based non-profit organization that inspires and supports community leaders in building equitable, resilient communities. They confront the challenges of climate instability, rising energy costs, and recession by boosting regional capacity to provide for everyone's needs, sustainably and equitably. Bay Localize achieves this by equipping local leaders with flexible tools, models, and policies that strengthen their communities.

Building a base of collaboration with the arts communities to cultivate resilience is essential to Bay Localize. Bay Localize utilizes the arts as a bridging force between diverse communities, communicating the power of unity and mobilization in a language that resonates cross culturally. As a part of their program offerings this year, Bay Localize is co-sponsoring the Seeds & Soul Festival as an organizational effort to increase collaborations with arts communities of the Bay Area.

Seeds and Soul is a one-day, Indigenous wombyn-led gathering and festival that centers around the themes of environmental sustainability, social justice, and Indigenous wombyn's leadership. The festival is **free to all**, and will provide a creative, inclusive, and welcoming environment for Native

Parks and Recreation Advisory Commission
July 8, 2015

and non-native audiences with an emphasis on creativity, bridge building, and collaboration. Utilizing interactive art, dance, music, and community-facilitated workshops and panels, the festival will raise awareness about issues that affect the Bay Area's Native and non-native peoples, such as environmental sustainability, food justice, gender & racial equity, and the importance of the arts in creating sustainable and resilient communities.

Financial Transactions anticipated on site + rationale + ESTIMATED Amounts

Fundraiser for local non-profit, festival costs, community artists: \$1000-2000

Donation drive for funds to first provide stipends to our support staff (which are currently all volunteer), and second augment the meager stipends for participating community artists/presenters. Additional funds would go towards subsequent Seeds & Soul events in Oakland. In any event, a portion of these funds will be offered to a Bay Area Native American non-profit (TBD, could include Seventh Native American Generation, or Bay Area American Indian Two Spirits).

Individual (Indigenous and non-indigenous) artist's wares: \$50-200/vendor for 10-20 vendors
Seeds & Soul would like to offer a space for vending of traditional indigenous crafts and a wide range of artists' goods.

Partial listing of anticipated goods for sale: Jewelry (\$1-\$300), cultural practice tools/implements (\$1-\$300), T-shirts and other clothing, CDs (\$15-25), Plants (\$1-30)

Local Food Vendors: \$5-\$20/Meal

Fresh, high quality, local food is expensive to provide, yet we see it as an essential part of Indigenous Cultural Exchange—sharing food is a powerful way to share culture, stories, and build bridges.

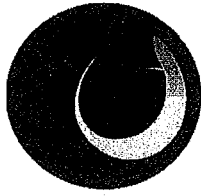
RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve Bay Localize who is partnering with Seeds & Soul: Indigenous Cultural Exchange and Festival request for permission to fundraise on-site with collection of donations, sell healthy, high quality foods and beverages and sell of artists wares at their outdoor Cultural Exchange & Festival at Lakeside Park on Saturday, October 24, 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 – Bay Localize Proposal Letter
Exhibit B – Non-Profit Certificate (501c3)
Exhibit C – Rental Application



Event Name: Seeds & Soul: Indigenous Cultural Exchange and Festival

Proposed Date: Oct 24, 2015

Proposed Location: Lake Merritt (Lakeside Park)

Dear Members of the Parks And Recreation Advisory Commission:

This letter is a request to allow financial transactions at Seeds and Soul: Indigenous Cultural Exchange & Festival which we have applied to hold on October 24, 2015 at Lakeside Park in Oakland. Seeds and Soul is a collaborative event that features Bay Localize, Dancing Earth: Indigenous Contemporary Dance Creations, Audiopharmacy Prescriptions International Art Collective, and several other Oakland and greater Bay Area community organizations. In addition to offering several programs and activities at Seeds & Soul, Bay Localize has submitted the Oakland Parks & Rec rental application on behalf of the collective for Seeds & Soul. With the PRAC board's permission, Seeds & Soul would like to conduct financial transactions, including: 1) fundraiser at this festival for a subsequent Seeds & Soul event(s), 2) sell artists' wares, 3) sell healthy, high-quality food.

Seeds and Soul is a one-day, Indigenous wombyn-led gathering and festival that centers around the themes of environmental sustainability, social justice, and Indigenous wombyn's leadership. The festival is **free to all**, and will provide a creative, inclusive, and welcoming environment for Native and non-native audiences with an emphasis on creativity, bridge building, and collaboration. Utilizing interactive art, dance, music, and community-facilitated workshops and panels, the festival will raise awareness about issues that affect the Bay Area's Native and non-native peoples, such as environmental sustainability, food justice, gender & racial equity, and the importance of the arts in creating sustainable and resilient communities.

This community festival would animate Lakeside Park with Indigenous intention, rooted in honoring of the original peoples of the Bay Area, and incorporating inter-tribal philosophies relationships, reciprocal agreements, and the responsibilities of caring for space and place. In addition, we hope to have Indigenous arts and community vendors on site.

Bay Localize, 436 14th Street, Suite 1216, Oakland, CA 94612

(510) 834-0420 • www.baylocalize.org

A project of Earth Island Institute.

Exhibit A



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: 8/4/2015

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

Name of Business/Organization: BAY LOCALIZE
 Business/Organization Address: 436 14th ST, STE 1216, OAKLAND 94612
Street Address City Zip Code
 Applicant Name: COLIN ANDREW MILLER

Applicant Mailing Address: _____
Street Address City Zip Code

Phone Number: (510) 834-0420 Fax Number: _____ E-mail: colin@baylocalize.org

Facility/Park Name: Lake Merritt Fairieland Area
 Room(s)/Site(s) _____

EVENT INFORMATION:

Date(s) of Event: October 24
 Time In/Prep Time 7AM Actual Event Time 9AM to 8PM Cleanup/Time Out 9PM

Type of Event/Purpose: *(be specific, i.e., Wedding Reception, Meeting, Birthday Party, Banquet, Picnic, BBQ, Walk, Run, Festival, Rally, Quinceanera, Bar/Mitzvah/Bat/Mitzvah, etc.)*
SEEDS + SOUL: Indigenous Cultural Exchange + 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.)*
 Full sound and lighting equipment for a dance show and music concert. We'd like to set up a bike-powered stage. as well as 1-2 geodesic domes with radii of 20ft

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) 450 Approximate # of Adults 350 # of Teens 50 # of Children/Infants 50

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: _____

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) \$65 x 14 = \$910
(Hourly Rate) (# of hours)

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

(3) Permit Processing Fee = \$30

(4) Deposit = \$500

(5) Setup/Teardown = _____

(6) Kitchen = _____

(7) Alcoholic Beverage Fee = _____

(8) Administrative Service Fee = _____

(9) Caterer Opt Out Fee = _____

(10) Sound Use Fee = \$100

(11) Other Charges = _____

TOTAL: \$ 1540 Less Advance Minimum Payment of \$ 790; BALANCE DUE 30 DAYS BEFORE EVENT: \$ 750
(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 Colin A. Miller DATE _____

Exhibit C

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

CITY OF OAKLAND
Interoffice Memorandum

Office of Public Works Agency



TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Victoria Rocha, Oakland Public Works and Joe Byrd Lake Merritt Bonsai Garden
DATE: September 16, 2015
SUBJECT: REQUEST FROM THE BONSAI GARDEN AT LAKE MERRITT FOR APPROVAL TO ESTABLISH A MUSEUM STORE AT THE BONSAI GARDEN AT LAKE MERRITT TO FUNDRAISE FOR RENEWEL OF THE BONSAI GARDEN DISPLAYS

SUMMARY:

The Bonsai Garden at Lake Merritt (BGLM) is requesting permission from PRAC to create and run a Museum Shop to raise funds for revitalization of the Garden display area. BGLM has become a member of the California Association of Museums (CAM) and the American Alliance of Museums (AAM) in order to elevate our status to an accredited museum. We have identified the need to upgrade our display area, add new bonsai benches and new displays and upgrade our educational display. In addition, we need to replace our irrigation system to better serve our bonsai and to perhaps develop a method of recycling water for use in the rest of the Gardens. We also need to upgrade our outdoor electrical system in order to participate at a higher level in the Autumn Lights Festival. We are currently applying for a grant with the California Cultural and Historical Endowment (CCHE) which is a matching grant program sponsored by CAM and the State of California Natural Resources Agency. Since this is a matching grant program, we must raise \$50,000 in order to participate. The sales of at Bonsai Museum shop BGLM logoed t-shirts, note cards, membership pins, and coffee mugs with our bonsai pictures on them would help us raise the matching grant funds.

FISCAL IMPACT:

BGLM will be responsible for this Museum Shop, including its costs and impacts. BGLM has pledged: 1) This Shop will have zero-impact on OPR facilities, 2) To indemnify OPR and the City for this Shop, 3) To be responsible for all costs. BGLM have successfully managed sales of bonsai and related material at its annual Mammoth Auction & Sale for many years with no problems. Therefore, I anticipate that this event will have no fiscal impact on the City, beyond what benefits may be funded by the proceeds.

EVENT DESCRIPTION:

The BGLM Museum Shop would be housed in an existing un-used structure next to the Docent House and would require not additional construction beyond decorating the inside.

The primary patron experience will be an opportunity to support the Bonsai Garden and receive unique BGLM logoed merchandise in exchange. Since the Bonsai Garden is prevented from charging admission, this is the only way to increase our fundraising from the visitors at the Garden.

BACKGROUND:

OPR and PWA and other City organizations have worked closely with BGLM over the past 17 years and with its parent organization, Golden State Bonsai Federation an established 501C3 (GSBF) to

Parks and Recreation Advisory Commission

August 4, 2015

build and operate the Bonsai Garden in Lake Merritt. Over the years, the Bonsai Garden has grown to become one of the premier bonsai gardens in the US if not in the world.

"I've had the privilege to visit most of the public bonsai collections in the United States and I must say yours is one of the best. Bonsai Garden at Lake Merritt is a real gem. You, your volunteers, Lake Merritt and the city of Oakland should be very proud."

Jack Sustic, Curator, National Bonsai & Penjing Museum, U.S. National Arboretum

The 16 years of operation and thousands of visitors have taken its toll on our display garden and now the existing bonsai garden area needs a redesign to include the new display sections as well as the introduction of additional bonsai benches and seating areas for visitors to meditate, contemplate the displays and enjoy the tranquility of the garden. The project for which BGLM seeks CCHE grant funding is replacement of 40 2'x3' and 13 2'x10' display benches and 3 2'x6' seating benches for the bonsai in the collection. In addition, we would like to redesign the layout of the benches to add at least six to eight small benches plus another two to three seating benches for our visitors.

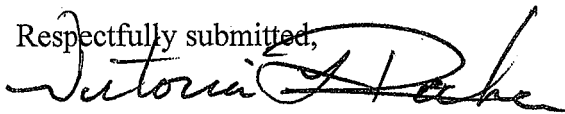
The BGLM has decided that it needs to obtain accredited museum status in order to be sustainable and attract additional funding for organizations such as the CCHE. We have also identified the need to employ a full time Director to manage the affairs of the BGLM and advance our operational performance and museum status. These goals require a larger revenue stream than we presently have. One of the best ways to increase our funding from the individuals who visit and enjoy the Garden is to increase the funds visitors provide to the Garden. Since we cannot charge admission, the best way to accomplish this is to be able to sell BGLM logoed merchandise at a Museum Shop.

The Museum Shop, like all of the things that we do at the Bonsai Garden will be tasteful and non-intrusive to the visitors. In other words, the Shop will fit seamlessly into the Bonsai Garden surroundings and simply be there as visitors feel so inclined to take advantage of the offerings. This will allow us to increase the current average contribution by visitors from \$0.25 each to over \$1.00 per visitor. This increased revenue will help us reach our goals for the revitalization of the Bonsai Garden and as it moves along the path to certified museum status.

RECOMMENDATION:

Staff (Victoria Rocha) recommends that the Parks and Recreation Advisory Commission approve the Bonsai Garden at Lake Merritt's request for establishing a Bonsai Museum Shop in the Bonsai Garden at Lake Merritt.

Respectfully submitted,

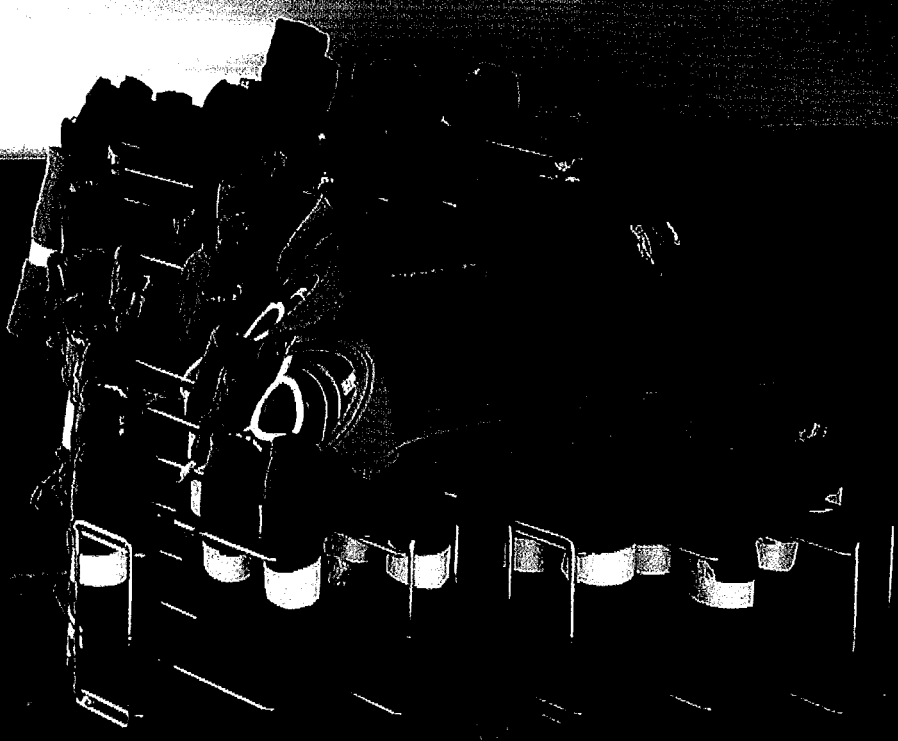
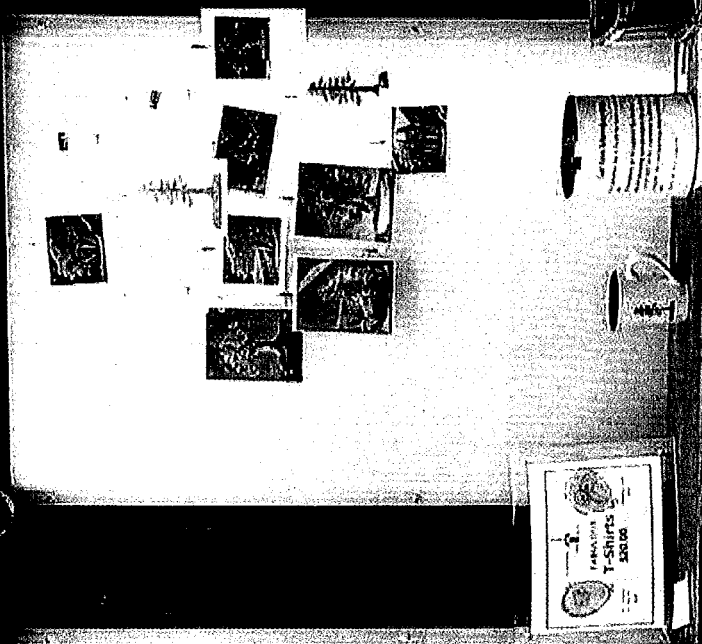
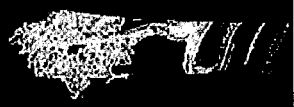


Victoria Rocha
Parks Supervisor I
Oakland Public Works

Attachments

Exhibit A -Photos of store

Exhibit A



CITY OF OAKLAND
Interoffice Memorandum



Oakland Parks and Recreation

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Dana Riley
DATE: September 16, 2015
SUBJECT: Request for Approval to Dedicate a Bench to Jo and Norm Budman

SUMMARY

The Budman's children, Scott and Margo contacted the City requesting that a bench be dedicated to honor their parent's 50th wedding anniversary. The desired bench location is on the east side of Lake Merritt along Lakeshore Avenue. The specific bench faces the lake and is the most northerly of two benches across from the entrance to the Cleveland Cascades. The plaque installation process is in accordance with the Public Works Agency construction requirements. The dedication plaque will read:

Jo and Norm Budman
Celebrating 50 years of marriage
"I'll never find another you"

FISCAL IMPACT

The Budman's will make a minimum donation of \$600 to the Oakland Parks and Recreation Foundation to have the plaque purchased and installed. The plaque installation process is in accordance with the Public Works Department construction requirements.

BACKGROUND

Jo and Norm Budman have lived in Oakland for over 40 years and have been unflinching in their support of their city. Their son attended Hillcrest, Montera and Skyline and their daughter attended Hillcrest, Claremont and Oakland Tech. Along with their full careers they have volunteered in various ways for the community. Norm volunteered as PTA president, president of Temple Beth Abraham, served on the Alameda County human relations commission and has been a teacher's aide. Jo was also president of the same temple, and created the reading buddies program for which she won the Bank of America 2011 neighborhood excellence initiative award. As they have been supporters of the Lake Merritt Bandstand /Musicians and enjoy walking the lake, the family thought that dedication of a bench that they could enjoy together for the next decades of their marriage was appropriate.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the plaque language as written for a bench on the shore of Lake Merritt to be dedicated to Jo and Norm Budman.

Respectfully submitted,

A handwritten signature in cursive script that reads "Dana Riley".

Dana Riley, Manager of Operations

CITY OF OAKLAND
Interoffice Memorandum



Oakland Parks and Recreation

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Dana Riley
DATE: September 16, 2015
SUBJECT: Request for Approval to Dedicate a Bench to June Spero

SUMMARY

The family of June Spero is requesting that a bench across from the bird pond adjacent to the Rotary Nature Center inside Lakeside Park is dedicated to honor her memory. Mrs. Spero is survived by three children and five grandchildren who would like a place to remember her. The dedication plaque will read:

June Spero
1923 - 2015
Made the world loving & kind

FISCAL IMPACT

The Spero family will make a minimum donation of \$600 to the Oakland Parks and Recreation Foundation to have the bench spruced up and the plaque purchased and installed. The plaque installation process is in accordance with the Public Works Department construction requirements.

BACKGROUND


June Spero lived in Oakland for 30 years, first on Vernon Street near Lake Merritt and then on Monte Cresta. June died in February 2015 at the age of 91. For 20 years she was a beloved docent at the Oakland Museum of California and a volunteer at the Charlotte Maxwell Cancer Clinic. Mrs. Spero was also active in Veterans for Peace and ushered at local theaters.

June loved to take people around her favorite Oakland sites such as the Lake Merritt Bird Sanctuary, the Museum, and Chinatown and was an active member of the Oakland Senior Center and did yoga there until the day before she died. She often helped out others in her housing complex and was a good friend to many of them.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the plaque language as written for a bench across from the bird pond in Lakeside Park to be dedicated to June Spero.

Respectfully submitted,


Dana Riley
Manager of Operations

CITY OF OAKLAND
Interoffice Memorandum



Oakland Parks and Recreation

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Mark Hall, Oakland Parks and Recreation
DATE: September 16, 2015
SUBJECT: REQUEST FOR THE PARK AND RECREATION ADVISORY COMMISSION TO ACCEPT AN INFORMATIONAL REPORT ON THE CAMRON STANFORD HOUSE LANDSCAPING AND LIGHTING IMPROVEMENTS.

SUMMARY

Existing lack of public safety during evening use and the protection of the historic house and its grounds have been on-going concerns for the Camron-Stanford House Preservation Association (CSHPA), the governing organization for the Camron-Stanford House museum. Although there is excellent exterior lighting on the front and right side of the building, installed by the City during the Measure DD project, there is no night illumination on the back and left side of the building. This perpetuates unsafe conditions for people coming and going from the house at night. Also, vagrancy and fires around the building have long been issues.

Because the house is a designated historic structure, no modern lighting fixtures may be attached to the fabric of the building. Thus, the CSHPA contracted to have a landscape lighting design developed that would address the lighting issues appropriately without compromising the historic structure. The landscape lighting plan has been previously reviewed and approved by Betty Marvin, City liaison to the Landmarks Preservation Advisory Board. The current target for the project is to install Part One, as well as the basic electrical connections for Phase Two in the Fall of 2015. The light fixtures in Part Two will be installed as funds are raised by the CSHPA.

FISCAL IMPACT

A private grant has provided the funds to pay for the Part One scope of work, therefore there is no cost to the City. As mentioned above, the fixtures and miscellaneous electrical work for Phase Two will be completed when the funds have been raised, and likewise will use no City funding. On-going maintenance of the lighting fixtures will be provided by the Camron-Stanford House Preservation Association.

PROJECT DESCRIPTION

The project is divided into two parts:

Part One: Lighting outside the garden fence.

This landscape lighting will illuminate the north side of the building and its adjacent parking areas. Low voltage light fixtures, with LED lamps, will be mounted in palm trees that are adjacent to the house, as shown on the plan. These fixtures will light the side entry of the house, the walkway to the main garden gate, the access from the parking lot and all of the parking spaces for the building. One fixture will be used to accent the antique fountain that will be installed in the garden according to the approved plans. All fixtures will have glare shields and louvers, preventing light spill into other areas. All tree straps, securing the fixtures are moveable and designed specifically to expand with tree growth.

Part Two: Lighting the garden

This lighting will illuminate the back garden lawn area and the main staircase descending from the back veranda of the house. Residential-scale pole lanterns, typical of the house's historic period, were chosen to look appropriate in the setting. The lanterns provide good illumination with few fixtures (keeping the design simple) and are much safer than the alternative stake-mounted fixtures that could create trip hazards. These pole lanterns use 110 voltage but will have LED lamps, making them highly efficient and cost-effective to run. Other features include "Dark Sky" covers on the globes, and electrical outlets for event equipment integrated into the support poles. In addition, small, low-voltage, in-ground fixtures with LED lamps will be used to highlight the antique fountain at ground level, for pedestrian safety and fountain aesthetics.


BACKGROUND

The Camron-Stanford House, as a Victorian house museum, has been a venue for many historical exhibits and public and private events since 1978, when much of the building had been restored to the 1880 period. The Camron-Stanford House Preservation Association has a current lease with the City of Oakland (March 1, 2003), which is the owner of the Camron-Stanford House and its property. The lease designates CSHPA to maintain the property, to make improvements and to run a house museum for the benefit of the general public. In addition, the lease allows CSHPA to hold a variety of rental events on the property, including weddings. The CSHPA received approval from the Landmarks Preservation Board on September 24, 2012, on plans to improve the garden at the back of the house and permission from Oakland City Planning to do the construction. The majority of the garden renovation project was completed that year. Implicit in the overall garden plan of the CSHPA was its intention to improve lighting around the structure.

RECOMMENDATION

Staff recommends that the Park and Recreation Advisory Board accept the informational report regarding the Camron Stanford House Landscaping and Lighting improvements.

Respectfully submitted,



Mark Hall
Oakland Parks and Recreation

CITY OF OAKLAND
Interoffice Memorandum



Oakland Parks and Recreation

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Mark Hall
DATE: September 16, 2015
**SUBJECT: REQUEST FOR THE PARK AND RECREATION COMMISSION TO
ACCEPT AN INFORMATIONAL REPORT FOR A MURAL INSIDE
VERDESE CARTER RECREATION CENTER**

SUMMARY

Staff received a proposal to install a community inspired mural inside the Verdesse Carter Recreation Center located at 9600 Sunnyside Street from One Toyota of Oakland. The Verdesse Carter Recreation Center is operated by the Police Athletic League (PAL) and proposes to work in collaboration with local community leaders and youth to design and install the mural inside the recreation center to provide inspiration to program participants and visitors.

FISCAL IMPACT

There will be fiscal impact to the City of Oakland. One Toyota of Oakland Community Foundation has provided funding to pay for materials and supplies.

PROJECT DESCRIPTION

In partnership with One Toyota of Oakland, Oakland Parks and Recreation and the Police Athletic League (PAL) the mural project team will host community design sessions to collect input for elements of design and offer a final mural design contest facilitated by a local community artist instructor. At the completion of the contest, youth from the community will participate in the mural installation, culminating with a mural unveiling ceremony.

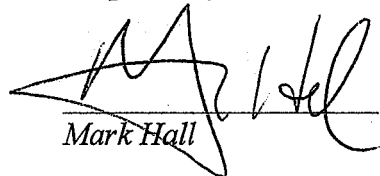
BACKGROUND

Staff received a proposal to install a community inspired mural inside the Verdesse Carter Recreation Center located at 9600 Sunnyside Street encompassing key aspects of the City of Oakland community, specifically East Oakland's diversity, education, industry and sports culture. The Verdesse Carter Recreation Center is operated by the Police Athletic League (PAL) and proposes to work in collaboration with local community leaders and youth to design and install the mural inside the recreation center to provide inspiration to program participants and visitors.

RECOMMENDATION

Staff recommends the Park and Recreation Advisory Commission accept the informational report on the mural installation at Verdesse Carter Recreation Center to provide inspiration to youth participants and visitors.

Respectfully submitted,


Mark Hall (Signature)

CITY OF OAKLAND
Interoffice Memorandum



Office of Parks and Recreation

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission

FROM: Ha Nguyen, CIP Coordinator
Project Delivery Division, Oakland Public Works – Bureau of Engineering & Construction

DATE: September 16, 2015

SUBJECT: REQUESTING ENDORSEMENT AND APPROVAL OF THE DESIGN, IMPLEMENTATION, PERMITS FOR CONDITIONAL USE AND TREE REMOVAL FOR THE BISHOP FLOYD L. BEGIN PLAZA RENOVATION PROJECT

SUMMARY

Staff from the Oakland Public Works (OPW) and the Office of Parks and Recreation (OPR) request endorsement for the Conditional Use Permit in the design and implementation of Bishop Floyd L. Begin Plaza Renovation (Begin Plaza) Project funded by Housing-Related Parks Program (HRPP). The project includes improvements to approximately 12,833 square feet of the 19,020 square foot site located at 2251 San Pablo Ave, Oakland (see attachment A, Site Plan).

The project's scope addresses current visibility and security issues that are the result of high walls, sunken areas, and large pines and other trees that obscure visibility into and through the site. The project will address these issues through: removal of high walls that are a primary safety issue; leveling the plaza to improve visibility into and through the site; removal of large pines and other trees obstructing visibility while preserving and thinning the canopy of native oaks; planting new drought-tolerant trees, installing a playground, lights, picnic and game table area; and beautifying the park with public art and new landscaping and perimeter fencing.

FISCAL IMPACT

No fiscal impact is anticipated for Office of Parks & Recreation (OPR). However, the plaza may afford OPR with potential opportunities for programming since the Plaza will have new amenities of a park facility (playground, picnic area, open space). The estimated construction cost is \$700,000. The improvements are funded by Housing-Related Parks Program (HRPP).

PROJECT DESCRIPTION

Bishop Floyd L. Begin Plaza is located at 2251 San Pablo Avenue between 21st Street and 22nd Street and Martin Luther King Jr. Way, and across from Alameda County Services building. The project will improve the visibility into and through the site from both the street level and neighboring the recently completed Cathedral Garden's affordable multifamily building by:

1. Eliminating the existing bunker-like walls to improve visibility throughout.
2. Removing existing pine trees and smaller evergreen trees that prohibit natural light from entering the plaza and causes visual obstruction for visibility to the site, the primary concerns for security and safety issues.
3. Installing new pedestrian lights and improving two existing street lights to enhance evening security.
4. Creating a new playground structure for 5 to 12 year old children.
5. Planting new drought-tolerant small trees along the street frontage to provide shading, wind-shielding and enhance the street edge without inhibiting visibility.
6. Create a picnic and game table area.
7. Provide a large, level open area for play and group activities.

The project is currently in 95% design phase. Construction of the project is anticipated to begin in May 2016 and complete by October 2016.

BACKGROUND

Bishop Floyd L. Begin Plaza is named for Bishop Floyd L. Begin, who was Bishop of Oakland Cathedral from 1962 until his death in 1977. It is a small plaza whose neighbors include the Greyhound bus station, freeway off ramp, the Veteran's Administration medical center, liquor stores, Alameda County Social Services, and a new 100 unit affordable rental housing complex, Cathedral Gardens.

Begin Plaza was designed and constructed in the late 1970's as a forecourt to the new Oakland Cathedral which damaged beyond repair during the 1989 earthquake and later demolished. The plaza was designed with massive concrete walls (some over five feet high) that serve as planter boxes to hold four Coastal Live Oaks and fifteen Pine trees on the limited site.

Over the years, the trees have become overgrown and overcrowded. The tree canopy over the plaza shields illegal activities in the plaza from observation by police and City staff due to dense shade, and restriction of light and visibility.

In August of 2014, Oakland Police Department completed a "Crime Prevention Through Environmental Design" report on the project site. The report stated the biggest issue with the current plaza is the design. The existing design of the plaza creates a space where illegitimate users can conduct criminal activity without being seen, and makes it impossible for police to enforce park rules by observation. By the time police enter the interior plaza area to see behind trees and the walls illegitimate users have already concealed their activity.

The existing Begin Plaza was being used by people sleeping on the benches, illegal drug activities, homeless encampment, and littering/garbage. In December 2014, the plaza condition was so bad that the City had to close the park and fenced the plaza with chain link fence.

In June 2014, City Of Oakland was awarded a grant through the State Department of Housing Development and Community's (HCD) Housing Related Parks Program Grant. The Grant provides \$928,530 funds to renovate the plaza. The project has been vetted through a total of 10

community meetings for over 14 months). Three community meetings were held with the Cathedral Garden Building owners, residents, and the neighborhood. The community provided overwhelming support for the new Begin Plaza plan.

The Bishop Floyd L. Begin Plaza Renovation project is part of the overall plan for improvements to the area, funded by the Housing-Related Parks Program (HRPP). The project will eliminate features (bunker walls, overgrown trees, poor lighting, and poor visibility) that contribute to negative activities, security and safety concerns of the neighborhood. It will also provide new features to invite families and the public to use and enjoy the plaza.

RECOMMENDATION

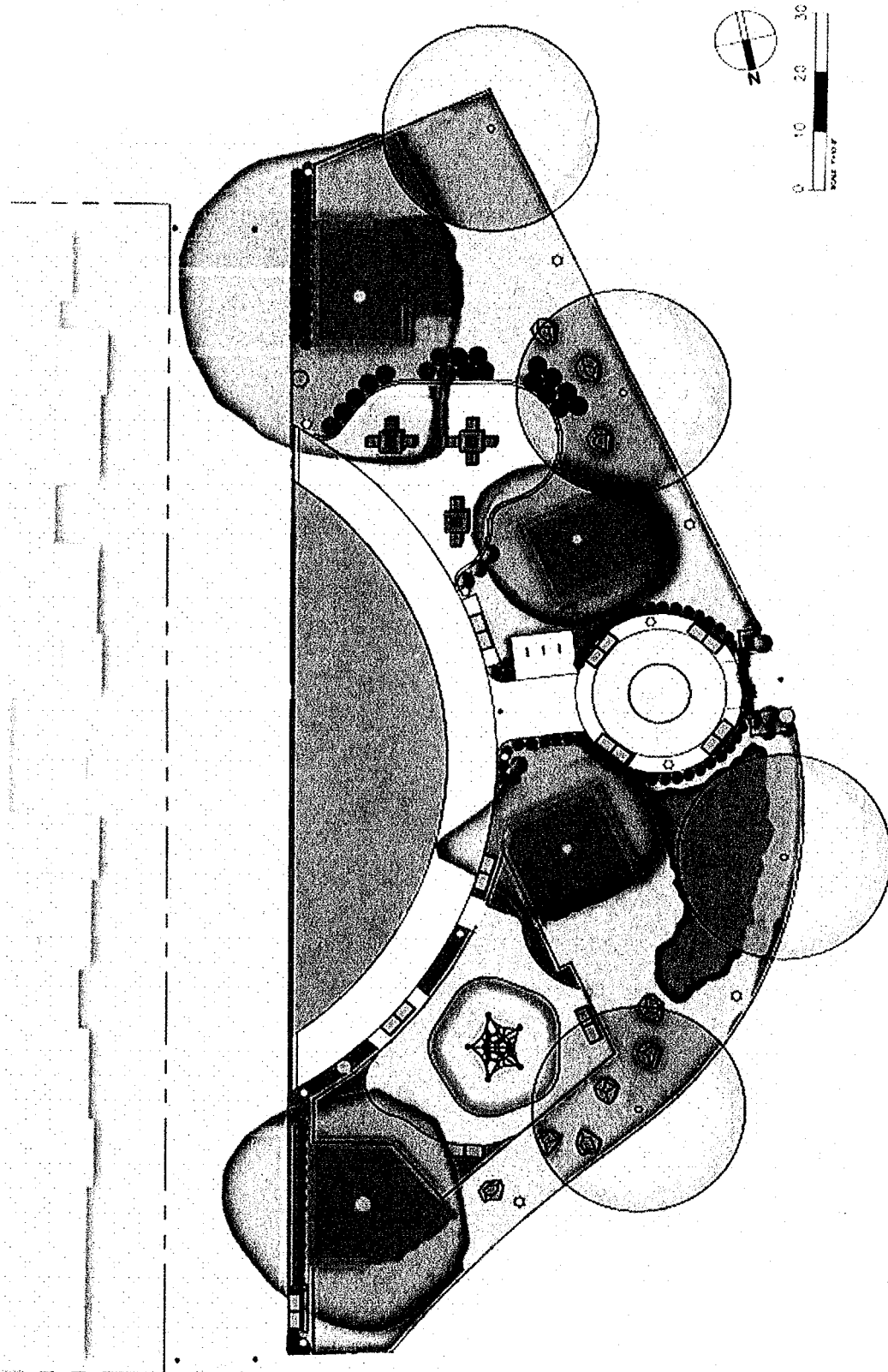
Oakland Public Works Department recommends that the Parks and Recreation Advisory Commission endorse the Bishop Floyd L. Begin Plaza Renovation Project and recommend approval to the Planning Commission for the Design Review, Conditional Use and Tree Permit applications.

Respectfully submitted,

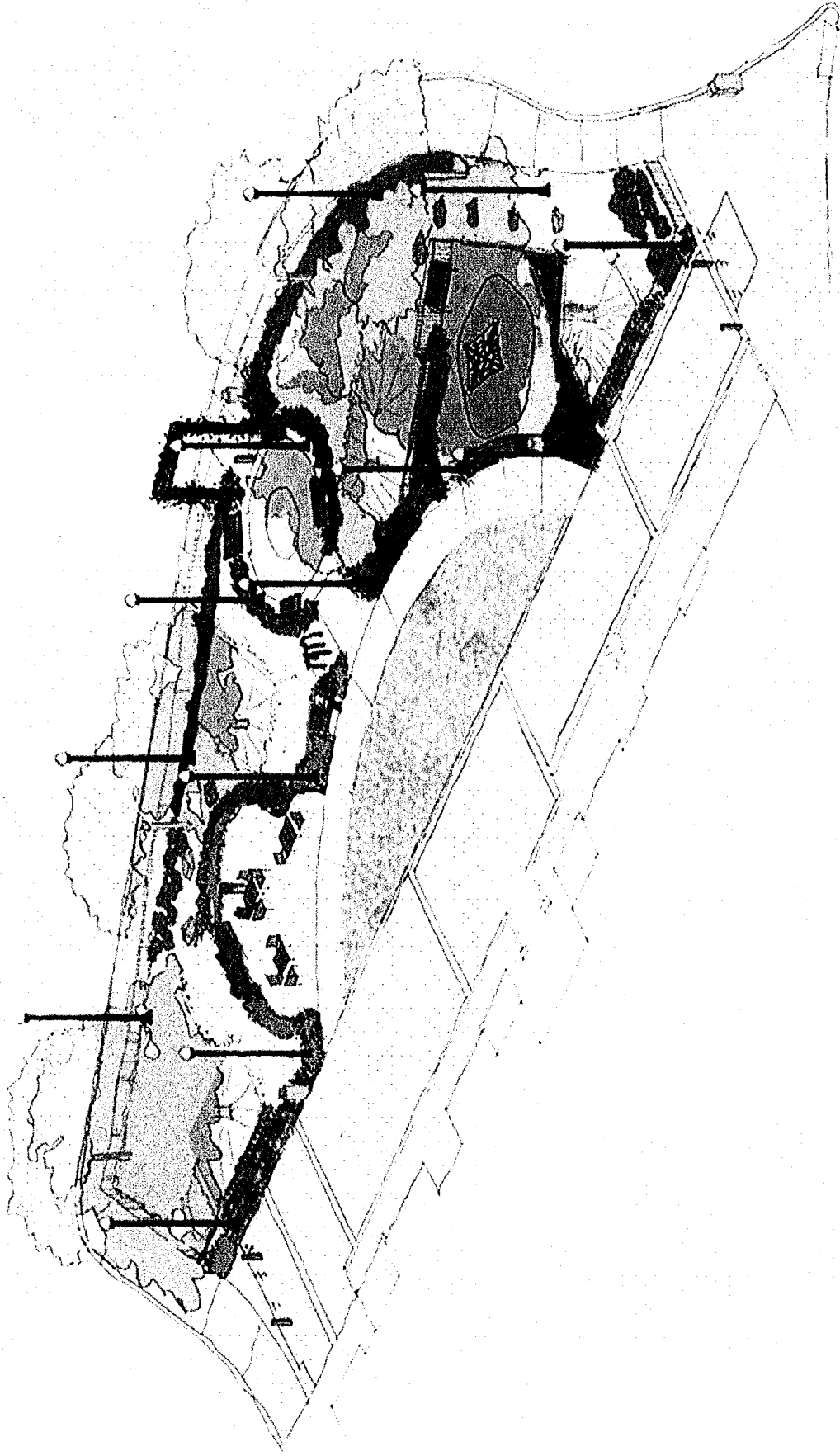
Ha Nguyen, CIP Coordinator
Oakland Public Works, Project Delivery Division

Attachment: Exhibit A – Site Plan
Exhibit B – Isometric view
Exhibit C – Plaza Cross Section
Exhibit D – Conditional Use Permit Application
Exhibit E – Tree Permit

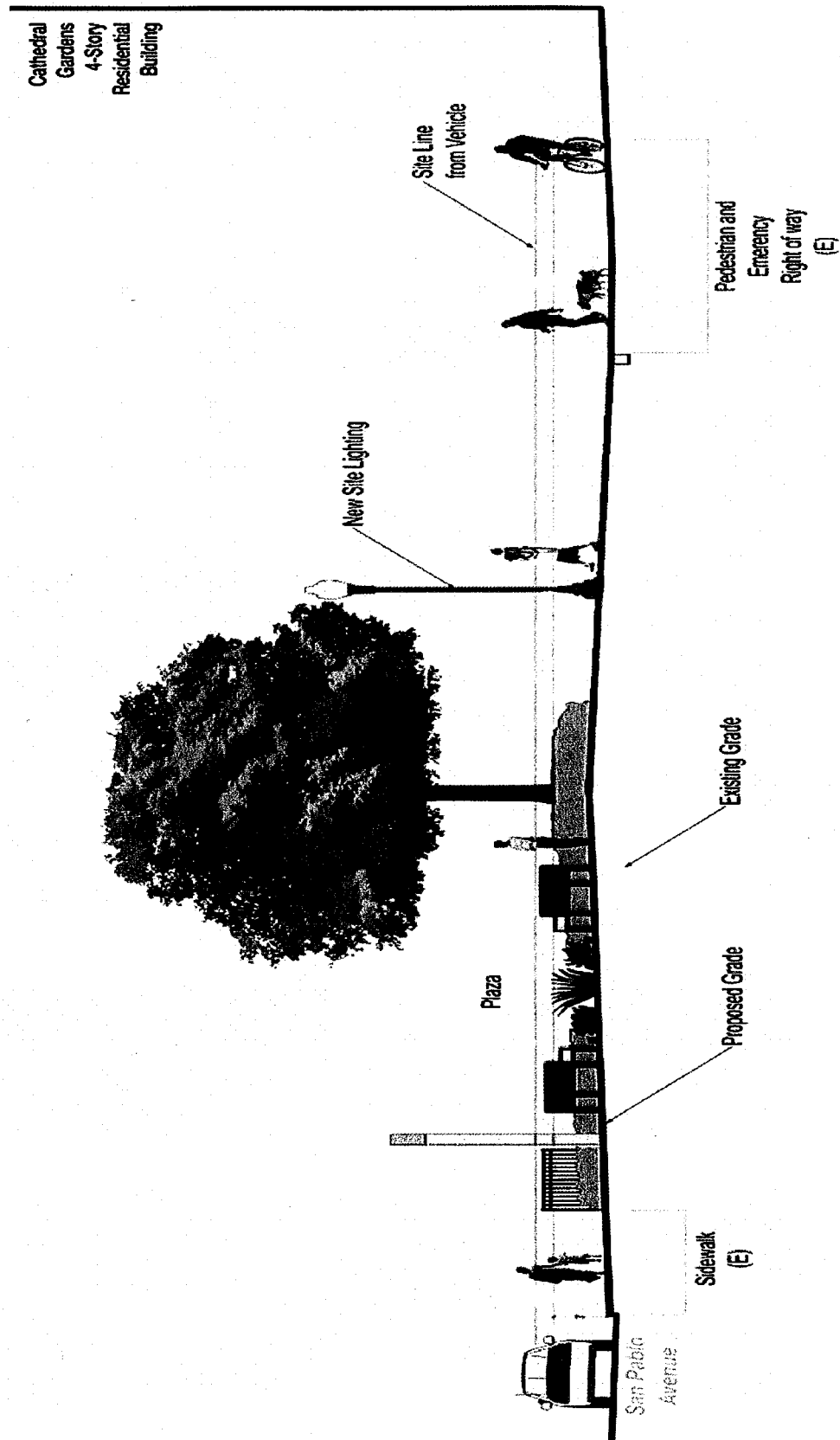
Bishop Floyd L. Begin Plaza Renovation Project
Exhibit A – Site Plan



Bishop Floyd L. Begin Plaza Renovation Project
Exhibit B – Isometric view



Bishop Floyd L. Begin Plaza Renovation Project
Exhibit C – Plaza Cross Section



CONDITIONAL USE PERMIT INFORMATION

What is a Conditional Use Permit?

The Zoning Ordinance describes two different types of uses in each zoning district: 1) permitted uses; and 2) conditional uses. Conditional uses are those which require special consideration from the City. The Conditional Use Permit (CUP) process provides the City with the flexibility to determine if a specific use at a certain location will be compatible with the neighborhood.

In reviewing a CUP, the Planning Department relies upon the specific findings of Section 17.134.050 of the Zoning Ordinance.

REQUIRED C.U.P. FINDINGS PURSUANT TO SECTION 17.134.050

Conditional Use Permits are granted only when all of the following findings can be made:

Compatible with the Neighborhood

That the location, size, design, and operating characteristics of the proposed development will be compatible with and will not adversely affect the livability or appropriate development of abutting properties and the surrounding neighborhood, with consideration to be given to:

- 1) harmony in scale, bulk, coverage, and density; to harmful effect, if any, upon desirable neighborhood character;
- 2) the generation of traffic and the capacity of surrounding streets; and
- 3) any other relevant impact of the development.

An Asset for the Neighborhood

That the location, design, and site planning of the proposed development will provide a convenient and functional living, working, shopping, or civic environment, and will be as attractive as the nature of the use and its location and setting warrant.

Enhances the Area

That the proposed development will enhance the successful operation of the surrounding area in its basic community functions, or will provide an essential service to the community or region.

Meets Design Review Standards

That the proposal conforms to all applicable Regular Design Review criteria set forth in the design review procedure in Section 17.136.050.

Complies with the General Plan and other adopted City Plans

That the proposal conforms in all significant respects with the Oakland General Plan and with any other applicable plan or development control map which has been adopted by the City Council.

PRAC – September 16, 2015
Item 9A



CITY OF OAKLAND CONDITIONAL USE PERMIT FINDINGS

The Zoning Ordinance describes two different types of uses in each zoning district: 1) permitted uses; and 2) conditional uses. Conditional uses are those which require special consideration from the City.

The Conditional Use Permit (CUP) process provides the City with the flexibility to determine if a specific use at a certain location will be compatible with the neighborhood. Conditional Use Permits can only be granted if all of the following general Use Permit findings from Section 17.134.050 can be made:

Please indicate the way in which the proposal meets the following required criteria. Attach additional sheets if necessary.

- A. The location, size, design, and operating characteristics of the proposed development will be compatible with, and will not adversely affect, the livability or appropriate development of abutting properties and the surrounding neighborhood, with consideration to be given to harmony in scale, bulk, coverage, and density; to the availability of civic facilities and utilities; to harmful effect, if any upon desirable neighborhood character; to the generation of traffic and the capacity of surrounding streets; and to any other relevant impact of the development:

The location of the Begin Plaza Renovation Project (Project) is at 2251 San Pablo Avenue. The size of the existing park/plaza is approximately, 19,000 square feet, the design of the new plaza is intended to improve the existing underutilized plaza/park, by installing new lights and incorporate new playground and picnic area for the local residents to utilized. These new elements are desirable and compatible to the newly built Cathedral Garden, 100 Unit apartments, and the surrounding neighbor.

- B. The location, design, and site planning of the proposed development will provide a convenient and functional living, working, shopping, or civic environment, and will be as attractive as the nature of the use and its location and setting warrant:

The new design plan and location will provide a functional living, civic environment, and safe as well as attractive to the neighbor and community. The community is very supportive of the project.

- C. The proposed development will enhance the successful operation of the surrounding area in its basic community functions, or will provide an essential service to the community or region:

The new Begin Plaza will provide a safe and functional new playground; picnic and game table area; and a large, level open area for play and group activities for the neighbor and the surrounding community.

D. The proposal conforms with all applicable Regular Design Review criteria set forth in Section 17.136.050 of the Oakland Planning Code:

The new Begin Plaza plan conform to all applicable Regular Design Review criteria set forth in Section 17.136.050 of the Oakland Planning Code.

E. For proposals involving a One- or Two-Family Residential Facility: If the Conditional Use Permit concerns a regulation governing maximum height, minimum yards, or maximum lot coverage or building length along side lot lines, the proposal also conforms with at least one of the following criteria: N/A

1. The proposal when viewed in its entirety will not adversely impact abutting residences to the side, rear, or directly across the street with respect to solar access, view blockage and privacy to a degree greater than that which would be possible if the residence were built according to the applicable regulation, and, for conditional use permits that allow height increases, the proposal provides detailing, articulation or other design treatments that mitigate any bulk created by the additional height;

- OR -

2. At least sixty (60) percent of the lots in the immediate context are already developed and the proposal would not exceed the corresponding as-built condition on these lots, and, for conditional use permits that allow height increases, the proposal provides detailing, articulation or other design treatments that mitigate any bulk created by the additional height. The immediate context shall consist of the five closest lots on each side of the project site plus the ten closest lots on the opposite side of the street (see illustration I-4b); however, the Director of City Planning may make an alternative determination of immediate context based on specific site conditions. Such determination shall be in writing and included as part of any decision on any conditional use permit.

F. The proposal conforms in all significant respects with the Oakland General Plan and with any other applicable plan or development control map which has been adopted by the City Council.

The new Begin Plaza plan conforms to the City of Oakland General Plan.



CITY OF OAKLAND
PUBLIC WORKS AGENCY
TREE SERVICES - BLDG 4
7101 EDGEWATER DRIVE
OAKLAND, CA 94621

Permit #

PHONE (510) 615-5934 FAX (510) 615-5845
BUSINESS HOURS Monday - Friday 8:00am - 3:00pm

**TREE REMOVAL PERMIT APPLICATION
NON-DEVELOPMENT RELATED**

Application is hereby made pursuant to the Tree Preservation Ordinance
Chapter 12.36, of the Oakland Municipal Code

- ❖ One or more trees 9 inches or greater in diameter at breast height.
- ❖ One or more Coast Live Oak trees, 4 inches or greater in diameter at breast height.
- ❖ Eucalyptus and Monterey Pine trees are exempt.

NAME OF APPLICANT Ha Nguyen for the City of Oakland

LOCATION OF PROPERTY 2251 San Pablo Ave., Oakland

DESCRIPTION OF TREE(S) PROPOSED FOR REMOVAL (quantity, species and diameter)

15 Pinus Torreyana (ranges from 6" to 18")

REASON FOR REMOVAL OF TREE(S)

Removing existing pine trees and smaller evergreen trees that prohibit natural light from entering the plaza and causes visual obstruction for visibility to the site, the primary concerns for security and safety issues. Also they are overcrowding the protective Oak Trees.

ATTACHMENTS One of the following three choices are required showing the number and location of tree(s) described on the application.

1. Hand Drawn Sketch

2. Site or Landscape Plan

3. Photographs

BY SIGNING BELOW I CONFIRM THE INFORMATION SUBMITTED FOR APPLICATION AND I UNDERSTAND THE NON-REFUNDABLE APPLICATION FEE IS \$250.00.

I further certify under penalty of perjury that all the information provided on this tree removal permit application is true and correct and that no zoning, land use, grading, demolition, building or other City permits have been applied for as a result of this tree(s) removal being accomplished.

DATE _____

SIGNATURE _____

ADDRESS 250 Frank Ogawa Plaza, Suite 4344

CITY, STATE, ZIP Oakland, Ca 94612

TELEPHONE 510-238-7213

2nd PHONE 510-914-0592

<input checked="" type="checkbox"/>	Property Owner
<input type="checkbox"/>	Agent for Owner