



## PARKS AND RECREATION ADVISORY COMMISSION

City of Oakland

Wednesday, July 13, 2016

Lake Merritt Garden, 666 Bellevue Avenue

4:30pm

### AGENDA

1. CALL TO ORDER:
2. ROLL CALL:  
**CORBIN, DU BOIS, HOWZE, KADERA-REDMOND, MANNING, MARSHALL, MILLER, PETERSON, REILLY, ROSENBLOOM, WU**
3. DISPOSITION OF MINUTES:  
May 11, 2016 Meeting Minutes  
June 8, 2016 Meeting Minutes
4. SPECIAL ORDERS:
5. PRAC PENDING LIST:
6. MODIFICATIONS TO THE AGENDA:
7. CONSENT NEW BUSINESS:

A. **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 THE "AUTUMN LIGHTS FESTIVAL" FUNDRAISER ON TUESDAY THROUGH SATURDAY, OCTOBER 11 THROUGH 15 2016.**

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 event, The 5<sup>th</sup> Annual Autumn Lights Festival event during the evening of Tuesday, (Technical Dress Rehearsal) Wednesday, Thursday, Friday and Saturday, October 11-15, 2016. Net event receipts will entirely go to benefit improvements to the Gardens and Garden Center. This event has been approved by the Parks and Recreation Advisory Commission (PRAC) over the past four years in support of the benefits these events bring to the Gardens and the City. Heart of the Town Events has been hired to manage the event.

8. NEW BUSINESS

A. **REQUEST FOR APPROVAL TO DEDICATE A BENCH IN HONOR OF JULIA LOUISE DUVALL AND LIAM AVERY DUVALL**

Parks & Recreation staff was contacted requesting that a bench in Dover Park is dedicated to Julia and Liam Duvall. The desired bench is at the northern most edge of the park near the community gardens and garden shed. The dedication plaque will read:

Julia Louise Duvall (1986-2016) & Liam Avery Duvall (2016)

Under unpainted stars we sit and with each beat,  
carve a space for memories and dreams that are timeless.

We are a family still learning to make fire.

**B. REQUEST FOR APPROVAL TO DEDICATE TWO BENCHES IN HONOR OF WILLIAM H. BACHRACH**

Parks & Recreation staff received a request to dedicate two benches in memory of William H. Bachrach. The selected benches are located on the Lake Merritt walking path where Jackson Street ends at Lake Merritt and face the lake. The first bench is dedicated by Dr. Ronald Bachman on behalf of the Temple Sinai Men's Group and is located closest to Snow Park. The second bench is dedicated by family and friends of William. The dedication plaques will read:

**Bench #1**

**Bill Bachrach  
Friend Counselor Mensch**

**Bench #2**

**Bill Bachrach  
So kind So witty So wise**

**C. REQUESTING APPROVAL TO ALLOW PARK DAY SCHOOL PERMISSION TO COLLECT FEES FOR FUNDRAISER ON GROUNDS OF STUDIO ONE DURING THE MAKERS FAIRE ON OCTOBER 23, 2016**

Studio One Arts Center received a request from Park Day School located at 360 42<sup>nd</sup> Street, Oakland, Ca 94609, requesting approval to collect fees on the grounds of Studio One Art Center during their annual fundraiser the Mini Makers Faire to be held on October 23, 2016, 10am until 6pm.

**D. REQUEST APPROVAL TO ALLOW 3STRANDS GLOBAL, INC., PERMISSION TO COLLECT ONSITE REGISTRATION FEES, DONATIONS, AND SELL EVENT MERCHANDISE AND FOOD VENDOR TICKETS AT THE BREAK FREE RUN OAKLAND-THE RACE TO END HUMAN TRAFFICKING AT LAKESIDE PARK (BANDSTAND) ON SATURDAY, NOVEMBER 5, 2016**

Oakland Parks & Recreation received a request from 3 Strands Global, Inc., a IRC 501(c)(3) non-profit organization established to combat human trafficking through sustainable employment, education and engagement initiatives. 3Strands Global, Inc. is requesting to collect onsite registrations fees, donations, and sell event merchandise and food vendors tickets at the event. All funds collected from 3Strands Break Free Run will go to their 2016 beneficiaries who are combating human trafficking through restoration and prevention services. Approval from the Parks and Recreation Advisory Commission is required per O.M.C. section 12.64.080.

**E. REQUEST APPROVAL TO ALLOW ASCENSION HISTORICAL SOCIETY PERMISSION TO COLLECT ONSITE REGISTRATION FEES AT THE 5K/10K RUN AND WALK AT LAKESIDE PARK ON SATURDAY, OCTOBER 1, 2016**

Oakland Parks & Recreation received a request from Ascension Historical Society, a IRC 501(c)(3) non-profit organization which is under the Ascension Greek Orthodox Cathedral/The Hellenic Community of Oakland and Vicinity. Ascension Historical Society is requesting to collect onsite registration fees at the event. Proceeds from Ascension Historical Society Walk/Run will benefit the Ascension Historical Society to preserve the History of Greek American History in Oakland or towards the Ascension Greek Orthodox Cathedral's Building Fund. Approval from the Parks and Recreation Advisory Commission is required per O.M.C. section 12.64.080.

**F. REQUEST APPROVAL TO ALLOW THE CALIFORNIA NURSE MIDWIFERY ASSOCIATION PERMISSION TO COLLECT ONSITE REGISTRATION FEES, SELL RACE T-SHIRTS, AND ALLOW VENDORS TO TABLE WITH THE OPTION OF SELLING MERCHANDISE AT THE MILES FOR MIDWIVES 5K/10K RUN AND WALK AT LAKESIDE PARK ON SUNDAY, OCTOBER 2, 2016**

Oakland Parks & Recreation received a request from The California Nurse Midwifery Association (CNMA), an Affiliate of the American College of Nurse Midwives, a professional organization representing Certified Nurse Midwives and Certified Midwives. The California Association of Midwives (CAM) is a not-for-profit organization consisting of midwives serving the home birth population in California. CNMA is requesting to collect onsite registrations fees, sell race t-shirts and allow participating vendors to table with the option of selling merchandise. Proceeds from the Miles for Midwives 5K/10K Run and Walk will be added to the CNMA and CAM's general funds and used to promote the mission of improving maternal and child health in California and promoting access to midwifery care for Californian families. Approval from the Parks and Recreation Advisory Commission is required per O.M.C. section 12.64.080.

**G. REQUEST APPROVAL TO ALLOW THE ETHIOPIAN COMMUNITY CULTURAL CENTER, INC. FOR PERMISSION TO COLLECT FUNDS ONSITE FOR THE SALES OF BEER AND WINE, EVENT RELATED MERCHANDISE AND FOOD VENDOR TICKETS AT THE 8<sup>TH</sup> ANNUAL ETHIOPAN NEW YEAR CULTURAL EVENT TO BE HELD AT LAKESIDE PARK (BANDSTAND) ON SATURDAY, SEPTEMBER 10, 2016**

Oakland Parks & Recreation received a request from the Ethiopian Community Cultural Center, Inc (ECCC), a IRC 501(c)(3) non-profit organization that coordinates educational programs and social services that empower and support Ethiopian immigrants and refugees to become self-sufficient. The Ethiopian Community Cultural Center Inc. is requesting to collect funds onsite for the sales of beer and wine, event related merchandise, and food vendor tickets at the 8<sup>th</sup> Annual Ethiopian New Year Cultural Event. This is ECCC's first time coming before the Parks and Recreation Advisory Commission (PRAC) requesting to collect funds onsite. Funds collected will cover the event cost and a portion will be given to charity partners. Approval from the PRAC is required per O.M.C. section 12.64.080.

H. **REQUEST APPROVAL TO ALLOW BAY AREA BLACK MARKET PERMISSION TO COLLECT FUNDS ONSITE THROUGH VENDOR SALES OF FOOD AND BEVERAGES, VENDORS SALES OF MERCHANDISE, SALES OF RAFFLE TICKETS AND COLLECTION OF DONATIONS AT COMMUNITY MARKETPLACE TO BE HELD AT LAKESIDE PARK GARDEN CENTER ON SATURDAY, AUGUST 27, 2016**

Oakland Parks & Recreation received a request from Bay Area Black Market (BAMA) an organization created to serve the community by promoting black businesses through internet advertising and marketplace events such as Bay Area Black Marketplace. BAMA is requesting to collect funds onsite through vendor sales of food, beverages, merchandise, and raffle tickets and collection of donations at the Community Marketplace. Five percent of the funds collected from the Bay Area Black Market will go to Ador of Hope, a IRC 501(c)(3) non-profit organization that provides Transitional Housing for Homeless and re-entry support into the Community. Approval from the Parks and Recreation Advisory Commission is required per O.M.C. section 12.64.080.

I. **REQUEST APPROVAL FOR THE OMNIRA INSTITUTE TO SOLICIT VENDOR FEES AND FOR VENDORS' ON-SITE COLLECTION OF FUNDS FOR ITEMS AND FOOD SOLD AT THE BLACK EYED PEA FESTIVAL AT MOSSWOOD PARK ON SEPTEMBER 10, 2016**

Parks and Recreation Advisory Council approval is required in order for Omnira Institute to solicit vendor fees to sell food, merchandise, and beverages at a City of Oakland park, in accordance with Oakland Municipal Code Section 12.64.080. The Omnira Institute is hosting its third annual free Black Eyed Pea Festival on Saturday, September 10, 2016 from 11 am to 5:30 pm at Mosswood Park. Setup will begin at 7:30am the day of the event and cleanup will end at 9:00pm. This event is expected to attract 500+ attendees with marketing focused on Oakland and the East Bay. The Omnira Institute is requesting approval of soliciting a vendor fee in which proceeds will help cover the cost of musicians, equipment, marketing, staffing, and facility usage. In addition, Omnira Institute is requesting the approval for vendors to sell services, merchandise, and food. Vendor booths will highlight the richness and preservation of the African Culture. Individual vendors will be collecting money on-site. There will also be free community health resources to help service the community.

J. **REQUEST TO ALLOW AFROCENTRIC OAKLAND TO SOLICIT DONATIONS AT THE 5<sup>th</sup> ANNUAL PAN AFRICAN FAMILY REUNION AND FOR VENDORS TO COLLECT ONSITE FUNDS AT MOSSWOOD PARK ON SEPTEMBER 4, 2016**

Parks and Recreation Advisory Council approval is required in order for Afrocentric Oakland to solicit fees for vendors to sell food, merchandise, and beverages at a City of Oakland park, in accordance with Oakland Municipal Code Section 12.64.080. This proposal is for the Pan African Family Reunion, an annual free event held at Mosswood Park on September 4, 2016. The events attracts close to 1000 attendees from all over the African Diaspora and the Bay Area and features local artists, small businesses, family friendly games and entertainment, cuisine and wares sold by local vendors, and other activities that celebrate the art and culture of the African Diasporic community. Afrocentric Oakland is requesting the approval of

participating vendors' onsite money collection and approval to solicit donation which will help cover the cost of musicians, equipment, marketing, staffing, and facility usage.

9. CONDITIONAL USE PERMITS:

A. REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMITTEE RECOMMEND APPROVAL OF A CONDITIONAL USE PERMIT TO IMPROVE THE ST. ANDREW'S PLAZA RENOVATION PROJECT

PRAC endorsement is requested for a Minor Conditional Use Permit for the St. Andrew's Plaza Renovation which includes a new ornamental perimeter fence, three light poles, a bulletin board, and multi-purpose boulders to be installed in the plaza. See attached Project Plans. The construction is anticipated to begin in the fall of 2016 and completed by June 2017.

10. COMMUNICATIONS:
11. PRAC COMMITTEE REPORT:
12. ADVISORY COUNCIL REPORTS:
13. UNFINISHED BUSINESS:
14. COUNCIL REFERRALS:
15. OPEN FORUM:
16. DIRECTOR'S REPORT:
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, September 14, 2016 4:30 p.m.**  
**Lakeside Garden Center**  
**666 Bellevue Ave, Oakland, CA**



**PARKS AND RECREATION ADVISORY COMMISSION**  
City of Oakland  
Wednesday, May 11, 2016  
Lake Merritt Garden, 666 Bellevue Avenue  
4:30pm

**Draft Minutes**

1. CALL TO ORDER: 4:37 pm
2. ROLL CALL BY: Dana Riley  
**CORBIN, DU BOIS, HOWZE, KADERA-REDMOND, MANNING,  
MARSHALL, MILLER, PETERSON, REILLY, ROSENBLOOM, WU**

**Present:** Commissioners Corbin, Howze, Kadera-Redmond, Miller, Peterson, Reilly, Wu

**Arrivals:** Commissioner Marshall (4:39)

**Excused:** Commissioners DuBois, Manning and Rosenbloom

**Staff:** Stephanie Hom, Dana Riley, Diane Boyd, Zermaine Thomas, Megan Seccombe,  
Karis Griffin and Desmona Armstrong

3. DISPOSITION OF MINUTES:  
March 9, 2016 and April 13, 2016 Minutes

March 9, 2016

**Motion:** Commissioner Miller entertained a motion to approve March 9, 2016 minutes with corrections. **Item Passed. Abstained:** Commissioners Howze and Reilly.

April 13, 2016

**Motion:** Commissioner Miller entertained a motion to approve April 13, 2016 minutes with corrections. **Item:** Passed. **Abstained:** Commissioners Marshall and Miller

4. SPECIAL ORDERS:
5. PRAC PENDING LIST:
6. MODIFICATIONS TO THE AGENDA:

**Motion:** Commissioner Miller entertained a motion to modify the agenda to move Open Forum above Item 8L **Moved by:** Commissioner Wu **Second by:** Commissioner Howze. **Vote: Yes – Corbin, Howze, Kadera-Redmond, Marshall, Miller, Peterson, Reilly and Wu. Motion:** Passed.

7. CONSENT NEW BUSINESS:

A. REQUEST APPROVAL FROM THE PARKS AND RECREATION ADVISORY COMMISSION TO ALLOW THE LAKE MERRITT ROWING CLUB PERMISSION TO SELL FOOD, BEVERAGES, EVENT T-SHIRTS AND TO HOST MOBILE FOOD TRUCK VENDORS AT LAKESIDE PARK AND THE LAKE MERRITT SAILBOAT HOUSE CLUBROOM DURING THEIR ROWING REGATTA EVENT AT LAKESIDE PARK ON SUNDAY, JULY 24, 2016.

Oakland Parks & Recreation received a request from the Lake Merritt Rowing Club (LMRC) for approval to sell food, beverages, event t-shirts and to host mobile food truck vendors at their annual regatta on Sunday, July 24, 2016 at Lakeside Park and The Lake Merritt Sailboat House Clubroom. The LMRC non-profit organization's rowing regatta is sponsored by the United States Rowing Association (USRA).

B. REQUEST APPROVAL FROM THE PARKS AND RECREATION ADVISORY COMMISSION TO ALLOW EAST BAY FRONT RUNNERS AND WALKERS TO COLLECT ON-SITE REGISTRATION FEES AND SELL LIMITED MERCHANDISE DURING THE 5K/10K PRIDE RUN/WALK AT LAKESIDE PARK ON SATURDAY, OCTOBER 8, 2016.

Oakland Parks & Recreation received a request from the East Bay Front Runners and Walkers, a non-profit organization and affiliate of Road Runners Club of America, a nationwide organization that provides advice, support and liability insurance for recreational running clubs. East Bay Front Runner and Walkers requested permission to collect registration fees and sell merchandise during their 5K and 10K Pride Run/Walk on Saturday, October 8, 2016. Proceeds raised during the event will be donated to several local non-profit organizations.

**Motion:** Commissioner Miller entertained a motion to approve Consent New Business Items 7A and 7B. **Moved by:** Commissioner Wu **Second by:** Commissioner Howze. **Vote:** Yes - Commissioners Corbin, Howze, Kadera-Redmond, Marshall, Miller, Peterson, Reilly and Wu. **Motion:** Passed.

8. NEW BUSINESS

A. Request for Approval to Dedicate a Bench to the Art Deco Society of California

Dana Riley, Oakland Parks & Recreation's Manager, presented the staff report for Item 8A. Parks & Recreation staff was contacted by Laurie Gordon requesting to dedicate a bench to celebrate the 35<sup>th</sup> anniversary of the Art Deco Society of California. The selected bench is located between the Bird Sanctuary and the Sailboat House in Lakeside Park and is one of the recently installed black metal benches. The dedication plaque will read:

**Dedicated to The Art Deco Society of California  
Celebrating 35 Years of Historic Preservation  
a gift from Richard Fishman and Laurie Gordon**

**Motion:** Commissioner Miller entertained a motion to approve the staff recommendation to approve the plaque language as written for dedication of a bench located between the Bird Sanctuary and the Sailboat House in Lakeside Park **Moved by:** Commissioner Peterson **Second by:** Commissioner Kadera-Redmond. **Vote:** Yes – Commissioners Corbin, Howze, Kadera-Redmond, Marshall, Miller, Peterson, Reilly and Wu. **Motion:** Passed.

**B. REQUEST APPROVAL FROM THE PARKS AND RECREATION ADVISORY COMMISSION TO GRANT PERMISSION TO ALLOW COMMUNITY MERCHANTS TO COLLECT DONATIONS ON SITE AT THE XICANA MORATORIUM COALITION'S FESTIVAL AT SAN ANTONIO PARK ON SUNDAY, AUGUST 28, 2016.**

Megan Seccombe, Oakland Parks & Recreation Program Director, presented the staff report for Item 8B. Oakland Parks & Recreation received a request from the Xicana Moratorium Coalition for permission to allow community and local arts and crafts merchandise vendors to collect donations at their Annual Festival at San Antonio Park on Sunday, August 28, 2016. The funds raised will be used to cover the costs of presenting the festival, including stage rental, clean-up, tables/chairs. Proceeds will also support similar future community event designed to promote local artists. Organizers will host a barbecue free to attendees. Their post event clean-up will include San Antonio Park and the surrounding streets and neighborhood.

**Motion:** Commissioner Miller entertained a motion to approve the staff recommendation to grant the Xicana Moratorium Coalition permission to allow community merchants to collect donations at their 37th Annual Festival at San Antonio Park on Sunday, August 28, 2016.

**Moved by:** Commissioner Wu **Second by:** Commissioner Corbin. **Vote: Yes –** Commissioners Corbin, Howze, Kadera-Redmond, Marshall, Miller, Peterson, Reilly and Wu. **Motion:** Passed.

**C. REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION TO APPROVE A FUNDRAISING EVENT AT DIMOND RECREATION CENTER FOR OAKLANDTRAILS.ORG AND ACE ARTS ON WEDNESDAY, MAY 25, 2016 AT THE DIMOND RECREATION CENTER**

Michelle Doppelt, Oakland Parks & Recreation Recreation Supervisor, presented the staff report for Item 8C. Parks & Recreation received a request from OaklandTrails.org to host an evening of events featuring a lecture by local historian Dennis Evanosky on "The History of the East Bay Redwoods", a screening of the 20-minute documentary TRAILHEAD, and an art sale spotlighting "Ghost in the Redwoods" by artist Kristi Holohan on Wednesday, May 25, 2016. Organizers also requested permission to collect donations and to sell limited addition art work and promotional merchandise. In addition, a request was made to have the three hour rental fee of \$180.00 waived.

The Commission and staff discussed the event and determined that PRAC had the jurisdiction to make a determination on all aspects of the request with the exception of the fee waiver.

**Motion:** Commissioner Miller entertained a motion to approve the staff recommendation to allow OaklandTrails.org and ACE Arts to collect donations and sell limited addition art work and promotional merchandise at their educational event and fundraiser on Wednesday, May 25, 2016, at the Dimond Recreation Social Hall. **Moved by:** Commissioner Wu **Second by:** Commissioner Kadera-Redmond. **Vote: Yes –** Corbin, Howze, Kadera-Redmond, Marshall, Miller, Peterson, Reilly and Wu. **Motion:** Passed.



**D. REQUEST APPROVAL FROM THE PARKS AND RECREATION ADVISORY COMMISSION TO ALLOW CRISIS SUPPORT SERVICES OF ALAMEDA COUNTY, PERMISSION TO COLLECT FEES FOR AUCTION, DOOR FEES AND DONATIONS ON-SITE AT THEIR FUNDRAISER AND AUCTION AT STUDIO ONE ON SUNDAY JULY 10, 2016.**

Karis Griffin, Oakland Parks & Recreation Supervisor, presented the staff report for Item 8D. Oakland Parks and Recreation has received a request from Crisis Support Services of Alameda County, a non-profit organization that would like to host its Suicide Prevention Fundraising Event at Studio One. Crisis Support Services of Alameda is requesting permission to collect monies at their event from their on-site auction, door fees and donations from their 'CSS Fundraising Event' on July 10, 2016.

**Motion:** Commissioner Miller entertained a motion to grant the Crisis Support Servicer of Alameda County permission to collect entry fees, and to host an auction at their Suicide Prevention Fundraiser at Studio One on July 10, 2016. **Moved by:** Commissioner Reilly **Second by:** Commissioner Kadera-Redmond. **Vote: Yes** – Corbin, Howze, Kadera-Redmond, Marshall, Miller, Peterson, Reilly and Wu. **Motion:** Passed.

**E. REQUEST APPROVAL FROM THE PARKS AND RECREATION ADVISORY COMMISSION TO ALLOW NOW ROCK THIS TO COLLECT FUNDS FOR TICKETS, SPONSORSHIPS, AND DONATIONS AT THEIR ANNUAL FASHION SHOW ON AUGUST 27, 2016 AT THE LAKESIDE PARK GARDEN CENTER.**

Oakland Parks & Recreation received a request from Now Rock This to collect funds at their annual fashion show event. Now Rock This is a for-profit business located in Fremont, CA. This would be their first time hosting the event in Oakland. The event organizer informed the Commission that their goal was to support Berkeley based group Berkeley's Helping Hands by sharing the proceeds from the fashion show with a 60/40 split.

The event is a private event with the intent of being a fundraiser for a group that is not a n official non-profit. While tickets would not be sold on the premises, funds from donations and sponsorships would be collected onsite.

The Commission and staff discussed the merits of the request and determined that the requester should work with staff to accommodate the event without need to exchange funds onsite.

**Motion:** Commissioner Miller entertained a motion to continue the item to a future meeting, if necessary, and recommended Now Rock This work with Parks & Recreation staff to resolve issues raised by the Commission. **Moved by:** Commissioner Peterson **Second by:** Commissioner Kadera-Redmond. **Vote: Yes** – Corbin, Kadera-Redmond, Marshall, Miller, Peterson, Reilly and Wu. **Abstained:** Commissioner Howze. **Motion:** Passed.

**F. REQUEST APPROVAL FROM THE PARKS AND RECREATION ADVISORY COMMISSION TO ALLOW THE PERFECT SIDEKICK PERMISSION TO COLLECT ONSITE REGISTRATION FEES AT THEIR INAUGURAL 5K RUN DURING OAKLAND PRIDE AT THE LAKE MERRITT BLVD. AMPHITHEATRE ON SATURDAY, SEPTEMBER 10, 2016.**

The staff report for Item 8F was presented by Zermaine Thomas, Oakland Parks & Recreation Central Reservations. Oakland Parks & Recreation received a request from the Perfect Sidekick, the first and only all-inclusive LGBTQ gym in the nation. This will be the organization's inaugural 5k Run. The event representative informed the Commission that though Oaklandish was cited as a promotional partner in the staff report, their official status had not been confirmed. Proceeds raised will be applied to cover the cost for producing the event. Any remaining funds will be donated to local 501 (c) 3 organizations.

**Motion:** Commissioner Miller entertained a motion to approve the staff recommendation to allow The Perfect Sidekick permission to collect registration fees at their inaugural 5k Run on Saturday, September 10, 2016 with the condition that Post Event report includes the names of the non-profit organizations to which funds are to be donated. **Moved by:** Commissioner Kadera-Redmond **Second by:** Commissioner Corbin. **Vote: Yes – Corbin, Howze, Kadera-Redmond, Marshall, Miller, Peterson, Reilly and Wu. Motion:** Passed.

**G. REQUEST APPROVAL FROM THE PARKS AND RECREATION ADVISORY COMMISSION TO ALLOW DOPEONLY (DO) TO COLLECT FEES FOR ENTRY ALCOHOLIC BEVERAGES, FOOD AND TO ALLOW T-SHIRT VENDORS AT THE COOL WATER EVENT AT JACK LONDON AQUATIC CENTER ON SATURDAY, MAY 28, 2016.**

Desmona Armstrong, Oakland Parks & Recreation Central Reservations, presented the staff report for Item 8G. Oakland Parks & Recreation received a request from DopeOnly, (DO) a brand management and marketing firm, for permission to collect funds at their community based social gathering known as Cool Water. This event was created as a social get together to promote synergy within the greater Oakland community and has become known as a grand melting pot of people from all walks of life.

There are approximately 1000 attendees expected between the ages of 30 to 50. The Jack London Aquatic Center can accommodate approximately 400 guests outside and another 300 inside. An Oakland based security firm will be on hand to manage the crowds. According to the event organizers, because Cool Water is such a popular community event, they will forego traditional advertisement and will rely on word-of-mouth promotions.

**Motion:** Commissioner Miller entertained a motion to approve the staff recommendation to allow DopeOnly a brand management and marketing firm to collect funds for entry fees and the sell of alcoholic beverages, food and merchandise at their Cool Water event on Saturday, May 28, 2016 at the Jack London Aquatic Center. **Moved by:** Commissioner Kadera-Redmond **Second by:** Commissioner Corbin. **Vote: Yes – Corbin, Howze, Kadera-Redmond, Marshall, Miller, Peterson, Reilly and Wu. Motion:** Passed.

**H. REQUEST APPROVAL FROM THE PARKS AND RECREATION ADVISORY COMMISSION TO ALLOW LAO IU MEIN CULTURE ASSOCIATION, INC. TO COLLECT ONSITE DONATIONS, RAFFLE PRIZES, AND SELL ALCOHOLIC BEVERAGES AT THEIR ANNUAL SCHOLARSHIP FUNDRAISING EVENT AT THE JACK LONDON AQUATIC CENTER ON SATURDAY, JULY 23, 2016.**

The staff report for Item 8H was presented by Desmona Armstrong, Oakland Parks & Recreation Central Reservations . Oakland Parks & Recreation received a request from Lao Iu Mien Culture Association, Inc. to collect funds at their annual scholarship fundraising event. Proceeds from the event will benefit graduating Iu Mien High School students' pursuit of higher education.

**Motion:** Commissioner Miller entertained a motion to approve the staff recommendation to allow the Lao Lu Mien Culture Association, Inc. to collect donations and sell raffle tickets and alcoholic beverages at their annual scholarship dinner on Saturday, July 13, 2016 at the Jack London Aquatic Center. **Moved by:** Commissioner Wu **Second by:** Commissioner Peterson. **Vote: Yes** – Corbin, Howze, Kadera-Redmond, Marshall, Miller, Peterson, Reilly and Wu. **Motion:** Passed.

**I. REQUEST FOR THE OAKLAND PARKS AND RECREATION ADVISORY COMMISSION TO APPROVE THE INSTALLATION OF NEW STEPS IN JOAQUIN MILLER PARK IN ORDER TO IMPROVE SAFETY ON HIKING TRAILS**

Stan Dodson from the Friends of Joaquin Miller Park presented the report for Item 8I. In collaboration with Oakland Public Works (OPW) Supervisor Herman Miller, Oakland Parks & Recreation (OPR) Supervising Naturalist Stephanie Benavidez, and Friends of Joaquin Miller Park, OaklandTrails.org has identified two trail sections in Joaquin Miller Park that would benefit from the replacement of steps. These areas are located at:

- Lower Palos Colorados Trail (6–8 new steps)
- Fern Ravine Trail (below Sequoia-Bayview Trail, 8–10 steps)

The steps on hiker-only trails were built decades ago, are severely over-grade, and suffer from erosion. The new steps will stabilize the surface and provide a safer path for hikers. A secondary outcome will likely be a deterrent for illegal mountain bike use of the trails. Signs could be used to advertise the new steps to attempt to mitigate injury to illegal mountain bikers.

The steps are expected to have a minimal life span of approximately 10 years given the use of redwood which is more resilient than most, and will naturally decompose into the earth. Depending on the use, the steps could last 15 to 20 years.

**Motion:** Commissioner Miller entertained a motion to grant the staff recommendation to approve the installation of replacement steps in Joaquin Miller Park in locations described in order to improve safety on hiking trails. **Moved by:** Commissioner Wu **Second by:** Commissioner Reilly. **Vote: Yes** – Corbin, Howze, Kadera-Redmond, Marshall, Miller, Peterson, Reilly and Wu. **Motion:** Passed.

**J. INFORMATIONAL REPORT: "POINT BY CANOGLE" WALKING TOURS IN DIMOND PARK, DIMOND CANYON PARK, AND JOAQUIN MILLER PARK**

Stan Dodson from Friends of Joaquin Miller Park presented the informational report for Item 8J. OaklandTrails.org will produce three "Point by Canogle" audio hiking tours for Oakland. The free smartphone application guides users by telling stories triggered by GPS.

In Phase 1, OaklandTrails.org plans to produce three separate tours:

- Grand Tour - Dimond Park to Chabot Space & Science Center (5.25 miles)
- Redwoods Tour – 3-mile loop in Joaquin Miller Park
- Dimond Business District Tour – 1.5 miles in the heart of Dimond

OaklandTrails.org will raise the \$9,000 to produce the project. The organization will also work with several agencies and other organizations to create the content for the hiking tours.

**Motion:** Commissioner Miller entertained a motion to accept the informational report on Point by Canogle - Walking Tours in Dimond Park, Dimond Canyon Park and Joaquin Miller Park. **Moved by:** Commissioner Wu **Second by:** Commissioner Corbin. **Vote: Yes – Corbin, Howze, Kadera-Redmond, Marshall, Miller, Peterson, Reilly and Wu. Motion:** Passed.

**K. INFORMATIONAL REPORT: OAKLAND VOLUNTEER PARK PATROL.**

Stan Dodson from Friends of Joaquin Miller Park presented the informational report for Item 8K. The mission of Oakland Volunteer Park Patrol (OVPP) is to improve the quality and safety of City parks. OVPP participants will be given training to assist park users, support emergency responders, and report park issues to the proper City of Oakland agencies.

OVPP, now being established in Dimond Canyon and Joaquin Miller Park, is a pilot program for a potential citywide, volunteer park patrol effort.

Project organizers are working with an exploratory committee including several City department staff, community organizations and Vice Mayor Annie Campbell Washington to develop a framework of activities and protocols. A sample of the duties or activities include, patrolling designated parks, reporting maintenance issues on trails or other park facilities, assisting first responders in search and rescue functions and help park users understand park rules and regulations. Volunteers may receive training regarding how to report crimes but this is not the primary goal of the unit.

A mockup of the Oakland Volunteer Park Patrol recruitment handout was distributed to the Commission. The brochure included information regarding the OVPP's mission statement, duties and eligibility criteria. To mitigate any perception that OVPP's purpose is that of enforcement, the Commission recommended changing the shape of the patch/emblem depicted on the cover of the brochure as resembles the shape of the traditional police badge.

**Motion:** Commissioner Miller entertained a motion to accept the informational report on the Oakland Volunteer Park Patrol with a follow-up report reequested in May 2017. **Moved by:** Commissioner Kadera-Redmond **Second by:** Commissioner Marshall. **Vote: Yes – Corbin, Howze, Kadera-Redmond, Marshall, Miller and Wu. Motion:** Passed.

**Note:** Before the vote on Item 8K, Commissioner Reilly momentarily stepped out of the room and Commissioner Peterson withdrew from the meeting at 6:23 pm.

**L. REQUEST THE PARKS AND RECREATION ADVISORY COMMISSION APPROVE THE RECOMMENDATION TO CITY COUNCIL TO AMEND CHAPTER 12.64 OF THE OAKLAND MUNICIPAL CODE, PARK AND RECREATION AREA USE REGULATIONS AND SECTION 12.60.070 OF THE OAKLAND MUNICIPAL CODE, BICYCLE OPERATION RULES-VIOLATIONS-PENALTY AS RELATED TO USE IN PARKS**

Gail McMillon, Oakland Parks & Recreation Administration, presented the staff report for Item 8L. At the April 13, 2016 Parks and Recreation Advisory Commission (PRAC) meeting, the PRAC approved several revision to staff's recommendation to amend Chapter 12.64 Park and Recreation Area Use Regulations of the Oakland Municipal Code (OMC) and Section 12.60.070 of the OMC, Bicycle Operation Rules-Violations-Penalty as related to use in parks. Staff prepared a supplemental report summarizing the PRAC changes and requested direction on 12.64.120 – Park noise, musical instrument, and reproduction devise regulations.

After discussion, the Commission agreed that the item should be returned to the subcommittee for the purpose of addressing the issues raised by the PRAC. These include:

- Incorporating language relevant to noise regulations that is mindful of cultural practices
- Constructing ordinance language in a way that allows the public to self-measure or monitor behavior

Commissioner Reilly volunteered to join the Parks Ordinance Subcommittee, which currently includes Commissioners Kadera-Redmond and Corbin.

**Motion:** Commissioner Miller entertained a motion to return the topic to the Parks and Recreation Ordinance Subcommittee for further discussion. **Moved by:** Commissioner Wu **Second by:** Commissioner Howze. **Vote: Yes** – Corbin, Howze, Kadera-Redmond, Marshall, Miller, Reilly and Wu. **Motion:** Passed.

9. CONDITIONAL USE PERMITS:
10. COMMUNICATIONS:
11. PRAC COMMITTEE REPORT:
12. ADVISORY COUNCIL REPORTS:
13. UNFINISHED BUSINESS:
14. COUNCIL REFERRALS:

15. OPEN FORUM:

Tree Education by the Oakland Forum on Tree Education Network and Oakland Urban Forestry Forum:

- Constituents will host meetings across the City to educate the general public about tree health and the tree ordinance. The speaker would like Oakland Parks & Recreation and the PRAC to share problems or concerns that should be included in their outreach.
- Oakland Urban Forestry Forum meets monthly at City Hall. The organization has no official standing with the City, but would like to partner with PRAC. They have \$1 million in grant funding to plant trees in Oakland.

16. DIRECTOR'S REPORT:

New Director Update:

Nicholas Williams will be on staff beginning June 6<sup>th</sup> and will attend the PRAC meeting on June 8, 2016.

17. ADJOURNMENT: 7:17pm

Respectfully submitted,



Stephanie Hom  
Secretary



Diane Boyd  
Recording Secretary

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

**Next Meeting:**

Wednesday, June 8, 2016 4:30 p.m.  
Lakeside Garden Center  
666 Bellevue Ave, Oakland, CA



**PARKS AND RECREATION ADVISORY COMMISSION**

City of Oakland

Wednesday, June 8, 2016

Lake Merritt Garden, 666 Bellevue Avenue

4:30pm

**Draft Minutes**

1. CALL TO ORDER: 4:34 pm

2. ROLL CALL:

**CORBIN, DU BOIS, HOWZE, KADERA-REDMOND, MANNING, MARSHALL, MILLER, PETERSON, REILLY, ROSENBLOOM and WU**

**Present:** Commissioners: DuBois, Howze, Kadera-Redmond, Manning, Miller, Reilly and Rosenbloom

**Arrivals:** Commissioner Peterson (4:44 pm)

**Excused:** Commissioners Corbin, Marshall and Wu

**Staff:** Nicholas Williams, Dana Riley, Diane Boyd, Zermaine Thomas

**Note:** Chair Miller introduced Oakland Parks and Recreation Director and returning Oakland native, Nicholas Williams.

3. DISPOSITION OF MINUTES:

May 11, 2016 Minutes

**Note:** The May 11, 2016 meeting minutes were not approved due to the insufficient number of members currently present and who in attendance on May 11<sup>th</sup>.

4. SPECIAL ORDERS:

5. PRAC PENDING LIST:

6. MODIFICATIONS TO THE AGENDA:

7. CONSENT NEW BUSINESS:

**A. REQUEST FOR APPROVAL FROM PARKS AND RECREATION ADVISORY COMMISSION TO ALLOW SAN FRANCISCO MIME TROUP TO COLLECT DONATIONS AND SELL EVENT RELATED MERCHANDISE AT LAKESIDE PARK ON JULY 27 AND JULY 28, 2016.**

Oakland Parks & Recreation received a request from San Francisco Mime Troupe (SFMT), a IRC 501(c)(3) non-profit organization, for permission to collect donations and to sell event related merchandise at Lakeside Park on July 27 and July 28, 2016. Approval from the Parks and Recreation Advisory Commission (PRAC) is required per O.M.C. section 12.64.080.

**B. REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION TO APPROVE SOLICITATION OF ENTRANCE FEES, AND SALES OF FOOD CONCESSIONS, MERCHANDISE AND ALCOHOLIC BEVERAGES AT BURGER BOOGALOO, A TWO DAY MUSIC FESTIVAL AT MOSSWOOD PARK, JUNE 25-26, 2016.**

PRAC approval is required in order for Burger Boogaloo to solicit entrance fees and to sell food, merchandise, and beverages at a City of Oakland park, in accordance with Oakland Municipal Code Section 12,64,080. This is Burger Boogaloo's 4<sup>th</sup> annual 2-day music festival held at Mosswood Park on June 25-26, 2016.

**Motion:** Commissioner Miller entertained a motion to approve Consent New Business Items 7A and 7B. **Moved by:** Commissioner Du Bois **Second by:** Commissioner Howze. **Vote:** **Yes** – Commissioners Du Bois, Howze, Kadera-Redmond, Manning, Miller, Reilly and Rosenbloom. **Motion:** Passed.

**8. NEW BUSINESS**

**A. REQUEST FOR APPROVAL TO DEDICATE A BENCH IN HONOR OF RICHARD E. WINNIE.**

Dana Riley, Oakland Parks & Recreation Manager, presented the staff report for Item 8A. Parks & Recreation staff was contacted by friends and family of Mr. Winnie requesting to dedicate a bench in his memory. The selected bench is located in front of 1200 Lakeshore Avenue facing Lake Merritt and is the bench closet to the cul-de-sac. The dedication plaque will read:

**“Oakland is Tops”  
In Memory of Richard E. Winnie  
Oakland City Attorney 1981 – 1987  
Alameda County Counsel 1998 – 2011**

**Motion:** Commissioner Miller entertained a motion to approve the staff recommendation to approve the plaque language as written for dedication of a bench located in front of 1200 Lakeshore Avenue. **Moved by:** Commissioner Kadera-Redmond **Second by:** Commissioner Manning. **Vote:** **Yes** – Commissioners Du Bois, Howze, Kadera-Redmond, Manning, Miller, Reilly and Rosenbloom. **Motion:** Passed.

**B. REQUEST FOR APPROVAL FROM THE PARKS AND RECREATION ADVISORY COMMISSION TO ALLOW FAMILY PATHS, INC. TO COLLECT FUNDS FOR A PRIZE DRAWING OR FUND-A NEED TO RAISE FUNDS AT THEIR 5<sup>TH</sup> ANNUAL WOMEN'S LEADERSHIP LUNCHEON AT THE LAKE MERRITT SAILBOAT HOUSE ON FRIDAY, OCTOBER 21, 2016.**

The staff report for Item 8B was presented by Zermaine Thomas, Oakland Parks & Recreation Central Reservations. Oakland Parks & Recreation received a request from Family Paths, Inc. (formerly Parental Stress Service) a IRC 501(c)(3) non-profit organization of mental health professionals and dedicated volunteers that provide a number of mental



health, counseling and therapy services to low income, multi-stressed individuals and families. Family Paths, Inc., is a multicultural agency committed to serving families of Alameda County regardless of age, ethnicity/race, financial status, language, sexual orientation, immigration status, class, religion, gender, mental or physical ability.

**Motion:** Commissioner Miller entertained a motion to approve the staff recommendation to grant Family Paths, Inc. permission to collect funds for their Prize Drawing or Fund-A-Need at their 5<sup>th</sup> Annual Women's Leadership Luncheon Fundraiser at Lake Merritt Sailboat House on Friday, October 21, 2016. **Moved by:** Commissioner Manning **Second by:** Commissioner Rosenbloom. **Vote:** Yes – Commissioners Du Bois, Howze, Kadera-Redmond, Manning, Miller, Reilly and Rosenbloom. **Motion:** Passed.

C. **REQUEST APPROVAL FROM THE PARKS AND RECREATION ADVISORY COMMISSION TO ALLOW SOCIAL JUSTICE COLLABORATIVE TO COLLECT ONSITE DONATIONS AT GALA BENEFIT DINNER HELD AT LAKE MERRITT SAILBOAT HOUSE ON SUNDAY, OCTOBER 16, 2016.**

The staff report for Item 8C was presented by Zermaine Thomas, Oakland Parks & Recreation Central Reservations. Oakland Parks & Recreation received a request from Social Justice Collaborative (SJC), a IRC 501(c)(3) non-profit organization that provides direct legal services to low-income immigrants. SJC's mission is to protect and advance the rights of immigrants and their families through direct legal representation in immigration court. All of SJC's services are fixed low fees and pro bono. SJC is requesting to collect onsite donations at their Gala Benefit Dinner on Sunday, October 16, 2016, at the Lake Merritt Sailboat House. Approval from the PRAC is required per O.M.C. section 12.64.080.

**Note:** Arrival - Commissioner Peterson (4:44 pm)

**Motion:** Commissioner Miller entertained a motion to approve the staff recommendation to allow Social Justice Collaborative to collect on-site donations at their Gala Benefit Dinner at Lake Merritt Sailboat House on Sunday, October 16, 2016. **Moved by:** Commissioner Du Bois **Second by:** Commissioner Howze. **Vote:** Yes – Commissioners Du Bois, Howze, Kadera-Redmond, Manning, Miller, Reilly and Rosenbloom. **Abstained:** Commissioner Peterson **Motion:** Passed.

D. **REQUEST APPROVAL FROM THE PARKS AND RECREATION ADVISORY COMMISSION TO ALLOW THE CROHN'S & COLITIS FOUNDATION OF AMERICA (CCFA) TO COLLECT ONSITE DONATIONS AND SPONSORSHIPS AT THE 2<sup>ND</sup> ANNUAL TAKE STEPS OAKLAND WALK AT LAKESIDE PARK (BANDSTAND) ON SUNDAY, OCTOBER 16, 2016.**

The staff report for Item 8D was presented by Zermaine Thomas, Oakland Parks & Recreation Central Reservations. Oakland Parks & Recreation received a request from the Crohn's & Colitis Foundation of America (CCFA), a IRC 501(c)(3) non-profit organization dedicated to improving the quality of life of 1.6 million US children and adults affected by Inflammatory Bowel Diseases, of which 75,000 reside in Northern California. CCFA is requesting approval to collect onsite donations and sponsorships at the Take Steps Oakland Walk 2016, at Lakeside Park on Sunday, October 16, 2016.

Funds raised will go towards a cure for children and adults affected by Inflammatory Bowel Disease. Approval from the PRAC is required per O.M.C. section 12.64.080.

Organizers selected Oakland as the host community for their 2<sup>nd</sup> Annual event because of the City's large underserved patient population living with Crohns and Colitis. Approximately 200 people are expected to attend the event this year compared to the 100 persons who attended in 2015.

**Motion:** Commissioner Miller entertained a motion to approve the staff recommendation to allow the Crohn's & Colitis Foundation of America to collect on-site donations and sponsorships at their Take Step Oakland Walk 2016, at Lakeside Park (Bandstand) on Sunday, October 16, 2016. Consent New Business Items 7A and 7B **by:** Commissioner Peterson. **Vote: Yes** – Commissioners Du Bois, Howze, Kadera-Redmond, Manning, Miller, Peterson, Reilly and Rosenbloom. **Motion:** Passed.

E. **REQUEST APPROVAL FROM THE PARKS AND RECREATION ADVISORY COMMISSION TO ALLOW 3STRANDS GLOBAL, INC., FOR PERMISSION TO COLLECT ONSITE REGISTRATION FEES, DONATIONS, EVENT MERCHANDISE AND SELL FOOD VENDOR TICKETS AT THE BREAK FREE RUN OAKLAND- THE RACE TO END HUMAN TRAFFICKING AT LAKESIDE PARK (BANDSTAND) ON SATURDAY, NOVEMBER 5, 2016.**

The staff report for Item 8E was presented by Zermaine Thomas, Oakland Parks & Recreation Central Reservations. Oakland Parks & Recreation received a request from 3Strands Global, Inc., a IRC 501(c)(3) non-profit organization established to combat human trafficking through sustainable employment, education and engagement initiatives. 3Strands Global, Inc. is requesting to collect onsite registrations fees, donations, event merchandise and sell of food vendors' tickets at the event. All funds collected from 3Strands Break Free Run will go to their 2016 beneficiaries who are combating human trafficking through restoration and prevention services. Approval from the PRAC is required per O.M.C. section 12.64.080.

The Race to End Human Trafficking event was previously organized by Run for Courage, now 3Strands Global. Since this is 3Strands Global's first event, a Post Event Report was not provided for the Commission's review.

The Commission requested staff work with the organization to provide more logistical information for security, a course map, staging and program outline. In addition, the Commission suggested staff consider how to address the possible impact of 1000 runner participants on the nearby Farmers' Market and its customers.

Note: 3Strands Global, Inc. was not represented at the meeting.

**Motion:** Commissioner Miller entertained a motion to continue Item 8E **Moved by:** Commissioner Manning **Second by:** Commissioner Peterson. **Vote: Yes** – Commissioners Du Bois, Howze, Kadera-Redmond, Manning, Miller, Peterson, Reilly and Rosenbloom. **Motion:** Passed.

**F. REQUEST APPROVAL FROM THE PARKS AND RECREATION ADVISORY COMMISSION TO ALLOW REBUILDING TOGETHER OAKLAND | EASTBAY PERMISSION TO COLLECT ONSITE DONATIONS, TICKET SALES AT DOOR AND HOST A SILENT AUCTION AT THEIR ANNUAL GATHER TOGETHER FUNDRAISER AT LAKE MERRITT SAIBOAT HOUSE ON THURSDAY, OCTOBER 6, 2016.**

The staff report for Item 8F was presented by Zermaine Thomas, Oakland Parks & Recreation Central Reservations. Oakland Parks & Recreation received a request from Rebuilding Together Oakland | Eastbay, IRC 501(c)(3)a non-profit organization which provides free home rehabilitation modifications and repairs, performs safe and healthy home assessments and installs fall prevention measures through its Safe at Home volunteers program. Homeowners assume no cost for the work provided. Rebuilding Together Oakland is requesting approval to collect onsite donations, ticket sales at door and host a silent auction at their Annual Gather Together Fundraiser. All funds collected will benefit programmatic goals of Rebuilding Together Oakland | Eastbay and the homeowners they serve. Approval from the PRAC is required per O.M.C. Section 12.64.080.

Rebuild Together Oakland provides these repairs to veteran, disabled and senior homeowners the major of who earn less than \$18,000 per year. In 2015, the organization served 176 homeowners in the targeted demographic.

**Motion:** Commissioner Miller entertained a motion to approve the staff recommendation to grant Rebuilding Together Oakland-East Bay permission to collect on-site donations and to allow day of ticket purchases at their Annual Gather Together Fundraising event at Lake Merritt Sailboat House on Thursday, October 6, 2016. **Moved by:** Commissioner Reilly **Second by:** Commissioner Kadera-Redmond. **Vote: Yes** – Commissioners Du Bois, Howze, Kadera-Redmond, Manning, Miller, Peterson, Reilly and Rosenbloom. **Motion:** Passed.

**G. REQUEST APPROVAL FROM THE PARKS AND RECREATION ADVISORY COMMISSION TO ALLOW THE CALIFORNIA DRAGON BOAT ASSOCIATION (CDBA) TO COLLECT FUNDS ONSITE FOR FOOD SALES, OFFICIAL EVENT MERCHANDISE AND OTHER PADDLING/FITNESS MERCHANDISE AT THE DRAGON BOAT RACES AND CULTURAL FESTIVAL AT LAKESIDE PARK AND SAILBOAT HOUSE ON SATURDAY, SEPTEMBER 17, 2016 AND SUNDAY, SEPTEMBER 18, 2016.**

The staff report for Item 8G was presented by Zermaine Thomas, Oakland Parks & Recreation Central Reservations. Oakland Parks & Recreation received a request from the California Dragon Boat Association (CDBA), a IRC 501(c)(3) non-profit organization with nearly 1,000 members that runs many dragon boat races and events in the Bay Area. Dragon boating is a 2,500 year old sport that originated in China, but is now truly international, with teams in North America, Europe, Asia, Africa, and Australia. CDBA is requesting approval to collect funds onsite for food sales and merchandise at their 21<sup>st</sup> Annual Northern California International Dragon Boat Festival to be held at Lakeside Park and Lake Merritt Sailboat House on Saturday, September 17, 2016 and Sunday, September 18, 2016.

The application for the event, including the Rental Fees section, is not complete as the pre/post logistics are still being finalized. Staff will work with the customer to ensure all aspects of the event are addressed, including consultation with Cultural Arts and Marketing to ensure there are no conflicting applications or events.

**Motion:** Commissioner Miller entertained a motion to approve the staff recommendation to all the California Dragon Boat Association to collect funds from food, official event merchandise and fitness related items sales at their Dragon Boat Races and Cultural Festival at Lakeside Park and Sailboat House on Saturday, September 17, 2016.

**Moved by:** Commissioner Manning **Second by:** Commissioner Rosenbloom. **Vote: Yes** - Commissioners Du Bois, Howze, Kadera-Redmond, Manning, Miller, Peterson, Reilly and Rosenbloom. **Motion:** Passed.

H. **REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION TO RECOMMEND APPROVAL OF THE MURAL DESIGN PROPOSAL BY ATTITUDINAL HEALING CONNECTION AND ARTISTS JUSTIN METOYER-MULLON AND DANIEL PANKO FOR THE DURANT MINI PARK PUBLIC ART PROJECT IN WEST OAKLAND.**

Kristen Zaremba, Acting Cultural Arts Manager, presented the staff report for Item 8G. Public Art Program Staff recommends that the Park and Recreation Advisory Commission recommend approval of the mural design by Attitudinal Healing Connection, and artists Justin Metoyer-Mullon and Daniel Panko for the Durant Mini Park Public Art Project in West Oakland. The proposed project, commissioned by the Public Art Program in compliance with the associated grant funds for general park improvements, will beautify the park with a community-inspired mural created by a local organization, Attitudinal Healing Connection, serving the needs of the West Oakland community.

Attitudinal Healing Connection staff and artists Justin Metoyer-Mullon and Daniel Panko engaged the Durant Mini Park community to develop the theme and design of the mural project. Once completed, the art work will be covered with a clear sealant to help mitigate graffiti damage.

As subcontractors to the overall park improvement team, the artists and Attitudinal Healing Connection will be compensated for installations costs, supplies and artist fees. The contractor will also be compensated for payroll administration oversight of the mural project.

The Durant Mini Park Public Art Project must be completed by June 30<sup>th</sup> to meet grant funding requirements.

**Motion:** Commissioner Miller entertained a motion to approve the mural design by Attitudinal Healing connection, and artists Justin Metoyer-Mullon and Daniel Panko for the Durant Mini Park Public Art Project in West Oakland. The proposed project, commissioned by the Public Art Program in compliance with the associated grant funds for general park improvements, will beautify the park with a community-inspired mural created by a local organization, Attitudinal Healing Connection, serving the needs of the West Oakland community. **Moved by:** Commissioner Manning **Second by:** Commissioner Peterson. **Vote: Yes** – Commissioners Du Bois, Howze, Kadera-Redmond, Manning, Miller, Peterson, Reilly and Rosenbloom. **Motion:** Passed.

I. **REQUEST TO DENY APPEAL BY IGAL SARFATY TO REMOVE TWO (2) DEODAR CEDAR TREES ON THE PROPERTY LOCATED AT 654 LONGRIDGE ROAD, OAKLAND, CALIFORNIA.**

On May 5, 2016, the Tree Services Division denied tree removal permit application ND16-035 for 654 Longridge Road to remove two trees. The Applicant (Igal Sarfaty) requested to remove two Deodar cedar trees on his property and provided the following reasons (a) causing property damage to the foundation of the pool wall and (b) posed an immediate hazard to the home owner's property. A City arborist evaluated the trees and determined the Applicant's assessment was not valid.

During the Oakland Public Works (OPW) staff presentation, the Commission learned that the homeowner is responsible for the ongoing maintenance of the trees in question. Staff offered that their expectant lifespan to be between 70 and 100 years, but declined to speculate on the current age of the trees.

The homeowner explained that the previous owner installed a pool near the center of the property and suggested that the 20 ft. deep retaining wall severed roots 7 ft. from the trunk.

According to OPW, the pool was installed over ten years ago and that upon inspection, the roots of the opposite side of the tree are intact and that there are no signs of damage to the tree.

**Motion:** Commissioner Miller entertained a motion to uphold the staff recommendation to deny the appeal by Mr. Igal Sarfaty of 654 Longridge Road. **Moved by:** Commissioner Du Bois **Second by:** Commissioner Howze. **Vote: Yes** – Commissioners Howze, Kadera-Redmond, Manning, Miller, Peterson, Reilly and Rosenbloom. **No** – Du Bois. **Motion:** Passed.

9. CONDITIONAL USE PERMITS:

A. REVIEW OF THE DESIGN, CONDITIONAL USE AND TREE REMOVAL PERMITS FOR LINCOLN SQUARE PARK PLAZA AT THE CORNER OF 10<sup>TH</sup> AND HARRISON STREETS.

Alison Schwarz, Project Delivery Project Manager, presented the staff report for Item 9A. Staff from the Public Works Department (OPW) and the Office of Parks and Recreation requested approval of the design and implementation of the Lincoln Square Park Plaza Project and the associated Design Review, Conditional Use, and Tree Removal and Protection permits. The project includes improvements to the corner of the park at 10<sup>th</sup> and Harrison Streets that will provide paving, seating, site furniture and landscaping.

The tree protection permit calls for the removal of 4 trees and safeguarding 5 others. Project staff has plans to plant more trees than the number removed and will provide the list at the next community meeting. The development tree removal request has been approved; any appeals will be heard by City Council. PRAC is approving the Conditional Use Permit and Design Review.

**Motion:** Commissioner Miller entertained a motion to approve the staff recommendation to endorse the Lincoln Square Park Plaza Project and recommend approval to the Bureau of Planning, Zoning Manager for the Design Review, Conditional Use and Tree Permit applications. **Moved by:** Commissioner Kadera-Redmond **Second by:** Commissioner Peterson. **Vote: Yes** – Commissioners Du Bois, Howze, Kadera-Redmond, Manning, Miller, Peterson, Reilly and Rosenbloom. **Motion:** Passed.

10. COMMUNICATIONS:

- Commission Retreat: By a unanimous consensus of those present, the 2016 PRAC Retreat has been scheduled for Saturday, August 6<sup>th</sup>.

11. PRAC COMMITTEE REPORT:

- Rules Committee: Commissioners Reilly and Kadera-Redmond – the committee has met twice. Hoang Banh, from Neighborhood Services, was also in attendance.

12. ADVISORY COUNCIL REPORTS:

13. UNFINISHED BUSINESS:

- The Children's Memorial Statue, a gift to the City of Oakland from Alameda Supervisor Gail Steele is now in place near the Lake Merritt Boathouse.

14. COUNCIL REFERRALS:

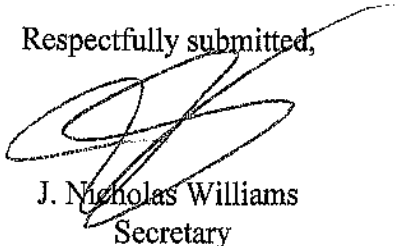
15. OPEN FORUM:

16. DIRECTOR'S REPORT:

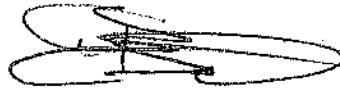
- Director Williams reported Rainbow Recreation staff's discovery of the body of an unidentified youth behind the center earlier today. The young woman was an apparent victim of a homicide.

17. ADJOURNMENT: 6:45 pm

Respectfully submitted,



J. Nicholas Williams  
Secretary



Diane Boyd  
Recording Secretary

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

**Next Meeting:**

***Wednesday, July 13, 2016 4:30 p.m.***

***Lakeside Garden Center***

***666 Bellevue Ave, Oakland, CA***

**CITY OF OAKLAND**  
Interoffice Memorandum



**Office of Public Works Agency**

**TO:** Barry Miller, Chair, Parks and Recreation Advisory Commission  
**FROM:** Victoria Rocha, Park Supervisor I, Oakland Public Works  
**DATE:** July 13, 2016  
**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 TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, AND SATURDAY, OCTOBER 11TH, 12TH, 13TH, 14TH, AND 15TH, 2016.**

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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 event, The 5<sup>th</sup> Annual Autumn Lights Festival event during the evening of Tuesday, (Technical Dress Rehearsal) Wednesday, Thursday, Friday and Saturday, October 11-15, 2016. Net event receipts will entirely go to benefit improvements to the Gardens and Garden Center. This event has been approved by the Parks and Recreation Advisory Commission (PRAC) over the past four years in support of the benefits these events bring to the Gardens and the City. Heart of the Town Events has been hired to manage the 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 four 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 Lights Festival" will be held Wednesday, Thursday, Friday and Saturday, October 12-15, 2016 from 6:00 p.m. to 11:00 p.m.; the technical "dress rehearsal" will be held Tuesday afternoon and evening, October 11. The Garden gates will be closed and entrance and exit will be via the Garden Center. Admission will be pre-sold; on site there will be food and beverage sales and with donation solicitations by FGLM.

On behalf of FGLM, Heart of the Town Events 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, illuminated at night by artistic installations and surrounded by other art work and similarly-minded garden enthusiasts. Food service, which will be solicited from local mobile food vendors, and music performances, will provide additional avenues of enjoyment at the event.

### BACKGROUND

OPR and PWA and other City organizations have worked closely with FGLM over the past 9 years and with FGLM's 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 "Autumn Lights 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 general admission ticket (pre-sale; \$25.00 at the door); \$7.00 per child's ticket (pre-sale; \$10.00 at the door). Primary sources of revenue will be ticket sales, food vendor fees, beer and wine sales, FGLM-branded merchandise, and donations. Proceeds will be accounted for by FGLM and reported to Oakland's Office of Parks and Recreation (OPR). Net receipts will go entirely towards benefitting 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.

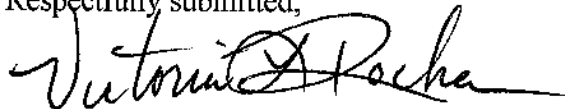
Finally, FGLM fulfills an important role encouraging and managing productive relationships among the founding organizations of the Gardens at Lake Merritt, such as the Rose Society,

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 Tuesday, October 11; Wednesday, October 12; Thursday, October 13; Friday, October 14; and Saturday, October 15, 2016.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Victoria Rocha", written in a cursive style.

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 2015  
Exhibit D – Park Use Application

Exhibit A



June 6, 2016

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 Oakland Parks and Recreation Advisory Commission's approval of FGLM's use of the Lakeside Garden Center and the Gardens at Lake Merritt for our fifth annual "Autumn Lights Festival".

The Festival will require the closure of the Garden Center and Gardens from the afternoon of Tuesday, October 11 (for set-up and "tech rehearsal"), through the festival nights of Wednesday, October 12, Thursday, October 13, Friday October 14 and Saturday, October 15, 2016. The Gardens would reopen by 1pm, Sunday, October 16.

#### **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 quickly 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 event's artistic illuminations while experiencing the Gardens and enjoying music performances, great food and beverages, and unhurried community interaction. San Francisco Chronicle columnist Jon Carroll describe his ALF experience by writing, "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 choses to support it has the best experience at it.

In 2016, our focus is to offer our guests an overall experience that continues to add to the already wonderfully artistic garden experience, while increasing the event's logistical smoothness and efficiency. Festival admission prices will not increase, staying at the reasonable rate of \$20 advance, and \$25 at the door for adults and \$7 advance, \$10 at the door for children aged 5-17.

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 Garden's 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 once again become.

Festival proceeds will annually be earmarked in a large part to the upkeep of the Garden Welcome Areas 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](mailto:dcooperate@gmail.com). Thank you for your time and consideration.

Best regards,

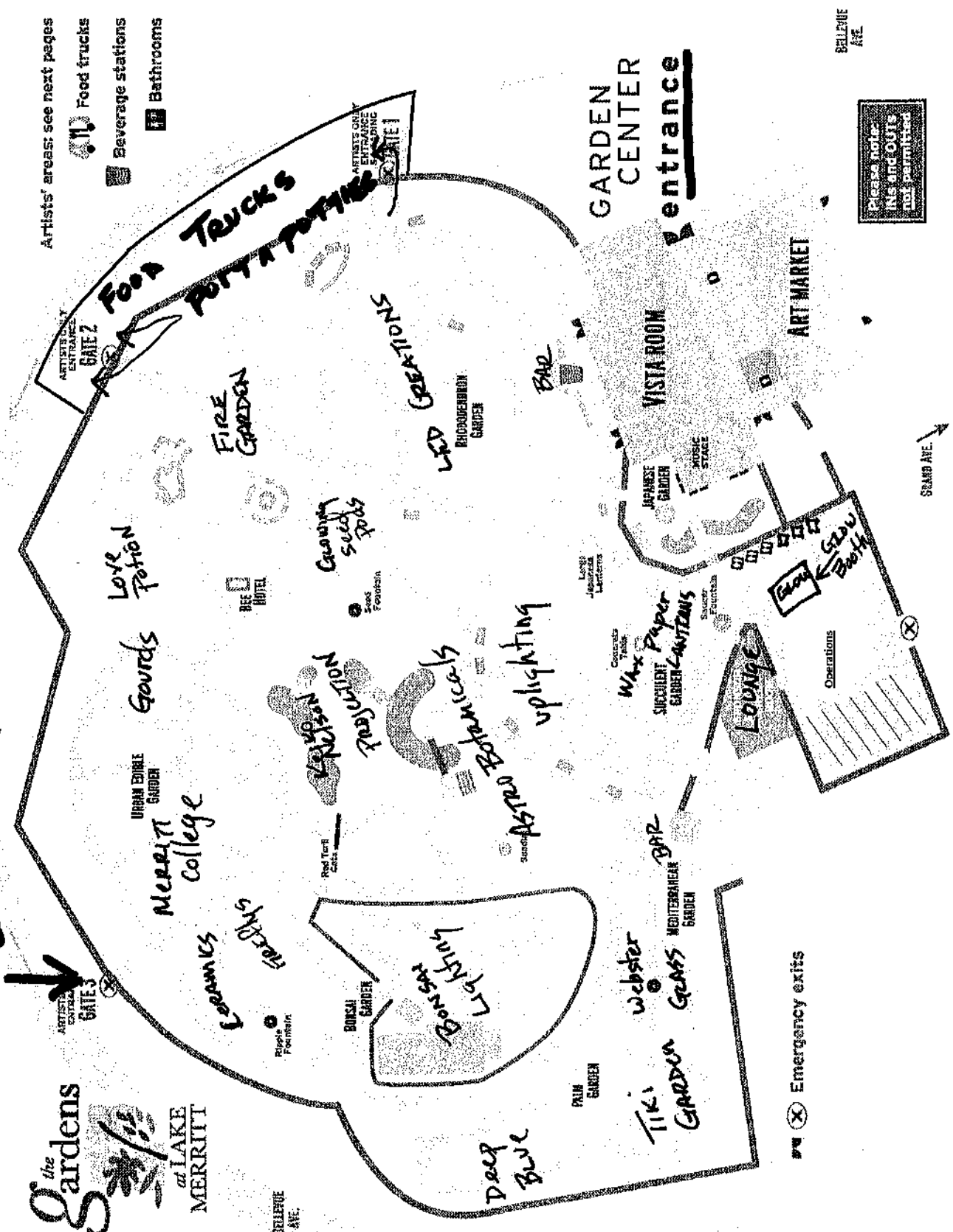


A handwritten signature in black ink, appearing to read "Donald Cooper". The signature is fluid and cursive, with a long horizontal stroke at the end.

Donald Cooper  
President  
Friends of the Gardens at Lake Merritt

New Scanned ticket  
ENTRANCE For Early bird  
Ticket Holders

the Gardens  
at LAKE  
MERRITT



Artists' areas: see next pages  
Food trucks  
Beverage stations  
Bathrooms

Please note:  
INS and OUTS  
NOT permitted

Emergency exits

SEASIDE AVE.

BELLEVUE AVE.



**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, 3<sup>rd</sup> 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: 5th Annual Autumn Lights Festival  
 Location of Event: The Gardens at Lake Merritt & Lakeside Garden Center  
 Date/Hours of Event: 10/12-10/15/2016; 6 p.m.-11p.m. Permit No. \_\_\_\_\_  
 Event Contact Name: Samee Roberts Phone No. 510-550-4804 x1  
 Event Contact Address: 785 7th Street, Oakland CA 94607

Is this a "first time" event at this location?  Yes  No If no, when was the event held previously?  
10/16 & 17 2015; 10/17 & 18 2014; 10/18 & 19 2013, 10/13 2012

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 ABC Permit

II. ATTENDANCE/COLLECTION OF FUNDS

1. Total number in attendance: 5,963
2. Were registration fees, donations or other fees collected on-site?  Yes  No  Not Applicable
3. If yes, how many people registered? 5,918 How many people made donations? 40+/-
4. What was the cost for registration? \$20 adult; \$7 child; \$70 VIP
5. How much was collected on site from registration fees? \$137,350.00 (all tickets)
6. How much was collected on site from donations? \$7,574.55 (all donations)
7. How much was collected on site from other fees? \$21,491.10  
 beer/wine, shirts, food vendor fees, plants



**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
List on additional sheet				

**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.)

For the 2016 event, we will build on the success of previous years to continue enhance the overall event experience.

To that end, plans are underway to extend the event from two to four evenings; improve the process for guest entry/check-in; and adjust crowd flow measures in anticipation of continued growth. A new production team, team, Oakland-based Heart of the Town Events, is in place for this year's event.

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

The garden and art aspects of the event were huge hit again last year, and we were thrilled with the turnout and guest excitement. As noted above, we will build on the success of previous years to continue to grow and enhance this annual Oakland treasure.

Submitted by: *Victoria G. Roche* Date: 6/8/14

Approved by: *Z. Thomas* Date: 7/5/16  
(OPR Staff)

Comments: \_\_\_\_\_

2015 Autumn Lights Festival – Vendor List

Vendor Name	Profit/ Non-Profit	Food – describe	Crafts – describe	Sellers Permit y/n
The Stroopie Gourmet	for profit	desserts		yes
TART! Bakery	for profit	desserts		yes
Get Goes Coffee	for profit	desserts		yes
Rainbow Italian Ice	for profit	desserts		yes
Burnt Ends BBQ	for profit	BBQ		yes
Opies GSB	for profit	BBQ		yes
Kenny's Heart & Soul	for profit	BBQ		yes
No Worries	for profit	Filipino vegetarian		yes
Fist of Flour Pizza Co.	for profit	pizza & salad		yes
Tamales Acapulco	for profit	tamales & pupusas		yes
Hal's NY Hot Dogs	for profit	hot dogs		yes

**Central Reservations Unit**

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

(510) 238-3187

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	30223	\$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	Lakoside Park Garden Center 666 Bellevue Avenue Oakland, CA 94610
<b>DATES RESERVED</b>	<b>HRS</b>	<b>DATES RESERVED</b> <b>HRS</b>
Thursday - 10/13/2016	12:00 PM to 12:00 AM	12
Friday - 10/14/2016	12:00 PM to 12:00 AM	12
Saturday - 10/15/2016	12:00 PM to 12:00 AM	12
Sunday - 10/16/2016	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 Small Kitchen	Lakoside Park Garden Center 666 Bellevue Avenue Oakland, CA 94610
<b>DATES RESERVED</b>	<b>HRS</b>	<b>DATES RESERVED</b> <b>HRS</b>
Thursday - 10/13/2016	12:00 PM to 12:00 AM	12
Friday - 10/14/2016	12:00 PM to 12:00 AM	12
Saturday - 10/15/2016	12:00 PM to 12:00 AM	12
Sunday - 10/16/2016	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	Lakoside Park Garden Center 666 Bellevue Avenue Oakland, CA 94610

DATES RESERVED		HRS	DATES RESERVED		HRS
Thursday - 10/13/2016	12:00 PM to 12:00 AM	12	Friday - 10/14/2016	12:00 PM to 12:00 AM	12
Saturday - 10/15/2016	12:00 PM to 12:00 AM	12	Sunday - 10/16/2016	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	Lakeside Park Firescape Garden	Lakeside Park Lake Merritt Oakland, CA 94610

DATES RESERVED		HRS	DATES RESERVED		HRS
Thursday - 10/13/2016	12:00 PM to 12:00 AM	12	Friday - 10/14/2016	12:00 PM to 12:00 AM	12
Saturday - 10/15/2016	12:00 PM to 12:00 AM	12	Sunday - 10/16/2016	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 Ebell Room	Lakeside Park Garden Center 666 Bellevue Avenue Oakland, CA 94610

DATES RESERVED		HRS	DATES RESERVED		HRS
Thursday - 10/13/2016	12:00 PM to 12:00 AM	12	Friday - 10/14/2016	12:00 PM to 12:00 AM	12
Saturday - 10/15/2016	12:00 PM to 12:00 AM	12	Sunday - 10/16/2016	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 - 10/13/2016	12:00 PM to 12:00 AM	12	Friday - 10/14/2016	12:00 PM to 12:00 AM	12
Saturday - 10/15/2016	12:00 PM to 12:00 AM	12	Sunday - 10/16/2016	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

## DISCLAIMERS

Special rates apply for events held on Christmas Day, New Year's Day, Memorial Day, Independence Day, Thanksgiving Day, President's Day, and Labor Day.

I certify that I have read and understand the "PROCEDURES AND GUIDELINES FOR BUILDING RENTALS" or "PARK USE FEES AND GUIDELINES" pertaining to the rental and use of the above requested facility, and agree to abide by all applicable City, State and Federal laws, ordinances, regulations and requirements. I certify that the intended use, as stated above, is in compliance with said rules and regulations, application instructions and any special use



**CITY OF OAKLAND  
Oakland Parks & Recreation**

**TO:** Barry Miller, Chair, Parks and Recreation Advisory Commission  
**FROM:** Dana Riley, Oakland Parks & Recreation  
**DATE:** June 29, 2016  
**SUBJECT: REQUEST FOR APPROVAL TO DEDICATE A BENCH IN HONOR OF  
JULIA LOUISE DUVALL AND LIAM AVERY DUVALL**

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**SUMMARY**

Parks & Recreation staff was contacted requesting that a bench in Dover Park is dedicated to Julia and Liam Duvall. The desired bench is at the northern most edge of the park near the community gardens and garden shed. The dedication plaque will read:

Julia Louise Duvall (1986-2016) & Liam Avery Duvall (2016)  
Under unpainted stars we sit and with each beat,  
carve a space for memories and dreams that are timeless.  
We are a family still learning to make fire.

**FISCAL IMPACT**

A donation of \$800 has been made to the Oakland Parks and Recreation Foundation to have a plaque purchased and installed. The plaque installation process is in accordance with the Oakland Public Works Department construction requirements. The donor will assist with maintaining the plaque by washing the plaque every few months with soft cloth, water and a mild dish washing liquid.

**BACKGROUND / LEGISLATIVE HISTORY**

Julia's family and friends collaborated on the bench dedication. Julia's husband, Dan Duvall choose the bench location because the family was planning on spending a lot of time at Dover Park once Liam was born, and they had hoped to one day teach him all about gardening. The bench location is appropriate as it is near the community garden and looks out toward the grassy field. Julia and Dan were both in love with their new home and neighborhood in the Bushrod area of Oakland. Dan feels the dedication to Julia's and Liam's lives is meaningful and he hopes it will help heal his heartbreak.

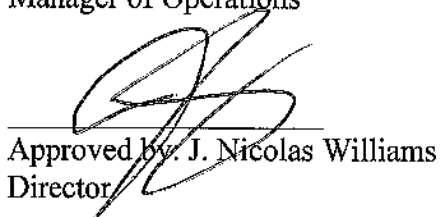
**RECOMMENDATION**

Staff recommends that the Parks and Recreation Advisory Commission approve the plaque language as written for dedication of a bench in Dover Park.

Respectfully submitted,



Prepared by: Dana Riley  
Manager of Operations



Approved by: J. Nicolas Williams  
Director



**CITY OF OAKLAND  
Oakland Parks & Recreation**

**TO:** Barry Miller, Chair, Parks and Recreation Advisory Commission  
**FROM:** Dana Riley, Oakland Parks & Recreation  
**DATE:** June 29, 2016  
**SUBJECT: REQUEST FOR APPROVAL TO DEDICATE TWO BENCHES IN HONOR OF WILLIAM H. BACHRACH**

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**SUMMARY**

Parks & Recreation staff received a request to dedicate two benches in memory of William H. Bachrach. The selected benches are located on the Lake Merritt walking path where Jackson Street ends at Lake Merritt and face the lake. The first bench is dedicated by Dr. Ronald Bachman on behalf of the Temple Sinai Men's Group and is located closest to Snow Park. The second bench is dedicated by family and friends of William. The dedication plaques will read:

**Bench #1**

**Bill Bachrach  
Friend Counselor Mensch**

**Bench #2**

**Bill Bachrach  
So kind So witty So wise**

**FISCAL IMPACT**

Donations of \$800 per bench have been made to the Oakland Parks and Recreation Foundation to have a plaques purchased and installed. The plaque installation process is in accordance with the Oakland Public Works department construction requirements. The donor will assist with maintaining the plaque by washing the plaque every few months with soft cloth, water and a mild dish washing liquid.

**BACKGROUND / LEGISLATIVE HISTORY**

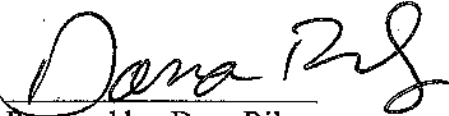
Bill Bachrach practiced law for 45 years on the shores of Lake Merritt. Both his first workplace in 1964 and his last law office for the past 12 years were located at 1939 Harrison Street, directly across from the former putting green in Snow Park, an amenity Bill was dedicated to seeing restored in the near future. Bill came to California from Ohio, his home state, after graduating from Yale University and the University of Michigan Law School. An Oakland booster, dedicated community member and respected professional, the benches will provide Bill's many clients and friends a place to remember him with affection and humor.

Inspired by the Temple Sinai Men's Group proposal to dedicate a bench on the Lake Merritt path in memory of William Bachrach, his family and friends requested to have a plaque be installed on a second adjoining bench, to be dedicated at the same time.

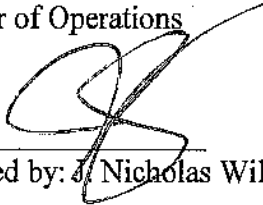
**RECOMMENDATION**

Staff recommends that the Parks and Recreation Advisory Commission approve the plaque language as written for dedication of two benches on the shore of Lake Merritt where Jackson Street ends at the Lake.

Respectfully submitted,



Prepared by: Dana Riley  
Manager of Operations



Approved by: J. Nicholas Williams  
Director





**CITY OF OAKLAND  
Oakland Parks & Recreation**

**TO:** Barry Miller, Chair, Parks and Recreation Advisory Commission  
**FROM:** Karis Griffin, Recreation Supervisor  
**DATE:** June 29, 2016  
**SUBJECT: REQUESTING APPROVAL TO ALLOW PARK DAY SCHOOL  
PERMISSION TO COLLECT FEES FOR FUNDRAISER ON GROUNDS OF  
STUDIO ONE DURING THE MAKERS FAIRE ON OCTOBER 23, 2016**

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**SUMMARY**

Studio One Arts Center received a request from Park Day School located at 360 42<sup>nd</sup> Street, Oakland, Ca 94609, requesting approval to collect fees on the grounds of Studio One Art Center during their annual fundraiser the Mini Makers Faire to be held on October 23, 2016, 10am until 6pm.

**FISCAL IMPACT**

There is a positive fiscal impact to Oakland Parks & Recreation through the rental of the entire building for two days in the amount of \$5,425.00. The two days also includes the set up required the day before the event. Staff is currently on duty on Saturday and may be required to work an additional four hours. On day of event, two overlapping staff will be assigned with minimal cost to Studio One. Park Day School will pay all fees associated with the rental of the recreation center. Parks Day School is aware that additional permits may be required for this event provided the request is granted.

**PROJECT / PROGRAM DESCRIPTION**

Park Day School is a non-profit independent school (501) (c) (3) which shares an adjoining parking lot with Studio One Art Center. The use of our shared property has made Park Day and Studio One natural partners over the years. As part of Park Day School's annual fundraising effort, the school is licensed to produce the trademarked 'East Bay Mini Maker Faire' in Oakland. The Mini Makers Faire is in its 7<sup>th</sup> year at Park Day School.

According to the website and newspaper articles, the East Bay Mini Maker Faire is an independently produced celebration of local maker culture. The Mini Maker Faire program provides tools and resources to help others to make a Maker Faire event that reflects the creativity, spirit and ingenuity of their community. Part science fair, part county fair, and part something entirely new. Makers Faire is an all-ages gathering of tech enthusiasts, crafters, educators, tinkerers, hobbyists, engineers, science clubs, authors, artists, students, and commercial exhibitors. The Makers Faire is produced throughout the world and appears to continue to grow.

<http://makerfaire.com/makerfairehistory/website>.

As a community benefit, Park Day School offers family passes to anyone associated with Studio One Art Center, as well as neighboring homes, apartments, neighborhood schools, community centers and West and East Oakland libraries. Discounted tickets are also offered to every school in the Bay Area.

With some of the funds raised from this event Park Day School is able to sponsor several neighborhood youth who are unable to afford tuition to the Park Day School.

In past years Studio One Art Center partnered with Park Day School sharing building and ground space. The event provided the opportunity to promote to the community Oakland Parks & Recreation programs and the high quality of artists on staff at Studio One. To that end the partnership has been successful based on the increase in adult programming at Studio One. However, over the last two years Studio One staff analyzed our records from this event and found that it was not cost effective to continue to partner in the same manner. Through meetings with the Studio One Art Center Advisory Council, it was recommended that we may better service our community by focusing on the rental of Studio One Art Center which would help serve the needs of our client on day of event more effectively.

The proposed event promotes the arts and future artists as well as good will for the City of Oakland. Studio One Art Center views this event as positive and represents the city of Oakland well.

### **RECOMMENDATION**

Staff recommends that the Park and Recreation Advisory Commission approve the request for Parks day School to collect funds on the grounds of Studio One Art Center at the Mini Makers Faire event, on October 23, 2016.

Respectfully submitted,

Karis Griffin

Prepared by:

Karis Griffin

Recreation Supervisor

  
Approved by:

Nicholas Williams

Director, Parks & Recreation

Attachments: Exhibit A – Park Day School Proposal Letter  
Exhibit B – Park Day (501) (c) (3)  
Exhibit C – Maker Faire History  
Exhibit D - Studio One Facility Rental Application



June 6, 2016

Dear Studio One Art Center,

We are writing this letter to request use of facility space at Studio One Art Center on October 23, 2016 for the annual Mini Makers Faire.

We would like to use the same spaces that we have used in the past only this time as a rental only. Please see attachment for event information.

Park Day School

8C

Ex- A1p9



Park Day School is a K-8 non-profit educational institution that has been educating children in Oakland, California since 1976. Throughout this time, our unwavering focus has been to develop an exceptional place for learning – a place that fosters the academic, social and emotional growth of students so that they have the best possible foundation on which to build their ongoing education and their lives.

We work every day to achieve this goal, knowing that the uniqueness of each child, continuing advances in our understanding learning modalities, and changes in our world make this an on-going effort.

#### East Bay Mini Maker Faire

A natural extension of our hands--on, discovery--based curriculum, Park Day School has hosted the East Bay Mini Maker Faire since 2010. The event brings over 150 makers and 7,000 visitors to campus, and combines two of our greatest passions: maker culture and our kids' hands--on learning. Kids and adults tinker, code, design, hack, build, and get inspired in this one--day celebration of ideas and innovation--showcasing the talent and creativity of the East Bay maker culture.

The East Bay Mini Maker Faire is "The World's Greatest Show—and Tell." It's a place to share what we're learning with others, and celebrate the fun and rewards of play, exploration and making.

#### Income and Expense Statement from 2015 Maker Faire

Income from tickets, food, booths	\$103,584.99
Expenses	\$63,631.94
Net income from faire	\$39,953.05

Monies raised at the Maker Faire are part of our operating budget in support of tuition assistance. Over 35% of our families receive tuition assistance. It is very important to us that our school reflect the wonderful diversity that is Oakland. We are proud of the fact that we offer more assistance than other independent schools.

And last year, in small part, to support financial assistance for the 8th grade international trip.



### Why Do We Do This

There are many benefits to the school from the Maker Faire-more than the bottom line income suggest:

- Monies raised go directly to support our financial assistance programs at the school.
- This is our gift to the community-all neighbors and all neighboring schools are invited to the event with either free tickets or reduced tickets. To Studio One alone we give an unlimited number of family packets for their families to be able to attend this faire. We were also able to partner with organizations in West Oakland to produce a "mini" Mini Faire introducing the kids to the concept and the joy of the maker movement.
- We believe that it is a natural extension of our work with our neighbor, Studio One whose arts programs is a natural expression of the maker movement. Our guests at the faire never cease to be amazed at what is offered at the center-from ceramics to hot glass to arduino!
- It helps our enrollment figures-many families who eventually enroll at Park Day say that they found us through the Maker Faire
- It supports our work with the Oakland Learning Community-a group of teachers from schools in the neighborhood and surrounding area who have come together to explore design+make technique in the classrooms. We host many workshops here at Park Day for public school teachers, and on the day of the Maker Faire, we supply workshops and a special lunch for any interested teacher.
- Our Maker Faire is the ONLY Maker faire that is volunteer based-over 200 parents from our school staff the Maker Faire from press to area managers...we are proud of this fact and think that it gives our faire a unique and personal feel.

### What We Hope to Arrange with Studio One

- To continue to build relationships with the staff and patrons of Studio One.
- To partner with Studio One in hosting the Maker Faire by once again renting the facility as well as hiring some of the teachers to offer classes on the day of the event.
- Last year we rented Studio One at the non-profit rate of \$5,530.00-this amount represents appx 13% of the total we netted from the event ourselves.
- To continue to promote Studio One in our literature for the faire.

Thank you for your consideration of this request.

Regards,

Catherine Shields  
Park Day School

Address any reply to: P.O. Box 36040, San Francisco, Calif. 94102

**Department of the Treasury**

**District Director**

**Internal Revenue Service**

Date **NOV 15 1976** In reply refer to:  
L-178, Code 428

EO-1: D: S.Dimon  
SF: EO: 76-1565  
(415) 556-5488

Park Day School Inc.  
3778 Park Boulevard  
Oakland, Ca 94610

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(1) & 170(b)(1)(A)(ii)

You are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. You are not liable for the taxes imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If your purposes, character, or method of operation is changed, please let us know so we can consider the effect of the change on your exempt status. Also, you should inform us of all changes in your name or address.

## Maker Faire A Bit of History

Maker Faire is the Greatest Show (and Tell) on Earth—a family-friendly festival of invention, creativity and resourcefulness, and a celebration of the Maker movement.

Part science fair, part county fair, and part something entirely new, Maker Faire is an all-ages gathering of tech enthusiasts, crafters, educators, tinkerers, hobbyists, engineers, science clubs, authors, artists, students, and commercial exhibitors. All of these “makers” come to Maker Faire to show what they have made and to share what they have learned.

The launch of Maker Faire in the Bay Area in 2006 demonstrated the popularity of making and interest among legions of aspiring makers to participate in hands-on activities and learn new skills at the event. A record 215,000 people attended the two flagship Maker Faires in the Bay Area and New York in 2014, with 44% of attendees first timers at the Bay Area event, and 61% in New York. A family-friendly event, 50% attend the event with children. Also in 2014, 119 independently-produced Mini and 14 Featured Maker Faires occurred around the world, including Tokyo, Rome, Detroit, Oslo and Shenzhen.

Maker Faire is primarily designed to be forward-looking, showcasing makers who are exploring new forms and new technologies. But it's not just for the novel in technical fields; Maker Faire features innovation and experimentation across the spectrum of science, engineering, art, performance and craft.

Maker Faire is a gathering of fascinating, curious people who enjoy learning and who love sharing what they can do. It's a venue for makers to show examples of their work and interact with others about it. Many makers say they have no other place to share what they do. DIY (Do-It-Yourself) is often invisible in our communities, taking place in shops, garages and on kitchen tables. It's typically out of the spotlight of traditional art or science or craft events. Maker Faire makes visible these projects and ideas that we don't encounter every day.



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

Studio One Art Center  
PH (510) 597-5027 Fax (510) 985-8290

CITY of OAKLAND  
OFFICE of PARKS & RECREATION

### Facility Rental Application

ATTENTION:

Application Date: \_\_\_\_\_

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

REQ No. _____	OFFICE USE ONLY	Receipt No. _____
RWP No. _____	Approved By/Date _____	Issued By/Date _____
Police Special Events Permit Required? <input type="radio"/> Yes <input type="radio"/> No	If required, Special Events Permit due to OPR by _____	

Application on behalf of: (Group, Individual, Organization) Park Day School

\* Address: 360 - 42nd Street City: Oakland State: CA Zip: 94609

Individual responsible for event: Name: Catherine Shields \*Address: same

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: Cathy.Shields@parkdayschool.org

Home #: 510-658-3394 Work #: 510-653-0317 Fax #: \_\_\_\_\_ Cell#: 510-468-0270

To use (Name of Facility): Studio One Arts Center Age Group: Adults, Teens, Children, Mixed (Please Circle)

On the following date (s): October 23 Number of Participants: 5,000

Between the hours of: (Start Time/Setup) 7am (Actual Event Time) from 10am to 5pm (End Time/Cleanup) 8pm

Type of Event/Purpose (be specific; i.e., Wedding, Receptions, Meetings, Birthday Party, Banquet, etc.)  
Faire

Sound Amplification: Amplified  Yes  No Non-Amplified  Yes  No

Room (s) Requesting all available = G H, L G H, Theater, Ceramics, 105, 212, 219, 216, 215 <sup>Severely</sup>

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

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

Fees:

Rent: \_\_\_\_\_ X Number of Hours \_\_\_\_\_ = Total Rent \_\_\_\_\_

Setup/Teardown Fee: \_\_\_\_\_ Alcoholic Beverage Fee: \_\_\_\_\_ Other Fees: \_\_\_\_\_

Deposit: \_\_\_\_\_

Total of ALL Fees PLUS Deposit: \_\_\_\_\_

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

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

Check Amount: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Cash: \_\_\_\_\_

Type of Credit Card (Visa or Master Card Only): happy to provide

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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

for my reservation at Studio One (Facility) on October 23 2016 (Event Date)

(Signature Required) Catherine Shields (Print Name) N5064731 (Driver License #/Expiration Date)

\*\*\*ATTENTION\*\*\*  
✓ DID YOU REMEMBER TO SIGN THIS APPLICATION?  
✓ DID YOU REMEMBER TO ATTACH A LEGIBLE COPY OF YOUR DRIVER'S LICENSE OR STATE IDENTIFICATION CARD? 8C



# Studio One Arts Center

365 45th Street  
Oakland, CA 94609

(510) 597-5027

Park Day School  
360 42nd St.  
Oakland, CA 94609

## Facility Permit

Status: Approved

Customer Type: Private

Authorized Agent: Catherine Shields

Home: (510) 653-0317

06/27/2016	Alethia Walker	36710	\$5425.00	\$0.00	\$0.00	\$0.00	\$0.00	09/23/2016	\$5425.00
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EVENT NAME	FACILITY	CENTER
<b>East Bay Mini Maker Faire</b> <b>Attendance: 5000</b> Type: Assembly	<b>219 Painting Studio C</b>	Studio One Art Center 365 45th Street Oakland, CA 94609

DATES RESERVED	HRS
Sunday - 10/23/2016 07:00 AM to 10:00 PM	15

Total Number of Dates: 1 Total Number of Hours: 15

**NOTES:**  
This event may require additional permits.  
Customer will provide details for custom setup.

EVENT NAME	FACILITY	CENTER
<b>East Bay Mini Maker Faire</b> <b>Attendance: 5000</b> Type: Assembly	<b>216 Painting Studio B</b>	Studio One Art Center 365 45th Street Oakland, CA 94609

DATES RESERVED	HRS
Sunday - 10/23/2016 07:00 AM to 10:00 PM	15

Total Number of Dates: 1 Total Number of Hours: 15

**NOTES:**  
This event may require additional permits.  
Customer will provide details for custom setup.

EVENT NAME	FACILITY	CENTER
<b>East Bay Mini Maker Faire</b> <b>Attendance: 5000</b> Type: Assembly	<b>Studio One Attic Theater</b>	Studio One Art Center 365 45th Street Oakland, CA 94609

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DATES RESERVED		HRS
Sunday - 10/23/2016	09:00 AM to 10:00 PM	13

Total Number of Dates: 1

Total Number of Hours: 13

**NOTES:**

This event may require additional permits.  
Customer will provide details for custom setup.

EVENT NAME	FACILITY	CENTER
<b>East Bay Mini Maker Faire</b> <b>Attendance: 5000</b> Type: Assembly	<b>Studio One Great Hall (101)</b>	Studio One Art Center 365 45th Street Oakland, CA 94609

DATES RESERVED		HRS
Sunday - 10/23/2016	07:00 AM to 10:00 PM	15

Total Number of Dates: 1

Total Number of Hours: 15

**NOTES:**

This event may require additional permits.  
Customer will provide details for custom setup.

EVENT NAME	FACILITY	CENTER
<b>East Bay Mini Maker Faire</b> <b>Attendance: 5000</b> Type: Assembly	<b>Studio One Upper Great Hall (201)</b>	Studio One Art Center 365 45th Street Oakland, CA 94609

DATES RESERVED		HRS
Sunday - 10/23/2016	07:00 AM to 10:00 PM	15

Total Number of Dates: 1

Total Number of Hours: 15

**NOTES:**

This event may require additional permits.  
Customer will provide details for custom setup.

EVENT NAME	FACILITY	CENTER
<b>East Bay Mini Maker Faire</b> <b>Attendance: 5000</b> Type: Assembly	<b>Studio One Courtyard</b>	Studio One Art Center 365 45th Street Oakland, CA 94609

DATES RESERVED		HRS
Sunday - 10/23/2016	07:00 AM to 10:00 PM	15

Total Number of Dates: 1

Total Number of Hours: 15

**NOTES:**

This event may require additional permits.  
Customer will provide details for custom setup.

CHARGE DESCRIPTION	FACILITY/EVENT	UNIT FEE	QTY	TAX	TOTAL CHARGED	DISCOUNTED/PAID	BALANCE DUE
Studio One Facility Rental Fee	219 Painting Studio C - East Bay Mini Maker Faire	\$50.00	15.00	\$0.00	\$750.00	\$0.00	\$750.00
Studio One Facility Rental Fee	216 Painting Studio B - East Bay Mini Maker Faire	\$50.00	15.00	\$0.00	\$750.00	\$0.00	\$750.00
Deposit (Rentals)	Studio One Attic Theater - East Bay Mini Maker Faire	\$500.00	1.00	\$0.00	\$500.00	\$0.00	\$500.00
Studio One Facility Rental Fee	Studio One Attic Theater - East Bay Mini Maker Faire	\$65.00	15.00	\$0.00	\$975.00	\$0.00	\$975.00

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Studio One Facility Rental Fee	Studio One Great Hall (101) - East Bay Mini Maker Faire	\$65.00	15.00	\$0.00	\$975.00	\$0.00	\$975.00
Studio One Facility Rental Fee	Studio One Upper Great Hall (201) - East Bay Mini Maker Faire	\$65.00	15.00	\$0.00	\$975.00	\$0.00	\$975.00
Studio One Facility Rental Fee	Studio One Courtyard - East Bay Mini Maker Faire	\$500.00	1.00	\$0.00	\$500.00	\$0.00	\$500.00

**ADDITIONAL INFORMATION**

RECEIPT NUMBER	DATE	CHARGE DESCRIPTION	FACILITY/EVENT	AMOUNT
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**ADDITIONAL INFORMATION**

Company Phone 1: (510) 653-0317

**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. \_\_\_\_\_ (initials)

\_\_\_\_\_ (Signature) \_\_\_\_\_ date

**CANCELLATION POLICY: (REV-050114)**

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

**CANCELLATION FEES:**

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

I am aware of and understand the cancellation policy and fees. \_\_\_\_\_ (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. \_\_\_\_\_ (initials)

**EXTENSION BEYOND PERMIT HOURS: (Rev-050114)**

In the event the applicant stays longer than the contracted hours, the applicant will be charged additional hourly rental fees plus an Administrative Service

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Fee. There are no options to pay onsite.

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

I am aware of and understand the Extensions Beyond Permit Hours. \_\_\_\_\_ (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. \_\_\_\_\_ (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. \_\_\_\_\_ (initial)

#### 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.

**RECYCLING:** Recycling is required at every event in Oakland. All rental facilities have three containers. Dispose of your paper, cans and bottles, and garbage into the appropriate recycling containers.

Blue containers with Blue lids are for mixed paper recycling (All paper goes in the same container).

Note: Cardboard (Flatten and place next to recycling station.)

An administrative service fee will be charged if cardboards are not flattened.

Blue containers with Green lids are for cans and bottles recycling. (No liquids)

An administrative service fee will be charged if liquid is placed/spilled in containers.

Gray Containers with Gray lids are for garbage.

Please DO NOT throw plastic bags of any sort into the paper or cans and bottles recycling bins.

I have read and understand the Recycling Disclaimer. \_\_\_\_\_ initial

#### 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.

Uniformed security guards are required along with contact name, address and phone number of Security Company. Failure to provide the required information two weeks prior to the event will result in cancellation of the event.

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 \_\_\_\_\_

REV: 050114

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

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

REV: 050114

I certify that I have read and understand the "DISCLAIMERS" pertaining to the rental and use of the requested facility, and agree to abide by all applicable City, State and Federal laws, ordinances, regulations and requirements. I certify that the intended use, as stated above, is in compliance with said rules and regulations, application instructions and any special use regulations.

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

Applicant agrees to hold the 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

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.

The temporary or portable toilet(s) must be removed from the park within 24 hours after the event. (Ref: OMC Title 12.64.360)

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**CITY OF OAKLAND  
Oakland Parks & Recreation**

**TO:** Barry Miller, Chair, Parks & Recreation Advisory Commission  
**FROM:** Zermaine Thomas, Central Reservations Lead  
**DATE:** June 25, 2016  
**SUBJECT:** **REQUEST APPROVAL TO ALLOW 3STRANDS GLOBAL, INC., PERMISSION TO COLLECT ONSITE REGISTRATION FEES, DONATIONS, AND SELL EVENT MERCHANDISE AND FOOD VENDOR TICKETS AT THE BREAK FREE RUN OAKLAND-THE RACE TO END HUMAN TRAFFICKING AT LAKESIDE PARK (BANDSTAND) ON SATURDAY, NOVEMBER 5, 2016**

**SUMMARY**

Oakland Parks & Recreation received a request from 3 Strands Global, Inc., a IRC 501(c)(3) non-profit organization established to combat human trafficking through sustainable employment, education and engagement initiatives. 3Strands Global, Inc. is requesting to collect onsite registrations fees, donations, and sell event merchandise and food vendors tickets at the event. All funds collected from 3Strands Break Free Run will go to their 2016 beneficiaries who are combating human trafficking through restoration and prevention services. Approval from the Parks and Recreation Advisory Commission is required per O.M.C. section 12.64.080.

**FISCAL IMPACT**

There will be a positive fiscal impact to Oakland Parks & Recreation. 3Strand Global Inc. is paying all rental fees associated with the event estimated at \$1688.00.

**PROJECT / PROGRAM DESCRIPTION**

The goal of the 3Strands Break Free Run is to bring local communities together to raise awareness and funds to combat human trafficking. Human trafficking is happening all around us. With awareness comes prevention. Everyone can do something to help combat this crime.

The following is a list of fees to be collected onsite:

- Registration Fees
  - Adult 5K \$48
  - Youth 5 K \$30
  - Adult 10K \$58
  - Youth 10K \$35
- 3Strands Merchandise
  - \$20 - \$50
- Food Vendor Tickets
  - \$5

Non-profits and other vendors will be present with an abundance of informational literature about combatting human trafficking and to get involved in the fight.

The estimated attendance is 1000. 3Strand Global, Inc. will provide 2 portable restrooms including 1 for ADA accessibility as required and in accordance with O.M.C. 12.64.360 which provides for the provision of temporary restroom facilities at the ratio of one to every 500 persons.

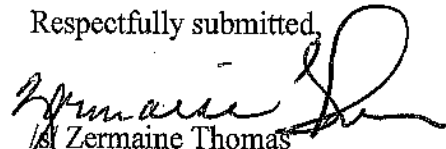
**BACKGROUND / LEGISLATIVE HISTORY**

3Strands Global, Inc., is a non-profit organization that was established to combat human trafficking through sustainable employment, education and engagement initiatives. 3Strands Global Inc. provides sustainable business initiatives to employ survivors of human trafficking and support those at risk. The organization provides education to students to build awareness and supportive prevention efforts. They engage the global community of committed individuals and organizations to combat human trafficking through Break Free Runs and other events.

**RECOMMENDATION**

Staff recommends that the Parks and Recreation Advisory Commission approve the request from 3 Strands Global, Inc. to collect onsite registrations fees, donations, and sell event merchandise and food vendor tickets at Lakeside Park (Bandstand) on Saturday, November 5, 2016.

Respectfully submitted,



/s/ Zermaine Thomas

Prepared by:

Zermaine Thomas

Central Reservations Lead



/s/ Nicholas Williams

Approved by:

Nicholas Williams

Director

Attachments: Exhibit A – 3Strands Global Inc. Proposal Letter  
Exhibit B – Non-Profit Certificate  
Exhibit C – Rental Application



## 4<sup>th</sup> Annual 3Strands Break Free Run Oakland

### ABOUT 3STRANDS

[www.3StrandsGlobal.com](http://www.3StrandsGlobal.com)

3Strands Global, Inc. is a non-profit established to combat human trafficking through sustainable employment, education and engagement initiatives. Human trafficking is NOT OK, and 3Strands believes everyone can DO SOMETHING. 3Strands provides sustainable business initiatives to employ survivors of human trafficking and support those at risk; educates students in the classroom to build awareness and support prevention efforts; and engages a global community of committed individuals and organizations to combat human trafficking through Break Free Runs and other events. The organization is supported through the sale of quality handmade products created in Cambodia and Nepal, community member pledges, events and corporate sponsorships.

### EVENT OVERVIEW

#### Goal

The goal of the 3Strands Break Free Run is to bring the local communities together to raise awareness and funds to combat human trafficking. Human trafficking is happening all around us. We know that with awareness comes prevention, and we can all DO SOMETHING to help combat this crime. All proceeds from the 3Strands Break Free Runs go back to our 2016 beneficiaries who are combating human trafficking through restoration and prevention services. Our 2016 beneficiaries will be thoroughly vetted before being selected.

In addition to bringing the community out to join in our Break Free Run Oakland - The Race to End Human Trafficking, we will have nonprofits and other vendors present with an abundance of information about combating human trafficking and how to get involved in the fight. There will be live music until about 11:00 a.m. with food available for purchase after the race.

#### Race Logistics

We will be setting up the start/finish line near the Gazebo at Lakeside Park. The start/finish line will be 16' wide. The runners will head out around Lake Merritt for both the 5K and 10K run/walk. The 10K runners will circle the lake twice. We will be announcing from the Gazebo and that is also where the live band will be playing. The live band will play until 11:00 a.m.





Our race will be timed by a professional timing company, A Change of Pace. There will be a timing pad set up at the start/finish line and then a timing booth, 10 x 20, with tables and computers, where the runners can get their run times. This will be located in the vendor/festival area.

Also in the vendor/festival area, located along the walking path near the Gazebo, will be various vendors and nonprofit organizations that will be handing out information about their companies/organizations.

Race Day Registration will be located in the vendor/festival area along with Vendor Check-in and Volunteer Check-in. We will be displaying banners/signs around the park for easy identification of important locations (first aid, race day registration, volunteer/vendor check-in, etc.) These banners/signs will be attached to our pop-ups and will not be going into the ground.

We will have portable toilets delivered to the parking lot of the park the day before the race and they will be picked up after the event, usually on Monday.

#### **COLLECTION OF FUNDS**

3Strands would like to collect money for registration fees, general donations, 3Strands merchandise and food vendor tickets. The amounts are as follows:

- Registration
  - Adult 5K - \$48
  - Youth 5K - \$30
  - Adult 10K - \$58
  - Youth 10K - \$35
- 3Strands Merchandise
  - \$20 - \$55
- Food Vendor Tickets
  - \$5.00

Funds are being collected on site for those that did not pre-register, along with those who want to purchase merchandise, make general donations and enjoy a meal or snack.



Department of the Treasury  
 Internal Revenue Service  
 P.O. Box 2508, Room 4010  
 Cincinnati, OH 45201  
 513-762-2000

In reply refer to: 4077589886  
 Feb. 26, 2015 LTR 4168C 0  
 27-4594317 000000 00

00027019

R0DC: TE

3STRANDS GLOBAL INC  
 3941 MARK DR SUITE 20-200  
 EL DORADO HILLS CA 95762-4549

024306

Employer Identification Number: 27-4594317  
 Person to Contact: H SCHATZ  
 Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Jan. 20, 2015, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(03) of the Internal Revenue Code in a determination letter issued in September 2011.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/ep](http://www.irs.gov/ep) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

Exhibit B



CITY OF OAKLAND  
OAKLAND PARKS AND RECREATION

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



### Rental Application

FN# 34960

ATTENTION: \_\_\_\_\_ Date of Application: 12/7/15

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

Name of Business/Organization: 3 Strands Global Inc.

Business/Organization Address: 3941 Park Dr. #20-200 El Dorado Hills 95762

Applicant Name: Carrie Jacobstein

Applicant Mailing Address: Same

Phone Number: 916-365-2666 Fax Number: \_\_\_\_\_ E-mail: Carriej@3strandsGlobal.com

Facility/Park Name: Lakeside Park Bandstand

Room(s)/Site(s): \_\_\_\_\_

### EVENT INFORMATION

Date(s) of Event: Saturday, November 5, 2016

Time In/Prep Time: 5:00am Actual Event Time: 8:00am to 11:00am Cleanup/Time Out: 1:00pm

Type of Event/Purpose: (As specific, i.e. Wedding Reception, Meeting, Birthday Party, Banquet, Picnic, BBQ, Walk, Run, Festival, Rally, Quinceanera, Bar/Bat Mitzvah, etc.)  
5K/10K Run/Walk - Break Free Run

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.)  
PA system live band

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

Number of Participants (Total) 1000 Approximate # of Adults 700 # of Teens 200 # of Children/Infants 100

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 Fee:			
Picnics & Related Events: \$17 (50+) people			
Building Rental/Special Events (Perce): \$30			
(1) <u>2</u> x <u>117.00</u> = <u>234.00</u>	<del>156 x 2 = 312.00</del>	(7) Alcoholic Beverage Fee	*
(2) <u>1</u> x <u>114.75</u> = <u>114.75</u>	<del>87 x 59 = 5133.00</del>	(8) Administrative Service Fee	*
(3) Permit Processing Fee = <u>30.00</u>	<u>324.00</u>	(9) Caterer Opt Out Fee	*
(4) Deposit = <u>1000.00</u>		(10) Sound Use Fee = <u>100.00</u>	
(5) Setup/Teardown = _____		(11) Other Charges	*
(6) Kitchen = <u>1688.00</u>			

TOTAL: \$ 2053.00 Less Advance Minimum Payment of \$ \_\_\_\_\_ BALANCE DUE 30 DAYS BEFORE EVENT: \_\_\_\_\_  
(Deposits are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned.)

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

CANCELLATION FEE: 61 days or more notice: Forfeit 1/2 Deposit 30 days to 60 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: Carrie Jacobstein DATE: 12/7/15

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

Exhibit C



**CITY OF OAKLAND  
Oakland Parks & Recreation**

**TO:** Barry Miller, Chair, Parks & Recreation Advisory Commission  
**FROM:** Zermaine Thomas, Central Reservations Lead  
**DATE:** June 25, 2016  
**SUBJECT: REQUEST APPROVAL TO ALLOW ASCENSION HISTORICAL SOCIETY  
PERMISSION TO COLLECT ONSITE REGISTRATION FEES AT THE  
5K/10K RUN AND WALK AT LAKESIDE PARK ON SATURDAY,  
OCTOBER 1, 2016**

**SUMMARY**

Oakland Parks & Recreation received a request from Ascension Historical Society, a IRC 501(c)(3) non-profit organization which is under the Ascension Greek Orthodox Cathedral/The Hellenic Community of Oakland and Vicinity. Ascension Historical Society is requesting to collect onsite registration fees at the event. Proceeds from Ascension Historical Society Walk/Run will benefit the Ascension Historical Society to preserve the History of Greek American History in Oakland or towards the Ascension Greek Orthodox Cathedral's Building Fund. Approval from the Parks and Recreation Advisory Commission is required per O.M.C. section 12.64.080.

**FISCAL IMPACT**

There will be a positive fiscal impact to Oakland Parks & Recreation. Ascension Historical Society is paying all rental fees associated with the event estimated at \$620.

**PROJECT / PROGRAM DESCRIPTION**

Ascension Historical Society is dedicated to the documentation and preservation of the rich culture and heritage of Greek American History in Oakland. The 10K/5K run and 5K walk is an annual fundraiser. Most participants pre-register online, but approximately 25% register onsite the day of event.

The following amount is being requested to collect onsite:

- Registration Fees
  - Adult (17 years or older) \$35
  - Youth (12 years-16 years) \$20
  - Child (11 years or younger) \$5
  -

The estimated attendance is 150. Temporary restroom facilities are not needed for this event in accordance with O.M.C. 12.64.360 which provides for the provision of temporary restroom facilities at the ratio of one to every 500 persons.

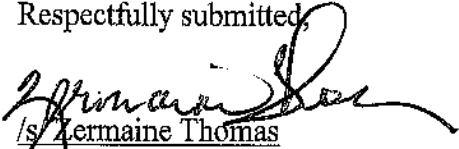
**BACKGROUND / LEGISLATIVE HISTORY**

Ascension Historical Society has held its annual Run/Walk at Lake Merritt for over 20 years. In 1933, Ascension Historical Society planted an Olive Tree at Lake Merritt and on a nearby bench placed and engraved plaque that reads, "This Olive Tree was planted August 30, 1933, by the Hellenic Community of Oakland honoring Presidents Day." Ascension Historical Society has a deep rooted association with Lake Merritt, which is why the lake location has been selected for the annual walk/run.

**RECOMMENDATION**

Staff recommends that the Parks and Recreation Advisory Commission approve the request from Ascension Historical Society to collect onsite registrations fees at Lakeside Park on Saturday, October 1, 2016.

Respectfully submitted,

  
/s/ Zermaine Thomas

Prepared by:

Zermaine Thomas

Central Reservations Lead

  
/s/ Nicholas Williams

Approved by:

Nicholas Williams

Director

Attachments: Exhibit A – Ascension Historical Society Proposal Letter  
Exhibit B – Non-Profit Certificate  
Exhibit C – Rental Application



ASCENSION HISTORICAL SOCIETY

4700 Lincoln Avenue  
Oakland, CA 94602

May 11, 2016

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

Dear Advisory Commission,

For over 20 years the Ascension Historical Society has held an annual Run / Walk at Lake Merritt. Ascension Historical Society is a non-profit organization which is under the Ascension Greek Orthodox Cathedral / The Hellenic Community of Oakland and Vicinity on 4700 Lincoln Avenue in Oakland.

Our organization is dedicated to the documentation and preservation of the rich culture and heritage of Greek American History in Oakland. In 1933, our community planted an olive tree at Lake Merritt and on the bench nearby the plaque on the bench states, "This olive tree was planted August 30, 1933 by the Hellenic Community of Oakland honoring Presidents Day." As you can see we have a deep rooted association with Lake Merritt, it has only been fitting that we hold our annual run there. Our finish line for the run is very near the olive tree!

Our 10K / 5K Run and 5K Walk is our annual Fundraiser. The Lake is measured to USATF standards and professionally timed. We give gift bags, t-shirts, and complimentary food which we have already had approved by the city as we give individual items such as bananas, bagged chips, etc. We award 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place for each age category.

Most of our participants pre-register online however 25% register onsite the day of the event. Many of our participants learn about our event from running websites and are from the Oakland and surrounding communities not only the Greek Community. We are asking permission to accept registration fees on the day of the event as we rely on this income to hold the event. Most everyone pays with checks and credit cards since we are a non-profit organization with a few paying with cash. The cost to register the day of the event is: \$35.00 for 17 years and over, \$20.00 for 12-16 years and \$5.00 for 11 and under.

Any proceeds benefit the Ascension Historical Society to preserve the History of Greek American History in Oakland or towards the Ascension Greek Orthodox Cathedral's Building Fund.

Thank you for considering our request...

Joanna Phillips  
Administrative Director  
The Hellenic Run/Ascension Historical Society

Exhibit A

Date: 20 APR 1984

The Hellenic Community of Oakland  
and Vicinity  
4700 Lincoln Avenue  
Oakland, CA 94602

EIN: 94-1439964  
Accounting Period Ending:  
December 31  
Form 990 Required: No  
Person to Contact:  
Desk Officer  
Contact Telephone Number:  
(415) 556-5353

Dear Applicant:

Based on the information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(1) and 170(b)(1)(A)(i).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

Generally, you are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. If you have paid FICA taxes without filing the waiver, you should contact us. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

The box checked in the heading of this letter shows whether you must file Form 990, Return of Organization Exempt from Income Tax. If Yes is checked, you are required to file Form 990 only if your gross receipts each year are normally more than \$10,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.



CITY OF OAKLAND  
OAKLAND PARKS AND RECREATION

Rental Application

ATTENTION: Khanh Tu

Date of Application: 4/27/16

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

Name of Business/Organization: ASCENSION HISTORICAL SOCIETY

Business/Organization Address: 4700 LINCOLN AVENUE OAKLAND, 94602

Applicant Name: GIULIANA HARRIS

Applicant Mailing Address: 696 SAN RAMON VALLEY BLVD DANVILLE 94526

Phone Number: 831-233-4558 Fax Number: 925-407-2931 E-mail: giuliana.harris@gmail.com

Facility/Park Name: La Reside Park Bandstand (Near the bandstand)

Room(s)/Site(s)

EVENT INFORMATION:

Date(s) of Event: October 1, 2016

Time In/Prep Time 6:00 am Actual Event Time 8:30 am to 11:00 am Cleanup/Time Out 12:00 pm

Type of Event/Purpose: (be specific, i.e., Wedding Reception, Meeting, Birthday Party, Banquet, Picnic, BBQ, Walk, Run, Festival, Rally, Quinceanera, BarMitzvah/BatMitzvah, etc.) 5K/10K RUN AND WALK

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.) CD Player and microphone

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

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

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

NONE

Will you require a caterer for your event?  Yes  No

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

Name of Approved Caterer: \_\_\_\_\_

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) 40.00 x 6 = 240.00  
(Hourly Rate) (# of hours)

(2) \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_  
(Hourly Rate) (# of hours)

(3) Permit Processing Fee = 30.00

(4) Deposit = 300.00

(5) Setup/Teardown = \_\_\_\_\_

(6) Kitchen = \_\_\_\_\_

(7) Alcoholic Beverage Fee = \_\_\_\_\_

(8) Administrative Service Fee = \_\_\_\_\_

(9) Caterer Opt Out Fee = \_\_\_\_\_

(10) Sound Use Fee = 50.00

(11) Other Charges = \_\_\_\_\_

TOTAL: \$ 620.00 Less Advance Minimum Payment of \$ \_\_\_\_\_; BALANCE DUE 30 DAYS BEFORE EVENT: \$ \_\_\_\_\_  
(Deposits are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned.)

Please check payment type: Cash: \_\_\_\_\_ Check #: \_\_\_\_\_ Type of Credit Card: Visa or MasterCard: \_\_\_\_\_  
(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 Giuliana Harris DATE 4/27/16

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

Exhibit C





**CITY OF OAKLAND  
Oakland Parks & Recreation**

**TO:** Barry Miller, Chair, Parks & Recreation Advisory Commission  
**FROM:** Zermaine Thomas, Central Reservations Lead  
**DATE:** June 25, 2016  
**SUBJECT:** **REQUEST APPROVAL TO ALLOW THE CALIFORNIA NURSE MIDWIFERY ASSOCIATION PERMISSION TO COLLECT ONSITE REGISTRATION FEES, SELL RACE T-SHIRTS, AND ALLOW VENDORS TO TABLE WITH THE OPTION OF SELLING MERCHANDISE AT THE MILES FOR MIDWIVES 5K/10K RUN AND WALK AT LAKESIDE PARK ON SUNDAY, OCTOBER 2, 2016**

**SUMMARY**

Oakland Parks & Recreation received a request from The California Nurse Midwifery Association (CNMA), an Affiliate of the American College of Nurse Midwives, a professional organization representing Certified Nurse Midwives and Certified Midwives. The California Association of Midwives (CAM) is a not-for-profit organization consisting of midwives serving the home birth population in California. CNMA is requesting to collect onsite registrations fees, sell race t-shirts and allow participating vendors to table with the option of selling merchandise. Proceeds from the Miles for Midwives 5K/10K Run and Walk will be added to the CNMA and CAM's general funds and used to promote the mission of improving maternal and child health in California and promoting access to midwifery care for Californian families. Approval from the Parks and Recreation Advisory Commission is required per O.M.C. section 12.64.080.

**FISCAL IMPACT**

There will be a positive fiscal impact to Oakland Parks & Recreation. California Nurse Midwifery Association is paying all rental fees associated with the event estimated at \$716.

**PROJECT / PROGRAM DESCRIPTION**

Miles for Midwives is a 5k Run/Walk that brings together Bay Area families and birth professionals with the goal of promoting and celebrating midwifery care in local communities. Miles for Midwives has been a huge success for many years in cities around the country attracting hundreds of participants. In years past both CNMA and CAM have worked together to put on the event in the Bay Area with huge success. The event engages community members and their families in learning about the world of birth and all the resources available to them. In order to provide the interactive aspect of the event, after the run/walk there is a post-race fair hosting local providers, organizations and retailers.

The following amount is being requested to collect onsite:

- Registration Fees \$35
- T-Shirt Sales \$20
- Participating Vendors to table with option of selling merchandise

The estimated attendance is 150. Temporary restroom facilities are not needed for this event in accordance with O.M.C. 12.64.360 which provides for the provision of temporary restroom facilities at the ratio of one to every 500 persons.

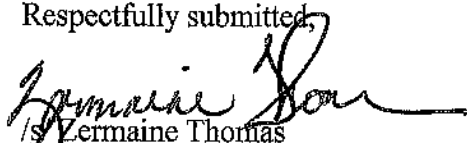
**BACKGROUND / LEGISLATIVE HISTORY**

Established in 1987, CAM aims to transform communities' one birth at a time through improved infant and maternal health care outcomes, lowering healthcare costs and patient centered healthcare. CAM's mission is to educate California families and increase access to patient centered, evidence based midwifery care.

**RECOMMENDATION**

Staff recommends that the Parks and Recreation Advisory Commission approve the request from the California Nurse Midwifery Association to collect onsite registrations fees, sell race t-shirts, and allow participating vendors to table with the option of selling merchandise at Lakeside Park on Sunday, October 2, 2016.

Respectfully submitted,




/s/ Zermaine Thomas

Prepared by:

Zermaine Thomas

Central Reservations Lead



/s/ Nicholas Williams

Approved by:

Nicholas Williams

Director

Attachments: Exhibit A – The California Nurse Midwifery Association Proposal Letter  
Exhibit B – Non-Profit Certificate  
Exhibit C – Rental Application



San Francisco Bay Area Chapter  
Affiliate of the California Nurse Midwifery Association  
sfbaycnma@gmail.com

## **Proposal for Miles for Midwives 2016**

### **History of the Organizations**

The California Nurse Midwifery Association (CNMA) is the California State Affiliate of the American College of Nurse Midwives, the professional organization representing Certified Nurse Midwives and Certified Midwives. CNMA aims to promote the health of women and children in California through provision of high quality care, facilitate the integration of nurse midwives into the healthcare system of California, promote legislation/regulations supportive of maternal child health and nurse-midwifery practice, and provide a forum for interaction with other groups sharing common maternal-child health goals.

Established in 1987, The California Association of Midwives (CAM) is a not-for-profit organization made up of midwives serving the home birth population in California. CAM aims to transform communities one birth at a time through improved infant and maternal health care outcomes, lowered healthcare costs and patient centered healthcare. CAM's mission is to educate California families and increase access to patient-centered, evidence-based midwifery care.

### **Overview of Event**

Miles for Midwives is a 5k run/walk that brings together Bay Area families and birth professionals with the goal of promoting and celebrating midwifery care in our local communities. Miles for Midwives has been a huge success for many years in cities around the country attracting hundreds of participants. In years past both CNMA and CAM have worked together to put on this event in the Bay Area with huge success. This event engages community members and their families in learning about the world of birth and all the resources available to them. In order to provide this interactive aspect of the event, there is a post race fair hosting local providers, organizations and retailers.

Miles for Midwives has been hosted 3 times in the Bay Area, with this year being the transition to an annual event. In prior years, Miles for Midwives has been hosted in San Francisco's Golden Gate Park. By bringing this run to the Oakland, we hope to expand our reach and engage more Bay Area communities in learning about the wonderful world of birth and midwifery care. CNMA and CAM, along with other local midwifery supporters, look forward to expanding and growing this wonderful community event.

### **Request to Collect Funds**

We are requesting the ability to collect a registration fee of \$35.00, sell race t-shirts for \$20.00 each, and allow participating vendors to table with the option of selling merchandise.

*Exhibit A*



San Francisco Bay Area Chapter  
Affiliate of the California Nurse Midwifery Association  
sfbaycnma@gmail.com

**Why funds are being collected on site**

Most race registration will take place in advance online, but some participants will want to register and purchase t-shirts on-site.

**Who will benefit from funds being collected**

Proceeds from Miles for Midwives will be added to CNMA and CAM's general funds and used to promote their mission of improving maternal and child health in California and promoting access to midwifery care for Californian families.

Exhibit A

District Director

P O BOX 2350 ROOM 5137  
Los Angeles, CA 90053

Date: JUL. 2, 1987

CALIFORNIA ASSOCIATION OF MIDWIVES  
FOUNDATION  
PO BOX 420354  
SAN JOSE, CA 95842

Employer Identification Number:  
77-0131956  
Case Number:  
957093032  
Contact Person:  
GULAPAN, C.  
Contact Telephone Number:  
(213) 894-4553

Accounting Period Ending:  
December 31  
Foundation Status Classification:  
509(a)(2)  
Advance Ruling Period Ends:  
Dec. 31, 1990  
Caveat Applies:  
No

Dear Applicant:

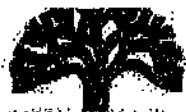
Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization described in section 509(a)(2).

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins on the date of your inception and ends on the date shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, if you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Grantors and donors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you submit the required information within the 90 days, grantors and donors may continue to rely on the advance determination until the Service makes a



CITY OF OAKLAND  
 OAKLAND PARKS AND RECREATION

Rental Application

RW#

ATTENTION: \_\_\_\_\_

Date of Application: 05/16/2016

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

Name of Business/Organization: California Nurse Midwifery Association

Business/Organization Address: \_\_\_\_\_

Applicant Name: Ana Rapoport Street Address City Zip Code

Applicant Mailing Address: 1536 Comstock Ct. Berkeley 94703 Street Address City Zip Code

Phone Number: 408 891-0604 Fax Number: \_\_\_\_\_ E-mail: me@ANCI.RAPOPORT.ORG

Facility/Park Name: Lake Merritt

Room(s)/Site(s) Ampitheater

EVENT INFORMATION:

Date(s) of Event: October 2nd, 2016

Time In/Prep Time 6 AM Actual Event Time 8 AM to 12 PM Cleanup/Time Out 12 PM

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

RUN

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.)

CD player, microphone, speaker

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

Number of Participants (Total) 150 Approximate # of Adults 110 # of Teens 15 # of Children/Infants 25

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) 48 x 7 = 336  
 (Hourly Rate) (# of hours)

(7) Alcoholic Beverage Fee = 0

(2) \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_  
 (Hourly Rate) (# of hours)

(8) Administrative Service Fee = 50

(3) Permit Processing Fee = 30

(9) Caterer Opt Out Fee = \_\_\_\_\_

(4) Deposit = 300

(10) Sound Use Fee = 50

(5) Setup/Teardown = \_\_\_\_\_

(11) Other Charges = \_\_\_\_\_

(6) Kitchen 716 = \_\_\_\_\_

TOTAL: \$ 801 Less Advance Minimum Payment of \$ 300 ; BALANCE DUE 30 DAYS BEFORE EVENT: \$ 501

(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: 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 [Signature] DATE 05/16/2016 Exhibit C

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



**CITY OF OAKLAND  
Oakland Parks & Recreation**

**TO:** Barry Miller, Chair, Parks & Recreation Advisory Commission  
**FROM:** Zermaine Thomas, Central Reservations Lead  
**DATE:** June 25, 2016  
**SUBJECT:** **REQUEST APPROVAL TO ALLOW THE ETHIOPIAN COMMUNITY CULTURAL CENTER, INC. FOR PERMISSION TO COLLECT FUNDS ONSITE FOR THE SALES OF BEER AND WINE, EVENT RELATED MERCHANDISE AND FOOD VENDOR TICKETS AT THE 8<sup>TH</sup> ANNUAL ETHIOPIAN NEW YEAR CULTURAL EVENT TO BE HELD AT LAKESIDE PARK (BANDSTAND) ON SATURDAY, SEPTEMBER 10, 2016**

**SUMMARY**

Oakland Parks & Recreation received a request from the Ethiopian Community Cultural Center, Inc (ECCC), a IRC 501(c)(3) non-profit organization that coordinates educational programs and social services that empower and support Ethiopian immigrants and refugees to become self-sufficient. The Ethiopian Community Cultural Center Inc. is requesting to collect funds onsite for the sales of beer and wine, event related merchandise, and food vendor tickets at the 8<sup>th</sup> Annual Ethiopian New Year Cultural Event. This is ECCC's first time coming before the Parks and Recreation Advisory Commission (PRAC) requesting to collect funds onsite. Funds collected will cover the event cost and a portion will be given to charity partners. Approval from the PRAC is required per O.M.C. section 12.64.080.

**FISCAL IMPACT**

There will be a positive fiscal impact to Oakland Parks & Recreation. The Ethiopian Community Cultural Center is paying all rental fees associated with the event estimated at \$1970.

**PROJECT / PROGRAM DESCRIPTION**

The goal of the ECCC New Year Cultural Event is to bring the local community together to raise funds as the organization relies on donations to provide services and create a memorable event.

The following amounts are being requested to collect onsite:

- Wine and Beer
  - \$5
- ECCC Merchandise
  - \$15 - \$25
- Food Vendor Tickets
  - \$5 - \$15

The estimated attendance is 400. Temporary restrooms facilities are not required for this event in accordance with O.M.C. 12.64.360 which provides for the provision of temporary restroom facilities at the ratio of one to every 500 persons.



## 8th Ethiopian new year cultural-Event Oakland

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

### ETHIOPIAN COMMUNITY AND CULTURAL CENTER

[www.ethiopianccc.org](http://www.ethiopianccc.org)

#### HISTORY

The Ethiopian Community and cultural Center of the Bay Area was established in 2001 as a nonprofit community-based organization, advocacy, social services and development of community based resources. ECCC coordinates educational programs and social services that empower and support Ethiopian immigrants/refugees to become self sufficient. Their programs and services strengthen language, social and cultural competency in their new environment, primarily accomplished through volunteers contributing time and energy to making the transition to Bay Area successful.

#### OVERVIEW OF EVENT

The goal of Ethiopian community and cultural resource center, **NEW YEAR**-cultural vent is to bring the local community together to raise funds, as the organization rely on donations to provide services and creates the occasion as an event to remember.

In addition to bringing the community to join in our 2016 cultural event Oakland, there will be live band music until 6:00 PM. We will have nonprofit organizations to hand out information about their organizations and various vendors with 10 by 10' booth with tables.

#### FUND COLLECTION

Ethiopian Community and Cultural Center would like to requests permission to collect funds on-site, to serve Beer, Wine, T-shirts/Crafts and Other event related items. The fund collected at the event will benefit the organization to cover the event's costs and portion of collected fund will be given to the charity partners.

የኢትዮጵያዊያን ግንባራ ጠለቅ ጠላቅ ስልጠና

VISUAL ART | CULTURE | CUSINE | DANCE | LANGUAGE | TRADITION | MUSIC | EDUCATION  
6116 TELEGRAPH AVENUE, OAKLAND CA, 94609 | [www.ethiopianccc.org](http://www.ethiopianccc.org) | Tel: (510) 268-4770 | Fax: (510) 268-4003

Exhibit A



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

DEPARTMENT OF THE TREASURY

Date: JAN 18 2002

ETHIOPIAN COMMUNITY CULTURAL CENTER  
INC  
5111 TELEGRAPH AVE STE 320  
OAKLAND, CA 94609

Employer Identification Number:  
94-3403208  
DLN:  
17053239011021  
Contact Person:  
TRACI D TATEYAMA ID# 95129  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
June 30  
Foundation Status Classification:  
Section 509(a)(1)  
Advance Ruling Period Begins:  
July 23, 2001  
Advance Ruling Period Ends:  
June 30, 2006  
Addendum Applies:  
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make

Letter 1045 (DO/CG)

Exhibit B



CITY OF OAKLAND  
OAKLAND PARKS AND RECREATION

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



### Rental Application

ATTENTION: Zermaine

Date of Application: 5/20/2016

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

Name of Business/Organization: ETHIOPIAN COMMUNITY CULTURAL CENTER

Business/Organization Address: 6116 TELEGRAPH AVE OAKLAND CA 94609

Applicant Name: YEMISRACH BESHE Frederick Woldoman

Applicant Mailing Address: 6116 TELEGRAPH AVE OAKLAND CA 94609

Phone Number: 510 268-4770 Fax Number: 510 268-4003 E-mail: yemi@ethiopianecc.org

Facility/Park Name: LAKE SIDE PARK (stand band stand)

Room(s)/Site(s)

#### EVENT INFORMATION:

Date(s) of Event: 09/10/16  
Time In/Prep Time: 10 AM Actual Event Time: 12:00 PM to 8:00 PM Cleanup/Time Out: 10:00 PM

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

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

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

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) 400 Approximate # of Adults 250 # of Teens 150 # of Children/Infants \_\_\_\_\_

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: Ethiopian Restaurant

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	<u>715</u>	<u>10am - 9pm (surround area)</u>	
(1) $65^{hr} \times 10 = 650$		<u>2pm - 8pm (band stand)</u>	(7) Alcoholic Beverage Fee = <u>125</u>
(2) $130 \times 2^{hr} = 260$			(8) Administrative Service Fee = <u>0</u>
(3) Permit Processing Fee = <u>30</u>			(9) Caterer Opt Out Fee = <u>0</u>
(4) Deposit = <u>500</u>			(10) Sound Use Fee = <u>100</u>
(5) Setup/Teardown = <u>0</u>			(11) Other Charges = _____
(6) Kitchen <u>1970</u>			

TOTAL: \$ ~~1970~~ 1050 Less Advance Minimum Payment of \$ 1050; BALANCE DUE 30 DAYS BEFORE EVENT: \$ 920  
(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 Yemisrach Beshe DATE 5/12/2016

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

Exhibit C



**CITY OF OAKLAND  
Oakland Parks & Recreation**

**TO:** Barry Miller, Chair, Parks & Recreation Advisory Commission  
**FROM:** Zermaine Thomas, Central Reservations Lead  
**DATE:** June 25, 2016  
**SUBJECT:** **REQUEST APPROVAL TO ALLOW BAY AREA BLACK MARKET PERMISSION TO COLLECT FUNDS ONSITE THROUGH VENDOR SALES OF FOOD AND BEVERAGES, VENDORS SALES OF MERCHANDISE, SALES OF RAFFLE TICKETS AND COLLECTION OF DONATIONS AT COMMUNITY MARKETPLACE TO BE HELD AT LAKESIDE PARK GARDEN CENTER ON SATURDAY, AUGUST 27, 2016**

**SUMMARY**

Oakland Parks & Recreation received a request from Bay Area Black Market (BAMA) an organization created to serve the community by promoting black businesses through internet advertising and marketplace events such as Bay Area Black Marketplace. BAMA is requesting to collect funds onsite through vendor sales of food, beverages, merchandise, and raffle tickets and collection of donations at the Community Marketplace. Five percent of the funds collected from the Bay Area Black Market will go to Ador of Hope, a IRC 501(c)(3) non-profit organization that provides Transitional Housing for Homeless and re-entry support into the Community. Approval from the Parks and Recreation Advisory Commission is required per O.M.C. section 12.64.080.

**FISCAL IMPACT**

There will be a positive fiscal impact to Oakland Parks & Recreation. Bay Area Black Market is paying all rental fees associated with the event estimated at \$1450.

**PROJECT / PROGRAM DESCRIPTION**

The Bay Area Black Marketplace is a FREE quarterly event that showcase and celebrates Bay Area Black businesses from all business sectors. The mission is to encourage the Black consumer to spend larger portions of their incomes with Black owned businesses. The event showcases 40 vendors and has over 200 shoppers throughout the course of the day.

The following is a list of fees to be collected onsite:

- Vendor's Merchandise (\$1- \$40)
  - T Shirts
  - Beauty/Cosmetics
  - Men & Women Accessories
  - Food & Beverages
- Beverages Tickets (Alcoholic & Non-Alcoholic \$1-\$5)
  - Bottled Water
  - Juices, Soda
  - Sample Size Wine Tasting Flights and Margaritas

- Food
  - Bite Sized Samples from Vendors (\$3 - \$5)
- Donations: (All Donations Welcome)
- Raffle Tickets: (\$1-\$5)

The estimated attendance is 300.

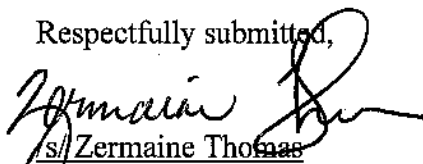
### **BACKGROUND / LEGISLATIVE HISTORY**

Bay Area Black Market was founded in 2016. The goal of the organization is to bring awareness to Black owned businesses in the Bay Area with a focus on mentoring Oakland youth in entrepreneurship. Each of the businesses listed in BABM's directory has made a commitment to mentor a Youth through the business startup process. Bay Area Black Market's goal is to provide funds for business startups in the future. BAMA has sponsored Black business and women entrepreneurship events throughout the Bay Area.

### **RECOMMENDATION**

Staff recommends that the Parks and Recreation Advisory Commission approve the request from the Bay Area Black Market to collect funds onsite through vendor sales of food, beverages, merchandise, and raffle tickets and collection of donations at the Community Marketplace at the Lakeside Park Garden Center on Saturday, August 27, 2016.

Respectfully submitted,



/s/ Zermaine Thomas

Prepared by:

Zermaine Thomas

Central Reservations Lead



/s/ Nicholas Williams

Approved by:

Nicholas Williams

Director

Attachments: Exhibit A – Bay Area Black Market Proposal Letter  
Exhibit B – Articles of Incorporation of a Nonprofit Benefit Corporation  
Exhibit C – Rental Application

# Bay Area Black Market

345 15<sup>th</sup> Street  
Oakland, CA 94612

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

Dear Commissioners,

Proposed Event Date: August 27, 2016  
Lakeside Park Garden Center  
11:00AM to 5:00PM

## HISTORY

Bay Area Black Market was founded in 2016. The Organization was created to serve the community by promoting black businesses through Internet advertising and Marketplace events such as Bay Area Black Marketplace. The goal is the organization is to bring Awareness to Black Owned Businesses in the Bay Area with a focus of mentoring Oakland Youth in Entrepreneurship. We sponsor Black Business and Women Entrepreneurship Events throughout the Bay Area. Each of the businesses listed on Our Directory make a commitment to mentor a Youth through the business startup process. Bay Area Black Market will eventually provide funds for business startups. Our Youth incubator program will begin January 2017.

## EVENT OVERVIEW

The Bay Area Black Marketplace is a FREE quarterly event that Showcase and Celebrates Bay Area Black Businesses from all business sectors. Our mission is to encourage the Black consumer to spend larger portions of their incomes with Black Owned Businesses. We want to help circulate OUR money back into OUR communities. The goal is to begin to circulate the "Black Dollar" back into the Black Community! With 3 Trillion Dollars in buying power we have the potential to do great things if we band together and support each other. Our event showcases 40 vendors. We also have over 200 shoppers throughout the course of the day. 5% of all proceeds will go to Ardor of Hope a Non-Profit, Transitional Housing and Re-entry program. The funds raised will benefit their Entrepreneur Development Program.

## REQUEST TO COLLECT FUNDS ON-SITE

We are requesting collection of fees for the following items:

- Sale of Goods by Vendors (Merchandise Priced: \$1- \$40)
  - T Shirts
  - Beauty/Cosmetics
  - Men & Women Accessories
  - Food & Beverages

Exhibit A

- Beverages Tickets (Alcoholic & Non-Alcoholic Prices Range: \$1-\$5)
  - Bottled Water
  - Juices, Soda
  - Sample Size Wine Tasting Flights and Margaritas
- Food
  - Bite Sized Samples from Vendors (Prices Range: \$3 - \$5 )
- Donations (All Donations Welcome)
- Raffle Tickets: Products from Vendors (Prices Range: \$1-\$5)

5% of all proceeds will go to Ardor of Hope to help continue their Entrepreneurship Development Program.

Kind Regards,

/s/ Carla Buggs (Signature)

Prepared by:

Carla Buggs

Bay Area Black Market, Owner

Exhibit A

ARTS-PB-501(c)(3)

Articles of Incorporation of a Nonprofit Public Benefit Corporation

3899253

To form a nonprofit public benefit corporation in California, you can fill out this form or prepare your own document, and submit for filing along with:

- A \$30 filing fee.
- A separate, non-refundable \$15 service fee also must be included, if you drop off the completed form or document.

Important! California nonprofit corporations are not automatically exempt from paying California franchise tax or income tax each year. A separate application is required in order to obtain tax exempt status.

Note: Before submitting this form, you should consult with a private attorney for advice about your specific business needs.

FILED Secretary of State State of California

APR 21 2016

19C This Space For Office Use Only

For questions about this form, go to www.sos.ca.gov/business/be/filing-tips.htm

Corporate Name (List the proposed corporate name. Go to www.sos.ca.gov/business/be/name-availability.htm for general corporate name requirements and restrictions.)

The name of the corporation is Ardor of Hope

Corporate Purpose (Item 2a: Check one or both boxes. Item 2b: The specific purpose of the corporation must be listed if you are organizing for "public" purposes, or if you intend to apply for tax-exempt status in California.)

- a. This corporation is a nonprofit Public Benefit Corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public purposes. [ ] public purposes. [x] charitable purposes.
b. The specific purpose of this corporation is to Transitional Housing for Homeless

Service of Process (List a California resident or an active 1503 corporation in California that agrees to be your initial agent to accept service of process in case your corporation is sued. You may list any adult who lives in California. You may not list your own corporation as the agent. Do not list an address if the agent is a 1503 corporation as the address for service of process is already on file.)

a. Lafreshia Brown

Agent's Name

1271 Washington Avenue #730

San Leandro

CA 94577

Agent's Street Address (if agent is not a corporation) - Do not list a P.O. Box

City (no abbreviations)

State Zip

Corporate Addresses

a. 1271 Washington Avenue #730

San Leandro

CA 94577

Initial Street Address of Corporation - Do not list a P.O. Box

City (no abbreviations)

State Zip

b. Initial Mailing Address of Corporation, if different from 4a

City (no abbreviations)

State Zip

Additional Statements (The following statements are required to obtain tax exemption from the Internal Revenue Service or the California Franchise Tax Board under Internal Revenue Code section 501(c)(3). Note: Corporations seeking other types of tax exemptions should not use this form.)

- a. This corporation is organized and operated exclusively for the purposes set forth in Article 2a hereof within the meaning of Internal Revenue Code section 501(c)(3).
b. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and this corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.
c. The property of this corporation is irrevocably dedicated to the purposes in Article 2a hereof and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person.
d. Upon the dissolution or winding up of this corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable, educational and/or religious purposes and which has established its tax-exempt status under Internal Revenue Code section 501(c)(3).

This form must be signed by each incorporator. If you need more space, attach extra pages that are 1-sided and on standard letter-sized paper (8 1/2" x 11"). All attachments are made part of these articles of incorporation.

[Signature]
Incorporator - Sign here

Lafreshia Brown

Print your name here

Make check/money order payable to: Secretary of State
Upon filing, we will return one (1) uncertified copy of your filed document for free, and will certify the copy upon request and payment of a \$5 certification fee.

By Mail
Secretary of State
Business Entities, P.O. Box 944260
Sacramento, CA 94244-2600

Drop-Off
Secretary of State
1500 11th Street, 3rd Floor
Sacramento, CA 95814

Exhibit B



CITY OF OAKLAND  
OAKLAND PARKS AND RECREATION

### Rental Application

ATTENTION: \_\_\_\_\_

Date of Application: JUNE 20, 2016

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

Name of Business/Organization: BAY AREA BLACK MARKET

Business/Organization Address: 345 15TH STREET OAKLAND 94605  
Street Address City Zip Code

Applicant Name: CARLA BUGGIS  
Street Address City Zip Code

Applicant Mailing Address: 2362 CHURCH ST. OAKLAND 94605  
Street Address City Zip Code

Phone Number: (510) 393-3950 Fax Number: N/A E-mail: contact@bayareablackmarket.com

Facility/Park Name: THE Garden Center @ Lake Merritt

Room(s)/Site(s) VISTA 3 GARDEN ROOMS

#### EVENT INFORMATION:

Date(s) of Event: AUGUST 27, 2016

Time In/Prep Time 12:00 Actual Event Time 12:30 to 4:30 Cleanup/Time Out 5:00

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

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.)  
amplifiers, microphone, ipad, MP3

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) 300 Approximate # of Adults \_\_\_\_\_ # of Teens \_\_\_\_\_ # of Children/Infants \_\_\_\_\_

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

Will you require a caterer for your event?  Yes  No

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

Name of Approved Caterer: N/A

If not using an OPR Approved Caterer, provide name of non-approved caterer: NONE  
(Note: An Opt-Out Fee is applicable to non-approved Caterers and non-Catered events. See Attached Regulations)

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

##### Non-Refundable Permit Processing Fees:

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

- (1)  $\$95 \times 5 = \$475.00$   
(Hourly Rate) (# of hours)
- (2)  $\$80 \times 5 = 400.00$   
(Hourly Rate) (# of hours)
- (3) Permit Processing Fee = 30.00
- (4) Deposit = 300.00
- (5) Setup/Teardown = 150.00
- (6) Kitchen = 0

- (7) Alcoholic Beverage Fee = 195.00
- (8) Administrative Service Fee = 0
- (9) Caterer Opt Out Fee = 200.00
- (10) Sound Use Fee = 0
- (11) Other Charges = 0

TOTAL: \$ 1,450.00 Less Advance Minimum Payment of \$ \_\_\_\_\_ ; BALANCE DUE 30 DAYS BEFORE EVENT: \$ \_\_\_\_\_  
(Deposits are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned.)

Please check payment type: Cash: \_\_\_\_\_ Check #: \_\_\_\_\_ Type of Credit Card: Visa or MasterCard:   
(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 6/20/2016

Exhibit C





CITY OF OAKLAND

**Oakland Parks & Recreation**

**TO:** Barry Miller, Chair, Parks and Recreation Advisory Commission  
**FROM:** Erin Burton, Oakland Parks and Recreation  
**DATE:** June 28, 2016  
**SUBJECT: REQUEST APPROVAL FOR THE OMNIRA INSTITUTE TO SOLICIT VENDOR FEES AND FOR VENDORS' ON-SITE COLLECTION OF FUNDS FOR ITEMS AND FOOD SOLD AT THE BLACK EYED PEA FESTIVAL AT MOSSWOOD PARK ON SEPTEMBER 10, 2016**

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**SUMMARY**

Parks and Recreation Advisory Council approval is required in order for Omnira Institute to solicit vendor fees to sell food, merchandise, and beverages at a City of Oakland park, in accordance with Oakland Municipal Code Section 12.64.080. The Omnira Institute is hosting its third annual free Black Eyed Pea Festival on Saturday, September 10, 2016 from 11am to 5:30 pm at Mosswood Park. Setup will begin at 7:30am the day of the event and cleanup will end at 9:00pm. This event is expected to attract 500+ attendees with marketing focused on Oakland and the East Bay. The Omnira Institute is requesting approval of soliciting a vendor fee in which proceeds will help cover the cost of musicians, equipment, marketing, staffing, and facility usage. In addition, Omnira Institute is requesting the approval for vendors to sell services, merchandise, and food. Vendor booths will highlight the richness and preservation of the African Culture. Individual vendors will be collecting money on-site. There will also be free community health resources to help service the community.

Below is a list of outstanding requirements needed to complete OPR paperwork. Information to OPR should be submitted no later than August 10, by 5pm in order to complete facility permit.

**OPR Required Documents:**

1. Oakland Police Department Special Events Permit
2. Temporary Food Handler's Permit
3. Charitable Solicitation Permit
4. Proof of Trash Bin/Recycling Bins
5. Proof of (2) reserved Portable Restrooms and handwashing stations; 1 Portable restroom must be ADA Accessible

**FISCAL IMPACT**

Mosswood will provide 2 staff to help monitor the event for a total impact of \$720. The Omnira Institute will provide funds for facility rental and park space, certified security, and marketing. Mosswood will charge approximately \$1,475 for facility and park usage. The revenues will be deposited to Fund 1820 – OPR Self-Sustaining Fund, which supports on-going programs, events and activities.

**PROJECT / PROGRAM DESCRIPTION**

The Black Eyed Pea Festival, to be held at Mosswood Park on September 10, 2016, will include cultural performances, education seminars, a children’s area, arts and crafts, wellness services, a food court, and vendors (pending approval). Vendor booths range from non-profit informational booths dealing with healthcare, to traditional African apparel and crafts, as well as local food vendors.


**BACKGROUND / LEGISLATIVE HISTORY**


This will be the third Annual Black-Eyed Pea Festival at Mosswood Park. This community festival was originally created to preserve the roots of the African American culture. Since its start, the festival has increased in size and community support. The Ominira Institute seeks to preserve and extend sacred knowledge, music, and practices from West Africa to the Americas. The Black Eyed Pea Festival uses traditional music, dance, arts, storytelling, and food as a way to educate the entire community about African American Traditional Culture. This festival is a place where providers of all kinds gather together to empower the community, celebrate strengths, and share resources.

**RECOMMENDATION**

Staff recommends that the Parks and Recreation Advisory Commission approve Omnira Institute’s request to solicit a vendor fee and approval for vendors to sell food, services, and merchandise at the Black-Eyed Pea Festival on September 10, 2016 at Mosswood Park.

Respectfully submitted,

  
Prepared by:  
Erin Burton  
Recreation Center Director

  
Approved by:  
Nicholas Williams  
Director

Attachments: Exhibit A – *Rental Receipt and Approved Permit*

**TO:** Oakland Parks and Recreation Advisory Commission  
**FROM:** Wanda Ravernell on behalf of Omnira Institute  
**DATE:** June 28, 2016

Proposal for OAKLAND'S ANNUAL BLACK-EYED PEA FESTIVAL  
Saturday, September 10, 2016

Dear Parks and Recreation Advisory Commission

History and Purpose of organization:

Omnira (Freedom) Institute's purpose is to support the emotional and mental health of black people through the recovery and preservation of the roots of African American culture by a) demonstrating the living links to Africa that survived slavery and b) reintroducing and reaffirming the historic and psychic links to West African cultural and spiritual tradition. Omnira (Freedom) Institute, formerly known as NouvO'risha Institute, began in 2003 as a school for sacred knowledge for children of practitioners of spiritual traditions derived from West Africa by way of Cuba, Puerto Rico, and Haiti. The organization's choir, Awon Ohun Omnira (Voices of Freedom), participates in annual Juneteenth and Black History Month celebrations. Omnira Institute is located in Oakland, California and was founded by Wanda Ravernell who is a journalist and independent performing arts professional.

Omnira Institute received a grant from Alliance for California Traditional Arts (ACTA) Living Cultures Grants Program (in 2011, 2013, and 2014) to support Roots of Faith, Roots of Freedom, a project providing Oakland's African American community with opportunities to promote healing through a series of observances that honor the history of slavery and emancipation. In 2014, Omnira Institute also received a grant from the FAITHS Program at the San Francisco Foundation to support its programming.

Public presentations and ritual observances take place during Black History Month; a Juneteenth commemoration marks the Emancipation Proclamation (1863); the Maafa observance held in the fall commemorates the tragedy of the Middle Passage; and Watch Night, an African American ritual derived from a similarly named observance of Methodists.

In the African American tradition, Watch Night represented a somber possible last time a slave family might be together before being sold to pay a landowner's debt after Christmas time. Omnira Institute commemorates this with a New Year's Eve chorus of song and chant, including singing spirituals from the Black church.

The Omnira Institute and Awon Ohun Omnira Choir have added to their annual schedule the Black-Eyed Pea Festival: "The Pea, the whole Pea and nothing but the Pea."

The purpose is a celebration of African American history and culture to strengthen the community through its traditional food, music and arts and promotion of entrepreneurship and

wellness that mobilizes the community around an iconic cultural food that comes from Africa. It is our hope that the mobilization created by the festival will facilitate and deepen community organizing as providers of all kinds of services meet each other in a refreshing informal atmosphere as they serve members of the African American community.

It will be held Saturday, Sept. 10, 2016 at Mosswood Park in Oakland. The event will be free and open to the public with a focus on African Americans.

a. The event sponsor, Omnira Institute, is requesting permission from the park to collect registration fees (\$75-\$125) from artists, crafters, food vendors and community resource vendors beginning Aug. 1 to Sept. 3, 2016, to defray festival expenses.

b. We are requesting permission from the park to allow these vendors to collect money at the site:

1. Individual African American artists and craftspersons selling their wares. It will benefit them individually and expose the community to the worth and value of handmade items.

2. Food vendors who will benefit themselves by getting new opportunities to reach wider audiences while the community benefits by exposure to new tastes and flavors.

c. We are requesting permission from the park to:

1. Allow community resource vendors to provide FREE advice and information

2. Allow county-approved personnel to make FREE blood glucose and blood pressure screenings.

3. Have a FREE arts-and-craft corner for children to make items from and/or inspired by Black-Eyed Peas

4. Expose community to healthy living activities like jump-rope, hula hoops, wall-climbing (free) and massage for a fee.

The festival will feature:

1) Food: Our food 'court' -so to speak-will feature the black eye pea cooked in traditional and non-traditional forms -from the Nigerian 'Akara' to Hoppin' John (black eye peas and rice cooked together) and New Orleans style Hoppin' John which uses yellow rice and includes shrimp. Non-traditional forms include a black-eye pea salsa with scoop corn chips and black-eye peas poured over a piece of hot-water cornbread.

2) A Children's Area with opportunities for play and creative arts by teaching the children to make rainmakers and rattles filled with Black-Eyed Peas among other things.

- 3) Performance Stage for local performers of traditional African and African American music.TBD
- 4) Arts and Crafts Vendors: We will feature the work of local African American artists. Art and crafts vendors can feature homemade dolls, greeting cards, earrings, clothing in African cloth, etc. The emphasis is that it must be handmade or produced by local entrepreneurs
- 5) Corporate and Government Sponsorships: Major Bay Area Corporations and job creators may have tables.
- 6) Wellness tables include associations of black physicians and mental health workers, Black Infant Health Project, Diabetes and Heart Associations, Kaiser, Sutter, Cover California, Black Coalition on AIDS, YMCA. Opportunities for healing include Reichi practitioners, massage and acupressure for a fee.
- 7) Education: Representatives from the local community and state colleges, state universities and Historically Black Colleges, preschool, homeschooling and GED signup.
- 8) Municipal: Oakland Police and Fire Departments, Registrar of Voters. Re-entry for Convicts; Oakland Museum, AAMLO:
- 9) African American: Black Organizing Project, NAACP, Black Chamber of Commerce, Marcus Books. Black Churches' community works.
- 10) The festival will be augmented by activities/events the week before and the week after (i.e. restaurants can participate by offering a special dish on their menus; Black-eye pea inspired Spoken Word at a local club(s) ; Panel on African American Food History and Lore, Soul Food Junkies (film) and off-site Art Show.

Sincerely,

Wanda Ravernell E.D

Omnira Institute

# Mosswood Recreation Center

3612 Webster Street  
Oakland, CA 94609

(510) 597-5038

Omnira Institute  
360 Grand Ave  
#210  
Oakland, CA 94601

## Receipt

DATE / TIME	RECEIPT NUMBER USER NAME	CHARGES					PAYMENTS	BALANCE DUE
5/31/2016 4:49 PM	1008169.024 Margarita Rodriguez	\$ 617.50					\$ 617.50	\$ 0.00

### PAYER INFORMATION

PAYER NAME	ADDRESS	PHONE #	PAYMENT TYPE INFORMATION	AMOUNT
Omnira Institute # 4819	360 Grand Ave #210 Oakland, CA 94601	Phone 1:	FROM ACCOUNT Prior Balance: -\$ 617.50	\$ 617.50

### TRANSACTION(S)

CUSTOMER NAME	TRANSACTION INFORMATION	FEES/AMOUNT
Omnira Institute # 4819	Made Payment for Permit #36453 Mosswood Little Gallery Black Eyed Pea Festival/Mosswood Little Gallery-Rec Ctr Rental Deposit	\$ 100.00
Omnira Institute # 4819	Made Payment for Permit #36452 Mosswood Park / Broadway Side Black-Eyed Pea Festival/Mosswood Park / Broadway Side-Deposit (Parks)	\$ 500.00
Omnira Institute # 4819	Made Payment for Permit #36452 Mosswood Park / Broadway Side Black-Eyed Pea Festival/Mosswood Park / Broadway Side-Mosswood Sound Amplification Fee	\$ 17.50

#### BALANCE OF PAYMENT PLANS PAID AGAINST ON THIS RECEIPT:

Receipt 3004447.024 Balance = \$200.00  
Receipt 3004446.024 Balance = \$627.50

#### TAX ID NUMBER

The Federal Tax ID number for Oakland Parks and Recreation is: 94-6000384

# Mosswood Recreation Center

3612 Webster Street  
Oakland, CA 94609

(510) 597-5038

Omnira Institute  
360 Grand Ave  
#210  
Oakland, CA 94601

## Receipt

DATE/ TIME	RECEIPT NUMBER USER NAME	CHARGES					PAYMENTS	BALANCE DUE
5/31/2016 4:38 PM	1008168.024 Margarita Rodriguez	\$ 827.50					\$ 827.50	\$ 0.00

### PAYER INFORMATION

PAYER NAME	ADDRESS	PHONE #	PAYMENT TYPE INFORMATION	AMOUNT
Omnira Institute Attn: Wanda J. Ravernell	360 Grand Ave #210 Oakland, CA 94601	Home: (510) 332-5851	CHECK No: 1121  ID#:	\$ 827.50

### TRANSACTION(S)

CUSTOMER NAME	TRANSACTION INFORMATION	FEES/AMOUNT
Omnira Institute # 4819	Made Payment for Permit #36454 Mosswood Computer Lab	Black-Eyed Pea Festival/Mosswood Computer Lab-Deposit (Rentals) \$ 100.00
Omnira Institute # 4819	Made Payment for Permit #36454 Mosswood Computer Lab	Black-Eyed Pea Festival/Mosswood Computer Lab-Mosswood Facility Rental Fee \$ 110.00
Omnira Institute # 4819	OverPayment Sent to customer account	Overpayment \$ 617.50

BALANCE OF PAYMENT PLANS PAID AGAINST ON THIS RECEIPT:

Receipt 3004448.024 Balance = \$0.00

#### TAX ID NUMBER

The Federal Tax ID number for Oakland Parks and Recreation is: 94-6000384

# Mosswood Recreation Center

3612 Webster Street  
Oakland, CA 94609

2016

(510) 597-5038

Omnira Institute  
360 Grand Ave  
#210  
Oakland, CA 94601

## Facility Permit

Status: Approved

Customer Type: .Private

Authorized Agent: Wanda J. Ravernell

Home: (510) 332-5851

DATE/USER	PERMIT NUMBER	CHARGES	DISCOUNT	TAXES	REFUNDS & CREDITS	PAYMENTS	NEXT PAYMENT DUE	BALANCE DUE
05/31/2016 Margarita Rodriguez	36452	\$1145.00	\$0.00	\$0.00	\$0.00	\$0.00	08/11/2016	\$1145.00

### RESERVATIONS

EVENT NAME	FACILITY	CENTER
<b>Black-Eyed Pea Festival</b>	<b>Mosswood Park / Broadway Side</b>	Mosswood Recreation Center 3612 Webster Street Oakland, CA 94609
Type: Celebration		
DATES RESERVED		HRS
Saturday - 9/10/2016	07:30 AM to 07:00 PM	11.5

Total Number of Dates: 1

Total Number of Hours: 11.5

**NOTES:** Will have vendors, along with live music on a portabl stage, will also provide portable restrooms.

Customer will provide details for custom setup.

### CHARGES

CHARGE DESCRIPTION	FACILITY/EVENT	UNIT FEE	QTY	TAX	TOTAL CHARGED	DISCOUNTED/ PAID	BALANCE DUE
Deposit (Parks)	Mosswood Park / Broadway Side - Black-Eyed Pea Festival	\$500.00	1.00	\$0.00	\$500.00	\$0.00	\$500.00
Mosswood Park Rental Fee	Mosswood Park / Broadway Side - Black-Eyed Pea Festival	\$20.00	4.50	\$0.00	\$90.00	\$0.00	\$90.00
Mosswood Park Rental Fee	Mosswood Park / Broadway Side - Black-Eyed Pea Festival	\$65.00	7.00	\$0.00	\$455.00	\$0.00	\$455.00
Mosswood Sound Amplification Fee	Mosswood Park / Broadway Side - Black-Eyed Pea Festival	\$100.00	1.00	\$0.00	\$100.00	\$0.00	\$100.00

### PAYMENTS AND REFUNDS

RECEIPT NUMBER	DATE	CHARGE DESCRIPTION	FACILITY/EVENT	AMOUNT
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### ADDITIONAL CUSTOMER INFORMATION

Customer Email: ravernell@aol.com



# DISCLAIMERS

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.,
- f) 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.     *MR*     (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.     *OR*     (initials)

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)     Marganita Rodriguez    

(Title)     Rec leader II ppt     Date     5/31/14    

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.

**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 Live bands

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

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

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.

The temporary or portable toilet(s) must be removed from the park within 24 hours after the event. (Ref: OMC Title 12.64.360)

# Mosswood Recreation Center

3612 Webster Street  
Oakland, CA 94609

(510) 597-5038

Omnira Institute  
360 Grand Ave  
#210  
Oakland, CA 94601

## Facility Permit

Status: Approved

Customer Type: .Private

Authorized Agent: Wanda J. Ravernell

Home: (510) 332-5851

DATE/USER	PERMIT NUMBER	CHARGES	DISCOUNT	TAXES	REFUNDS & CREDITS	PAYMENTS	NEXT PAYMENT DUE	BALANCE DUE
05/31/2016 Margarita Rodriguez	36453	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	08/11/2016	\$300.00

### RESERVATIONS

EVENT NAME	FACILITY	CENTER
<b>Black Eyed Pea Festival</b>	<b>Mosswood Little Gallery</b>	Mosswood Recreation Center 3612 Webster Street Oakland, CA 94609
Type: Celebration		
DATES RESERVED		HRS
Saturday - 9/10/2016	08:00 AM to 06:00 PM	10
Total Number of Dates: 1		Total Number of Hours: 10

#### NOTES:

Customer will provide details for custom setup.

### CHARGES

CHARGE DESCRIPTION	FACILITY/EVENT	UNIT FEE	QTY	TAX	TOTAL CHARGED	DISCOUNTED/PAID	BALANCE DUE
Mosswood Facility Rental Fee	Mosswood Little Gallery - Black Eyed Pea Festival	\$20.00	10.00	\$0.00	\$200.00	\$0.00	\$200.00
Rec Ctr Rental Deposit	Mosswood Little Gallery - Black Eyed Pea Festival	\$100.00	1.00	\$0.00	\$100.00	\$0.00	\$100.00

### PAYMENTS AND REFUNDS

RECEIPT NUMBER	DATE	CHARGE DESCRIPTION	FACILITY/EVENT	AMOUNT
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### ADDITIONAL CUSTOMER INFORMATION

Customer Email: ravernell@aol.com


### DISCLAIMERS

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

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

# Mosswood Recreation Center

3612 Webster Street  
Oakland, CA 94609

(510) 597-5038

Omnira Institute  
360 Grand Ave  
#210  
Oakland, CA 94601

## Facility Permit

Status: Approved

Customer Type: Private

Authorized Agent: Wanda J. Ravernell

Home: (510) 332-5851

DATE/USER	PERMIT NUMBER	CHARGES	DISCOUNT	TAXES	REFUNDS & CREDITS	PAYMENTS	NEXT PAYMENT DUE	BALANCE DUE
05/31/2016 Margarita Rodriguez	36454	\$210.00	\$0.00	\$0.00	\$0.00	\$210.00	N/A	\$0.00

### RESERVATIONS

EVENT NAME	FACILITY	CENTER
<b>Black-Eyed Pea Festival</b>	<b>Mosswood Computer Lab</b>	Mosswood Recreation Center 3612 Webster Street Oakland, CA 94609
Type: Celebration		

DATES RESERVED	HRS
Saturday - 9/10/2016	12:00 PM to 05:30 PM
	5.5

Total Number of Dates: 1

Total Number of Hours: 5.5

#### NOTES:

Customer will provide details for custom setup.

### CHARGES

CHARGE DESCRIPTION	FACILITY/EVENT	UNIT FEE	QTY	TAX	TOTAL CHARGED	DISCOUNTED/PAID	BALANCE DUE
Deposit (Rentals)	Mosswood Computer Lab - Black-Eyed Pea Festival	\$100.00	1.00	\$0.00	\$100.00	\$100.00	\$0.00
Mosswood Facility Rental Fee	Mosswood Computer Lab - Black-Eyed Pea Festival	\$20.00	5.50	\$0.00	\$110.00	\$110.00	\$0.00

### PAYMENTS AND REFUNDS

RECEIPT NUMBER	DATE	CHARGE DESCRIPTION	FACILITY/EVENT	AMOUNT
1008168.024	05/31/2016	Deposit (Rentals)	Mosswood Computer Lab - Black-Eyed Pea Festival	\$100.00
1008168.024	05/31/2016	Mosswood Facility Rental Fee	Mosswood Computer Lab - Black-Eyed Pea Festival	\$110.00

### ADDITIONAL CUSTOMER INFORMATION

Customer Email: ravernell@aol.com

### DISCLAIMERS

REV: 050114

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

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

**TO:** Barry Miller, Chair, Parks and Recreation Advisory Commission  
**FROM:** Erin Burton, Oakland Parks and Recreation  
**DATE:** June 28, 2016  
**SUBJECT: REQUEST TO ALLOW AFROCENTRIC OAKLAND TO SOLICIT DONATIONS AT THE 5<sup>th</sup> ANNUAL PANAFRICAN FAMILY REUNION AND FOR VENDORS TO COLLECT ONSITE FUNDS AT MOSSWOOD PARK ON SEPTEMBER 4, 2016**

---

**SUMMARY**

Parks and Recreation Advisory Council approval is required in order for Afrocentric Oakland to solicit fees for vendors to sell food, merchandise, and beverages at a City of Oakland park, in accordance with Oakland Municipal Code Section 12.64.080. This proposal is for the Pan African Family Reunion, an annual free event held at Mosswood Park on September 4, 2016. The event attracts close to 1000 attendees from all over the African Diaspora and the Bay Area and features local artists, small businesses, family friendly games and entertainment, cuisine and wares sold by local vendors, and other activities that celebrate the art and culture of the African Diasporic community. Afrocentric Oakland is requesting the approval of participating vendors' onsite money collection and approval to solicit donation which will help cover the cost of musicians, equipment, marketing, staffing, and facility usage.

**FISCAL IMPACT**

Mosswood will provide 2 staff to help monitor this event for a total fiscal impact of approximately \$400. Mosswood will charge approximately \$1600 for usage of the park for this event. The revenues will be deposited to the Fund 1820 – OPR Self-Sustaining fund, which supports on-going programs, events and activities.

**PROJECT / PROGRAM DESCRIPTION**

Pan African Family Reunion is a free public event and involves local non-profits and community groups, artists and artisans, and small businesses in a variety of activities. This year, the event will include games, music and dance performances, workshops, film and art installations, and vendors selling cuisine and wares that highlight the Pan-African cultures. Performances are scheduled to take place at the Mosswood Amphitheater located at Mosswood Park, 3612 Webster Street, Oakland, between the hours of 12:00pm and 7:00pm on September 4, 2016. Setup for this event will begin at 10:00am and clean-up will concur at 9:00pm. A supervised children's area with games and a bounce house will also be available.

**BACKGROUND / LEGISLATIVE HISTORY**

This will be the 5<sup>th</sup> Annual Pan African Family Reunion. The event celebrates the art and culture of the African Diasporic communities, contributes to the local economy, and empowers individuals and

groups through the creation of a healthy community event that transforms and restores the spirit of Oakland residents.

**RECOMMENDATION**

Staff recommends that the Park and Recreation Advisory Commission approve the request for the Afrocentric Oakland to solicit donations and for vendors to collect fees for food and wares sold at the Pan African Family Reunion at Mosswood Park on September 4, 2016. Providing that this event meets the requirements of OPD and outstanding documents and payments have been submitted to OPR.

Staff recommends that Afrocentric Oakland provide at least 3 portable restrooms, one of which is ADA accessible, and 2 handwashing stations, one of which is ADA accessible.

Below is a list of outstanding requirements needed to complete OPR paperwork. Information to OPR should be submitted no later than August 4, by 5pm in order to complete facility permit.

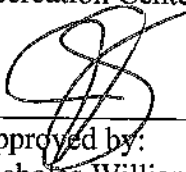
**OPR Required Documents:**

1. Oakland Police Department Special Events Permit
2. Temporary Food Handler's Permit
3. Charitable Solicitation Permit
4. Proof of Trash Bin/Recycling Bins
5. Proof of (2) reserved Portable Restrooms and handwashing stations; 1 Portable restroom must be ADA Accessible.

Respectfully submitted,



Prepared by:  
Erin Burton  
Recreation Center Director



Approved by:  
Nicholas Williams  
Director

Attachments: Exhibit A – *Letter from Travis Watts of Afrocentric Oakland*  
Exhibit B – *Permit and Rental Application*  
Exhibit C – *Certificate of Liability Insurance*  
Exhibit D – *Up to date Vendor List*  
Exhibit E – *Invoice for portable restrooms*  
Exhibit F – *Post Event Report 2015*



**TO:** Oakland Parks and Recreation Advisory Commission  
**FROM:** Travis Watts, Pan African Family Reunion / Afrocentric Oakland  
**DATE:** June 28, 2016

Proposal for OAKLAND'S 5th ANNUAL PAN AFRICAN FAMILY REUNION  
Sunday, September 4th, 2016

Overview

The Pan African Family Reunion (PAFR) (with fiscal sponsor The Oakland Parks and Recreation Foundation) requests approval for vendors' on-site money collection, and donation-collection for their annual event on September 4, 2016. The event runs from 10am-9pm and vendors will highlight local non-profits and other community groups, artists and artisans, and entrepreneurs and small-businesses. With approximately 800 attendees from the all over the African Diaspora and the Bay Area, the event features games, performances and artists, workshops, a film, a children's area, and art creation and installations and vendors. PAFR hopes to engage attendees in ways that are supportive and positive for the Pan-African community.

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

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

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

Thank you for your consideration,

---

Travis Watts  
Pan African Family Reunion / Afrocentric Oakland

# Mosswood Recreation Center

3612 Webster Street,  
Oakland, CA 94609

(510) 597-5038

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

## Facility Permit

Status: Approved

Customer Type: Non-Profit

Authorized Agent: Travis Watts

Home: (415) 503-7686

DATE/USER	PERMIT NUMBER	CHARGES	DISCOUNT	TAXES	REFUNDS & CREDITS	PAYMENTS	NEXT PAYMENT DUE	BALANCE DUE
05/12/2016 Margarita Rodriguez	36263	\$2532.50	\$0.00	\$0.00	\$0.00	\$2632.50	N/A	\$0.00

### RESERVATIONS

EVENT NAME	FACILITY	CENTER
<b>Pan African Family Reunion</b> Attendance: 800 Type: Celebration	<b>Mosswood Park / Broadway Side</b>	Mosswood Recreation Center 3612 Webster Street Oakland, CA 94609
DATES RESERVED		HRS
Sunday - 9/4/2016	10:00 AM to 09:00 PM	11

Total Number of Dates: 1

Total Number of Hours: 11

**NOTES:** Will be using stage, Jumper, DJ/Live band. Is requesting use for vendors and donations. Will provide 4 portable restrooms, one ADA.  
Customer will provide details for custom setup.

### CHARGES

CHARGE DESCRIPTION	FACILITY/EVENT	UNIT FEE	QTY	TAX	TOTAL CHARGED	DISCOUNTED/PAID	BALANCE DUE
CRU Permit Processing Fee	Mosswood Park / Broadway Side - Pan African Family Reunion	\$30.00	1.00	\$0.00	\$30.00	\$30.00	\$0.00
Deposit (Parks)	Mosswood Park / Broadway Side - Pan African Family Reunion	\$1000.00	1.00	\$0.00	\$1000.00	\$1000.00	\$0.00
Mosswood Park Rental Fee	Mosswood Park / Broadway Side - Pan African Family Reunion	\$127.50	11.00	\$0.00	\$1402.50	\$1402.50	\$0.00
Mosswood Sound Amplification Fee	Mosswood Park / Broadway Side - Pan African Family Reunion	\$100.00	1.00	\$0.00	\$100.00	\$100.00	\$0.00

### PAYMENTS AND REFUNDS

RECEIPT NUMBER	DATE	CHARGE DESCRIPTION	FACILITY/EVENT	AMOUNT
1008132.024	05/12/2016	Mosswood Park Rental Fee	Mosswood Park / Broadway Side - Pan African	\$1402.50
1008132.024	05/12/2016	Deposit (Parks)	Mosswood Park / Broadway Side - Pan African	\$1000.00
1008132.024	05/12/2016	Mosswood Sound Amplification Fee	Mosswood Park / Broadway Side - Pan African	\$100.00
1008132.024	05/12/2016	CRU Permit Processing Fee	Mosswood Park / Broadway Side - Pan African	\$30.00

## 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. T.W. (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. T.W. (Initials)

### JUMPER POLICY

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

Name of Jumper Company Astro Jump

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

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

### OPD SPECIAL PERMIT REQUIRED: (REV: 060114)

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

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

### PARK USE PERMIT (REV: 050114)

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

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

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

SELLING WARES, GAMING, OBSCENITY-OMC 12.64.080: It is unlawful for any person to sell or offer for sale any goods, wares, merchandise, foods, 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 occurred, 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) *[Signature]*  
 (Title) Recreation Center Director Date 5/20/16

**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.

**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 Live Band & DJ.


REV: 050114

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

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

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.

The temporary or portable toilet(s) must be removed from the park within 24 hours after the event. (Ref: OMC Title 12.64.360)

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



CITY OF OAKLAND

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

Park Use Rental Application

ATTENTION:

Application Date: 9/5/16

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

REQ No. _____	OFFICE USE ONLY	Receipt No. _____
RWP No. _____	Received By/Date _____	Approved By/Date _____
Police Special Events Permit Required? <input type="radio"/> Yes <input type="radio"/> No	If required, Special Events Permit due to OPR by: _____	

Application on behalf of: (Group, Individual, Organization) Afrocentric Oakland  
 \* Address: 698 30th St City: Oakland State: CA Zip: 94609  
 Individual responsible for event: Name: Travis Watts \*Address: 698 30th St  
 City: Oakland State: CA Zip: 94609 Email: TravisWatts@gmail.com  
 Home #: 415-503-7686 Work #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Cell #: '' ''  
 To use (Name of Park): Mosswood Park Location: Broadway Side Meadow  
 On the following date (s): 9/4/16 General Public Allowed: Yes  No  Number of Participants: 800  
 Between the hours of: (Start Time/Setup) 10am (Actual Event Time) from 11am to 8pm (End Time/Cleanup) 9pm  
 Type of Event/Purpose (be specific; i.e., Picnic, Walk/Run, Entertainment, Family Reunion, Rally, etc.) Festival

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

Sound Amplification: Amplified  Yes  No Non-Amplified  Yes  No

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

Will food be served? Yes  No  (If yes, please list type(s) of food to be served.) African

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

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

Permit Processing Fee: \$320 Rent: \$1402.50 Deposit: 1000

Sound Use: \$100 Other Fees: \_\_\_\_\_

Total of ALL Fees PLUS Deposit: 2532.50

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

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

Check Amount: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Cash: \_\_\_\_\_  
Type of Credit Card (Visa or Master Card Only): Visa Credit Card # (last 4 digits) 6450 Expiration Date: 5/20

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

for my reservation at Mosswood Park on 9/4/16  
(Park) (Event Date)  
T. Watts Felton Travis Watts CA B3265130  
(Signature Required) (Print Name) (Driver License #/Expiration Date)

\*\*\*ATTENTION\*\*\*

- ✓ DID YOU REMEMBER TO SIGN THIS APPLICATION?
- ✓ DID YOU REMEMBER TO ATTACH A LEGIBLE COPY OF YOUR DRIVER'S LICENSE OR STATE IDENTIFICATION CARD?





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/21/2016

<b>PRODUCER</b> East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley, CA 95945 Phone: (530) 477-6521 Email: info@theeventhelper.com	<b>THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.</b>	
	<b>INSURERS AFFORDING COVERAGE</b>	<b>NAIC #</b>
<b>INSURED</b>  AfroCentric Oakland Travis Watts 479 Crescent St #26 Oakland, CA 94610	INSURER A: Essex Insurance Company	39020
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

### COVERAGES

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

INSR/ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	Y	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR Host Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC Retail Liquor Liability	3DS5450-M1850334	09/04/2016	09/05/2016	EACH OCCURRENCE INCLUDES BODILY INJURY & PROPERTY DAMAGE	\$ 1,000,000
						MED EXP (Any one person)	\$ 5,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS - COMP/OP AGG	\$ 1,000,000
						DEDUCTIBLE	\$ 1,000
							\$
		<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN EA ACC	\$
						AUTO ONLY: AGG	\$
		<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
							\$
		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS	OTH-ER
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$
		OTHER					

### DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Certificate holder listed below is named as additional insured per attached CG 20 26 07 04.  
 Attendance: 1000, Event Type: Festival & Cultural Event - Outdoor.

### CERTIFICATE HOLDER

Mosswood Park  
 3612 Webster st  
 Oakland, CA 94609

### CANCELLATION

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

AUTHORIZED REPRESENTATIVE



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### **SCHEDULE**

<b>Name Of Additional Insured Person(s) Or Organization(s)</b>
Mosswood Park 3812 Webster st Oakland, CA 94609
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

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

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



Name of Vendor(s)	Non or For Profit Org type	Food type	Craft (Describe)	Seller's Permit Y/N
Carolyn's Creole Kitchen	For Profit	Creole Food		Y
Barcote Ethiopian Restaurant	For Profit	Ethiopian Food		Y
Family Builders by Adoption	Not For Profit			N
Imani Community Church - Healing Faith	Not For Profit			N
Health & Human Resource Education Center - Covered California	Not For Profit			N
Samuel Merritt University	Not For Profit			N
Civicorps	Not For Profit			N
Health & Human Resource Education Center - Downtown Tay	Not For Profit			N
Albo African Gift Shop	For Profit		African art and gifts	Y
Rashon's Rings and Accessories	For Profit		Jewelry	Y
Latisha Baker Artworks	For Profit		Wooden Artwork	Y
Clothing for the Soul	For Profit		Clothing	Y
Ituri Scents	For Profit		Oils	Y

Curlee	For Profit	Haircare Products	Y
World of Braids	For Profit	Hair Braiding Service	Y
Big Chop Accessories	For Profit	Fashion Accessories	Y
Ashay by the Bay	For Profit	Children's Books	Y
Kulcha Coloring Works, Inc.	For Profit	Coloring Books and Clothing	Y
Exotic Linx & Body Essentials	For Profit	Body Oils and Jewelry	Y
Doubletake Creations	For Profit	Jewelry and Accessories	Y
Bogolani Designs	For Profit	African Art and Gifts	Y
Kenyan Arts and Crafts	For Profit	African Art and Gifts	Y
Iyoba Body Essentials	For Profit	Body Oils	Y
I Love Being Black	For Profit	T-shirts	Y



## 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, 3<sup>rd</sup> Floor, Suite 3330, Oakland, CA 94612. If the event was held at a Recreation Center site, return the Post Event Report to the Site Supervisor at the Recreation Center.

### I. GENERAL INFORMATION

Name of Event: The Pan African Family Reunion

Location of Event: Mosswood Park

Date/Hours of Event: September 6, 2015 8am to 10pm Permit No. 31429

Event Contact Name: Travis Watts Phone No. 415-503-7686

Event Contact Address: 698 30<sup>th</sup> Street, Oakland, CA 94609

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

2011, 2012, 2013, 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: 1500
2. Were registration fees, donations or other fees collected on-site?  Yes  No  
Not Applicable
3. If yes, how many people registered? n/a How many people made donations?  
200
4. What was the cost for registration? n/a
5. How much was collected on site from registration fees? n/a Revised: 04-2013
6. How much was collected on site from donations? \$1500
7. How much was collected on site from other fees? n/a



**CITY OF OAKLAND  
Oakland Parks and Recreation**

**TO:** Barry Miller, Chair, Parks and Recreation Advisory Commission  
**FROM:** WooJae Kim, Capital Improvement Project Coordinator  
Oakland Public Works (OPW) – Project Delivery Division (PDD)  
**DATE:** July 13, 2016  
**SUBJECT:** **REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMITTEE  
RECOMMEND APPROVAL OF A CONDITIONAL USE PERMIT TO IMPROVE  
THE ST. ANDREW'S PLAZA RENOVATION PROJECT.**

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**SUMMARY**

PRAC endorsement is requested for a Minor Conditional Use Permit for the St. Andrew's Plaza Renovation which includes a new ornamental perimeter fence, three light poles, a bulletin board, and multi-purpose boulders to be installed in the plaza. See attached Project Plans. The construction is anticipated to begin in the fall of 2016 and completed by June 2017.

St. Andrew's Plaza is an Oakland Parks and Recreation (OPR) designated park bound by San Pablo Avenue, 32<sup>nd</sup> Street, and Filbert Street in the Council District 3. The St. Andrew's Plaza Renovation Project (Project) will involve reconstruction of the existing triangular plaza with new 2,350 square-foot concrete hardscape and 1,765 square feet of landscape area with native planting, three new trees, and new irrigation system. The existing public sidewalk around the plaza will be repaired where damaged and compliant accessible curb ramps installed at the plaza corners. The parcel is zoned Open Space (Active Mini-Park) and the use will remain the same.

The Project is funded by the Housing –Related Parks Program (HRPP) grant from California Department of Housing and Community Development (HCD) and former West Oakland Redevelopment funds. The HRPP grant provision requires that the plaza be completed by June 2017.

**FISCAL IMPACT**

The Project is funded through HRPP grant from HCD and former West Oakland Redevelopment funds. The Staff anticipates no fiscal impact from the proposal.

**PROJECT DESCRIPTION**

St. Andrew's Plaza is located across the street from St. Mary's Center (925 Brockhurst Street), Sylvester Rutledge Manor (3255 San Pablo Avenue), and St. Andrew's Manor (3250 San Pablo Avenue) in West Oakland. As shown on the attached Project Plans, the proposed plaza will consist of the following features:

- Six-foot-high ornamental iron perimeter fence with six-foot-wide gates on San Pablo Avenue and 32<sup>nd</sup> Street and one 14-foot-wide sliding gate on 32<sup>nd</sup> Street;
- Nine - oak tree leaf metal cutouts attached to the fence;
- Three – 15 feet high City standard park light poles (Washington style pole with Acorn style light);
- One (46”L x 12”w x 36” H) bulletin board on posts;
- 1,765 square feet of landscape area with groundcover mosaic of low native shrubs and grasses;
- 2,240 square feet of concrete hardscape;
- Boulders on the concrete hardscape;
- One ginkgo tree and three crape myrtles inside the plaza;
- New irrigation system.

The design is a result of a series of community design charrette meetings hosted by OPW and the Council District 3 Office (District 3). The community driven design process is documented on the project website at [www.oaklandnet.com/sapr](http://www.oaklandnet.com/sapr).

### **BACKGROUND**

St. Andrew's Plaza, an important gateway to West Oakland, has been plagued with nuisance behavior, drug activities, illegal dumping, and homeless encampments for years. The current activities at the plaza pose unsafe conditions for community members living and working in the area. The West Oakland residents have pleaded with the City to take remedial actions.

The intent of the Project is to renovate the deteriorated plaza plagued by loitering, illegal dumping, and illicit activities. The West Oakland Specific Plan – Chapter 9: Open Space (June 2014) calls for “the development and beautification of the area around San Pablo Avenue at 32<sup>nd</sup> Street and, specifically, St. Andrew's Plaza.” With the improvements at the plaza, activities can be better controlled with the perimeter fence and gates.

In July 2015, the City was awarded a \$456,275 HRPP grant from HCD to renovate St. Andrew's Plaza. The grant is matched by former West Oakland Redevelopment funds (\$45,000) managed by the Economic and Workforce Development Department - Project Implementation Division.

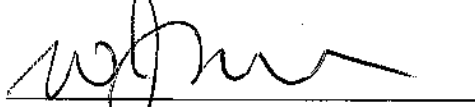
In January 2016, Golden Associates, a local landscape architectural firm, was hired by OPW-PDD to assist with the redesign of St. Andrew's Plaza. On January 27, 2016, District 3 hosted a Community Kick-off Meeting for the Project where the design team was introduced and the City received feedback about the plaza renovation. The plaza was demolished and temporarily fenced off in March 2016 for future renovation. Community art pieces approved by the Public Art Advisory Committee are displayed on the temporary fence until the renovation starts in the fall of 2016.

From February to April 2016, community design charrette (CDC) meetings were hosted monthly by OPW-PDD and District 3. Before each CDC meeting, a meeting with the volunteer community advisory group (CAG) was held to go over the CDC meeting agenda and presentation materials. At the first CDC meeting on February 11<sup>th</sup>, the community expressed keen interests in fencing off the plaza for security reasons, improve lighting, and host market/vendor/social/social events at the plaza. At the second CDC meeting on March 10<sup>th</sup>, the design team presented three plaza layout design alternatives with optional components. The community members voted for entry gates on San Pablo Avenue and 32<sup>nd</sup> Street, boulder seating, City Standard park light poles (“Washington” style pole with Acorn style light), and street trees to screen the plaza from San Pablo Avenue. The community also expressed desires to install decorative elements on the fence. At the last CDC meeting on April 16<sup>th</sup>, the preferred conceptual plaza plan was presented, and the community voted for the “simple” fence design with nine - oak tree leaf metal cutouts attached to the fence. Also, the community chose to install the community bulletin board inside the plaza rather than on the fence due to vandalism concerns. The design drawings included in the appendix are the product of the community driven design process.

**RECOMMENDATION**

Staff recommends that the Parks and Recreation Advisory Commission endorse and recommend approval of the Minor Conditional Use Permit for St. Andrew's Plaza Renovation for the design components mentioned herein. The improvements are in accordance with the West Oakland Specific Plan.

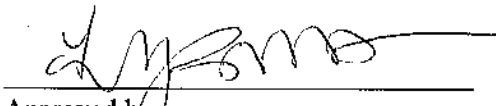
Respectfully submitted,



Prepared by:

WooJae Kim, P.E.

CIP Coordinator, OPW-PDD



Approved by:

Lily Soo Hoo

Supervisor, OPW-PDD

Attachment: Project Plans  
Sheet LL-1: Layout Plan  
Sheet LD-3: Landscape Details  
Sheet LD-4: Fence & Gate Details  
Sheet LP-1: Planting Notes and Schedule  
Sheet LP-2: Planting Plan