

Shoreline Center Fees 2014-2015

7250 Doolittle Drive
Martin Luther King, Jr. Regional Shoreline
Oakland, CA 94621



Rental Fees

Fridays Evenings, Saturdays, 5 hour minimum

(between 10 am and 11 pm)	\$375
Each additional hour	\$60
12 hours (between 10 am and 11 pm)	\$600

Sundays, Some Holidays, 5 hour minimum

(between 10 am and 10 pm)	
5 hour minimum	\$375
Each additional hour	\$60
12 hours (between 10 am and 10 pm)	\$600

Monday through Friday

Special Day Rate (8 am to 4 pm)	\$200
Can purchase up to two additional hours with day rate at \$60/per hour	

Evening Rate (8 am to 10 pm), 5 hour minimum	\$300
Each additional hour	\$60
12 hours (between 8 am and 10 pm)	\$550

Special Multi Weekday Rates (8 am to 4 pm)
2 days at \$185 per day, 3 days at \$175 per day

Additional Fees

Late Load out \$150 per hour
Pelican Picnic Area (with rental) \$100* (Not available on major holidays)
Video Projector and sound system \$25

Rental hours include set up, tear down, and clean up time.

Rates apply to Alameda and Contra Costa county residents only. A surcharge equal to 20% of room rental will be added for Out-of-District residents.

Major holidays are New Years Day, Washington's Day, Memorial Day, 4th of July, Labor Day, Veteran's Day, Thanksgiving and Day After, Christmas Eve and Christmas Day, and are charged the Sunday rate.

Non-Catered Fees

Events ending by 7 pm	\$100
Events ending after 7 pm	\$225

Cleaning and Damage Deposit

Events ending by 7 pm	\$500
Events ending after 7 pm	\$1,000
Business day meetings	\$200

Event Insurance

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Amenities

Room Size	780 sq. ft.
Deck Size	700 sq. ft.
Seating Capacity	60 inside
Standing Capacity	125 inside and outside
Tables	(8) 6' rectangle, (8) 5' round
Chairs	80 stacking

Kitchen
Refrigerator with freezer
Dishwasher
Stove with oven
Coffee pots, kitchen cart
Easel
Wireless Access

General Facility Information

For information on the rental site, catering, vendors, completing rental forms, and to make appointments to view the facility, call the **Facility Operations office at 510-544-3164**.

Facility Operations Office Hours: 10:00 am - 4:00 pm, Monday - Friday
Phone: **510-544-3164**
Website: www.brazilianroom.org
Email: brazil@ebparks.org

Facility Reservations and Availability Information

For availability, booking your date, payments, and insurance contact, call the East Bay Regional Park District **Reservations Office**.

Reservations Office Hours: 8:30 am - 4:30 pm, Monday - Thursday
8:30 am - 4:00 pm, Friday
Phone: **(888) 327-2757, option 2**
Mailing Address: P.O. Box 5381, Oakland, CA 94605

TO RESERVE A DATE

All reservations at the Shoreline Center will require an initial payment of \$100 to reserve a specific date. Payment will be credited towards your total fees owed. Balance of fees and cleaning and damage deposit are due 120 days before event. If this date is cancelled more than 120 days in advance, \$50 shall be refundable and the remaining \$50 forfeited. Cancellations with less than 120 days notice, **ONLY** the cleaning and damage deposit will be refunded. After returning your signed *Contract* and *Rules and Use Agreement*, you will receive an information packet by email from the Facilities Operations office. The facilities staff must be contacted for all **non-catered** events at (510) 544-3164 within 14 days of your initial payment for additional instructions and to receive your packet.

CATERING

You may hire a caterer from the Approved Caterers list or choose the non-catered option. If you choose the non-catered option, you may **not** use an outside caterer or have any hired staff. Your unpaid volunteers will be required to attend an orientation. You must pay an additional fee for the non-catered option. Approved Caterers must be contracted to open and close facility to avoid non-catered fee. An event where food is dropped off by an Approved Caterer, is not considered a catered event. Non-compliance to rules for non-catered option will result in charges to the cleaning and damage deposit.

FACILITY USE INSURANCE

The cost of this *mandatory* general liability insurance varies according to the number of guests and type of event. A Certificate of Liability Insurance that names the person on the reservation and his/her address, in the amount of \$1 million per occurrence, and naming the East Bay Regional Park District as additional insured, is required at least 120 days in advance of your event or within 5 business days of booking your date if less than 120 days out. This insurance may be purchased through the Reservations office for an additional fee.