

Fern Cottage Fees 2014-2015

6530 San Pablo Dam Road
Kennedy Grove Regional Recreation Area
El Sobrante, CA 94803



<u>Rental Fees</u> Fridays Evenings, Saturdays, 5 hour minimum (between 10 am and 11 pm) \$350 Each additional hour \$50 12 hours (between 10 am and 11 pm) \$550 Sundays, Some Holidays, 5 hour minimum (between 10 am and 10 pm) 5 hour minimum \$350 Each additional hour \$50 12 hours (between 10 am and 11 pm) \$550 Friday Day Rate (8 am to 4 pm) \$150 Can purchase up to two additional hours with day rate at \$50/per hour Monday through Friday Special Day Rate (8 am to 4 pm) \$150 Can purchase up to two additional hours with day rate at \$50/per hour Monday through Thursday (not available 1 st Tuesday of the month) Evening Rate (8 am to 10 pm), 5 hour minimum \$250 Each additional hour \$50 12 hours (between 10 am and 11 pm) \$500 Special Multi Weekday Rates (8 am to 4 pm) 2 days at \$125 per day, 3 days at \$120 per day		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, 4 th of July, Labor Day, Veteran's Day, Thanksgiving and Day After, Christmas Eve and Christmas Day, and are charged the Sunday rate.	
		<u>Non-Catered Fees</u> Events ending by 7 pm \$100 Events ending after 7 pm \$200	
		<u>Cleaning and Damage Deposit</u> Events ending by 7 pm \$500 Events ending after 7 pm \$1,000 Business day meetings \$200	
<u>Additional Fees</u> Late Load out \$150 per hour Parking: \$5 per vehicle, weekends and holidays, April through October Video Projector and sound system \$25		<u>Event Insurance</u> Event Insurance \$70 to \$130	

Amenities

Cottage Size	1000 sq. ft.	Kitchen	
Seating Capacity	60 inside	Refrigerator with freezer	
Standing Capacity	130 inside and outside	Dishwasher	
Standing Capacity	130	6 burner range with oven	
Front Deck	16' x 20'	Kitchen cart	
Tables	(13) 6' rectangle, (2) 8' rectangle (10) 5' round	Coffee pots, ice tub for outdoor use	
Chairs	90 stacking, 20 white plastic	Large backyard with covered deck	
Conference table for small retreats		Easel, projector screen	
		Wireless Access	

Open House and 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
Open House: 1st Tuesday of the month (call for hours)

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 Fern Cottage 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.