



Special Occasions Rates

Hakone is the ideal location for your family events such as birthday parties, bridal and baby showers, and anniversary celebrations. During the day when the gardens are open to the public, events may only be held inside our Lower House and Cultural Exchange Center and its outside viewing deck. Evening events may also be held outside on the Madrone Mound.

The Cultural Exchange Center is an authentic replica of a 19th century Kyoto Tea Merchant's shop home and home featuring an open-beam ceiling and an outdoor viewing deck. It can seat up to 100 people for dining, seating 60 people inside and 40 people on the deck.

The Lower House can seat up to 40 people for dining and up to 60 for a standing reception and features a light-filled engawa (veranda) overlooking our Zen Garden.

Facility rental includes:

- Pre-event meetings, walk-through, referrals and consultation with Events Manager or Coordinator
- One-hour set-up and one hour clean up time in addition to the event time
- Chairs and tables
- Preferred caterer's / vendors list
- Free parking and access to the gardens for your guests
- Event staff onsite for your event

Cultural Exchange Center Rates (11 am- 5 pm)	3 hour event	Full day rental – 8 hours
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Up to 50 guests (max seating 60 inside, 40 viewing deck)	\$1100	\$2600
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Lower House Rental Rates (11 am- 5 pm)	3 hour event	Full day rental – 8 hours
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Up to 40 guests (inside seating)	\$1100	\$2600
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Evening Event Rental Rates (6pm to 9 pm)	Saturday	Fridays & Sundays	Weekdays (Mon-Thurs)
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Lower House (max. seating 40)	\$2300	\$2000	\$1650
Cultural Exchange Center/Viewing Deck	\$3200	\$2800	\$2000
Madrone Mound (up to 180)	\$4200	\$3500	\$2800
Madrone Mound + Cultural Exchange Center (up to 180)	\$6000	\$5000	\$4000

Additional Hour: \$500

Note: For every person over the maximum number in the rate sheet, will be charged \$25 a person.

(Ask us for our special off-season rates)

Venue Package: _____ Date: _____
 Time: _____ Day of Week: _____

Total Venue Rental	\$ _____
Refundable Deposit: (\$600 below 50 people and/or \$1000 over 50 people)	\$ _____
Amount due to at signing to secure venue: (\$600 and/or \$1000 plus ½ of rental fee)	\$ _____
Amount due 90 days prior to scheduled event: (Due date _____)	\$ _____

Print Name: _____ Signature: _____ Date: _____

To secure your booking, please fill out the Special Occasions Contract and return to the Hakone Events Office via email (events@hakonegardens.org) or mail to: Hakone Foundation, PO Box 2324, Saratoga, CA 95070. Payment of the rental fee and deposit must be received to confirm your event date. Make checks payable to **Hakone Foundation**. We also accept VISA, MasterCard, and Discover. Please use "Rental Options Form" to add dance floor, speakers, umbrellas, etc. These can be added at a later date.



Application for Special Occasions

Name: _____ Phone Number: (____) _____

Address: _____ City, State, Zip: _____

Email Address: _____ Name of Event _____

Date of Event: _____ Day of week: _____

Type of Event: Birthday ____ Anniversary ____ Memorial ____ Other _____ Est. Attendance _____

Rented venue: Lower House Cultural Exchange Center Madrone Mound/Cultural Exchange Center

Event Timelines:

- Event Time: **11 am – 2 pm**
Setup: 10 – 11 am
Clean up: 2 – 3 pm
- Event Time: **6 pm – 9 pm**
Setup: 5 pm – 6 pm
Clean up: 9 – 10 pm
- Other Event Time: _____
Setup: _____
Clean up: _____

Vendor Information: *(Please choose a vendor from our preferred vendors list.)*

Caterer Name & Number _____ Date & Time of Delivery _____

Rental Co. & Number _____ Date & Time of Delivery _____

Special requests/equipment to be brought into Hakone: *(must receive prior approval from the Events Office)*

Please initial and sign:

Trash/recycling: Caterers are contracted to remove trash and recycling from the property due to our limited capacity onsite. If you are not using a caterer, you are responsible for carrying out trash and recycling from your event. _____(initial)

There is a \$ 150 deposit required for garbage removal, if your garbage is not removed your deposit will be forfeited _____(Sign)

Venue rental: Please note that the rental is for the venue indicated only. You will be charged our standard rental rates for the use of any other areas not included in this contract. The outside area in front of the CEC and the Madrone Mound may be not used for tables, food or displays unless the Mound has also been rented. _____(initial)

Set up/breakdown time: You will have access to the venue for one hour before and one hour after the event for set up and clean up. Any additional time must be approved in writing by the Hakone Event Office. You will be charged \$150 per hour for any set up or break down time that goes beyond the time stated this contract. _____(Sign)

Guest count: Renters must comply with the contracted guest count. There is a \$25 pp fee for each guest beyond the contract. _____(initial)

Food & Beverage: You may use a non-preferred vendor for prepared food that is being delivered to Hakone for your event. If a caterer is setting up and/or staffing the event, it must be from our preferred list. A non-preferred caterer may be used for an additional \$5 per person fee. The Events Office must receive copies of the caterer’s business license & insurance liability policy before the event. _____(initial)

Applicant hereby agrees to hold the City of Saratoga, its City Council, the Hakone Foundation and its Trustees, the Individual members thereof, and all the officers, agents and employees free and harmless from any loss, damage, liability cost of expense that may arise during or be caused in any way by, such use or occupancy of Hakone Gardens and facilities.

I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damages sustained by the building, furniture, equipment or ground accruing through occupancy or use of said facility by the applicant. Any loss equipment or damages including extra cleanup shall be compensated from the deposit.

I hereby certify that I have read and understand the Hakone Reservation Policy and Procedures and will abide by any special conditions set forth. I certify that the intended use is in compliance with said rules and regulations, application instructions and any conditions or specific use and is subject to advance payment of all fees.

Signature of Renter

Date signed

Please Print Name

Signature of Hakone Events Manager / Coordinator

Date signed



Hakone Foundation

Hakone Event Policies

Please review, initial at each designated spot and sign at the bottom:

- Capacity:** All events are limited to a maximum of 180 people. The Garden and Madrone Mound can seat up to 180 people each. The Lower House (LH) is limited to 40 guests for a seated dinner and 60 guests for theater-style seating. The Cultural Exchange Center (CEC) is limited to 60 guests for a seated dinner and 80 guests for theatre-style seating. Seating capacity on the Cultural Exchange Deck is limited to 40 guests. The Japanese-style apartments and the Tatami-floored tearoom in the CEC are not part of any rental. _____
- Hours of Use:** The Gardens may be reserved for use during the hours of 10am to 11am and 5pm to 9pm. The Lower House and the Cultural Exchange Center (CEC) may be reserved for use during hours when the gardens are open to the public, providing the nature of the function does not interfere with public use of the main gardens areas. Events held in the evenings may last up to 5 hours at an additional fee. All events are given 1 - 2 ½ hours prior to the start time for set-up and one hour after the event for clean up. _____
- Reservations:** To confirm a date for your event, a full deposit of \$600 and/or \$1000 is required in addition to an amount equal to half the rental fee, along with a signed contract. _____
- Furniture:** Hakone provides a limited number of tables and chairs. Available for use, at no extra charge, are 20 - 72"x30" tables, 20-60" round tables, 8 - 30" round table (4 high, 5 low), 180 white resin padded chairs, and 80 padded folding chairs. _____
Delivery of materials rented outside the gardens must be arranged in advance with the Event Office. If items, either rented or personal, are left at Hakone for more than two business days after the event, the renter will be charged a \$50 storage fee for each day the items are left at the facilities to be taken from the deposit. _____
- Setup/Breakdown:** **The renter and /or caterer is responsible for set-up / break-down and cleanup** unless specified in the rental contract. At least one Event staff will be on duty during events at Hakone to render needed support, monitor the conditions of use, and to assure the regulations are observed. These staff members are responsible only for setup/breakdown of tables, chairs, and equipment rented from Hakone per the request of the client with additional labor fees. At our discretion, we may require additional security to be paid for by the renter. _____
Setup and breakdown time should be strictly observed by all involved parties including caterers. No earlier setup is permitted unless authorized in writing ahead of time. _____
The facility must be left clean with client and vendors removing all trash from the property. _____
- Parking:** There are 92 parking spaces available. Any cars that arrive after the spaces are filled will be turned away. Please request that your guests carpool. _____
Vans, limousines and 24-passenger buses may be used. No large buses are allowed due to the steep incline of the driveway. Vehicles are limited to a size of 30 feet maximum. _____
- Caterers/Vendors:** Hakone requests that caterers be chosen from our preferred list. The Event Office must approve a caterer who is not on our preferred list and a \$5 per person fee will apply for the outside caterers. _____
A non-preferred caterer is required to supply Hakone with a copy of his/her business license, certificate of insurance and proof of worker's compensation. Non-preferred caterers must also make an appointment with the Event Office to view the facilities. _____
Caterers, DJs, florists, photographers, musicians and others associated with setting up an event are expected to limit their use within the provided setup and breakdown time. The security/damage deposit refund will be reduced for extra work required to monitor extra set-up, to move or re-arrange rented materials left, and/or special cleanup. Please also note that trucks are limited to a maximum of 30 feet in size for Hakone. _____
The renter is solely responsible for the caterers and/or vendors that they contract for their event. _____
The gardens are not equipped with commercial kitchens. The small kitchens in the LH and CEC may be used as part of a rental.
- Alcohol:** Alcoholic beverages are restricted to beer, wine and champagne. A liquor license is required for events serving hard alcohol and must be provided by the client from an outside source as the license is NOT included in the rental fee. Additionally, food and beverages are not allowed outside of rented areas. _____
- Music/Dancing:** **Use of sound systems during garden open hours is prohibited.** _____
Sound levels in the gardens (between 5 – 9 pm) should be kept to a minimum and are not to **exceed 55 dBA at least fifty feet from the source** (City of Saratoga Municipal Code 7-30.050). All music arrangements of any form must be negotiated in advance. **Important: If you use a non-preferred DJ, please have them contact the Event Office for guidelines** prior to the event. Dancing is allowed within the CEC but not in the LH. _____



Hakone Foundation

Hakone Event Policies

- Garbage:** Caterers are contracted to remove trash and recycling from the property due to our limited capacity onsite. If you are not using a caterer, you are responsible for carrying out trash and recycling from your event. _____
- Trash/recycling** There is a \$ 150 deposit required for garbage removal; if your garbage is not removed your deposit will be forfeited. _____
- Photography:** Photographers should obtain permission from the Event Office to conduct photo sessions at times other than during the event. Trails and paths should not be blocked by equipment. Photographers are requested to remain on the garden paths, open areas, or on steps, bridges and other walking areas. _____ Using a drone during garden hours is NOT permitted before 5pm or after 11am. _____
- Decoration:** **Attachment of any items to the walls, posts, trees, or other facilities using staples, tacks, nails, or tape is expressly prohibited.** Open flames are not permitted in the gardens or associated buildings. Votive and contained candles are allowed. **Flower petals, grains, and blow bubbles are NOT permitted.** All decorative items should be removed completely by the end of events without damages or marks. All signs, posts and/or balloons should be removed or \$100 from the security deposit will be deducted. _____
- Smoking:** No smoking is allowed in the buildings, deck, or in the gardens. Smoking is allowed only in the parking areas. _____
- Disability:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this event, please contact the Event Office at (408) 741-4957. Notification 48 hours prior to the event will enable the Staff to make reasonable arrangements to ensure accessibility to the event. _____
- Damage Deposit:** Damage deposits are fully returned 30 days after the event. **However, some negligent use may cause forfeiture such as damages to the gardens and its facilities, loss, overtime use, heavy spills requiring extra cleaning, and rule violations.** _____ **It may also be forfeited for extra work required to monitor extra set up,** overtime cleanup, to move or re-arrange rented materials left behind, and/or special cleanup. _____
- Cancellations:** DEPOSIT: Cancellation between 12 months to year out will cause an administrative fee of 10%. Cancellations between 6 - 12 months before the event will cause ⅓ of the deposit to be forfeited. Cancellations between 3 - 6 months before the event will cause ⅔ of the deposit to be forfeited. Less than 3 months' notice of cancellation will cause 100% of the deposit to be forfeited. _____
- RENTAL FEE: Cancellations more than 12 months or a year out before the event will cause an administrative fee of 10%. Cancellations between 6 - 12 months before the event will cause ¼ of the rental fee to be forfeited. Cancellations between 3 - 6 months before the event will cause ¾ of the rental fee to be forfeited. Cancellations less than 3 months before the event will cause 100% of the rental fee to be forfeited. _____
- Postponement:** If notice of postponement is received more than 3 months before the event, the new date will be accepted and the full rental fee will be due 90 days before that new date. Any payments that had been made to date will be kept by Hakone and applied toward the postponed event. If notice of postponement is received less than 3 months before the event, the above will apply, however, the previously paid deposit will be full forfeited and a new deposit made in its place. _____
- An event may only be postponed once before full rental and deposit are forfeited. All notices of cancellation and postponing must be made in writing. _____
- Deposits and Rental Fees will not be returned if the event is cancelled or affected in any way due to bad weather or other reasons not the fault of Hakone. If, due to bad weather, a ceremony cannot take place in the outdoor area rented, any one of our indoor facilities may be used at no extra charge. _____
- Verbal Agreements:** No verbal agreements will be legally binding. **All agreements must be in writing** and approved by the Event Coordinator no more than 30 days before the event. _____
- Liability:** You agree to assume full responsibility for any theft, injury to any guest, invitee or visitor, any loss or damage to any of your property or that of any guest, invitee or visitor, or any loss or damage to any of the gardens or its facilities. Children should be supervised at all times. _____
- Renter agrees to hold the Hakone Foundation and its agents free and harmless from any loss, damage, injury, liability cost or expense that may arise out of renter's use of Hakone's facilities and equipment caused by negligence of renter and its agents. The Hakone Foundation assumes no responsibility for any damage to or loss of rental items from outside rental agencies. _____
- The Hakone Foundation may cancel this contract when in the opinion of the Event Coordinator the proposed use of the facilities will not be in the Hakone Foundation's interest or if the **renter has misrepresented itself or the event.** Furthermore, the Hakone Foundation shall not be liable for any unavailability of the premises due to any cause beyond the Hakone Foundation's reasonable control, including, but not limited to acts of God, acts of renter, acts of civil or military authority, war, epidemic, labor disputes, or labor shortages. _____

I have read and understand the guidelines and rental agreement. Any additions, deletions, or revisions must be made in writing and approved by both parties. This agreement constitutes the extent of obligation to the Hakone Foundation and I agree to abide by its terms and conditions.

Signature of Renter

Date signed



Additional Rental Options

Dance Floor

<input type="checkbox"/> 9' x 9'	9 panels	\$120	Occupancy 10
<input type="checkbox"/> 9' x 12'	12 panels	\$156	Occupancy 24
<input type="checkbox"/> 9' x 15'	15 panels	\$195	Occupancy 30
<input type="checkbox"/> 12' x 12'	16 panels	\$230	Occupancy 32
<input type="checkbox"/> 12' x 15'	20 panels	\$260	Occupancy 40
<input type="checkbox"/> 12' x 18'	24 panels	\$300	Occupancy 48
<input type="checkbox"/> 15' x 15'	25 panels	\$330	Occupancy 50

- LCD Projector \$70 (Epson PowerLite Model EMP-S5)
- Screen (60"x 80") \$30 (with projector \$90)
- 9' dia. Canvas umbrella and metal base – Ivory / Red \$35 per umbrella
- Umbrella décor on CEC ceiling (15 pcs in 5 colors) \$150
- Sound System \$150
 - a) 2 - QSC K10 Speakers
 - b) 2 - Speaker Stands
 - c) 1 - Wireless Lav Mic
 - d) 1 - Wireless Handheld Mic
 - e) 1 - Corded Handheld Mic
 - f) 1 - Yamaha Mixer
 - g) 2 - 50 feet XLR Cables
 - h) 2 - 50 feet Power Cables
- Additional set up time – approval required \$150/hour

Setup and breakdown included.

TOTAL RENTAL FEE \$ _____

NAME: _____

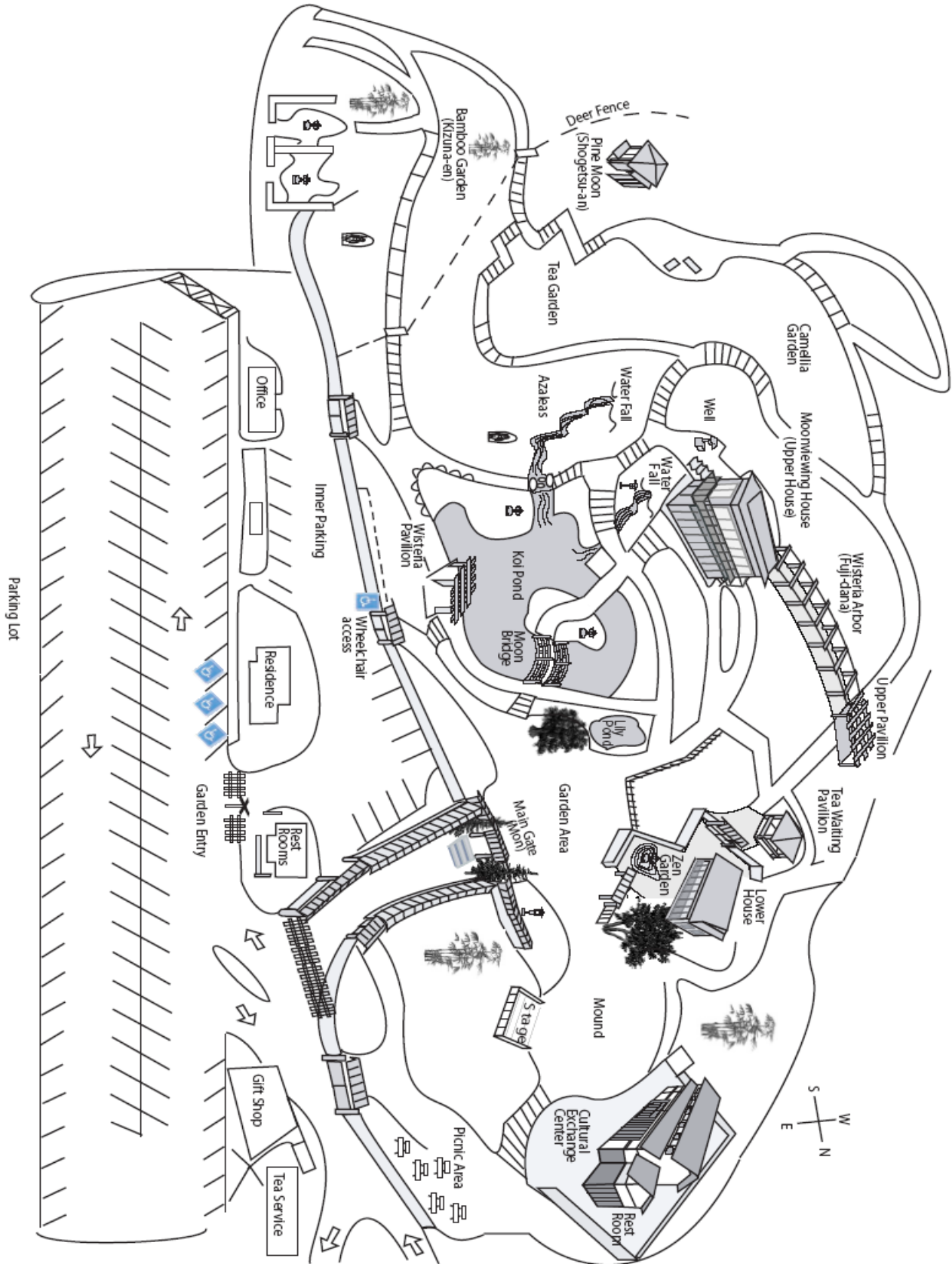
EVENT: _____

DATE: _____

SPECIAL REQUESTS OR INSTRUCTIONS:



Hakone Foundation





Hakone Preferred Caterers

For the most updated list, please check <http://www.hakone.us/plan-your-event/vendor-list.html>.

Hakone is pleased to present a list of Preferred Caterers. These caterers have years of professional experience to assist you in the planning of your event. We **strongly recommend** our clients to use one of our Preferred Caterers since they are familiar with our policies/regulations/facility structures.

If you have any questions, please contact the Events Office at **(408) 741-4957**.

CAFÉ PRIMAVERA | (408) 885.8800

475 Vandell Way, Suite A Campbell, CA 95008

www.cafeprimavera.com; sales@cafeprimavera.com CP fine Catering, also known as Café Primavera provide with all your catering needs from corporate deliveries and pickups, luncheons, weddings, holiday parties or a unique fine catering gourmet experience.

CATERMAN CATERING | (408) 441.8719

452 Reynolds Circle, San Jose, CA 95112

<http://www.caterman.net>

Exceptional Service and Gourmet Foods is our priority to our clients. Our gourmet menus offer a wide variety of delicious international cuisine.

EISENHAUER'S CATERING AND EVENTS |

(408) 900.8125

743 S. Wolfe Road, Sunnyvale, CA 94086

www.eisenhauerscatering.com; info@eisenhauerscatering.com

Over 28 years of success in raising the standard in the event industry for high-quality, cutting-edge cuisine, exceptional customer service & personalized attention to detail.

FLOURISHING GARDEN | (408) 288.8868

1650 Monterey Hwy, San Jose, CA 95112

Flourishing Garden offers a host of tasteful authentic Cantonese style cuisine, Hong Kong Style Dim Sum, and chef seafood specialties, Produce fresh, high-quality food at affordable prices.

GREENFISH CATERING | (408) 432.1182

1971 O'Toole Way, San Jose, CA 95131

<http://greenfishcatering.com>; info@greenfishcatering.com

Greenfish Catering specializes in serving quality contemporary Asian cuisine such as Japanese, Korean, and Chinese cuisines. Our eco-conscious approach to business that ensures that you will be provided with only the freshest and wholesome ingredients.

GUNTHER'S CATERING | (408) 266.9022

1601 Meridian Avenue, San Jose, CA 95125

www.guntherscatering.com; gunters@sbcglobal.net

A family owned and operated catering service, striving to meet and exceed your expectations. With extensive experience since 1971, Gunther's offer flexibility in their menu selection to dazzle your taste buds, work with your budget, and provide you personal and professional service. From simple to elegant, they feature American, European, and Latin Cuisines, with many other international flairs including beverage catering.

HAND HELD CATERING | (408) 692-4782

1725 De La Cruz Blvd 1, Santa Clara CA 95050

www.handheldcatering.com; info@handheldcatering.com

San Jose based catering and event planning company that provides fresh, high-quality, and (most importantly) delicious food for Bay Area events using the farm to fork approach. Focusing on traditional French techniques with a California twist, Handheld believes fresh, wholesome food is the best!

HOMESTEAD KITCHEN+LIBATIONS |

(408) 638.5300

1285 Homestead Road Santa Clara, CA 95050

www.thehomestead-group.com

Full-service catering company with a reputation for catering exceptional, restaurant-quality experiences.

LE PAPILLON | (408) 296.3730

410 Saratoga Avenue, San Jose, CA 95129

www.lepapillon.com

Le Papillon restaurant has been serving the Silicon Valley for nearly a quarter of a century. Providing fine, innovative cuisine in an exclusive atmosphere has been our singular goal. We bring this same commitment to quality to all our catered events, from intimate gatherings to grand affairs.

LE'S KITCHEN CATERING

P.O. Box 422583, San Francisco, CA 94142

<http://leskitchen.com>; Inquiries@LesKitchen.com

Le's Kitchen Catering was founded with a passion for preparing authentic Asian flavors, served with a contemporary flare, for your special celebrations. Executive Chef Le recreates the richness of traditional Chinese flavors with Southeast Asian influences using the healthiest and freshest ingredients possible.

THE NAPKIN RING CATERING | (408) 867.5588

1 Oak Place, Saratoga, CA 95070

www.napkinring.com; shirley@napkinring.com

Carol Sowalla has been in business for many years, to the delight of her clients, each event is individually planned, whether it be a corporate party, wedding or dinner party. The ever-changing menus are selected on a personal basis.

THE PARTY HELPERS | (408) 435.7337

780 Montague Express Way, Suite 706, San Jose, CA 95131

www.thepartyhelpers.com

Our job is to make every aspect of your event, be it a wedding for five hundred or a business soiree for ten, reflect your personal vision. Whether you are planning a tented affair with an ice sculpture luge, iridescent crush linens and love seats or a board room meeting dependent upon timely and efficient set up with delicious dishes

TOAST CATERING & EVENT MANAGEMENT |

(650) 877.8225

193 Los Robles Dr. Burlingame, CA 94010

www.toastbayarea.com

Specializes in Wedding, Private and Corporate events throughout the San Francisco Bay Area. Offering a vast selection of both sophisticated and casual menu items and services, **Toast Catering** prides itself on customizing every event to fit their client's needs and budget.



Hakone Foundation

Hakone Preferred Vendors

For the most updated list, please check <http://www.hakone.us/plan-your-event/vendor-list.html>.

These vendors are offered as reference only. You may use your own, except

DJ that require approval in advance.

BAKERY

Cake Expression

Wedding & Celebration Cakes
of Exceptional Style & Taste
for All Occasions
2325 DeLaCruz Blvd, Santa Clara, CA 95050
(408)295-2253
info@cakeexpression.com

BARTENDING SERVICE

Homestead – Full Bar Catering Service

1285 Homestead Road
Santa Clara, CA 95050
(408) 638-5300
www.craftybeverages.com

ENTERTAINMENT

BIG FUN Disc Jockeys

1-800-924-4386 - Cupertino, CA
www.bigfundj.com

Elite Entertainment & Events

(408) 733.8833
683 E. Brokaw Rd, San Jose, CA, 95112
www.e3music.com

Sound n Motion

1855 Winchester Blvd, Campbell, CA 95008
(408) 354-4050

Other musicians/references available upon request.

EVENT COORDINATOR

Pretthi Affairs Weddings & Events

Thi Tran-Le (408) 677-6869
www.prettiaffairs.com

Events by Satra

408.425.7317
www.eventsbysatara.com

Amy's Wedding & Events

(408) 326.9589
www.amysweddingevents.com

FLORIST

Bloomsters

5945 Almaden Expwy Suite #170
San Jose, CA 95120
(408) 997-8626
www.bloomsters.com

De Young Flowers

1616 West Campbell. Campbell, CA 95008
(408) 378-1580
www.deyoungflowers.com

Flower Divas

3283 De La Cruz Blvd. Studio F
Santa Clara, CA 95054
(408) 727-4416
request@flowerdivas.com

La Floriya

(408) 253-0613
6170 Bollinger Rd. San Jose, CA 95129
www.lafloriya.com

Wild Geranium

244 Loma Alta Ave, Los Gatos, CA 95030
(408) 354-5171
www.thewildgeranium.com

HOTELS – ASK FOR HAKONE EVENT GROUP RATE

Marriott Courtyard – San Jose-Cupertino

(650) 393-9851
10605 N. Wolfe Road Cupertino, CA 95014
or (408) 626.9590 ext. 4908
655 Creekside Way, Campbell, CA 95008

Hilton Garden Inn

10741 N Wolfe Rd, Cupertino, CA, 95014
(844) 632-8597

Homewood Suites by Hilton

(408) 262.1065
4315 North First Street San Jose, CA 95134

Hotel Valencia

355 Santana Row, San Jose, CA 95128
(408) 423.5403
www.hotelvalencia.com

Juniper Hotel

10050 South De Anza Blvd. Cupertino, CA 95014
(408) 253-8900

Los Gatos Lodge

50 Los Gatos-Saratoga Rd, Los Gatos, CA 95032
(408) 354-3300
www.losgatoslodge.com

LIGHTING

MagicalLighting

Eddy McLay | (925) 699-6976
eddy@magicallighting.biz
www.magicallighting.biz

Bay Area Event Lights

16529 Basin Way Boulder Creek, CA 95006
(408) 502-7229
www.bayareaeventlights.com

OFFICIANT

Koraku Mikami (Buddhist)

1951 O'Farrell St. Ste 420
San Mateo, CA 94403
tmfrontier@gmail.com

Reverend Carolyn Selic

P.O. Box 720793
San Jose, CA 95172
(408) 294.6560
mixedblessings4all@yahoo.com

PHOTOGRAPHY & VIDEO

Tom Chen Photography

(415) 501-9988
tom@photographerbayarea.com

Chung Li Photography

(510) 265-4223
South San Francisco, CA
www.chungliphotography.com

Danny Dong Photography

506 Belshaw Drive, Milpitas, CA 95035
(408) 429-0158
www.dannydong.com

RENTAL

A Party Place

1077 Dell Ave. Unit B, Campbell, CA 95008
(408) 871-0752
bill@apartyplace.com

AM Party Rentals

3575 Haven Avenue, Menlo Park CA 94025
(650) 363.1050
www.ampartyrentals.com

Bright Event Rentals

145 Park Lane, Brisbane, CA 94005
(415) 570-0470
Sales-sf@bright.com

Danny Thomas Party Rental

1195 Tasman Drive | (408) 727-1000
www.dannythomaspartyrentals.com

TRANSPORTATION

Corinthian Transportation

2990 Winchester Boulevard
Campbell, CA 95008
www.corinthianparking.com



Hakone Event Delivery List

Please let us know what vendors are to be at Hakone the day of your event. Whether they are dropping something off or here for the duration of the event, we do need their information for security purposes. Please fill out this form and send back to us at least **one week before** your event.

RENTERS NAME: _____

DATE/TIME OF EVENT: _____

Company Name	Type of Service	Date & Time of Arrival	Contact Name and Number

Please email to events@hakonegardens.org or mail to Hakone Foundation, P.O. Box 2324, Saratoga, CA 95070.



HAKONE ESTATE AND GARDENS

Tel: 408.741.4957 Fax: 408.741-4993 www.hakone.com

Guideline for DJs/Musicians/Entertainers at Hakone Events

Welcome to Hakone Estate and Gardens!

Hakone is one of the National Trust for Historic Preservation sites in the US and the oldest Japanese and Asian residential gardens in the Western Hemisphere established in 1915. Our mission is to preserve, protect, and maintain this historical and cultural heritage for many generations to come.

Please read the guidelines thoroughly, and if any question arises please ask me or our onsite event staff. It is strongly recommended that you come and visit the site ahead of time to familiarize yourself, especially if you have never been here for an event before.

1. Parking: We recommend the Inner Parking Lot. The entry is at the end of the public parking lot. Our Event Staff can open the gate for you.

2. Furniture: We have tables (30 x 72") and chairs in our furniture shed. Please help yourself with these tables for your station setup. Hakone rents out market umbrellas (9' diameter). If you need them, please let your event client know so that they can arrange a rental from us ahead of time.

3. Volume Restriction: City of Saratoga Municipal Code (7-30.050) limits the noise level as follows and we are required to maintain a log of volume levels at each event.

The maximum noise level allowed during the daytime (7 am – 7 pm) is 66 dBA.

The maximum noise level allowed during the evening (7 pm – 10 pm) is 50 dBA.

The measurement is to be taken about 50' away from the source of sound. No event can be extended beyond 10 PM. All amplified sound must end by 9:30pm.

Violating the noise level (two warnings) will require Hakone to pull the plug on your equipment.

_____ Vendor Initial

There have been several complaints recently by the neighbors to the City about the high-volume level. **Your compliance with this Municipal Code is crucially important in continuing your music service at Hakone.**

4. Breakdown: Please make sure to collect all, and only, your equipment and not Hakone's property such as extension cords, microphone system (if used), etc., at breakdown.

We appreciate your compliance with these requests, especially on volume restriction, and hope to welcome you for many more future events. We look forward to working with you in making each event a great success.

Event Night

Time _____ Decibel Reading _____ DJ initial _____ DJ Name: _____

Time _____ Decibel Reading _____ DJ initial _____ Company: _____

Time _____ Decibel Reading _____ DJ initial _____ Phone#: _____

Time _____ Decibel Reading _____ DJ initial _____ Event date: _____

Time _____ Decibel Reading _____ DJ initial _____ Hakone Event Staff initial _____

Event staff comments: _____