

Brazilian Room

Rental Fees 2017-2018

Wildcat Canyon Road at Shasta Road
Tilden Regional Park
Berkeley, CA 94708 GPS 37.89°N 122.24°W



<p><u>Rental Fees</u></p> <p>Friday Evening 7 hours (5 pm to midnight) \$1,900 Friday – 12 hours (between 9am and midnight)* \$2,400 Friday Day (8am to 4pm) \$600</p> <p>Saturdays 7 hours (9am to 4pm) \$2,200 Saturdays 7 hours (5pm to midnight) \$2,300 Saturdays 12 hours (between 9am and midnight)* \$3,900</p> <p>Sundays and Holidays, April through October 7 hours (9am to 4pm or 5pm to midnight) \$2,200 12 hours (between 9am and midnight)* \$3,800</p> <p>Sundays and Holidays, November through March 7 hours (between 9am and midnight) \$1,900 Only one event per day on Sundays Nov. – March Each additional hour on Sunday Nov. – March \$250</p> <p><i>*Additional hours for 12 hour rentals can be added at \$250/per hour (Additional hours are not available for weekend 7 hour rentals)</i></p> <p>Monday, Wednesday, Thursday Evening Rate, 5 hr. minimum (8am-12am) \$700 Each additional hour \$75 12 hours (between 8am to midnight) \$900 Special Day Rate (8am to 4 pm)** \$375 **can purchase up to two additional hours with day rate @ \$75/hour.</p> <p>Multi Weekday Rates (8 am to 4 pm) Monday, Wednesday, Thursday: 2 days at \$300 per day, 3 days at \$275 per day.</p>	<p><u>Cleaning and Damage Deposit</u></p> <p>Events ending by 7pm \$500 Events ending after 7pm \$1,000 Business day meetings \$200</p> <hr/> <p><u>Non-Catered Fees</u> (Non-Catered option only available Mon.-Thur. A Caterer is required Fri./Sat./Sun. and major holidays.)</p> <p>Reservations ending by 7pm \$150 Reservations ending after 7pm \$600</p> <hr/> <p><u>Liability Insurance</u> Available for \$70 to \$130</p> <hr/> <p>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.</p> <p>The Non-Catered option is NOT available on major holidays; New Year's Eve, New Year's Day, Washington's Day, Memorial Day, 4th of July, Labor Day, Veteran's Day, Thanksgiving and Day After, Christmas Eve and Christmas Day.</p>
<p><u>Potential Additional Fees</u></p> <p>Audio Visual System \$75 <i>(video projector, speakers, microphone, plug ins for your laptop)</i> Gas Fireplace Use \$30 Ice \$25 <i>(no charge on Catered events)</i> Late Load out \$500 per hour</p>	

Amenities

Room Size 32' x 54'	Kitchen	50/100c. Coffee Pots
Seating Capacity 150	Commercial refrigerator	Podium
Standing Capacity 225	Dishwasher	Patio Umbrellas
Patio Size 40' x 42' with a 12' x 18' extension	12-burner range with two ovens	Yamaha Upright Piano
Tables: 6' rectangle (24), 5' round (16)	Wheeled Kitchen Carts (2)	Wi-Fi Access
3' round (1), 4' round (1)	Ice tubs with dollies (2)	
Cocktail (4), High Chairs (2)	Barbecue	
Chairs: 150 white resin folding	Microwave Oven	

Open House Viewing and General Information

For information on the rental site, catering, vendors, completing rental forms, call the
Facilities Office at 510-544-3164.

Open House Viewing: 1st and 3rd Tuesdays of each month, 1-8pm
Facilities Office Hours: Monday – Friday, 10am–4pm
Website: www.brazilianroom.org
Email: brazil@ebparks.org

To view the Brazilian Room at other times, call for an appointment.

Reservations and Availability Information

For checking date availability, booking a date, payments, and insurance, call the
Reservations Office at (888) 327-2757, option 2. (888-EB-PARKS)

Reservations Office Hours: Monday–Thursday 8:30am-4:30pm, Fridays until 4pm
Mailing Address: P.O. Box 5381 (2950 Peralta Oaks Ct.), Oakland, CA 94605

TO RESERVE A DATE

All reservations at the Brazilian Room will require an initial payment of \$300 to reserve a specific date (the payment is \$600 for a 12-hour block). Payment will be credited towards your total fees owed. Balance of fees and cleaning and damage deposit are due 180 days (~6 months) before event. After returning your signed Contract and Rules and Use Agreement to the Reservations Office, you will be emailed an information packet.

CANCELLATION

All cancellation requests must be made in writing to the Reservations Department. This letter may be mailed, faxed or emailed. If the client cancels the event, a refund will be made as follows:

Before balance is paid in full, cancellation is as follows:

* Brazilian Room – 7 hour block \$100 of the initial payment is refundable; 12 hour block \$200 of the initial payment is refundable

Once balance is paid in full, cancellation is as follows:

- More than 180 days before event: 90% of site fees are refundable + 100% of the cleaning and damage deposit
- 120 days – 179 days before event: 60% of site fees are refundable + 100% of the cleaning and damage deposit
- 60 days – 119 days before event: 30% of site fees are refundable + 100% of the cleaning and damage deposit
- Less than 59 days: No refund of the site fees + 100% of the cleaning and damage deposit

CATERING

All events occurring on a Friday, Saturday, Sunday, or major holiday must be catered. We offer the non-catered option at an additional fee on events occurring Monday through Thursday. Both options require that a completed Catering Information Form be returned 120 days (~4 months) prior to your event

Catered event: The District Approved Caterers offer both full service and drop off service for events. For full service events, the caterer will open and close the facility and also provide full setup and cleanup. Drop off service (including boxed lunches and self-service meals) are not considered a fully catered event since the caterers do not set up or clean up the event or open and close the facility. Drop off events are considered non-catered, and all rules for this option will apply. Events on major holidays must be catered.

Non-Catered Event: Non-Catered events are allowed with certain restrictions. No other caterers, food service professionals, or hired staff may work within the facility or on the grounds. If you choose the non-catered option, your volunteer event crew will be required to attend a room-use orientation. The size of this crew is determined by the number of guests attending your event. There is an additional fee for all non-catered events. Non-compliance to rules for non-catered option will result in charges to the cleaning and damage deposit. The Non-Catered option is NOT available on major holidays. The Non-Catered options is also NOT available at the Brazil Room Friday through Sunday. All non-catered events at the Temescal Beach House and Shoreline Building must end prior to 7 pm, or a load-out fee will be applied.

FACILITY USE INSURANCE

A Certificate of Liability Insurance in the amount of \$1 million per occurrence, that names the person on the reservation and his/her address, and names the East Bay Regional Park District as an additional insured, is required at least 60 days (~2 months) prior to your event or within 5 business days of booking if your date is less than 60 days out. This insurance may be purchased through the Reservations office for an additional fee. The cost varies according to the number of guests and type of event.