



## Fern Cottage 2018-2019 Rental Fees

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



*Rental hours include set up, tear down, and clean up time*	Alameda & Contra Costa County Resident Rates	Out of County Rates 20% surcharge
<b>Monday - Friday Day Rates</b> Day Rate (8am – 4pm) Multi-Weekday Rates (8am – 4pm) 2-Day 3-Day Each additional hour (not to exceed 10 hours total for Day Rates)	\$150  \$125/day \$130/day  \$50/hour	\$180  \$150/day \$156/day  \$60/hour
<b>Monday - Thursday</b> <i>Available for rent between 8am – 10pm</i> 5 hours (minimum) Each additional hour Facility Buyout/12 hour (maximum)	\$250 \$75 \$500	\$300 \$90 \$600
<b>Friday, Saturday</b> <i>Available for rent between 10am – 11pm</i> 5 hours (minimum) Each additional hour Facility Buyout/12 hour (maximum)	\$375 \$50 \$575	\$450 \$60 \$690
<b>Sunday &amp; Holidays</b> <i>Available for rent between 10am – 10pm</i> 5 hours (minimum) Each additional hour Facility Buyout/12 hour (maximum)	\$350 \$50 \$550	\$420 \$60 \$660
<b>Non-Catered Fee</b> Non-catered option is only available for reservations ending by 7pm. An approved caterer is required for reservations ending after 7pm. The Non-Catered option is NOT available on the following holidays: New Year's Eve, New Year's Day, Washington's Day, Memorial Day, 4 <sup>th</sup> of July, Labor Day, Veteran's Day, Thanksgiving and the day after, Christmas Eve and Christmas Day. Please see reverse for additional details.	\$100	
<b>Refundable Cleaning and Damage Deposit</b> Events ending by 7pm Events ending after 7pm Business day meetings	\$500 \$1,000 \$200	
<b>Late Load out</b>	\$150 per hour	
<b>Liability Insurance</b>	\$70 - \$150	
Cottage Size Seating Capacity Standing Capacity Tables	1,000 sq. ft. 60 inside 130 inside and outside 6' rectangle (13), 8' rectangle (2), 5' round (10), conference table 90 stacking + 20 plastic patio chairs	Kitchen with refrigerator, freezer, 6 burner range with oven, microwave. Wi-Fi Audio/Visual (\$25) includes: Projector, speakers, screen Heater and fireplace NO air conditioning

**OPEN HOUSE:** 1<sup>st</sup> Tuesday of each month (March-October 10am-6pm; November-February 10am-4pm)

\*To schedule a time to view the building outside of the open house, please call the **Rental Facilities Office at 510-544-3164\***

**To make a reservation, check date availability, make a payment, or for other questions, please call the EBRPD Reservations Office at 1-888-327-2757, option 2 (Monday-Friday 8:30am – 4:00pm)**

#### **TO RESERVE A DATE**

- Call Reservations at 1-888-327-2757, option 2.
- For events booked more than 180 days in advance, an initial payment of \$100 to reserve a specific date is required. This initial payment will be credited towards the total fees owed. The balance of fees and the cleaning and damage deposit are due 180 days (6 months) before your event.
- For events booked 180 days or less in advance, payment is due in full at the time of booking.
- Events under 30 days are subject to additional approval.

#### **CANCELLATION**

- All cancellation requests must be made in writing to the Reservations Department. This request may be mailed, faxed, or emailed.
- If the event is cancelled prior to making the full payment, \$50 of the initial payment is refundable
- Once payment is made in full,
  - 180 days or more before event: 90% of site fees are refundable + 100% of cleaning and damage deposit
  - 179 days – 120 days before event: 60% of site fees are refundable + 100% of cleaning and damage deposit
  - 119 days – 60 days before event: 30% of site fees are refundable + 100% of cleaning and damage deposit
  - 59 days or less: No refund of site fees + 100% of cleaning and damage deposit

#### **CATERING**

- **Fully Catered Events:**
  - Only Approved Caterers are allowed.
  - The Caterer **MUST** be contracted to open the building at the start time, setup, cleanup, and lock the building at the end time. There is **NO** access without the Caterer.
- **Non-Catered or “Potluck” Events:**
  - Additional fee applies and building orientation is required. Client is responsible for setup/cleanup.
  - Not available for events ending after 7pm or on major holidays.
  - Client can bring food to the facility either prepared or to be prepared by unpaid volunteers. You may not hire a caterer nor have any hired staff.
  - You must arrive/depart at scheduled times as stated on contract
- **Food Drop Off** is only permitted by an approved caterer and event is considered non-catered. All non-catered rules/fees apply.

**FACILITY BUYOUT (12 Hour option):** This option allows for a flexible start and end time not to exceed 12 hours total. Specific timing for the event will be determined between the client and the caterer based on the specifics of the event.

#### **LIABILITY INSURANCE**

- A certificate of liability insurance in the amount of \$1 million per occurrence that names the East Bay Regional Park District as additional insured on the day of the event is required. This certificate must list the User of the facility (named on contract) and their address. This can be purchased through the EBRPD Reservations Department or the User of the facility can provide proof of this coverage through their own insurance policy.