

Fern Cottage

Rental Fees 2017-2018

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



<p><u>Rental Fees</u></p> <p>Friday Evenings, Saturdays 5 hour block between 10am to 11pm \$375 Each additional hour \$50 12 hour block between 10am to 11pm \$575</p> <p>Sundays, Holidays 5 hour block between 10am to 10pm \$350 Each additional hour \$50 12 hour block, 10am to 10pm \$550</p> <p>Monday through Friday (not available 1st Tuesday of each month) Special Day Rate (8am to 4pm) \$150 <i>Special Multi-Weekday Rates (8am to 4pm)</i> <i>2 days at \$125 per day, 3 days at \$130 per day</i> Can purchase 1-2 additional hours with day rate at \$50/hr.</p> <p>Monday through Thursday (not available 1st Tuesday of the month) Evening Rate (5 hour block between 8am to 10pm) \$250 Each additional hour \$75 12 hour block between 10am to 10pm \$500</p>	<p><u>Cleaning and Damage Deposit</u></p> <p>Events ending by 7 pm \$500 Events ending after 7 pm \$1,000 Business day meetings \$200</p>
<p><u>Potential Additional Fees</u></p> <p>Parking: \$5 per vehicle, Sat./Sun./Hol., April through October Video Projector and small speakers \$25 Late Load out \$150 per hour</p>	<p><u>Non-Catered Fees</u></p> <p>Reservations ending by 7pm \$100 Reservations ending after 7pm \$200</p> <p><u>Liability Insurance</u></p> <p>Available for \$70 to \$130</p> <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>

Amenities

Cottage Size	1,000 sq. ft.	Kitchen
Seating Capacity	60 inside	Refrigerator with freezer
Standing Capacity	130 inside and outside	Dishwasher
Large backyard with covered deck		6 burner range with oven
Front Deck	16' x 20'	Kitchen cart
Tables	6' rectangle (13), 8' rectangle (2) 5' round (10)	Coffee pots, ice tub for outdoor use
Chairs	90 stacking, 20 white plastic/patio	Conference table for small retreats
		Easel, screen, Wi-Fi Access
		NO Air Conditioning

Viewing and General Information

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

Facilities Office Hours:	Monday – Friday, 10am–4pm
Website:	www.brazilianroom.org
Email:	brazil@ebparks.org
Open House:	1 st Tuesday of each month
	<i>March through October 10am–6pm; November through February 10am–4pm</i>

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 for Fern Cottage 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 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 before balance is paid in full, \$50 of the initial payment is refundable. Once balance is paid in full, cancellation is as follows:

- 180 days or more 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

You may hire a caterer from our Approved Caterers list or choose the non-catered option. 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.