

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

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 60 days in advance of your event. This insurance may be purchased through the Reservations office for an additional fee.