

Brazilian Room

Rental Fees

2010 - 2011

Weekend and Major Holidays*

	<u>2010 - 2011</u>
Friday Evening 7 hours (5 p.m. - 12 a.m.)	\$1900
Friday Evening 9 hours (3 p.m. - 12 a.m.)	\$2400
Saturdays, and Sundays April - October	
7 hours (9 a.m. - 4 p.m. <u>or</u> 5 p.m. - 12 a.m.)	\$2150
12 hours (between 9 a.m. - 12 a.m.)	\$3800
**Sundays Nov. – March (7 hours)	\$1900
***Each additional hour	\$250
Friday Special Day Rate (8 a.m. - 4 p.m.)	\$500

Monday through Thursday

(not available on Open House Tuesdays)

Special Day Rate (between 8 a.m. - 4 p.m.)
\$300

2010 3 hour minimum (between 8 a.m. to 12a.m.)
\$375 + \$75 per each additional hour

2011 5 hour minimum (between 8 a.m. to 12 a.m.)
\$600 + \$75 per each additional hour

Special Multi Weekday Rates:

\$550/2 days

\$750/3 days

These 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.

* **Major holidays** are New Years Day, Washington's Day, Memorial Day, 4th of July, Labor Day, Veteran's Day, Thanksgiving and Day After, Christmas Eve and Christmas Day, and are charged as Sunday rate.

** On **Sundays November through March**, our schedule permits only one reservation per day. The rental can be anytime from 9 AM to Midnight. Rates are for 7 hours, additional hours are \$250 per hour.

*** **Hours** may be added to Sundays November through March, Friday evening, and 12-hour rentals on Saturdays or Sundays April through October. No additional hours for 7-hour Saturday or Sunday Apr-Oct.

Non-Catered Fees*

Events ending by 7 p.m.	\$150
Events ending after 7 p.m.	\$600

*Non catered option not allowed Friday thru Sunday or major holidays

Cleaning and Damage deposit

Events ending by 7 p.m.	\$500
Events ending after 7 p.m.	\$1000
Business day meetings	\$200

Event Insurance	\$100 to \$175
Fireplace	\$30
Ice (100 pounds)	\$20 (2010) \$25 (2011)
Late Load-out	\$500 per hour

All fees are subject to change.

AUDIO VISUAL SYSTEM

Includes video projector, microphones,
and plug in for IPODs \$75

Amenities and Information

Room Size	32' x 54'	Kitchen
Seating Capacity	150	Commercial refrigerator/freezer
Standing Capacity	225	Dishwasher
Patio Size	40' x 42' with a 12' x 18' extension	12-burner range with two ovens
Tables	(24) 6' rectangle, (14) 5' round (1) 3' round, (1) 4' round	Cart and ice tubs with dollies
Chairs	150 white resin folding	Barbecue
Yamaha Upright Piano		Easel and Podium
		Patio Umbrellas

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**. Open House is held every Tuesday of except for the 4th Tuesday of the month. To view the Brazilian Room at other times, call for an appointment.

Open House: Every Tuesday except for the 4th Tuesday
1:00 p.m. to 8:00 p.m.

Facility Operations Office Hours: 10:00 a.m. – 4:00 p.m., 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 East Bay Regional Park District **Reservations Office**.

Reservations Office Hours: 8:30 a.m. – 4:30 p.m., Monday – Thursday
8:30 a.m. – 4:00 p.m., Friday
Phone: **(888) 327-2757, option 2, option 2**
Mailing Address: P.O. Box 5381, Oakland, CA 94605

TO RESERVE A DATE

All reservations at the Brazilian Room will require a contract fee of \$300 to reserve a specific date. Deposit is \$600 for a 12-hour block. If this date is cancelled more than 120 days in advance, \$100 shall be refundable and the remaining \$200 forfeited. Reservations for events less than 120 days in advance require payment in full. After returning your signed *Contract, Rules and Use Agreement*, and *Facilities Reservation Form*, you will receive an information packet by email. All non-catered events must contact the facilities staff 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. The non-catered option is only available Monday through Thursday. **The non-catered option is NOT available Friday through Sunday or on major holidays.**

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.