

Brazilian Room

Rental Fees

2010 - 2011

Weekend and Major Holidays*		Monday through Thursday (not available on Open House Tuesdays)	
	<u>2010 - 2011</u>	Special Day Rate (between 8 am - 4 pm)	\$300
Friday Evening 7 hours (5 pm - 12 am)	\$1900	<u>2010</u> 3 hour minimum (between 8 am to 12am)	\$375 + \$75 per each additional hour
Friday Evening 9 hours (3 pm - 12 am)	\$2400	<u>2011</u> 5 hour minimum (between 8 am to 12 am)	\$600 + \$75 per each additional hour
Saturdays, and Sundays April - October		Special Multi Weekday Rates:	
7 hours (either 9 am - 4 pm <u>or</u> 5 pm - 12 am)	\$2150	\$550/2 days	\$750/3 days
12 hours (between 9 am - 12 am)	\$3800		
**Sundays Nov. – March (7 hours)	\$1900		
***Each additional hour	\$250		
Friday Special Day Rate (8 am - 4 pm)	\$500		

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. 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.

<u>Non-Catered Fees*</u>		<u>Cleaning and Damage deposit</u>	
Events ending by 7 pm	\$150	Events ending by 7 pm	\$500
Events ending after 7 pm	\$600	Events ending after 7 pm	\$1000
*Non catered option not allowed Friday thru Sunday or major holidays		Business day meetings	\$200

Event Insurance	\$100 to \$175
Fireplace	\$30
Ice (100 pounds)	\$20 (2010) \$25 (2011)

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

All fees are subject to change. Late load out fees up to \$500 per hour.

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 and appointments call the **Facility Operations office at 510-544-3164**. The Brazilian Room may be viewed from 1:00 - 8:00 p.m. on Tuesdays except for the 4th Tuesday every month, or by appointment by calling 510-544-3164.

Brazil Room Office Hours 10:00 a.m. – 4:00 p.m. Monday – Friday, or by appointment.

Open House on Tuesdays (except the 4th Tuesday of the month) 1:00 p.m. – 8:00 p.m.

Website: www.brazilianroom.org

Email: brazil@ebparks.org

Facility Reservations and Availability Information

All initial inquiries, bookings, insurance and payments are handled through the East Bay Regional Park District, Facility Reservations, P.O. Box 5381, Oakland, CA 94605. Phone (888) 327-2757, **option 2, option 2**. The office hours for Reservations are as follows:

September - March

8:30 a.m. - 4:30 p.m. Monday – Thursday

8:30 a.m. - 4:00 p.m. Friday

April - August

8:00 a.m. - 4:30 p.m. Monday – Thursday

8:00 a.m. – 4:00 p.m. Friday

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. For availability, booking your date, payments and insurance contact, call Reservations at 888-EBPARKS (327-2757), option 2, option 2. For information on the rental site, catering, vendors, and for completing rental forms, contact Facility Operations at the Brazilian Room at (510) 544-3164. 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 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.