



## Lake Temescal Beach House Fees for 2008 – 2009\*

### Weekend rates (including major Holidays):

<b>Friday</b>	
3 to 12 (9 hours if available)	\$1400
6 to 12 (6 hours)	\$950
<b>Saturdays and Holidays</b>	
8 Hour Minimum	\$1250
<b>Sundays</b>	
6 hour Minimum	\$950
<b>Friday</b>	
8-4 Social	\$500
8-4 Business meeting	\$275

### Mid-Week Reservations

<b>Monday through Thursday</b>	
(Not Open House Tuesdays)	
8-4 Social	\$500
8-4 Business meeting	\$275
Extra hours	\$75
(Fridays not included)	
<b>Conference/Business Meeting rate:</b>	
Two Consecutive days	\$450
Three Consecutive days	\$675

\*These rates apply to Alameda and Contra Costa county residents only. Out of District additional fees are a surcharge equal to 20% of the room rental.

Please note: Events that take place after darkness must be fully catered from our list of preferred caterers

Major holidays include New Years Day, Presidents Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Christmas Day and after 5pm Christmas Eve.

### Cleaning and Damage deposit

Events ending 7pm or before	\$500
Events ending after 7pm	\$1000
Business events	\$200

### Non-Catered fees:

Social events ending 7 pm or before	\$375
No non-catered events after 7pm	
Business meetings 1 to 50 guests	\$50
Business meetings 51 to 130 guests	\$100

Event Insurance \$100 to \$175

Parking fee April 1 to October 31 \$5

All fees are subject to change

## **Amenities and Information**

Room Size: Fireside Room size 29'x29', Adjoining Room size 38'x15', Patio size 92" x 28"  
Seating Capacity 80 maximum Standing Capacity 130

Tables: 20 six-foot rectangle and 16 five-foot round  
Kitchen cart, ice tubs with dollies  
Refrigerator with freezer  
The Fireplace is available for catered events only

## OPEN HOUSE AND GENERAL FACILITY INFORMATION

Temescal Beach House may be viewed during Open House the first Tuesday of each month (October - April from 1:00 to 6:00) and May - September 1:00 – 8:00 p.m.). To view it on another day or for general building information, call the Facility Office at (510) 841-1244.

### Facility Reservations and Availability Information

All initial inquiries, bookings, insurance and payments are handled through the East Bay Regional Park District, Facility Reservations. The phone hours are listed below.

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. - 5:00 p.m. Monday - Thursday  
8:00 a.m. - 4:00 p.m. Friday

E-mail – [reservations3@ebparks.org](mailto:reservations3@ebparks.org)

Web Site - [www.brazilianroom.org](http://www.brazilianroom.org)

## TO RESERVE A DATE

All initial inquires, holds, bookings and payments are handled through the Reservations Department. By calling Facility Reservations at (888) 327-2757, option 2, then option 2 you may place one date on hold. If you wish to reserve the date, you must do so before your hold expires. A contract and Rules and Use Agreement will be sent to you. To confirm this reservation, a signed contract and Rules and Use Agreement needs to be returned to the Facility Reservations Office, before the hold expires, with a down payment of \$400 per block of time. If the event is within 120 days, full payment is needed.

**Within 24 hours to 14 days of your initial payment, you will need to meet with the facilities staff at the Brazilian Room Office to receive your packet.** Call (510) 841-1244 for an appointment, or drop by the Brazilian Room during the Open House.

## 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 will pay an additional fee for the non-catered option.

## 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 in the amount of \$1 million per occurrence, naming the East Bay Regional Park District as additional insured, is required at least 30 days in advance of your event. If you don't have insurance that meets this requirement, it may be purchased through the Facility Reservations Office.