

# MUSIC AND CANDLE PERMIT

Renter's Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_ Facility \_\_\_\_\_

Complete and return permit at least one month prior to rental date. Fax this form to 510-845-3614, or mail to Rental Facilities, Brazilian Room, Tilden Regional Park, Berkeley, CA 94708-2396.

## MUSIC POLICY

Do you plan to have music at your event? Yes  No

- No music is allowed outside, except for ceremony only
- Music for your reception or party must end one hour before close of event

Do you plan to have music for ceremony? Yes  No

- We allow amplification of vocals for the vows, vocalist singing, electric keyboard, and amplification of quiet instruments. All music must not be so loud that it can be heard more than fifty feet from the ceremony area.
- The music can only be outside for the ceremony and pre-reception music (generally no more than two hours)
- Speakers should be pointed towards the building, or to the side, and not towards picnic areas or homes
- Musicians need to bring their own extension cords since we do not have outdoor outlets, and we do not furnish extension cords. Extension cords must be laid out so that they are not a tripping hazard. Cords may not cross the doorway or a walkway. Tape can not be used to secure cords, please use a mat to cover the cord if needed. Acoustic music should be encouraged.
- DJs and bands for the reception must be inside only

### *For specific facilities:*

*BRAZIL ROOM: Speakers should be pointed towards the building or across the patio towards the Brazil Room parking lot.*

*TEMESCAL HOUSE: Speakers should be pointed away from the lake and houses.*

*FERN COTTAGE: Speakers should be pointed towards the Cottage and away from houses*

*SHORELINE CENTER: No amplified music on deck without prior approval, since this could impact picnic area.*

*The District reserves the right to have park users turn down the volume of the music, or stop the music, if it violates Ordinance 38 of the East Bay Regional Park District, and the above policy is subject to change.*

Ceremony: Name of group/musician \_\_\_\_\_ Telephone \_\_\_\_\_

Type of music (Strings, Flute, etc.) \_\_\_\_\_

Music will begin at \_\_\_\_\_ and end at \_\_\_\_\_

Reception/Party: Name of group/musician \_\_\_\_\_ Telephone \_\_\_\_\_

Type of music (Band, DJ, Personal music, etc.) \_\_\_\_\_

Number of musicians: \_\_\_\_\_ Note space is limited

Music will begin at \_\_\_\_\_ and end at \_\_\_\_\_

**CANDLE POLICY**

Do you plan on using candles on the tables: Yes  No

To use candles within our facilities:

- The candle holder must be a one-piece glass container, four inches or greater in height
- The top of the flame must be at least 1” below the top of the glass container
- Candles must be placed on tables with cloth covers
- They may not be placed outdoors or in restrooms
- Taper candles are not allowed

Do you plan to use candles for your ceremony? Yes  No

Will your caterer be providing the candle holders Yes  No

Please describe your candle holder

Type of material the candle holder is made of \_\_\_\_\_

How many pieces is it? \_\_\_\_\_ The candle holder is \_\_\_\_\_ inches tall.

To use a ceremonial or unity candle:

- The candles must be on a table
- The table must be on a mat to protect the floor or the flagstone
- The candles must be put out after the ceremony

**EVENT VENDORS**

	Caterer	Photographer	Florist	Bakery	Delivery Company
Name of Vendor					
Telephone Number					
Arrival Time					
Pick Up Time					

There will be a minimum charge of \$50 for each day that a delivery item is left behind. Rental chairs must be approved by the Facilities staff. All items must be delivered and picked up within your contracted reservation time.

The above information is correct. I will abide by the rules listed above, and alert the rental facilities office of any changes.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Renter

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**FACILITY APPROVAL**

By \_\_\_\_\_ Date \_\_\_\_\_