



## 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 a.m. – 4:00 p.m., Monday – Friday  
Phone: **510-544-3164.**  
Website: [www.brazilianroom.org](http://www.brazilianroom.org)  
Email: [brazil@ebparks.org](mailto: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 Shoreline Center will require a contract fee of \$100 to reserve a specific date. If this date is cancelled more than 120 days in advance, \$50 shall be refundable and the remaining \$50 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.

### 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.