



Temescal Beach House

Rental Fees 2009 - 2010

Weekend rates (including major Holidays)		
	<u>2009</u>	<u>2010</u>
Friday 6 to 12 (6 hours)	\$950	N/A
Friday 4 to 12 (8 hours)	\$1100	\$1050
Friday 3 to 12 (9 hours)	\$1250	\$1200
Saturday and Major Holidays (8 hours)		
Between 10 am and midnight	\$1400	\$1500
Sundays (between 10 am and 10 pm)		
6 hour minimum	\$950	N/A
8 hour rental	\$1250	\$1050
Extra hours for weekends \$150 per hour		

Monday through Thursday (not available on Open House Tuesdays)		
	<u>2009</u>	<u>2010</u>
Social 8 to 4	\$400	\$250
Business 8 to 4	\$250	\$250
Weekday Evening Rates		
3 hour minimum (8 am to 10 pm)	\$300	\$300
Extra hours	\$75	\$75
Friday Day Rate 8 to 4	\$400	\$400
Friday Retreat 8 to 4	\$250	\$400

*These rates apply to Alameda and Contra Costa county residents only. A surcharge equal to 20% of room rental will be added to Out of District residents.

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

Consecutive weekday rates available, 2days \$450 (2009), \$475 (2010), 3 days \$675.

<u>Non-Catered Fees</u>	<u>2009</u>	<u>2010</u>
Events ending by 7 pm	\$350	\$150
Non-catered events not allowed after dark		
Business day, less than 50 people	\$50	\$150
Business day, more than 50 people	\$100	\$150

<u>Cleaning and Damage deposit</u>	
Events ending by 7 pm	\$500
Events ending after 7 pm	\$1000
Business day meetings	\$200

Event Insurance \$100 to \$175
 Parking \$5.00 between April 1 and October 31

All fees are subject to change. Late load out fees up to \$300 per hour.

Amenities and Information

Room Size	Fireside Room 29' x 29' Long Room 38' x 15'	Kitchen
Seating Capacity	80 inside	Refrigerator with freezer
Standing Capacity	130	Dishwasher
Patio Size	92' x 28'	Microwave
Tables	(20) 6' rectangle, (16) 5' round	Cart and ice tubs with dollies
Chairs	80 fabric, stacking	Fireplace (Catered events only)
Rentals	Telephone line (plus phone charges)	Screen and Easel

Open House and General Facility Information

For information and appointments call the **Facility Operations office at 510-841-1244**. Temescal Beach House may be viewed on the first Tuesday of every month from 1:00 - 8:00 May to September, and 1:00 – 6:00 p.m. October to April. or by appointment.

Facility Operations / Brazil Room Office Hours

10:00 a.m. – 4:00 p.m. Monday – Friday or by appointment

Facility Reservations and Availability Information

All initial inquires, 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. - 5:00 p.m. Monday – Thursday

8:00 a.m. – 4:00 p.m. Friday

E-mail: reservations3@ebparks.org

Web Site www.brazilianroom.org

TO RESERVE A DATE

All reservations at the Temescal Beach House Room 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. No tentative holds without an initial payment will be processed. Contracts for events under 120 days require payment in full. Facility Reservations may be contacted at (888) 327-2757 Option 2 for Reservations, then Option 2 for facilities. We have two departments that handle your reservations. For availability, booking your date, payments and insurance contact, Facility Reservations in Oakland at 888-EBPARKS, option 2. For information on each rental site, catering, vendors, and for completing rental forms, contact Facility Operations at the Brazilian Room. **Within 14 days of your initial payment, you will need to contact 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. If your event is within 30 days of your reservation, you must contact the Brazilian Room immediately.

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. **The non-catered option is NOT available for any event that ends after dark.**

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.