



# Brazilian Room 2019-2020 Rental Fees

Tilden Regional Park  
Wildcat Canyon at Shasta Road, Berkeley, CA 94708



*Rental hours include set up, tear down, and clean up time*		Alameda & Contra Costa County Resident Rates	Out of County Rates <i>20% surcharge</i>
<b>Monday, Wednesday, Thursday</b>			
Special Day Rate (8am – 4pm)		\$375	\$450
Multi-Weekday Rates (8am – 4pm)			
2-Day, 3-Day		\$300/day, \$275/day	\$360/day, \$330/day
Each additional hour (not to exceed 10 hours total for Day Rates)		\$75	\$90
5 hours (Available for rent between 8am – midnight)		\$700	\$840
Each additional hour (not to exceed 12 hours total)		\$75	\$90
Facility Buyout (between 8am – midnight/12 hour max)		\$900	\$1,080
<b>Friday</b>			
8am - 4pm		\$600	\$720
5pm – midnight		\$1,900	\$2,280
Facility Buyout (between 8am – midnight/12 hour max)		\$2,400	\$2,880
<b>Saturday</b>			
9am – 4pm		\$2,200	\$2,640
5pm – midnight		\$2,300	\$2,760
Facility Buyout (between 9am – midnight/12 hour max)		\$3,900	\$4,680
<b>Sunday &amp; Holidays</b> (April – October)			
9am – 4pm or 5pm – midnight		\$2,200	\$2,640
Facility Buyout (between 9am – midnight/12 hour max)		\$3,800	\$4,560
<b>Sunday &amp; Holidays</b> (November – March)			
7 hours (between 9am – midnight, Nov-March only)		\$1,900	\$2,280
Each additional hour Nov - March		\$250	\$300
<b>Non-Catered Fee</b> (Mon, Wed, Thurs only)			
Reservations ending by 7pm / ending after 7pm		\$150 / \$600	
Non-catered option is only available Monday, Wednesday, and Thursday. An approved caterer is required on Friday, Saturday, and Sundays. The Non-Catered option is NOT available on the following holidays regardless of day of the week: New Year's Eve, New Year's Day, Washington's Day, Memorial Day, 4 <sup>th</sup> of July, Labor Day, Veteran's Day, Thanksgiving and the day after, Christmas Eve and Christmas Day.			
<b>Refundable Cleaning and Damage Deposit</b>			
Events ending by 7pm		\$500	
Events ending after 7pm		\$1,000	
Business day meetings		\$200	
<b>Botanic Garden Rental</b> (with building rental)		\$60 Res; \$90 Non-Res/hour + \$500 refundable	
*Garden capacity cannot exceed 30		cleaning/damage deposit, maximum 2 hours, between 9am – 4pm	
<b>Late Load out</b>		\$500 per hour	
<b>Liability Insurance</b>		\$70 - \$150	
Room Size	32' x 54'	Tables	6' rectangle (24), 5' round (16), 3' round (5), 4' round (1), 4' square (1), 8' rectangle (2),
Seating Capacity	150	Chairs	150 brown wood folding
Standing Capacity	225	<b>Amenities</b> Full industrial kitchen, patio umbrellas, Yamaha Upright piano, Wi-Fi, Audio/Visual (\$75) includes: projector, speakers, and screen. Gas fireplace (\$30), ice machine (\$25, no charge for catered events)	

**OPEN HOUSE:** 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month, 1-8pm.

\*To schedule a time to view the building outside of the open house, please call the **Rental Facilities Office at 510-544-3164\***

**To make a reservation, check date availability, make a payment, or for other questions, please call the EBRPD Reservations Office at 1-888-327-2757, option 2 (Monday-Friday 8:30am – 4:00pm)**

#### **TO RESERVE A DATE**

- For events booked more than 180 days in advance, an initial payment of \$300 to reserve a specific date is required for all bookings except buyouts. An initial payment of \$600 is required for buyouts. This initial payment will be credited towards the total fees owed. The balance of fees and the cleaning and damage deposit are due 180 days (6 months) before your event.
- For events booked 180 days or less in advance, payment is due in full at the time of booking.
- Events under 30 days are subject to additional approval.

The Brazilian Room offers two time slots per day (9am-4pm or 5pm-12am). Should the timeline of an event dictate that it does not fall within one of the standard time slots, the **Facility Buyout option** may be selected. This option allows for a flexible start and end time not to exceed 12 hours total. Access time to the facility will be determined between the client and the caterer based on the specifics of the event. For a non-catered event, Rental Facility Staff will open and close the building at your pre-determined start and end times, not to exceed 12 hours. The client agrees to arrive at the pre-determined time and to remain on-site until the pre-determined end time, when facility staff returns to close the building. Set-up, clean up and event execution in its entirety will be the responsibility of the client as noted in the general non-catered event guidelines.

#### **CANCELLATION**

- All cancellation requests must be made in writing to the Reservations Department. This request may be mailed, faxed, or emailed.
- If the event is cancelled prior to making the full payment, \$100 of the initial \$300 or \$200 of the initial \$600 is refundable
- Once payment is made in full,
  - 180 days or more before event: 90% of site fees are refundable + 100% of cleaning and damage deposit
  - 179 days – 120 days before event: 60% of site fees are refundable + 100% of cleaning and damage deposit
  - 119 days – 60 days before event: 30% of site fees are refundable + 100% of cleaning and damage deposit
  - 59 days or less: No refund of site fees + 100% of cleaning and damage deposit

#### **CATERING**

- **Fully Catered Events:**
  - Only Approved Caterers are allowed.
  - The Caterer **MUST** be contracted to open the building at the start time, setup, cleanup, and lock the building at the end time.
- **Non-Catered or “Potluck” Events:**
  - Additional fee applies and building orientation is required. Client is fully responsible for setup/cleanup.
  - Not available for events on Friday, Saturday or Sunday or on major holidays.
  - Client can bring food to the facility either prepared or to be prepared by unpaid volunteers. You may not hire a caterer nor have any hired staff.
  - You must arrive/depart at scheduled times (as stated on contract).
- **Food Drop Off** is only permitted by an approved caterer and event is considered non-catered. All non-catered rules/fees apply.

#### **LIABILITY INSURANCE**

- A certificate of liability insurance in the amount of \$1 million per occurrence that names the East Bay Regional Park District as additional insured on the day of the event is required. This certificate must list the User of the facility (named on contract) and their address. This can be purchased through the EBRPD Reservations Department or the User of the facility can provide proof of this coverage through their own insurance policy.

**ALCOHOLIC BEVERAGES:** Beer, wine, and champagne are permitted. No other alcoholic beverages may be served or allowed on the premises. There is an alcohol prohibition for all high school, sorority, and fraternity groups. No alcohol is permitted in the parking area. All laws regarding use of alcoholic beverages apply.