

## FEE WAIVER & REDUCTION PROCEDURES

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### WHO CAN QUALIFY FOR A FEE REDUCTION/WAIVER?

- In-District (*Alameda and Contra Costa County*) organizations/schools and agency **groups ONLY**.
- The above defined groups holding events specifically for the **disabled, seniors, and/or low-income groups** that cannot afford the fees. Staff events are not considered a part of this policy.

*Please note: Individual and/or family event requests are not eligible for fee waivers/reductions.*

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### HOW DO I APPLY FOR A FEE REDUCTION/FEE WAIVER?

1. Contact the Reservations Department at **1-888-327-2757 #2** to book your reservation and secure a contract/reservation number. **Note:** All picnic and camping sites, indoor facilities, and special event permits, require a contract/reservation number. **Refundable deposit and transaction fees are due upon reservation booking.**
2. Complete your request on your **agency letterhead** addressed to Jim O'Connor, AGM, Operations
3. Mail a hard copy to:

Attn: Denise Valentine – Executive Secretary  
East Bay Regional Park District  
P.O. Box 5381  
Oakland, CA 94605  
or email to: [feewaiver@ebparks.org](mailto:feewaiver@ebparks.org)

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### WHAT SHOULD I INCLUDE IN MY WRITTEN REQUEST?

- Facility, activity, or park fee requested to be reduced or waived.
- EBRPD Contract or Reservation number, *if applicable*.
- Date(s) for which the fee reduction or waiver is requested.
- Size of group, with **breakdown** of number of adults and youths. (*i.e. 10 adults/chaperones, 25 students*)
- An explanation why the normal fees cannot be paid.

**Security damage deposits, late fees, and staffing fees, if applicable, will not be waived.**

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### SPECIAL EVENTS

For special event inquiries, please contact Reservations Supervisor Katy Hornbeck at [specialeventpermit@ebparks.org](mailto:specialeventpermit@ebparks.org) **Please note:** Special Events and/or Indoor Facility requests may require up to 90 days' notice. Letters of request for a fee waiver/reduction for a special event must be submitted within (5) business days of booking your event.

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## ARDENWOOD HISTORIC FARM AND BLACK DIAMOND MINES FEE REDUCTIONS ONLY

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### HOW DO I APPLY FOR A FEE REDUCTION?

1. Contact and schedule your trip with Bernadette Cruz at 510-544-3289 for Ardenwood Historic Farm and Ruth Middleton at 510-544-2759 for Black Diamond Mines.
2. Complete your request on your agency letterhead addressed to Anne Kassebaum, Chief, Interpretive and Recreation Services
3. Include in your letter:
  - Date(s) for which the fee reduction is requested.
  - Size of group, with **breakdown** of number of adults and youths.  
(i.e. 10 adults/chaperones, 25 students)
  - An explanation why the normal fees cannot be paid.
4. Mail a hard copy to:

Attn: Mycile Cahambing – Sr. Office Specialist  
East Bay Regional Park District  
P.O. Box 5381  
Oakland, CA 94605  
or email to: [feereduction@ebparks.org](mailto:feereduction@ebparks.org)

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#### SUBMISSION DEADLINE:

REQUESTS MUST BE RECEIVED AT LEAST THREE (3) WEEKS IN ADVANCE OF THE RESERVED EVENT DATE.

#### PLEASE NOTE:

CHANGES/AMENDMENTS TO THE ORIGINAL REQUEST WILL NOT BE ACCEPTED IF EVENT DATE IS WITHIN TEN (10) DAYS