



## Fern Cottage 2021 Rental Fees

Kennedy Grove Regional Recreation Area  
6530 San Pablo Dam Road, El Sobrante, CA 94803

*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 – Friday Day Rates</b>			
Day Rate (8am – 5pm only)		\$315	\$378
Additional Multi-Day Rate (Mon-Fri, 8am – 5pm)		\$265/each additional day	\$318/each additional day
<b>Monday – Friday</b>			
5 hours (chosen between 8am – 12midnight)		\$370	\$444
Each Additional Hour (5 additional hours max, not to exceed 10 total)		\$60/hour	\$72/hour
<b>Saturday – Sunday</b>			
5 hours (chosen between 9am – 12midnight)		\$545	\$654
Each Additional Hour (5 additional hours max, not to exceed 10 total)		\$90/hour	\$108/hour
<b>Non-Catered Fee</b>		\$150	
Non-catered option is available only for reservations ending by 7pm (including clean-up). <b>An approved caterer is required for all reservations ending after 7pm.</b> Events must also be fully catered on the following holidays regardless of the reservation time: New Year’s Eve, New Year’s Day, Washington’s Day, Memorial Day, 4 <sup>th</sup> of July, Labor Day, Veterans Day, Thanksgiving, Day After Thanksgiving, Christmas Eve, and Christmas Day.			
<b>Refundable Cleaning and Damage Deposit</b>			
Reservations Mon-Fri Day Rate		\$200	
Reservations ending by 7pm		\$500	
Reservations ending after 7pm		\$1,000	
<b>Late Load Out</b>		\$500/hour	
<b>Liability Insurance</b>		\$70 – \$150	
<b>Dimensions &amp; Capacities</b>	<b>Tables &amp; Chairs</b>	<b>Included Amenities</b>	
Cottage Size: 1,000 sq. ft.	Tables: 6’ rectangular (13), 8’ rectangular (2), 60” round (10), 48” round (1), 36” round (3), 4’ square (1)	Kitchen (refrigerator, freezer, 6 burner range with oven, microwave), heat (no air conditioning), gas fireplace, front deck and back covered deck, Wi-Fi	
Seating Capacity: 60	Chairs: White resin folding (100)	<b>Audio/Visual System:</b> screen, projector and small speakers on mobile cart	
Standing Capacity: 130			
<b>Kennedy Grove Parking:</b> Free November – March, \$5 per car on weekends and holidays April – October			

**FERN COTTAGE VIEWINGS:** By appointment only. To schedule a time to view the building or for facility-related questions, please contact the **EBRPD Rental Facilities Office at 510-544-3164** or [brazil@ebparks.org](mailto:brazil@ebparks.org).

**To make a reservation**, check date availability, make a payment, or for other reservation-related 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 \$100 to reserve a specific date is required.
  - 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.

#### CANCELLATION

- All cancellation requests must be made in writing to the Reservations Department. This request may be mailed, faxed, or emailed to [reservations@ebparks.org](mailto:reservations@ebparks.org).
- If the event is cancelled prior to making the full payment, \$50 of the initial \$100 payment 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 allowed. View list here: <https://www.ebparks.org/activities/corpfamily/catering.htm>
  - **The caterer MUST be contracted to unlock, set up, clean up, and lock the building within the reservation start and end times. There is no access to the facility, deck, and grounds for set-up until the caterer arrives.**
- **Non-Catered or “Potluck” Events:**
  - **Not available for reservations ending after 7pm and on major holidays.**
  - Additional fee applies, and building orientation is required. Client is fully responsible for set-up/clean-up.
  - Client can bring food to the facility either already prepared or to be prepared on site by unpaid volunteers.
  - You may not hire any caterers outside of our Approved List, including from outside catering staffing companies.
  - You must arrive/depart at scheduled times and not leave the facility unattended (as stated on contract).
- **Catered Food Drop-Off/Deliveries:**
  - Permitted by an Approved Caterer only, and event is considered non-catered. All non-catered rules/fees apply.
  - You may also order and pick up food from a caterer/restaurant outside of our Approved List to bring in yourself.

#### 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 only are permitted. No other alcoholic beverages may be served or are 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.