

# Brazilian Room | 2022-2023 RATE SHEET

Tilden Regional Park | Wildcat Canyon Road 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 20% surcharge
<b>Monday, Wednesday, Thursday</b> Special Day Rate (8am – 4pm) Additional Multi-Day Rate (Mon/Wed/Thu, 8am – 4pm) Each Additional Hour (add to Day Rate only, 2-hour max) Evening Rate (5pm – 12midnight) Facility Buyout (10-hour max chosen between 8am – 12midnight)		\$560 \$475/each additional day \$150/hour \$935 \$1,160	\$672 \$570/each additional day \$180/hour \$1,122 \$1,392
<b>Friday</b> Day Rate (8am - 4pm) Evening Rate (5pm – 12midnight) Facility Buyout (10-hour max chosen between 8am – 12midnight)		\$820 \$2,185 \$2,890	\$984 \$2,622 \$3,468
<b>Saturday</b> Day Rate (9am – 4pm) Evening Rate (5pm – 12midnight) Facility Buyout (10-hour max chosen between 9am – 12midnight)		\$2,660 \$2,775 \$4,615	\$3,192 \$3,330 \$5,538
<b>Sundays</b> Day Rate (9am – 4pm) or Evening Rate (5pm – 12midnight) Facility Buyout (10-hour max chosen between 9am – 12midnight)		\$2,660 \$4,500	\$3,192 \$5,400
<b>Non-Catered Fee</b> (Mon, Wed, Thu only) Reservations ending by 7pm		\$150	
Non-catered option is available only for reservations on Mondays, Wednesdays, and Thursdays. <b>An approved caterer is required on Fridays, Saturdays, and Sundays.</b> Events must also be fully catered on the following holidays regardless of the 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, Veterans Day, Thanksgiving, Day After Thanksgiving, Christmas Eve, and Christmas Day.			
<b>Refundable Cleaning and Damage Deposit</b> Reservations ending by 7pm Reservations ending after 7pm		\$500 \$1,000	
<b>Botanic Garden Rental</b> (with building rental) <small>*Required for photos and ceremonies in Garden. Capacity cannot exceed 30.</small>		\$125/hour Res or \$200 Non-Res/hour (2-hour max) plus \$500 refundable cleaning/damage deposit	
<b>Late Load Out</b>		\$500/hour	
<b>Liability Insurance</b>		\$70 – \$150	
<b>Dimensions &amp; Capacities</b> Room Size: 32' x 54' Patio Size: 40'x42' Patio Extension: 12'x18' Seating Capacity: 150 Standing Capacity: 225	<b>Tables &amp; Chairs</b> Tables: 6' rectangular (24), 8' rectangular (2), 60" round (16), 48" round (1), 36" round (5), 4' square (1) Chairs: Brown wood folding (150)	<b>Included Amenities</b> Full industrial kitchen, ice machine, heat and air conditioning, gas fireplace, flagstone patio, (4) grey patio umbrellas, dressing room, Yamaha upright piano, Wi-Fi <b>Indoor Audio/Visual System:</b> screen, projector, speakers, microphone, podium	

**OPEN HOUSES:** Our open houses at the Brazilian Room take place every 1st and 3rd Tuesday of every month, from 3pm-7pm. During these hours there will be staff on site who can give tours and answer questions about the facility. To make an appointment for a tour outside of open house hours, please call our Rental Facilities Office at 510-544-3164 or email [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, 9am-3pm and are subject to change).

## 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. Please refer to page 1 of the fee schedule. Should the timeline of an event dictate that it does not fall within one of the standard time slots, the **Facility Buyout option** (or Special Day Rate with up to 2 additional hours) may be selected. This option allows for a flexible start and end time not to exceed 10 hours total. Access time to the facility within the reservation times will be determined between the client and the caterer based on the specifics of the event.

For a non-catered event, Rental Facilities Staff will open and close the building at the start and end time as indicated on your contract, not to exceed 10 hours. The client agrees to arrive at the start time indicated on your contract and to remain on site until the end time indicated on your contract, when Rental Facilities Staff returns to close the building. Set-up, tear down, 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 to [reservations@ebparks.org](mailto:reservations@ebparks.org).
- 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 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, patio, and grounds for set-up until the caterer arrives.**
- **Non-Catered or “Potluck” Events:**
  - **Not available for reservations on Fridays, Saturdays, Sundays, 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.