

# Fee Waiver/Reduction Procedures

## Fees Ineligible (if applicable)

- Refundable Security damage deposit(s)
- Transaction Fee(s)
- Late fee(s)
- Staffing fee(s)

Changes and/or amendments to the original request will not be considered for events/trips that have occurred or will occur less than ten (10) business days of booked event date.

## Special Events

For inquiries, send an email to: [specialeventpermit@ebparks.org](mailto:specialeventpermit@ebparks.org)

Special events and/or Indoor Facility requests may require up to 90 days' notice.

## Who can qualify for a Fee Reduction or Waiver?

In-District (*Alameda County and Contra Costa County*) organizations, schools, and agency groups **ONLY**, hosting events solely for disabled, senior, and/or low-income **groups** that cannot afford the fees.

- Organization team building/staff events are not considered a part of this policy.
- Fundraisers, Individual, and/or Family event requests are ineligible for fee reductions/waivers.
- A non-profit status solely, does not meet the criteria for a fee reduction/waiver.

## How do I apply for a Fee Reduction or Waiver?

1. Contact the Park District Reservations Department at 888-327-2757 #2 to book your reservation and secure a contract/reservation number. All picnic, camping, indoor facility, special event permits, and swim groups require a contract/reservation number.

*Refundable deposit and transaction fees are due upon reservation booking.*

For Verification Purposes: Reservations must be booked under the agency/organization name by the agency/organization representative.

2. Submit a letter of request on your agency/organization letterhead addressed to Jim O'Connor, AGM-Operations and include the following information:

- Contract or Reservation number
- Fees requesting to be reduced/waived
- Size of group including breakdown with number of adults and youth (i.e., 10 adults/chaperones, 25 students/seniors)
- Provide explanation why the normal fees cannot be paid by your organization
- Email letter to: [feewaiver@ebparks.org](mailto:feewaiver@ebparks.org)

Requests must be received within **(5)** days of the reservation booking date and **no later than ten (10) business days** prior to the event date. Any requests received beyond the above deadline(s), will *not* be considered.

# Ardenwood Historic Farm & Black Diamond Mines

*Fee Reductions Only*

Trips to Ardenwood Historic Farm and Black Diamond Mines are ineligible for full fee waivers.

Organization letter of request must be submitted to [feereduction@ebparks.org](mailto:feereduction@ebparks.org) within (5) days of the reservation booking date and **no later than ten (10) business days** prior to the event date.

Requests for changes and/or amendments to the original fee reduction/waiver request will not be considered for events/trips that have occurred or will occur less than 5 business days of event date.

## How do I apply for a Fee Reduction?

### Ardenwood Historic Farm

Contact and schedule your trip with Bernadette Cruz at [bcruz@ebparks.org](mailto:bcruz@ebparks.org)

### Black Diamond

Contact and schedule your trip with Susan Chambers at [schambers@ebparks.org](mailto:schambers@ebparks.org)

Complete your request on your agency letterhead addressed to Anne Kassebaum, Chief of Interpretive & Recreation Services and include the following information:

- Event date(s)
- Size of group with breakdown of number of adults and youth. (i.e., 10 adults/chaperones, 25 students)
- Provide explanation of why the normal fees cannot be paid by your organization

Email letter to: [feereduction@ebparks.org](mailto:feereduction@ebparks.org)