

Brazilian Room Rental Fees 2012-2013

Wildcat Canyon Road at Shasta Road
Tilden Regional Park
Berkeley, CA 94708 GPS 37.893°N 122.246°W



<u>Rental Fees</u> Friday Evening 7 hours (5 pm to 12 am) \$1,900 Friday – 12 hours (between 9 am and 12 am)* \$2,400 Friday Day (8 am to 4 pm) \$500 Saturdays 7 hours (9 am to 4 pm or 5 pm to 12 am) \$2,150 Saturdays – 12 hours (between 9 am and 12 am)* \$3,800 Sundays and Holidays, April through October 7 hours (9 am to 4 pm or 5 pm to 12 am) \$2,150 12 hours (between 9 am and 12 am)* \$3,800 Sundays and Holidays, November through March 7 hours (between 9 am and 12 am) \$1,900 Only one event per day on Sundays Nov. - March Each additional hour on Sunday Nov. – March \$250 *Additional hours for 12 hour rentals can be added at \$250/per hour Additional hours are not available for weekend 7 hour rentals Monday, Wednesday, Thursday Evening Rate, 5 hour minimum (8 am to 12 am) \$600 Each additional hour \$75 Special Day Rate (8 am to 4 pm)** \$300 **can purchase up to two additional hours with day rate @ \$75/hour. <i>Multi Weekday Rates (8 am to 4 pm) Monday, Wednesday, Thursday</i> <i>2 days at \$275 per day, 3 days at \$250 per day.</i>		Rental hours include set up, tear down, and clean up time. Rates apply to Alameda and Contra Costa county residents only. A surcharge equal to 20% of room rental will be added for Out-of-District residents. Major holidays are New Years Day, Washington's Day, Memorial Day, 4 th of July, Labor Day, Veteran's Day, Thanksgiving and Day After, Christmas Eve and Christmas Day, and are charged the Sunday rate.
	<u>Non-Catered Fees</u> Non-Catered option not available Friday through Sunday or major holidays Events ending by 7 pm \$150 Events ending after 7 pm \$600	
	<u>Cleaning and Damage Deposit</u> Events ending by 7 pm \$500 Events ending after 7 pm \$1,000 Business day meetings \$200	
<u>Additional Fees</u> Audio Visual System \$75 (video projector, microphones, plug ins for IPOD and laptop) Fireplace \$30 Ice (no charge on Catered Events) \$25 Late Load out \$500 per hour	<u>Event Insurance</u> Event Insurance \$100 to \$150	

Amenities

Room Size 32' x 54'	Kitchen	Podium
Seating Capacity 150	Commercial refrigerator	Easel
Standing Capacity 225	Dishwasher	Patio Umbrellas
Patio Size 40' x 42' with a 12' x 18' extension	12-burner range with two ovens	Yamaha Upright Piano
Tables (24) 6' rectangle, (14) 5' round	2 -Carts	
(1) 3' round, (1) 4' round	Ice tubs with dollies	
(4) Cocktail (2) High Chairs	Barbecue	
Chairs 150 white resin folding		

Open House and General Facility Information

For information on the rental site, catering, vendors, completing rental forms, and to make appointments to view the facility, call the **Facility Operations office at 510-544-3164**. Open House is held every Tuesday, except for the 4th Tuesday of the month. To view the Brazilian Room at other times, call for an appointment.

Open House:	Every Tuesday except for the 4 th Tuesday 1:00 pm to 8:00 pm
Facility Operations Office Hours:	10:00 am - 4:00 pm, Monday - Friday
Phone:	510-544-3164
Website:	www.brazilianroom.org
Email:	brazil@ebparks.org

Facility Reservations and Availability Information

For availability, booking your date, payments and insurance contact, call the **Reservations Office**.

Reservations Office Hours:	8:30 am - 4:30 pm, Monday - Thursday 8:30 am - 4:00 pm, Friday
Phone:	(888) 327-2757, option 2
Mailing Address:	P.O. Box 5381, Oakland, CA 94605

TO RESERVE A DATE

All reservations at the Brazilian Room will require an initial payment of \$300 to reserve a specific date; the payment is \$600 for a 12-hour block. Payment will be credited towards your total fees owed. Balance of fees and cleaning and damage deposit are due 120 days before event. If this date is cancelled more than 120 days in advance, \$100 shall be refundable and the remaining \$200 forfeited. Cancellations with less than 120 days notice, **ONLY** the cleaning and damage deposit will be refunded. After returning your signed *Contract and Rules and Use Agreement*, you will receive an information packet by email from the Facilities Operations office. The facilities operations staff must be contacted for all **non-catered** events at (510) 544-3164 within 14 days of your initial payment for additional instructions and to receive your packet.

CATERING

You may hire a caterer from the Approved Caterers list or choose the non-catered option. If you choose the non-catered option, you may **not** use an outside caterer or have any hired staff. Your unpaid volunteers will be required to attend an orientation. You must pay an additional fee for the non-catered option. Approved Caterers must be contracted to open and close facility to avoid a non-catered fee. An event where food is dropped off by an Approved Caterer, is not considered a catered event. Non-compliance to rules for non-catered option will result in charges to the cleaning and damage deposit. The non-catered option is only available Monday through Thursday. **The non-catered option is NOT available Friday through Sunday or on major holidays.**

FACILITY USE INSURANCE

The cost of this *mandatory* general liability insurance varies according to the number of guests and type of event. A Certificate of Liability Insurance that names the person on the reservation and his/her address, in the amount of \$1 million per occurrence, and naming the East Bay Regional Park District as additional insured, is required at least 60 days in advance of your event. This insurance may be purchased through the Reservations office for an additional fee.