

City of Oakland, Office of Parks and Recreation
Facility Rental Application



FAX: (510) 238-6149
ATTN:

RESIDENCY IS DETERMINED ACCORDING TO ADDRESS INDICATED
ON DRIVER'S LICENSE OR STATE IDENTIFICATION CARD.

OFFICE USE ONLY
RWP No. _____

Application Date: _____
Application on behalf of: (Group, Individual, Organization) _____
Address: _____ City: _____ State: _____ Zip _____
Individual responsible for event: Name: _____ Address: _____
City: _____ State: _____ Zip _____ Email: _____
Home #: _____ Work #: _____ Fax #: _____ Cell#: _____
To use (Name of Facility): _____ Age Group: Adults, Children, Youth, Mixed **(Please Circle)**
On the following date (s): _____ Number of Participants: _____
Between the hours of: (Start Time) _____ (Actual Event Time) _____ (End Time) _____
Type of Event: **(be specific; i.e., Wedding, Reception, Meetings, Birthday Party, Banquet, etc.)**

Type of sound equipment to be used **(i.e., musical instruments, live band, cd player, amplifiers, microphones, dj, etc.)**

Rental Fees:
Rent: _____ X Number of Hours: _____ = Total Rent _____
Deposit: _____
(Deposits are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned)

Setup/Teardown Fee: _____
Alcoholic Beverage Fee: _____
Other Fees: _____
Total Fees: _____

Check Amount: \$ _____ Check #: _____ Cash: \$ _____
Type of Credit Card: American Express (AMEX) Master Card (MC) Visa
(Please Select One)
Credit Card #: _____ Expiration Date: _____

I am aware that once my credit card is charged the cancellation fees will apply.

CANCELLATION FEES: 31 days or more notice: Forfeit 1/2 Deposit (Sailboat House, Leona, Sequoia, G. Ctr., Joaquin Miller C.C.)
30 days or less notice: Forfeit Deposit plus \$150 Rental Fee (Sailboat House, Leona, Sequoia, G. Ctr.)
30 days or less notice: Forfeit Deposit plus 1/2 Event Rental Fee (Joaquin Miller Community Center)

(Signature) (Print Name) (Driver License #/Expiration Date)

****Authorization for Credit Card Customers Only****
I authorize Office of Parks & Recreation (OPR) to charge my (AMEX/MC/Visa - circle one)
\$ _____ for my reservation at _____ on _____
(Amount to be charged) (Name of Facility) (Event Date)
*****ATTENTION*****
Please attach a "Legible Photo Copy" of your Driver License.