



# Brazilian Room

## Rental Fees 2009 - 2010

<b>Weekend rates (including major Holidays)</b>			<b>Monday through Thursday</b> (not available on Open House Tuesdays)		
	<u>2009</u>	<u>2010</u>		<u>2009</u>	<u>2010</u>
Friday 6 to 12 (6 hours)	\$1800	N/A	Social 8 to 4	\$500	\$300
Friday 5 to 12 (7 hours)	\$2050	\$1900	Business 8 to 4	\$275	\$300
Friday 3 to 12 (9 hours)	\$2175	\$2400			
<b>Saturday and Sunday</b>			<b>Weekday Evening Rates</b>		
9 to 4 or 5 to 12 (7 hours)	\$2050	\$2150	3 hour minimum (8 am to 12am)	\$375	\$375
12 hour rental(between 9 – 12 am)	\$3600	\$3800	Extra hours	\$75	\$75
Friday Day Rate 8-4	\$500	\$500	Consecutive weekday rates available, 2days \$500 (2009), \$550 (2010), 3 days \$700 (2009), \$750 (2010).		
Friday Retreat 8-4	\$275	\$500			

\*These rates apply to Alameda and Contra Costa county residents only. A surcharge equal to 20% of room rental will be added to Out of District residents.

Please note: On **Sundays** November through March only, our schedule permits one reservation per day. The rental can be anytime from 9 AM to Midnight. Rates are for 7 hours, additional hours are \$250 per hour.

Major holidays include New Years Day, Presidents Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Christmas Day and after 5pm Christmas Eve

<u>Non-Catered Fees</u>	<u>2009</u>	<u>2010</u>	<u>Cleaning and Damage deposit</u>	
Events ending by 7 pm	\$350	\$150	Events ending by 7 pm	\$500
Events ending after 7 pm	\$500	\$600	Events ending after 7 pm	\$1000
Business day, less than 50 people	\$50	\$150	Business day meetings	\$200
Business day, more than 50 people	\$100	\$150		

Event Insurance	\$100 to \$175
Fireplace	\$40 for wood
Ice	\$20 for 100 pounds

All fees are subject to change. Late load out fees up to \$500 per hour.

### Amenities and Information

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

## Open House and General Facility Information

For information and appointments call the **Facility Operations office at 510-841-1244**. The Brazilian Room may be viewed from 1:00 - 8:00 p.m. on Tuesdays except for the 4<sup>th</sup> Tuesday every month, or by appointment.

### Brazil Room Office Hours

10:00 a.m. – 4:00 p.m. Monday – Friday or by appointment

Open House on Tuesdays (except the 4<sup>th</sup> Tuesday of the month) 1:00 p.m. – 8:00 p.m.

## Facility Reservations and Availability Information

All initial inquires, bookings, insurance and payments are handled through the East Bay Regional Park District, Facility Reservations, P.O. Box 5381, Oakland, CA 94605. Phone **(888) 327-2757, option 2, option 2**. The office hours for Reservations are as follows:

### September - March

8:30 a.m. - 4:30 p.m. Monday – Thursday

8:30 a.m. - 4:00 p.m. Friday

### April - August

8:00 a.m. - 5:00 p.m. Monday – Thursday

8:00 a.m. – 4:00 p.m. Friday

E-mail: [reservations3@ebparks.org](mailto:reservations3@ebparks.org)

Web Site [www.brazilianroom.org](http://www.brazilianroom.org)

### **TO RESERVE A DATE**

All reservations at the Brazilian Room will require a contract fee of \$300 to reserve a specific date. Deposit is \$600 for 12 hour block. If this date is cancelled more than 120 days in advance, \$100 shall be refundable and the remaining \$200 forfeited. No tentative holds without an initial payment will be processed. Contracts for events under 120 days require payment in full. Facility Reservations may be contacted at (888) 327-2757 Option 2 for Reservations, then Option 2 for facilities. We have two departments that handle your reservations. For availability, booking your date, payments and insurance contact, Facility Reservations in Oakland at 888-EBPARKS, option 2. For information on each rental site, catering, vendors, and for completing rental forms, contact Facility Operations at the Brazilian Room. **Within 14 days of your initial payment, you will need to contact the facilities staff at the Brazilian Room Office to receive your packet.** Call (510) 841-1244 for an appointment, or drop by the Brazilian Room during the Open House. If your event is within 30 days of your reservation, you must contact the Brazilian Room immediately.

### **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 will pay an additional fee for the non-catered option. **The non-catered option is NOT available Friday through Sunday or 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 in the amount of \$1 million per occurrence, naming the East Bay Regional Park District as additional insured, is required at least 30 days in advance of your event. If you don't have insurance that meets this requirement, it may be purchased through the Facility Reservations Office.