

**EBRPD Reservations Services Department**  
**2950 Peralta Oaks Court • Oakland, CA 94605**

1-888-EBPARKS (1-888-327-2757, option 2)

TDD: (510) 633-0460

Reservations FAX (510) 635-5502

Online Registration and Reservations: [www.ebparks.org/registration](http://www.ebparks.org/registration)



Dear Caterer:

I am writing to invite you to purchase an East Bay Regional Park District annual Vehicle Access Permit (VAP).

The annual VAP offers you three major benefits: targeted marketing, saved money and saved time.

1. **MARKETING:** Your company will be added to our list of caterers approved for Vehicle Access. This list is used by our Reservations staff when a customer booking a picnic reservation asks for a caterer recommendation.
2. **SAVE MONEY:** If you cater more than two events in these sites annually, you will save money by paying \$150 compared to the \$75 daily fee. You will also avoid the \$25 late fee if you are arranging vehicle access less than 15 days in advance.
3. **SAVE TIME:** By purchasing an annual permit, you, or your clients, will not have to get a certificate of insurance for each picnic or play phone tag with me to get their paperwork completed.

The annual VAP gives you vehicle access to twenty-six of the Park District's most popular picnic areas. These picnic areas are located in eleven different parks in Alameda and Contra Costa Counties. I have included a list of all parks and sites where vehicle access is allowed. The annual VAP will allow you to drive into the sites on the attached list. You are required to contact the park supervisor at least five days in advance of the event to arrange access for your vehicle.

To get your annual VAP, follow these steps,

- Fill in the blanks on the attached permit.
- Read and sign the permit.
- Return it to me with a check for \$150 or call to pay by credit card.
- Send me an insurance certificate showing proof of current Auto Liability Insurance in the amount of \$1 million per occurrence naming the East Bay Regional Park District as additional insured. Events at Quarry Lakes Regional Park must also name "Alameda County Water District" as additional Insured. Certificate holder address is ACWD 43885 South Grimmer Blvd., Fremont, CA 94538.

When these steps are completed, I will sign the permit and return it to you. You or your representative can then work directly with the park supervisors to arrange vehicle access. If you have any questions, please feel free to contact me.

Happy Picnicking,

A handwritten signature in cursive script that reads "Tiffany Margulici".

Tiffany Margulici  
Reservations Services Supervisor  
Phone 510-544-2540  
Fax 510-639-4757  
[tmargulici@ebparks.org](mailto:tmargulici@ebparks.org)

**ANNUAL VEHICLE ACCESS PERMIT**

Please complete the following information:

Permittee:	
Contact Person:	
Address:	
Phone numbers:	

**TERMS & CONDITIONS:**

- 1. This permit expires at 6:00 p.m. on December 31, 2010.**
- 2. Permittee must notify the Park Supervisor (see attached Exhibit A) at least 5 working days in advance of needing access to a specific picnic site. At that time, Permittee shall make all necessary arrangements with the Park Supervisor to gain access to the reserved picnic site.**
- 3. Permittee shall supply a Certificate of General Liability Insurance for coverage of at least \$1,000,000.00 per occurrence including automobile liability coverage in the amount of \$1,000,000.00 per occurrence. The certificate shall list East Bay Regional Park District as an additional insured while Permittee is working in an East Bay Regional Park. This coverage must apply to each vehicle being driven to the site.**
4. Upon compliance with all Terms and Conditions, Permittee will be granted vehicle access to the picnic sites listed in Exhibit A only when the group reserving a listed site has contracted with permittee to provide catering services.
5. Permittee agrees to indemnify, hold harmless, defend and protect the District, its officers, directors, agents and employees from any and all claims, losses, damages, demands, liabilities, suits, costs, expenses (including all reasonable attorney's fees), penalties, judgments or obligations whatsoever in connection with any injury, death, or damage to any person or property or pecuniary or monetary loss that results from, arises out of, or in any way relates to the activities of the Permittee both on and off the site, unless caused by the sole negligence or intentional misconduct of District. In the event a claim is made against the District, its officers, directors, agents and/or employees or they and/or the District are named as a co-defendant in any action concerning the Permit, the Permittee shall immediately notify the District. The District shall either retain legal counsel at the Permittee's sole expense or the Permittee shall reimburse the District for all legal expenses, including all reasonable attorney's fees, expended in representing the District.
6. Permittee agrees to pay for any damages to park facilities, which may be caused by the catering vehicle driving to or from the site. Permittee will drive no faster than 5 mph. on internal park paths and fire trails so as to not endanger park users walking or riding on trails or to create dust clouds when passing park users.
7. Access to the site depends on its status listed in Exhibit A. In sites which allow the vehicle to remain at the site, Permittee will park catering vehicle in an area agreed upon by the park supervisor and once in place shall leave the vehicle in place until the prearranged departure time. In sites, which do not allow the catering vehicle to remain at the site, the vehicle must be removed from the area within 30 minutes.
8. This Permit may be revoked at any time for failure to abide by these Terms and Conditions.

ISSUED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
District: Tiffany Margulici, Reservations Supervisor

CONDITIONS ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Permittee