



Fern Cottage

Rental Fees

2009 - 2010

Weekend rates (including major Holidays)

	<u>2009</u>	<u>2010</u>
Friday 3 hour minimum	\$200	\$250
Extra hours	\$50	\$60

Saturday, Sundays, Major Holidays

5 hour minimum	\$350	\$350
Extra hours	\$60	\$60

Hours Available

January, February, December	9 am to 4:30 pm
March, October, November	9 am to 6 pm
April through September	9 am to 8 pm

Monday through Friday

	<u>2009</u>	<u>2010</u>
Social 8 to 4	\$300	\$200
Business 8 to 4	\$200	\$200

Weekday Evening Rates

3 hour minimum(see hours available)	\$200	\$250
Extra hours	\$50	\$60

Week day

2 Consecutive days (8 to 4)	\$375	\$375
3 Consecutive days (8 to 4)	\$525	\$525

*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.

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

<u>Non-Catered Fees</u>	<u>2009</u>	<u>2010</u>
Events ending by 7 pm	\$250	\$100
Events ending after 7 pm	\$250	\$200
Business day, less than 50 people	\$50	\$100
Business day, more than 50 people	\$100	\$100

Cleaning and Damage deposit

Events ending by 7 pm	\$200
Events ending after 7 pm	\$500
Business day meetings	\$200

Event Insurance	\$100 to \$175
Parking	\$5.00 between April 1 and October 31

All fees are subject to change. Late load out fees up to \$150 per hour.

Amenities and Information

Cottage Size	1000 sq. ft.	Kitchen
Seating Capacity	60 inside	Refrigerator with freezer
Standing Capacity	130 inside and outside	Dishwasher
Standing Capacity	130	6 burner range with oven
Front Deck	16' x 20'	Kitchen cart
Tables	(13) 6' rectangle, (2) 8' rectangle	Ice tub for outdoor use
	(10) 5' round	Coffee pots
Chairs	90 stacking, 20 white plastic	Large backyard with covered deck

General Facility Information

For information and appointments call the **Facility Operations office at 510-841-1244**. Fern Cottage may be viewed every Monday from 10 am to 11:30 am.

Facility Operations / Brazil Room Office Hours

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

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

Web Site www.brazilianroom.org

TO RESERVE A DATE

All reservations at the Fern Cottage will require a contract fee of \$100 to reserve a specific date. If this date is cancelled more than 120 days in advance, \$50 shall be refundable and the remaining \$50 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.

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.