

FACILITY RESERVATION REQUEST FORM

Friends of Peralta Hacienda Historical Park

Location: 2465 34th Avenue, Oakland, CA 94601

Mailing: P.O. Box 7172, Oakland, CA 94601

Ph: (510) 532-9142

Fax: (510) 535-4842

Date	
Name of organization	
Event	
Contact person(s)	
Street address	
City, State, Zip	
Phone number	
Email	

Reservation date requested	
From	a.m./p.m. (please include set-up time)
To	a.m./p.m. (please include clean-up time)
Room(s) requested and rates	<input type="checkbox"/> Front room East: \$50 <input type="checkbox"/> Front room West (with fireplace): \$50 <input type="checkbox"/> Back room East (with fireplace): \$50 <input type="checkbox"/> Back room West: \$50 <input type="checkbox"/> Kitchen: \$50 <input type="checkbox"/> Entire downstairs (including kitchen): \$225

Fees:

To support operational costs, the organization asks for a donation for use of Peralta Hacienda facilities. This donation is tax-deductible. The fees are on a sliding scale.

Facility use policy:

1. Fees must be paid in full prior to the date of the event. Make check payable to: Friends of Peralta Hacienda Historical Park, P.O. Box 7172, Oakland, CA 94601.
2. Please confer with Peralta staff to coordinate the opening and closing of the facilities for your event. Staff may be contacted at (510) 532-9142.
3. As the facility is a historic house, please do not attach anything to the walls. Do not nail, tack, screw, glue, or tape materials to the walls. Staff will provide wiring and hardware if you wish to hang items from picture rails.

4. Facility rental includes use of:
 - 20 folding chairs
 - 4 six-foot folding tables
 - bathroom
 - parking lot (as space allows)

5. Please provide your own:
 - Food and paper goods
 - Extension cords
 - Music system

6. Please clean up after your event by removing any debris or decorations. Please place trash in the garbage cans located at the back of the house near the red patio area. Garbage bags will be provided at your request.

I have read the above Facility Use Policy and agree to adhere to these policies. I also agree to protect, indemnify, defend and save Friends of Peralta Hacienda Historical Park and its officers, members, employees, volunteers and agents, against all claims, loss or damage to persons or property arising out of or caused by use of the facilities.

Signature

Date

Printed name

Friends of Peralta Hacienda Historical Park Representative:

Signature

Date

Printed name

For office use only:

Fees paid:	
Date	