

JULY 2015 HP PARK EVENTS/BOOKINGS

DATE/TIME	EVENT/SIZE	PARKING	AREA	EVENT CONTACT	STAFF REQUIREMENTS/ISSUES	SEATING SET-UP	CATERING	MUSIC	Fees/MISC. INFO.
July 6, 2015 6:30 pm – 8:00 pm	Foundation Meeting 15-20	NO SPECIAL REQUIREMENTS	Main House	Foundation Meeting Marylue Timpson**	Set up/take down No staff present	U shape seating for 7 Audience – 12 chairs	None	None	No fee
July 6, 2015 9:00 am – 11:00 am	Pd meeting 8	NO SPECIAL REQUIREMENTS	Main House	Jennifer x 503**	Set up/take down No staff present	U shape seating for 8	None	None	No fee
July 8, 2015 6:30-8:00	Park & Rec Meeting 15-20	NO SPECIAL REQUIREMENTS	Main House	Steve Tyler **X541	Set up/take down No staff present	U shape seating for 12, audience -12	None	None	No Fee
July 11, 2015 9:30-4:00	Memorial 40	NO SPECIAL REQUIREMENTS	Main House	B. Macchia 650-948-4739	Set up/Take down HPP staff present	TBD	On Own	None	\$1950.00
July 11, 2015 3:00-12:00	Wedding Reception 50	NO SPECIAL REQUIREMENTS	Carriage House	J. Cornell 619-993-0519	Caterer set up HPP staff present	6-round tables,with 60 chairs	ABC	DJ	\$910.00
July 12, 2015 11:00-3:00	Engagement Party 60-70	NO SPECIAL REQUIREMENTS	North Meadow	M. Rusch 650-346-7030	Caterer Set up HPP staff present	None	ABC	None	\$520.00
July 13, 2015 4:00-9:00	Team building/Dinner 100-150	NO SPECIAL REQUIREMENTS	Pavilion	R. Soler 650-485-4303	Caterer Set up HPP staff present	10-15 round tables & chairs	ABC	None	\$1170.00
July 13-17, 2015 8:00-5:00	Meeting 24	NO SPECIAL REQUIREMENTS	Main House	J. Wiley 831-763-1800	Set up/take down Staff present	U-shape for 24	On Own	None	\$4550.00
July 16, 2015 9:00-3:00	Memorial 100	Families Carpooling	Pavilion	S. Jervis 650-854-0381	Caterer set up/take down. HPP staff present	TBD	Events Etc.	None	\$1035.00
July 17, 2015 8:00-5:00	Company Picnic 300+	Shuttle	North Meadow	K. Sherman 650-627-1096	Caterer. HPP staff present	N/A	ABC	iPod	910.00
July 18,	Retreat	NO SPECIAL	Pavilion	J. Derkis	Set up /take down	5 round	Biachini's	none	\$3250.00

** member to open and close facility.

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2015 8:30-4:30	50	REQUIREMENTS		650-363-9200	HPP staff present	tables 50 chairs			
July 23, 2015 11:00-5:00	Company Picnic 50-70	NO SPECIAL REQUIREMENTS	Pavilion	Garret 650-723-5459	Caterer set up. HPP staff present	5-7 round tables and chairs on patio	ABC	None	\$910.00
July 24, 2015 9:30-4:30	Company picnic 100	NO SPECIAL REQUIREMENTS	North Meadow	C. Russell 510-489-5791	No set up. HPP staff present	TBD	TBD	iPod	\$910.00
July 25, 2015 8:00-5:00	Company Picnic 200	Shuttle & Carpool	North Meadow	Bridgett M. 917-946-5691	Stuart Rental set up HPP staff present	TBD	ABC	iPod	\$910.00
July 26 2015 10:00-6:00	Wedding Anniversary	NO SPECIAL REQUIREMENTS	Carriage House	L. Barker 650-743-5607	Set up/take down HPP Staff present	TBD	On Own	None	\$805.00

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		CLASS		FACILITY/DAYS USED			
		DISCUSSION MEETINGS		CARRIAGE HOUSE/ - SUNDAYS 0900-1000			
		ATHERTON LACROSSE		Dates/times pending – contract to Council in July			
		AYSO		Dates/times pending – contract to Council in July			
		BARI HALPERIN – DOG TRNG		July 20, 27 6:00 – 9:00 pm - NM			
		BAY AREA COUNTRY DANCE		July 14 –CH - 8 – 10 pm			
		FREDDIE JACKSON – DOG TRNG		July 2,7,9,14,16,21,23,28 & 30 - 2 – 4 pm NM			
		FOLK DANCE		No dates July 2015			
		MENLO-ATHERTON YOUTH LACROSSE		Dates/times pending – contract to Council in July			
		TENNIS		TENNIS COURTS – DATES/TIMES VARY			

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