

FEBRUARY 2016 HP PARK EVENTS/BOOKINGS

DATE/TIME	EVENT/SIZE	PARKING	AREA	EVENT CONTACT	STAFF REQUIREMENTS/ISSUES	SEATING SET-UP	CATERING	MUSIC	Fees/MISC. INFO.
March 2, 2016, 6:30 pm-8:00 pm	Park & Rec Meeting 15-20	NO SPECIAL REQUIREMENTS	Main House	Park & Rec Steve Tyler X541**	Set up/ take down No staff present	U Shape seating for 12, Audience-12	None	None	No Fee
March 7, 2016 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
March 20, 2016 11:00am-3:00 pm	Party	NO SPECIAL REQUIREMENTS	Carriage House	E. Moro 202-251-3796	No set up, staff present. May use Main House if rain, due to dancers in CH/.Schedule mix up	N/A	Bar Car	None	\$520.00
March 21, 2016 5 – 8 pm	CCAC Public Meeting 50+	NO SPECIAL REQUIREMENTS	Pavilion	Theresa X529	Set up/take down No staff present	TBD			
March 24, 2016 7:00 am – 11:00 am	Community Trust 30+	NO SPECIAL REQUIREMENTS	Pavilion	Jennifer X503	Set up/take down No staff present	U shape seating for 35 – table for projector and 2 tables in back for refreshments	None	None	No Fee
March 26, 2016 7:00 am – 2:00 pm	Easter Egg Hunt 100+		Pavilion	Katy Klaus		TBD	None	None	No Fee
March 30, 2016 8:00 am – 12:00	Police Training 50+	NO SPECIAL REQUIREMENTS	Pavilion	Jennifer X503	Set up/take down No staff present	Classroom seating for 50 – 2 tables in back for refreshments	None	None	No Fee

** member to open and close facility.

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CLASS	FACILITY/DAYS USED
DISCUSSION MEETINGS	CARRIAGE HOUSE/ - SUNDAYS 0900-1000
AYSO	None.
BARI HALPERIN – DOG TRNG	March 7, 14 CH/ 6 – 9 pm
BAY AREA COUNTRY DANCE	March 8 CH - 8 – 10 pm
ENCORE LACROSSE	None.
FREDDIE JACKSON – DOG TRNG	March 1,3,8,10,15,17,22,24,29 & 31 2 – 4 pm NM
FOLK DANCE	March 2, 9, 16, 23, 30 CH 8 – 10 pm
MENLO-ATHERTON YOUTH LACROSSE	Field A, B, C, D March 1- 31 4 – 5:45 pm March 19 10-12 March 20 12 – 2 pm
Royal Scottish Dance	March 20 CH/ 1:30 – 4:40 pm -
TENNIS	TENNIS COURTS – DATES/TIMES VARY

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