

## SEPTEMBER 2016 HP PARK EVENTS/BOOKINGS

DATE/TIME	EVENT/SIZE	PARKING	AREA	EVENT CONTACT	STAFF REQUIREMENTS/ISSUES	SEATING SET-UP	CATERING	MUSIC	Fees/MISC INFO.
September 1, 2016 1pm-7pm	Picnic 40	NO SPECIAL REQUIREMENTS	North Meadow	S. Curley 650-868-2091	Vendor set up/take down Staff present	Vendor	El Gruellens	None	\$910.00
September 4, 2016 12:30pm-8:30pm	Picnic >100	NO SPECIAL REQUIREMENTS	North Meadow	T. Morris 650-380-4413	Vendor set up/take down Staff present	Vendor	TBD	None	910.00
September 6-9, 2016 7:00 am - 5:00 pm	Police Training 10	NO SPECIAL REQUIREMENTS	Main House	Jennifer x 503**	Set up/ take down No staff present	U shape seating for 10	None	None	No fee
September 7, 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
September 8, 2016 6:30pm-8:30pm	Friends-Park tour ?	NO SPECIAL REQUIREMENTS	Carriage House Event Garden	M. Cushman 917-434-0493	Set up/ take down No staff present	1- 6 Ft, 1 8Ft, table, stack of chairs	?	None	No Fee
September 10, 2016 3pm-11pm	Wedding 150	Carpooling, Uber	Pavilion	Z. Kasad 650-339-1949	Caterer set up Take down Staff present	15 round tables, ceremony chairs	Apna Dhaba	DJ	\$3250.00
September 12, 2016 6:00 pm - 8:30pm	Foundation Meeting 15-20	NO SPECIAL REQUIREMENTS	Main House	Marylue Timpson	Set up/ take down No staff present	U shape seating for 7 Audience – 12 chairs	None	None	No fee
September 13, 2016 8am-5pm	Meeting 25	NO SPECIAL REQUIREMENTS	Pavilion	Rosa 650-569-5906	Set up/take down Staff present	25 chairs/ 3 rounds outside	TBD	None	\$1170.00
September 14, 2016 7:30am-2:30pm	Cooking Event 85	NO SPECIAL REQUIREMENTS	Pavilion	M. Stassi 415-441-3595	Vendor set up/take down Staff present	TBD	Parties that Cook	None	\$1170.00
September	Set Up Tent	NO SPECIAL	North	A.Sorensen	Vendor set up Tent	Tent	None	None	\$910.00

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14 , 2016 8am-4pm	20	REQUIREMENTS	Meadow	650-759-4748	Staff available				
September 15-16, 2016 time	Art Show 100+	NO SPECIAL REQUIREMENTS	Pavilion	Betty Ullman	Set up/ take down No staff present	Specific set up instructions	None	None	No fee
September 15, 2016 9am-5pm	Team Building 250-300	Shuttle	North Meadow	A.Sorensen 650-759-4748	Set up done 9/14 Staff present	Tent, tables from caterer	ABC	None	\$1300.00
September 16, 2015 12:30-7:30	Picnic 40	NO SPECIAL REQUIREMENTS	North Meadow	J. Lozano 650-289-2483	Using existing tables Staff present	n/a	Tasty Bites	None	\$910.00
September 17, 2016 9:30am- 5:00pm	Picnic 160	Carpool	North Meadow	C. Russel 510-517-0445	Caterer set up/take down Staff present	12 round tables & chairs	ABC	None	\$1300.00
September 23, 2016 12:00pm- 8:00pm	Picnic >100	NO SPECIAL REQUIREMENTS	North Meadow	M. Blake 650-387-4745	Caterer set up/take down Staff present	TBD	TBD	None	\$910.00
September 23, 2016 8:00am- 4:00pm	Training 22	NO SPECIAL REQUIREMENTS	Main House	L. Wong 408-621-9495	Set up/take down Staff present	5- round tables Patio, 23 chairs in MH.	On Own	None	910.00
September 24, 2016 12:00-5:30	MPFPD 50	NO SPECIAL REQUIREMENTS	Pavilion	T. DellaSanta X 529	Set up/take down No staff present	TBD	On Own	None	No Fee
September 24, 2016 11:00am- 3:00pm	Memorial 50	NO SPECIAL REQUIREMENTS	Carriage House	A.Faulstich 707-791- 6133	Set up/Take down Staff present	3 rounds, & 40 chairs Chevron style	On Own	None	\$520.00
September 25, 2016 8:30am- 12:30pm	Picnic 25	NO SPECIAL REQUIREMENTS	North Meadow	B. Nivaggioli 650-328-7777	No set up needed Staff Present	None	None	None	\$460.00
September 25, 2016	Court of Honor 70	NO SPECIAL REQUIREMENTS	Carriage House	L. Matterman 650-868-3378	Set up/ Take down Staff Present	TBD	None	None	\$520.00

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12:00pm-4:00pm									
September 28, 2016 11:00am-1:00pm	Meeting 30	NO SPECIAL REQUIREMENTS	Main House	S. Tyler Ext. 541	Set up/ Take down No Staff present	Square for 30 ppl	None	None	No Fee
September 29, 2016 7:00 am – 10:00 am	Community Trust meeting 35+	NO SPECIAL REQUIREMENTS	Pavilion	Jennifer x 503		U shape seating for 35 – screen down – table in center for projector. Table in back for refreshments			
September 29, 2016 9:00am-5:00pm	Set up for 9/30 event 50	NO SPECIAL REQUIREMENTS	North Meadow	S. Alexander 650-268-8555	Vendor set up tent and rentals	Vendor has diagram	None	None	\$805.00
September 30, 2016 8:00am-4:00pm	Fundraiser 250	Valet	North Meadow	S. Alexander 650-268-8555	Vendor set up tent and rentals. Staff present	Vendor has diagram	Barbara Lewellyn	None	\$805.00

CLASS	FACILITY/DAYS USED	CONTACT NAME
<b>DISCUSSION MEETINGS</b>	CARRIAGE HOUSE/ - SUNDAYS 0900-1000	Robert Corona
<b>AYSO</b>	M-F: 4 – 7pm  Fields C & D (A & B ok if Lacrosse not using).	Mike Molano
<b>BARI HALPERIN – DOG TRNG</b>	None.	Bari Halperin
<b>BAY AREA COUNTRY DANCE</b>	September 13	Alan Winston

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	CH - 8 – 10 pm	
<b>ENCORE LACROSSE</b>	None.	Kevin Arabejo
<b>FREDDIE JACKSON – DOG TRNG</b>	September 1,6,8,13,15,20,22,27,29 NM 2 – 4 pm	Freddie Jackson
<b>FOLK DANCE</b>	September 14, 21, 28 CH 8 – 10 pm	Suzanne Rocca-Butler
<b>MENLO-ATHERTON YOUTH LACROSSE</b>	None.	MJ Davey
<b>TENNIS</b>	TENNIS COURTS – DATES/TIMES VARY	Player Capital

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