

NOVEMBER 2016 HP PARK EVENTS/BOOKINGS

DATE/TIME	EVENT/SIZE	PARKING	AREA	EVENT CONTACT	STAFF REQUIREMENTS/ISSUES	SEATING SET-UP	CATERING	MUSIC	Fees/MISC. INFO.
November 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
November 2, 2016 9:00 am – 3:00 pm	SMCO Records Luncheon 100	NO SPECIAL REQUIREMENTS	Pavilion	Antoinette X501**	Set up/ take down No staff present	Seating chart completed.	La Corneta Taqueria	None	No Fee
November 3, 2016 10:00 am – 2:00 pm	FHPP meeting	NO SPECIAL REQUIREMENTS	Main House	Cat Westover 906-4949	Set up/ take down No staff present	5- round Tables & Chairs	?	None	No Fee
November 5, 2016 3pm-11pm	Banquet 100	NO SPECIAL REQUIREMENTS	Pavilion	E. Phillips 650-323-1618	Set up/ Take Down Staff Present	13 round tables & chairs	ABC	3 Piece Band	\$2875.00
November 7, 2016 6:30 pm – 8:00 pm	Foundation Meeting 15-20	NO SPECIAL REQUIREMENTS	Main House	Foundation Meeting Marylyue Timpson**	Set up/take down No staff present	U shape seating for 7 Audience – 12 chairs	None	None	No Fee
November 17, 2016 7:00 am – 11:00 am	Community Trust meeting 30+	NO SPECIAL REQUIREMENTS	Pavilion	Jennifer X503**	Set up/ take down No staff present	U-shape seating for 30; table in back for refreshments	None	None	No Fee
November 19, 2016 3:30pm-11:30pm	Bar Mitzvah >150	NO SPECIAL REQUIREMENTS	Pavilion	A. Keer 650-218-6696	Caterer set up Staff Present	TBD	Continental Caterers	None	\$3250.00
November 30, 2016 11am-1pm	Meeting	NO SPECIAL REQUIREMENTS	Main House	S. Tyler X 541	Set up/ take down No staff present	Square for 30	None	None	No Fee

** member to open and close facility.

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CLASS	FACILITY/DAYS USED	CONTACT NAME
DISCUSSION MEETINGS	CARRIAGE HOUSE/ - SUNDAYS 0900-1000	Kim Huffman
AYSO	M-F: 4 – 6 pm Fields C & D (A & B ok if Lacrosse not using).	Mike Molano
BARI HALPERIN – DOG TRNG	None.	Bari Halperin
BAY AREA COUNTRY DANCE	November 8 CH - 8 – 10 pm	Alan Winston
ENCORE LACROSSE	None.	Kevin Arabejo
FREDDIE JACKSON – DOG TRNG	November 1,3,8,10,15,17,22 & 29 NM 2 – 4 pm	Freddie Jackson
FOLK DANCE	November 2, 9, 16, 30 CH 8 – 10 pm	Suzanne Rocca-Butler
MENLO-ATHERTON YOUTH LACROSSE	None.	MJ Davey
TENNIS	TENNIS COURTS – DATES/TIMES VARY	Player Capital

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