

## APRIL 2017 HP PARK EVENTS/BOOKINGS

DATE/TIME	EVENT/SIZE	PARKING	AREA	EVENT CONTACT	STAFF REQUIREMENTS/ISSUES	SEATING SET-UP	CATERING	MUSIC	Fees/MISC. INFO.
April 3, 2017 12 – 1 pm	Round Table mtg. 15	NO SPECIAL REQUIREMENTS	Main House	Brett Hale	Set up/take down No staff present	Square shape seating for 15	None	None	No fee
April 3, 2017 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
April 5, 2017 2:00pm-8:30pm	Cooking Class 10	NO SPECIAL REQUIREMENTS	Main House	M. Fuller 415-553-8894	Caterer Set up/take down. Staff present	TBD	Hands On Gourmet	None	\$910.00
April 5, 2017 6:30 pm-8:00 pm	Park & Rec Meeting 15-20	NO SPECIAL REQUIREMENTS	Pavilion	Park & Rec Steve Tyler X541**	Set up/ take down No staff present	U Shape seating for 12, Audience-12	None	None	No Fee
April 6, 2017 10am-12pm	Street Study Mtg 25	NO SPECIAL REQUIREMENTS	Pavilion	J Knowles 510-788-6878	Set up/take down No staff present	U Shape/25 Podium/Mic	None	None	No Fee
April 15, 2017 7:00 am – 2:00 pm	Easter Egg Hunt 100+	NO SPECIAL REQUIREMENTS	Pavilion	Katy Klaus	Set up/take down No staff present	TBD	None	None	No Fee
April 18, 2017 9am – 3 pm	Employee Luncheon 50	NO SPECIAL REQUIREMENTS	Pavilion	Theresa **529	Set up/take down No staff present	TBD	None	None	No Fee
April 18, 2017 3:30pm-9:30pm	Cooking Class 55	NO SPECIAL REQUIREMENTS	Pavilion	Parties That Cook 415-441-3595 X 110	Caterer setup/take down. Staff Present	TBD	TBD	None	No Fee
April 21, 2017 7:30am-4:00pm	Sophomore Retreat 100	NO SPECIAL REQUIREMENTS	ALL Venues	SHP 650-576-5283	Set up/take down Staff present	7- 8 ft. tables	None	None	\$2645.00
April 25,	Luncheon	NO SPECIAL	Pavilion	Kaiser	Caterer set up/take	10 round	ABC	None	\$1170.00

\*\* member to open and close facility.

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2017 9:30am- 3:30pm	75	REQUIREMENTS		650-299-3056	down. Staff present	tables, 100 chairs			
April 27, 2017 2:00pm- 9:00pm	Fundraiser 100	NO SPECIAL REQUIREMENTS	Pavilion	J. Yuen 650-314-0180	Caterer set up/take down. Staff present	10 round tables, 100 chairs	ABC	None	\$1170.00
April 28, 2017 7:30am- 4:00pm	Sophomore retreat 100	NO SPECIAL REQUIREMENTS	ALL Venues	SHP 650-576-5283	Set up/take down Staff present	7- 8 ft. tables	None	None	\$2645.00

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<b>CLASS</b>	<b>FACILITY/DAYS USED</b>
<b>DISCUSSION MEETINGS</b>	CARRIAGE HOUSE/ - SUNDAYS 0900-1000
<b>AYSO</b>	None.
<b>BARI HALPERIN – DOG TRNG</b>	None.
<b>BAY AREA COUNTRY DANCE</b>	April 11 - CH - 8 – 10 pm
<b>ENCORE LACROSSE</b>	None.
<b>FREDDIE JACKSON – DOG TRNG</b>	April 4,6,11,13,18,20,25 & 27 2 – 4 pm NM
<b>FOLK DANCE</b>	April 5, 12, 19, 26 CH 8 – 10 pm
<b>MENLO-ATHERTON YOUTH LACROSSE</b>	April 1,8,15,22,29 3-4 pm
<b>Royal Scottish Dance</b>	April 30 CH/ 1:30 – 4:40 pm
<b>TENNIS</b>	TENNIS COURTS – DATES/TIMES VARY

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