

## OCTOBER 2017 HP PARK EVENTS/BOOKINGS

DATE/TIME	EVENT/SIZE	PARKING	AREA	EVENT CONTACT	STAFF REQUIREMENTS/ISSUES	SEATING SET-UP	CATERING	MUSIC	Fees/MISC INFO.
October 2, 2017 12:00 pm – 1:00 pm	Round Table mtg. 15	NO SPECIAL REQUIREMENTS	Main House	Building Dept.	Set up/take down No staff present	Square shape seating for 15	None	None	No fee
October 2, 2017 6:30 pm- 8:00 pm	Foundation Meeting 15-20	NO SPECIAL REQUIREMENTS	Main House	Marylue Timpson	Set up/ take down No staff present	U Shape seating for 12, Audience-12	None	None	No Fee
October 3, 2017 6:30 am – 3:00 pm	Pd Training 15	NO SPECIAL REQUIREMENTS	Main House	Jennifer Frew X503	Set up/ take down No staff present	U Shape seating for 15 Screen – table in center for projector	None	None	No Fee
October 3, 2017 3:00 pm – 7:00 pm	Pd Training 15	NO SPECIAL REQUIREMENTS	Carriage House	Jennifer Frew X503	No set up	No seating – mats for defensive tactics trng.	None	None	No Fee
October 3, 2017 2:00pm- 9:00pm	Retreat 38	NO SPECIAL REQUIREMENTS	Pavilion Main House	WellSpring 650-400-4505	Caterer set up/table down. Staff present	Chairs for 38, horse shoe, 4 round tables	ABC	None	\$1840.00
October 4, 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
October 4, 2017 3:00pm- 5:00pm	Library Program ?	NO SPECIAL REQUIREMENTS	Carriage House	Francisco 650-328-2422	Set up/take down Staff Present	2-8 ft 1-6ft	None	None	\$920.00

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October 5, 2017 6:30 am – 3:00 pm	Pd Training 15	NO SPECIAL REQUIREMENTS	Main House	Jennifer Frew X503	Set up/ take down No staff present	U Shape seating for 15 Screen – table in center for projector	None	None	No Fee
October 5, 2017 3:00 pm – 7:00 pm	Pd Training 15	NO SPECIAL REQUIREMENTS	Pavilion	Jennifer Frew X503	No set up	No seating – mats for defensive tactics trng.	None	None	No Fee
October 7, 2017 12:00pm-4:00pm	Memorial 50	NO SPECIAL REQUIREMENTS	Main House	N. Peterson 650-424-4467	HPP set up/take down Staff present	50 chairs theater style, 2-6 ft tables	On Own	None	\$1950.00
October 7, 2017 4:00pm-12:00am	Wedding 200	Shuttle from Hotel	Pavilion	A. Bunnell 408-667-4777	Caterer set up/take down Staff present	Round tables for 200.	Eisenhauer	DJ	\$3250.00
October 11, 2017 3:00pm-5:00pm	Library Program ?	NO SPECIAL REQUIREMENTS	Carriage House	Francisco 650-328-2422	Set up/take down Staff present	2-8Ft 1-6ft	None	None	\$920.00
October 12, 2017 9:30 am – Noon	Pd – All Schools Meeting	NO SPECIAL REQUIREMENTS	Pavilion	David Gomez – X509	Set up/ take down No staff present	U Shape seating for 30 - table in center for projector – 2 tables in back for coffee, etc.	None	None	No Fee
October 13, 2017 9:00am-	Retreat 50	NO SPECIAL REQUIREMENTS	Pavilion Main House	WellSpring 650-400-4505	HPP set up/take down Staff present	Chairs for 48, horse shoe, 4	On Own	None	\$1975.00

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4:00pm						round tables			
October 14, 2017 2:00pm-10:00pm	Banquet 35	NO SPECIAL REQUIREMENTS	Main House	E. Goiten 650-369-6690	Caterer set up/take down Staff present	5 tables, w/8 chairs. 8 ft table	John Elder	None	\$1725.00
October 15, 2017 10:30am-2:30pm	Picnic 75	NO SPECIAL REQUIREMENTS	North Meadow	D. Chen 650-234-5642	Caterer Setup/take down Staff present	TBD	La Grullence	None	\$460.00
October 18, 2017 10:00am-12:00pm	Meeting 10	NO SPECIAL REQUIREMENTS	Carriage House	Francisco 650-328-2422	HPP Set up/take down No staff present	U shape for 10	None	None	No Fee
October 18, 2017 3:00pm-5:00pm	Library Program ?	NO SPECIAL REQUIREMENTS	Carriage House	Francisco 650-328-2422	HPP Set up/take down No staff present	2-8 ft 1-6ft	None	None	\$920.00
October 18, 2017 8:00am-4:00pm	Meeting 30	NO SPECIAL REQUIREMENTS	Main House	K. Garcia 650-299-2434	Set up/take down Staff present	4 round tables, 30 chairs	Biancini's	None	\$910.00
October 19 2017 9:00am-5:00pm	Set Up 30	NO SPECIAL REQUIREMENTS	North Meadow	S. Alexander 650-268-8555	Vendor set up tent, tables/chairs Staff present	TBD	None	None	\$805.00
October 20, 2017 8:00am-4:00pm	Fundraiser 200	Valet	North Meadow	S. Alexander 650-268-8555	Vendor set up tent, tables/chairs Staff present	TBD	Barbara Lewellyn	None	\$1150.00
October 21, 2017 4:00pm-12:00am	Social Gathering 70	NO SPECIAL REQUIREMENTS	Carriage House	D. Persson 650-619-4213	Caterer set up/take down Staff present	TBD	Jaime Duenas	DJ	\$920.00
October 22, 2017 1:00pm-7:00pm	Retreat 50	NO SPECIAL REQUIREMENTS	Pavilion	Wellspring 650-400-4505	Caterer set up/take down Staff present	9- round tables w/chairs	ABC	None	\$2875.00

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October 25, 2017 3:00pm-5:00pm	Library Program ?	NO SPECIAL REQUIREMENTS	Carriage House	Francisco 650-328-2422	HPP Set up/take down No staff present	2-8 ft 1-6ft	None	None	\$920.00
October 27, 2017 7:30am-4:00PM	Sophomore Retreat 200	NO SPECIAL REQUIREMENTS	All Facilities	D. Kelly 650-454-8314	HPP set up/take down Staff present	180 chairs, Podium & Mic	TBD	None	\$3105.00
October 27, 2017 5:00 pm – 9:00 pm	Town Dinner – All Cities 50-75	NO SPECIAL REQUIREMENTS	Pavilion	Theresa X 529	Set up/ take down No staff present	TBD	?	?	No Fee

<u>CLASS</u>	<u>FACILITY/DAYS USED</u>	<u>CONTACT NAME</u>
<b>DISCUSSION MEETINGS</b>	CARRIAGE HOUSE/ - SUNDAYS 0900-1000	Kim Huffman
<b>AYSO</b>	Dates TBD.	Mike Molano
<b>BARI HALPERIN – DOG TRNG</b>	None.	Bari Halperin
<b>BAY AREA COUNTRY DANCE</b>	October 10            CH - 8 – 10 pm	Alan Winston
<b>ENCORE LACROSSE</b>	Dates TBD.	Kevin Arabejo
<b>FREDDIE JACKSON – DOG TRNG</b>	October; 3,5,19,24,26,31  2 – 4 pm NM	Freddie Jackson
<b>FOLK DANCE</b>	October 25            CH 8 – 10 pm	Suzanne Rocca-Butler
<b>MENLO-ATHERTON YOUTH LACROSSE</b>	Dates TBD.	MJ Davey
<b>TENNIS</b>	TENNIS COURTS – DATES/TIMES VARY	Player Capital

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