

### JANUARY 2018 HP PARK EVENTS/BOOKINGS

DATE/TIME	EVENT/SIZE	PARKING	AREA	EVENT CONTACT	STAFF REQUIREMENTS/ISSUES	SEATING SET-UP	CATERING	MUSIC	Fees/MI SC. INFO.
January 8, 2018 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
January 10, 2018 6:30 pm - 8:00 pm	Park & Rec Meeting 15-20	NO SPECIAL REQUIREMENTS	Main House	Park & Rec Sally Bentz**	Set up/ take down No staff present	U Shape seating for 12, Audience- 12	None	None	No Fee
January 11, 2018 7:00 am – 5:00 pm	Police Training 25+	NO SPECIAL REQUIREMENTS	Pavilion	PD – J. Frew**	Set up/ take down No staff present	U shape seating for 20 – table in back for coffee, food	None	None	No Fee
January 16, 2018 7:00 am – 5:00 pm	Police Training 25+	NO SPECIAL REQUIREMENTS	Pavilion	PD – J. Frew**	Set up/ take down No staff present	U shape seating for 20 – table in back for coffee, food	None	None	No Fee
January 18, 2018 5:00pm-9:00pm	Cal train Project ?	NO SPECIAL REQUIREMENTS	Pavilion	M. Kashiwagi**	Set up/ take down No staff present	TBD	None	None	No Fee
January 21, 2018 7:30:0am-3:30pm	Wedding 140	NO SPECIAL REQUIREMENTS	Pavilion	V. Subramanian 510-396-1082	Set up/take down Staff present	14 round tables, 140 chairs	Eight Elements	DJ	\$3250.00
January 22, 2018 7:30-6:00pm	Meeting 12	NO SPECIAL REQUIREMENTS	Main House	M. Dixon 650-289-1114	Set up/take down Staff present	Square for 12	On Own	None	\$910.00
January 23, 2018 5:00pm-12:00am	Fundraiser 30	NO SPECIAL REQUIREMENTS	Pavilion	M. Timpson 650-330-0333	Set up/take down Staff present	TBD	TBD	None	\$1035.00

\*\* member to open and close facility.

**JANUARY 2018 HP PARK EVENTS/BOOKINGS**

January 25, 2018 8:00am- 5:00pm	City clerk Meeting ?	NO SPECIAL REQUIREMENTS	Pavilion	J. Herren X 585	Set up/Take down No staff present	TBD	TBD	None	No Fee
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**Commented [JS1]:** TBD

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<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>	None.	Mike Molano
<b>BARI HALPERIN – DOG TRNG</b>	January 22, 29 CH - 6-9 pm	Bari Halperin
<b>BAY AREA COUNTRY DANCE</b>	January 9 CH - 8 – 10 pm	Alan Winston
<b>ENCORE LACROSSE</b>	None.	Kevin Arabejo
<b>FOLK DANCE</b>	January 3, 10, 17, 24, 31 CH 8 – 10 pm	Suzanne Rocca-Butler
<b>FREDDIE JACKSON – DOG TRNG</b>	January 9,11,16,18,23,25 & 27 NM 2 – 4 pm	Freddie Jackson
<b>MENLO-ATHERTON YOUTH LACROSSE</b>	None.	MJ Davey
<b>TENNIS</b>	TENNIS COURTS – DATES/TIMES VARY	Player Capital

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