

MARCH 2018 HP PARK EVENTS/BOOKINGS

| DATE/TIME | EVENT/SIZE | PARKING | AREA | EVENT CONTACT | STAFF REQUIREMENTS/ISSUES | SEATING SET-UP | CATERING | MUSIC | Fees/MISC .INFO. |
|------------------------------------|-----------------------------|-------------------------|-------------------------|---|---|--|----------------|-------|------------------|
| March 5, 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 |
| March 6, 2018 2:00pm-9:00pm | Retreat 38 | NO SPECIAL REQUIREMENTS | Main House/ Pavilion | T. O'Neel 650-400-4505 | Caterer set up/Take down Staff present | TBD | ABC | None | \$1840.00 |
| March 7, 2018 6:30 pm-8:00 pm | Park & Rec Meeting 15-20 | NO SPECIAL REQUIREMENTS | Pavilion | Park & Rec Sally Bentz** | Set up/ take down No staff present | U Shape seating for 17, Audience- 60 | None | None | No Fee |
| March 10, 2018 2:00pm-5:00pm | Clay Court Dedication ? | NO SPECIAL REQUIREMENTS | Tennis courts | T. Rajaram 650-492-3525 | MCE set up/Take down No Staff present | 10-15 chairs, Podium, 8 ft table, tent | None | None | No Fee |
| March 16, 2018 4:00pm-6:00pm | Egg Stuffing 10 | NO SPECIAL REQUIREMENTS | Main House | Rashmi 650-703-8858 | Set up/Take down No Staff present | U Shape, 10 chairs | None | None | No Fee |
| March 17, 2018 3:00pm-1:00pm | Social Gathering 50 | NO SPECIAL REQUIREMENTS | Carriage House | Barbara 650-245-8990 | Set up/Take Down Staff Present | 7 tables w chairs, 2 long tables | Madmax Mexican | None | \$1040.00 |
| March 19, 2018 8:00am-6:00pm | Meeting 10 | NO SPECIAL REQUIREMENTS | Main House | M. Dixon 650-289-1114 | Set up/Take Down Staff Present | Square, w 10 chairs | On Own | None | \$910.00 |
| March 22, 2018 7:30am-12:30pm | Meeting 100 | NO SPECIAL REQUIREMENTS | Main House/ Pavilion | T. O'neel 650-400-4505 | Set up/Take Down Staff Present | TBD | TBD | None | \$1265.00 |
| March 28, 2018 2:00pm-10:00pm | Social Gathering 80 | NO SPECIAL REQUIREMENTS | Pavilion | G. Viray 408-823-5316 | Set up/Take Down Staff Present | TBD | ABC | None | \$1170.00 |

** member to open and close facility.

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| March 31, 2018 8:00 am – 2:00 pm | Easter Egg Hunt 200+ | NO SPECIAL REQUIREMENTS | Main House, Pavilion CH | Alicia Bakowski | Set up/ take down No staff present | Set up TBD | None | None | No Fee |
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| CLASS | FACILITY/DAYS USED |
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| DISCUSSION MEETINGS | CARRIAGE HOUSE/ - SUNDAYS 0900-1000 |
| AYSO | None. |
| BARI HALPERIN – DOG TRNG | March 5, 12 CH/ 5:30 – 8:30 pm |
| BAY AREA COUNTRY DANCE | March 13 CH - 8 – 10 pm |
| ENCORE LACROSSE | None. |
| FREDDIE JACKSON – DOG TRNG | March: 1,6,8,13,15,20,22,27 & 29 2 – 4 pm NM March 3, 10, 17, 24 10 – 11 am NM |
| FOLK DANCE | Mar. 7, 14, 21, 28 CH 8 – 10 pm |
| MENLO-ATHERTON YOUTH LACROSSE | Field B, C March 4,11,18,25 3-4 pm |
| TENNIS | TENNIS COURTS – DATES/TIMES VARY |

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