

APRIL 2019 HP PARK EVENTS/BOOKINGS

DATE/TIME	EVENT/SIZE	PARKING	AREA	EVENT CONTACT	STAFF REQUIREMENTS/ISSUES	SEATING SET-UP	CATERING	MUSIC	FEES
April 1, 2019	Atherton Development Round Table Meeting 20	NO SPECIAL REQUIREMENTS	Main House	M. Greenlee, Building Official Ext #518	Set up/take down No staff present	U shape for 20	On Own	NONE	NONE
April 1, 2019 6:30-8:30	Foundation 15-20 Attendees	NO SPECIAL REQUIREMENTS	Main House	Marylue Timpson, Committee member	Set up/take down No staff present	U-shape for 7, audience for 12	None	None	NONE
April 4, 2019	Atherton Arts Foundation Art Show	NO SPECIAL REQUIREMENTS	Jennings Pavilion	Dorothy Hunter, Foundation member	TBD	TBD	TBD	TBD	NONE
April 5, 2019	Atherton Arts Foundation Art Show	NO SPECIAL REQUIREMENTS	Jennings Pavilion	Dorothy Hunter, Foundation member	TBD	TBD	TBD	TBD	NONE
April 6, 2019	Atherton Arts Foundation Art Show	NO SPECIAL REQUIREMENTS	Jennings Pavilion	Dorothy Hunter, Foundation member	TBD	TBD	TBD	TBD	NONE
April 7, 2019	Atherton Arts Foundation Art Show	NO SPECIAL REQUIREMENTS	Jennings Pavilion	Dorothy Hunter, Foundation member	TBD	TBD	TBD	TBD	NONE
April 10, 2019 7:00am-9:00am	APD Meeting 9 Attendees	NO SPECIAL REQUIREMENTS	Main House	J.Frew, Asst. to the Chief / Trng. Mngr. Ext # 503	Set up/take down No staff present	U Shape	TBD	N/A	NONE
April 11, 2019 7:30am-12:30pm	Retreat 50	NO SPECIAL REQUIREMENTS	Pavilion/ Main House	T. ONeel 650-400-4505	Set up/take down Staff present	Theater for 50 & round tables	On Own	NONE	\$1265.00
April 19, 2019 8am-4pm	Meeting 35	NO SPECIAL REQUIREMENTS	Main House	J. Chavez 650-725-1642	Set up/take down	5 round table w38 chairs	On Own	NONE	\$910.00

** Staff member to open and close facility.

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					Staff present				
April 20, 2019 8:00am- 2:00pm	Annual Easter Egg Hunt 1000+ Attendees	NO SPECIAL REQUIREMENTS	Jennings Pavilion	Alicia Bakowski 650-213-6251	TBD	TBD	TBD	TBD	NONE
April 23, 2019 11:am-2:00pm	Employee Lunch 35	NO SPECIAL REQUIREMENTS	Jennings Pavilion	T. DellaSanta X 529	Set up/take down No staff present	4 round tables/9 chairs each, 2- 8ft in back	TBD	NONE	NONE
April 27, 2019 11:00am-3:00pm	Wedding Ceremony 40	NO SPECIAL REQUIREMENTS	Carriage House	M. Gonzalez 650-727-7922	Vendor set up Staff Present	TBD	On Own	DJ	\$520.00
April 28, 2019 11-4 (Tentative)	Memorial 70	NO SPECIAL REQUIREMENTS	Jennings Pavilion		Set up/take down Staff present	TBD	TBD	TBD	\$2587.50

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<u>CLASS</u>	<u>FACILITY/DAYS USED</u>
A.A MEETINGS	Every Sunday April 7, 14, 21 & 28 CH 8 – 10 am
AYSO	Monday-Friday To be determined
BAY AREA COUNTRY DANCE	(2 nd Tuesday of Each Month) April 9 CH 8 – 10 pm
FOLK DANCE	Wednesdays April 3, 10, 17 & 24 CH 8 – 10 pm
FREDDIE JACKSON – DOG TRNG	Tuesdays & Thursdays April 2, 4, 9, 11, 16, 18, 23, 25 & 30 North Meadow (or Carriage House) 2 – 4 pm
MENLO-ATHERTON LITTLE LEAGUE	April 2019
MENLO ATHERTON YOUTH LACROSSE	To be determined Fields B & C 3:30pm – 5:30 pm
TENNIS	TENNIS COURTS – DATES/TIMES VARY

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