

MAY 2019 HP PARK EVENTS/BOOKINGS

DATE/TIME	EVENT/SIZE	PARKING	AREA	EVENT CONTACT	STAFF REQUIREMENTS/ISSUES	SEATING SET-UP	CATERING	MUSIC	FEES
May 2, 2019 8:00am-5:00pm	Meeting 30	NO SPECIAL REQUIREMENTS	Main House	N. Jordan 310-988-9157	Set up/Take Down Staff Present	5 round tables with 6 chairs	On Own	N/A	\$910.00
May 3, 2019 3:00pm-11:00pm	Dance 75	NO SPECIAL REQUIREMENTS	Pavilion	L. O'hearn-Keck 650-465-7221	Set up/Take Down Staff Present	8 tables with 8 chairs, 4 long tables	On Own	DJ	\$1560.00
May 4, 2019 9:00am-5:00pm	Social Gathering 100	NO SPECIAL REQUIREMENTS	Main House	L. Cope 650-464-0522	Set up/Take Down Staff Present	10 tables on Patio with 8 chairs	Fresh	N/A	\$1950.00
May 4, 2019 11:00am-4:00pm	Climate Change Symposium 50	NO SPECIAL REQUIREMENTS	Pavilion	N. Delgado X 544	Set up/Take Down No Staff Present	Theater for 50, podium, long tables in back	On Own	N/A	NONE
May 6, 2019 6:30pm-8:30pm	Foundation Meeting 20	NO SPECIAL REQUIREMENTS	Main House	M. Timpson Committee Member	Set up/Take Down No Staff Present	U-shape for 7, audience for 12	None	N/A	NONE
May 7, 2019 5:00pm-7:00pm	going away party Set Up: TBD	NO SPECIAL REQUIREMENTS	Pavilion	Francesca Reyes, Office Specialist Ext. 586	Set up/take down No staff present	Set Up: TBD	TBD	N/A	NONE
May 9, 2019 2:00pm-9:00pm	Social Gathering 138	NO SPECIAL REQUIREMENTS	Pavilion	J. Ly 650-314-0180	Set up/Take Down Staff Present	14 tables with 10 chairs each, long tables on patio	ABC	N/A	\$1170.00
May 10, 2019 8:00am-4:00pm	Wedding 112	NO SPECIAL REQUIREMENTS	Pavilion	J. Johnston 832-512-1260	Set up/Take Down Staff Present	14 tables of 8 on WT lawn	Toast	DJ	\$1170.00
May 10, 2019 4:00pm-12:00am	Social Gathering 55	NO SPECIAL REQUIREMENTS	Carriage House	J. Moffatt 650-455-0704	Set up/Take Down Staff Present	7 tables with 8 chairs	On Own	N/A	\$920.00
May 11, 2019 10:00am-6:00pm	Social Gathering 70	NO SPECIAL REQUIREMENTS	Carriage House	N. Panov 617-877-7441	Set up/Take Down Staff Present	Existing Picnic Tables	Sarsies	N/A	\$1040.00
May 14, 2019 6:00pm-10:00pm	Meeting 125	NO SPECIAL REQUIREMENTS	Pavilion	J. Fitzgerald 650-218-9383	Set up/Take Down Staff Present	10 round tables with 10 chairs	On Own	N/A	\$1035.00
May 17, 2019 12:30pm-9:30pm	Wedding 150	NO SPECIAL REQUIREMENTS	Pavilion	T. Wang 520-248-3499	Caterer Set up/Take Down Staff Present	TBD	Lamont Perriman	DJ	\$1560.00
May 18, 2019 7:00am-7:00pm	Citizens Academy 25	NO SPECIAL REQUIREMENTS	Pavilion	J. Frew X 503	Set up/take down		TBD	N/A	NONE

** Staff member to open and close facility.

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					No staff present				
May 18, 2019 1:00pm-9:00pm	Wedding 80	NO SPECIAL REQUIREMENTS	Main House/ WT Lawn	P. Rubio 650-533-5949	Set up/Take Down Staff Present	8 tables with 10 chairs each on MH patio	On Own	N/A	\$2275.00
May 19, 2019 12:00pm-7:00pm	Meeting 120	NO SPECIAL REQUIREMENTS	Carriage House	A.Bolton 800-554-2267	Set up/Take Down Staff Present	Using N. Meadow,	On Own	N/A	\$1430.00
May 21, 2019 7:30am-3:30pm	Meeting 20	NO SPECIAL REQUIREMENTS	Main House	D. Carney 650-721-4725	Set up/Take Down Staff Present	4 round tables, with 20 chairs	On Own	N/A	\$910.00
May 22, 2019 7:00am-12:00pm	APD Meeting 25	NO SPECIAL REQUIREMENTS	Main House	J.Frew, Asst. to the Chief / Trng. Mngr. Ext # 503	Set up/take down No staff present	U Shape for 25, tables in back	TBD	N/A	NONE
May 25, 2019 10:00am-4:30pm	Religious Assembly 70	NO SPECIAL REQUIREMENTS	Carriage House	P. Wylie 650-906-8565	Set up/Take Down Staff Present	Using N. Meadow	On Own	N/A	\$1040.00
May 25, 2019 2:00pm-12:00am	Wedding 100	NO SPECIAL REQUIREMENTS	Pavilion	A. Wu 415-216-9428	Caterer Set up/Take Down Staff Present	12 round table with 8-9 chairs each	Caterman	DJ	\$3250.00
May 28, 2019 12:00pm-5:00pm	Town Meeting 16	NO SPECIAL REQUIREMENTS	Pavilion	Francesca Reyes, Office Specialist Ext. 586	Set up/take down No staff present	U shape for 8, 8 chairs for audience	NONE	N/A	NONE

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CLASS	FACILITY/DAYS USED
A.A MEETINGS	Every Sunday May 5, 12, 19 & 26 CH 8 – 10 am
AYSO	Monday-Friday To be determined
BAY AREA COUNTRY DANCE	(2 nd Tuesday of Each Month) May 14 CH 8 – 10 pm
FOLK DANCE	Wednesdays May 1, 8, 15, 22 & 29 CH 8 – 10 pm
FREDDIE JACKSON – DOG TRNG	Tuesdays & Thursdays May 2, 7, 9, 14, 16, 21, 23, 28 & 30 North Meadow (or Carriage House) 2 – 4 pm
MENLO-ATHERTON LITTLE LEAGUE	May 2019
MENLO ATHERTON YOUTH LACROSSE	To be determined Fields B & C 3:30pm – 5:30 pm

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MAY 2019 HP PARK EVENTS/BOOKINGS

TENNIS	TENNIS COURTS – DATES/TIMES VARY
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