

JULY 2019 HP PARK EVENTS/BOOKINGS

DATE/TIME	EVENT/SIZE	PARKING	AREA	EVENT CONTACT	STAFF REQUIREMENTS/ISSUES	SEATING SET-UP	CATERING	MUSIC	FEES
July 1, 2019 6:30pm-9pm	Foundation Meeting 20	N/A	Main House	M. Timpson Committee Member	HPP setup/takedown No staff present	U shape for 7 and 12 chairs in the audience	NONE	NONE	NONE
July 2, 2019 2:00pm-4:00pm	Top Dogs Training (Contract Classes)	N/A	North Meadow /Carriage House (rain)	Freddie Jackson, freddietopdog @gmail.com	N/A	N/A	N/A	N/A	CONTRACT
July 3, 2019 4:00pm-7:00pm	City Council Meeting 40	No special requirement	Pavilion	Francesca Reyes, Office Specialist, Ext. 586	HPP setup/takedown No staff present	See Diagram	N/A	N/A	N/A
July 6, 2019 9:00 am- 10:30 am	ADAPT Meeting 35	NO SPECIAL REQUIREMENT	Pavilion	Francesca Reyes, Office Specialist, Ext. 586	HPP setup/takedown No staff present	8 ft table in front with 4 chairs and 35 audience	NONE	N/A	NONE
July 6, 2019 12:00pm-12:00am	Wedding 120	NO SPECIAL REQUIREMENT	Pavilion	X. Cedillo (408) 420 1491	HPP setup/takedown Staff present	Round tables and banquet tables inside and on patio	Mi Fiesta	DJ	5200
July 7, 2019 9:00am-10:00am	Spiritual Discussion (Contract Classes)	N/A	Carriage House	Linnell Heinbockel, Linnell.heinbo ckel@gmail.co m	N/A	N/A	N/A	N/A	CONTRACT
July 9, 2019 2:00pm – 5:00 pm	Audit & Finance Meeting	NO SPECIAL REQUIREMENT	Main House	Robert Barron, Ext. 552	HPP Setup/takedown	U shape with 9 chairs	N/A	N/A	N/A
July 9, 2019 6:00pm – 9:00 pm	Transportation Meeting	NO SPECIAL REQUIREMENT	Main House	Jennifer Frew, Ext. 503	HPP Setup/Takedown	U shape with 9 chairs	N/A	N/A	N/A
July 9, 2019 2:00pm-4:00pm	Top Dogs Training (Contract Classes)	N/A	North Meadow /Carriage House (rain)	Freddie Jackson, freddietopdog @gmail.com	N/A	N/A	N/A	N/A	CONTRACT
July 10, 2019 6:30 pm – 8:00 pm	Park & Rec Meeting	No special requirement	Main House	Sally Bentz, Ext. 526	HPP setup/takedown	U shape for 9 and 12 chairs in the audience	N/A	N/A	N/A

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July 11, 2019 6pm—8pm	Music in the Park	TBD	HP Park	Francesca Reyes, Office Specialist Ext. 586	TBD	Set Up: TBD	TBD	N/A	NONE
July 11, 2019 2:00pm-4:00pm	Top Dogs Training (Contract Classes)	N/A	North Meadow /Carriage House (rain)	Freddie Jackson, freddietopdog@gmail.com	N/A	N/A	N/A	N/A	CONTRACT
July 12, 2019 2:00pm-10:00pm	Picnic 75	Carpool	Pavilion	Mayfield 650-233-5738	Staff Present	Caterer set up	Sophie	DJ	5200
July 13, 2019 8:30am-4:00pm	Picnic 150	Valet Service	Pavilion	Darryl Scott 408-298-3001	Staff Present	Caterer set up	California BBQ	Ipod	5200
July 14, 2019 9:00am-10:00am	Spiritual Discussion (Contract Classes)	N/A	Carriage House	Linnell Heinbockel, Linnell.heinbockel@gmail.com	N/A	N/A	N/A	N/A	CONTRACT
July 16, 2019 2:00pm-4:00pm	Top Dogs Training (Contract Classes)	N/A	North Meadow /Carriage House (rain)	Freddie Jackson, freddietopdog@gmail.com	N/A	N/A	N/A	N/A	CONTRACT
July 17, 2019 7:00pm-9:00pm	City Council Meeting 40	No special requirement	Pavilion	Francesca Reyes, Office Specialist, Ext. 586	HPP setup/takedown No staff present	See Diagram	N/A	N/A	N/A
July 18, 2019 1-4pm	EPC Meeting	No special requirement	Carriage House	Stephanie Davis 650.773.7249	HPP setup/takedown No staff present	U shape with 12 chairs	N/A	N/A	N/A
July 18, 2019 4pm-7pm	Tree Committee Meeting	No special requirement	Carriage House	Sally Bentz, Ext. 526	HPP setup/takedown No staff present	U shape with 12 chairs	N/A	N/A	N/A
July 18, 2019 10:00am-6:00pm	Wedding prep 40	No special requirement	Main House	L.Fung 617-999-9082	HPP setup/takedown Staff present	N/A	N/A	N/A	910
July 18, 2019 2:00pm-11:00pm	Wedding 150	Valet service	Pavilion	L.Fung 617-999-9082	Caterer set up Staff present	See Diagram	Cheat a little	DJ	1560
July 19, 2019 11:30am-9:30pm	Picnic 600	Shuttle and valet	Carriage House	Chan Zuckerberg 650 207 0764	Vendor set up Staff Present	See Diagram	ABC	N/A	1430

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July 20, 2019 10:00am-6:00pm	Picnic 125	Carpool	Carriage House	Peloton 650 395 7356	Caterer setup Staff present	See Diagram	ABC	N/A	1430
July 20,2019 4:00pm-12:00am	Wedding 100	No special requirement	Pavilion	Jose Mendosa 415 933 5472	Staff present Caterer set up	N/A	TBA	N/A	5200
July 21, 2019 9:00am-10:00am	Spiritual Discussion (Contract Classes)	N/A	Carriage House	Linnell Heinbockel, Linnell.heinbo ckel@gmail.co m	N/A	N/A	N/A	N/A	CONTRACT
July 22, 2019 7:30am-6:00pm	Retreat 40	No special requirement	Pavilion	Six Seconds 831 588 3722	HPP setup/takedown	4 tables and 7 round tables with chairs	N/A	N/A	1170
July 23, 2019 8:00am-6:00pm	Retreat 40	No special Requirement	Pavilion	Six Seconds 831 588 3722	HPP setup/takedown	4 tables and 7 round tables with chairs	N/A	N/A	1170
July 23,2019 4:30pm-7:00pm	BPAC Meeting	No Special Requirement	Main House	Francesca Reyes, Office Specialist, Ext. 586	HPP setup/takedown	U shape with 12 chairs	N/A	N/A	N/A
July 23, 2019 2:00pm-4:00pm	Top Dogs Training (Contract Classes)	N/A	North Meadow /Carriage House (rain)	Freddie Jackson, freddietopdog @gmail.com	N/A	N/A	N/A	N/A	CONTRACT
July 24, 2019 8:00am-6:00pm	Retreat 40	No special Requirement	Pavilion	Six Seconds 831 588 3722	HPP setup/takedown	4 tables and 7 round tables with chairs	N/A	N/A	1170
July 24, 2019 7:00am-10:00am	PD Meeting	No Special Requirement	Main House	Jennifer Frew. Ext. 503	HPP setup/takedown	U shape table with 12 chairs	N/A	N/A	N/A
July 24, 2019 5:30pm-9:00pm	Planning Commission Meeting	No Special Requirement	Carriage House	Stephanie Davis 650.773.7249	HPP set up/takedown	City Council set up	N/A	N/A	N/A
July 25, 2019 8:am-6:00pm	Retreat 40	No Special Requirement	Pavilion	Six Seconds 831 588 3722	HPP setup/takedown	4 tables and 7 round tables with chairs	N/A	N/A	1170
July 25, 2019 2:00pm-4:00pm	Top Dogs Training (Contract Classes)	N/A	North Meadow /Carriage	Freddie Jackson, freddietopdog @gmail.com	N/A	N/A	N/A	N/A	CONTRACT

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			House (rain)						
July 26, 2019 8:00am-5:00pm	Retreat 40	No Special Requirement	Main House	Six Seconds 831 588 3722	HPP setup/takedown	2 tables, 4 round and 20 chairs	N/A	N/A	1170
July 26, 2019 8pm—10pm	Movie Night in the HP Park	TBD	HP Park	Francesca Reyes, Office Specialist Ext. 586	TBD	Set Up: TBD	TBD	N/A	NONE
July 27, 2019 1:00pm-9pm	Wedding 120	No special requirement	Carriage House	A.Beckman 949 632 5063	Staff Present	Caterer set up	Capelos BBQ	DJ	1430
July 28, 2019 9:00am-10:00am	Spiritual Discussion (Contract Classes)	N/A	Carriage House	Linnell Heinbockel, Linnell.heinbockel@gmail.com	N/A	N/A	N/A	N/A	CONTRACT
July 28, 2019 11:00am-5:00pm	Picnic 90	No Special Requirement	Carriage House	Ferrari Club 650 245 4659	Staff Present	Caterer set up	ABC	N/A	1040
July 30, 2019 2:00pm-4:00pm	Top Dogs Training (Contract Classes)	N/A	North Meadow /Carriage House (rain)	Freddie Jackson, freddietopdog@gmail.com	N/A	N/A	N/A	N/A	CONTRACT

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<u>CLASS</u>	<u>FACILITY/DAYS USED</u>
A.A MEETINGS	Every Sunday CH 8 – 10 am
AYSO	Monday-Friday To be determined
BAY AREA COUNTRY DANCE	(2 nd Tuesday of Each Month) TBD CH 8 – 10 pm
FOLK DANCE	Wednesdays Begins August CH 8 – 10 pm
FREDDIE JACKSON – DOG TRNG	Tuesdays & Thursdays North Meadow (or Carriage House) 2 – 4 pm
MENLO-ATHERTON LITTLE LEAGUE	Field E
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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