

## HP PARK EVENTS/BOOKINGS

**September 1, 2019**

Sunday

9:00 AM - 10:00 AM

**AA MEETINGS -- CARRIAGE HOUSE**

3:00 PM - 11:00 PM

**Wedding (75)**

Parking: No special requirement

Event Contact: Dawn Burroughs 650 444 3445

Staff requirement: Caterer set up

Seating set up: Caterer set up

Catering: Adelita

Music: Ipod

Fees: \$975 (MH) and \$3,250 (JP)

**September 2, 2019**

Monday

6:30 PM - 7:00 PM

**Foundation Mtg**

Parking: No special requirement

Event Contact: Francesca Reyes. Ext. 586

Staff requirement: HPP setup/takedown – no staff present

Seating set up: See diagram

Catering: N/A Music: N/A Fees: N/A

**September 3, 2019**

Tuesday

10:00 AM - 3:00 PM

**CalPERS presentation - Anthony**

Parking: No special requirement

Event Contact: Anthony Suber

Staff requirement: HPP setup/takedown – no staff present

Seating set up: See diagram

Catering: N/A

Music: N/A

Fees: N/A

2:00 PM - 4:00 PM

**TOP DOG TRAINING -- CARRIAGE HOUSE/NORTH MEADOW**

**September 4, 2019**

Wednesday

7:00 AM - 4:00 PM

**PD Training - 75 ppl**

Parking: No special requirement

Event Contact: J. Frew

## HP PARK EVENTS/BOOKINGS

### September 4, 2019 Continued

Wednesday

Staff requirement: HPP setup/takedown – no staff present NEED WHITE BOARD

Seating set up: 50-75 people, classroom set up

Catering: N/A Music: N/A Fees: N/A

11:00 AM - 3:00 PM

**CalPERS presentation - Anthony**

Parking: No special requirement Event Contact: Anthony Suber

Staff requirement: HPP setup/takedown – no staff present Seating set up: See diagram

Catering: N/A Music: N/A Fees: N/A

4:00 PM - 7:00 PM

**City Council Meeting (MAIN HOUSE)**

Parking: No special requirement Event Contact: Francesca Reyes. Ext. 586

Staff requirement: HPP setup/takedown – no staff present Seating set up: See diagram

Catering: N/A Music: N/A Fees: N/A

6:30 PM - 9:00 PM

**Park & Rec**

Parking: No special requirement Event Contact: Sally Bentz, Ext. 526

Staff requirement: HPP setup/takedown – no staff present Seating set up: U shape with 9 chairs, 12 for audience

Catering: N/A Music: N/A Fees: N/A

### September 5, 2019

Thursday

2:00 PM - 4:00 PM

**TOP DOG TRAINING -- CARRIAGE HOUSE/NORTH MEADOW**

### September 7, 2019

Saturday

7:00 AM - 2:00 PM

**Disaster Prep, JFrew, Steve McCulley**

Parking: No special requirement Event Contact: Norma F

Staff requirement: HPP setup/takedown –no staff present Seating set up: 50 people, classroom set up

## HP PARK EVENTS/BOOKINGS

### September 7, 2019 Continued

Saturday

Catering: N/A

Music: N/A

Fees: N/A

### September 8, 2019

Sunday

9:00 AM - 10:00 AM

AA MEETINGS -- CARRIAGE HOUSE

### September 10, 2019

Tuesday

8:30 AM - 11:00 AM

Refuse RFP - Anthony

2:00 PM - 5:00 PM

**Audit & Finance**

Parking: No special requirement

Event Contact: Robert Barron Ext. 552

Staff requirement: HPP setup/takedown – no staff present

Seating set up: See diagram

Catering: N/A

Music: N/A

Fees: N/A

2:00 PM - 4:00 PM

TOP DOG TRAINING -- CARRIAGE HOUSE/NORTH MEADOW

6:00 PM - 6:30 PM

**Transportation Committee**

Parking: No special requirement

Event Contact: Jennifer Frew, Ext. 503

Staff requirement: HPP setup/takedown – no staff present

Seating set up: See diagram

Catering: N/A

Music: N/A

Fees: N/A

8:00 PM - 10:00 PM

BAY AREA COUNTRY DANCE -- CARRIAGE HOUSE

## HP PARK EVENTS/BOOKINGS

**September 11, 2019**

Wednesday

8:00 AM - 4:30 PM

**Kaiser Meeting (30)**

Parking: No special requirement

Event Contact: Kris Garcia 650 299 2434

Staff requirement: HPP setup/takedown –staff present Seating set up: 4 round tables with 8 chairs each

Catering: Bianchini's and Biryani Bowl Music: N/A Fees: \$960

**September 12, 2019**

Thursday

9:00 AM - 3:00 PM

**Active Shooter Training - Anthony**

2:00 PM - 4:00 PM

**TOP DOG TRAINING -- CARRIAGE HOUSE/NORTH MEADOW**

**September 13, 2019**

Friday

8:00 AM - 4:00 PM

**Absolute Adventure**

Parking: No special requirement

Event Contact: Carissa Zenorini

Staff requirement: Staff present

Seating set up: Caterer set up

Catering: Staff on Gourmet Music: N/A Fees: \$1,950

12:00 PM - 4:00 PM

**Hillspire Company Picnic - Crystal Rodriguez**

Parking: No special requirement

Event Contact: Crystal Rodriguez

Staff requirement: Caterer set up

Seating set up: Caterer set up

Catering: N/A Music: N/A Fees: \$520

**September 14, 2019**

Saturday

9:00 AM - 5:00 PM

**Fine Catering**

Parking: No special requirement

Event Contact: Olivia Lee, 510 676 1618

## HP PARK EVENTS/BOOKINGS

### September 14, 2019 Continued

Saturday

Staff requirement: Staff present  
Catering: N/A Music: N/A

Seating set up: Caterer set up  
Fees: \$1,040

3:00 PM - 8:00 PM

DU - Jennifer Lane - 50 ppl  
Atherton resident, \$150

### September 15, 2019

Sunday

9:00 AM - 10:00 AM

AA MEETINGS -- CARRIAGE HOUSE

### September 17, 2019

Tuesday

2:00 PM - 4:00 PM

TOP DOG TRAINING -- CARRIAGE HOUSE/NORTH MEADOW

### September 18, 2019

Wednesday

7:00 PM - 9:00 PM

City Council

Parking: No special requirement

Event Contact: Francesca Reyes. Ext. 586

Staff requirement: HPP setup/takedown – no staff present

Seating set up: See diagram

Catering: N/A

Music: N/A

Fees: N/A

### September 19, 2019

Thursday

8:00 AM - 12:00 AM

ART SHOW

Parking: No special requirement

Event Contact: Dorothy

Staff requirement: no staff present

Seating set up: No information

Catering: N/A

Music: N/A

Fees: N/A

## HP PARK EVENTS/BOOKINGS

### September 19, 2019 Continued

Thursday

1:00 PM - 3:00 PM

**EPC**

Parking: No special requirement      Event Contact: Sally

Staff requirement: HPP setup/takedown – no staff present

Seating set up: See diagram

Catering: N/A      Music: N/A      Fees: N/A

2:00 PM - 4:00 PM

**TOP DOG TRAINING -- CARRIAGE HOUSE/NORTH MEADOW**

4:00 PM - 4:30 PM

**Tree Committee**

Parking: No special requirement

Event Contact: Sally Benetz, Ext. 526

Staff requirement: HPP setup/takedown – no staff present

Seating set up: See diagram

Catering: N/A      Music: N/A      Fees: N/A

### September 20, 2019

Friday

All Day

**ART SHOW**

Please See Above

### September 21, 2019

Saturday

12:00 AM - 11:30 PM

**ART SHOW**

Please See Above

11:00 AM - 3:00 PM

**Teambuilding ROI Picnic**

Parking: No special requirement

Event Contact: Ryan Rosoff

Staff requirement: Staff Present  
round

Seating set up: N/A --- NEED 8 tables – 5 rectangular and 3

Catering: Whisk

Music: N/A

Fees: \$520

## HP PARK EVENTS/BOOKINGS

**September 22, 2019**

Sunday

9:00 AM - 10:00 AM

**AA MEETINGS -- CARRIAGE HOUSE**

**September 24, 2019**

Tuesday

6:30 AM - 6:30 PM

**PD Training**

Parking: No special requirement

Event Contact: J. Frew

Staff requirement: HPP setup/takedown – no staff present

Seating set up: TBA

Catering: N/A

Music: N/A

Fees: N/A

2:00 PM - 4:00 PM

**TOP DOG TRAINING -- CARRIAGE HOUSE/NORTH MEADOW**

4:30 PM - 6:00 PM

**BPAC ? (CH?)**

Parking: No special requirement

Event Contact: Francesca Reyes. Ext. 586

Staff requirement: HPP setup/takedown – no staff present

Seating set up: See diagram

Catering: N/A

Music: N/A

Fees: N/A

**September 25, 2019**

Wednesday

8:00 AM - 4:00 PM

**Parties that Cook - Culinary Team building**

Parking: No special requirement

Event Contact: Ilene Morrison, 415 841 2618

Staff requirement: Staff present

Seating set up: Caterer set up

Catering: N/A

Music: N/A

Fees: \$1,560

5:30 PM - 9:00 PM

**Planning Committee**

Parking: No special requirement

Event Contact: Jake Garcia

Staff requirement: No staff present

Seating set up: HPP set up

Catering: N/A

Music: N/A

Fees: N/A

## HP PARK EVENTS/BOOKINGS

### September 25, 2019 Continued

Wednesday

### September 26, 2019

Thursday

6:30 AM - 6:30 PM

#### PD Training

Parking: No special requirement

Event Contact: Jennifer Frew

Staff requirement: HPP setup/takedown – no staff present

Seating set up: TBA

Catering: N/A

Music: N/A

Fees: N/A

2:00 PM - 4:00 PM

TOP DOG TRAINING -- CARRIAGE HOUSE/NORTH MEADOW

### September 27, 2019

Friday

8:00 AM - 3:30 PM

#### Adicet Bio Company Picnic

Parking: No special requirement

Event Contact: Lauren Ross, 650 503 9565

Staff requirement: Staff present

Seating set up: Caterer set up

Catering: TBA

Music: N/A

Fees: \$1,950

9:00 AM - 3:00 PM

Active Shooter Training - Anthony

3:30 PM - 11:00 PM

#### Summit Park

Parking: No special requirement

Event Contact: Debby Lower, 650 321 1166

Staff requirement: Caterer set up

Seating set up: Caterer set up

Catering: TBA

Music: N/A

Fees: \$5,200

### September 29, 2019

Sunday

9:00 AM - 10:00 AM

AA MEETINGS -- CARRIAGE HOUSE

**HP PARK EVENTS/BOOKINGS**

**September 29, 2019 Continued**  
Sunday