

APRIL 2016 HP PARK EVENTS/BOOKINGS

DATE/TIME	EVENT/SIZE	PARKING	AREA	EVENT CONTACT	STAFF REQUIREMENTS/ISSUES	SEATING SET-UP	CATERING	MUSIC	Fees/MISC. INFO.
April 1, 2016 9:30-3:30	Memorial 100	NO SPECIAL REQUIREMENTS	Pavilion	H. Slate 650-323-5719	Set up/Take down Staff Present	Theater style, + 5 rounds & 50 chairs	Relish	None	\$1170.00
April 4, 2016 12 – 1 pm	Round Table mtg. 15	NO SPECIAL REQUIREMENTS	Main House	Brett Hale	Set up/take down No staff present	Square shape seating for 15	None	None	No fee
April 4, 2016 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
April 6, 2016 6:30 pm-8:00 pm	Park & Rec Meeting 15-20	NO SPECIAL REQUIREMENTS	Main House	Park & Rec Steve Tyler X541**	Set up/ take down No staff present	U Shape seating for 12, Audience-12	None	None	No Fee
April 7, 2016 9:00 am – 12:00	Property and Evidence meeting 15-20	NO SPECIAL REQUIREMENTS	Carriage House	Erica Johnson – Pd X549	Set up/ take down No staff present	TBD	None	None	No Fee
April 7, 2016 5:00pm-9:00pm	Meeting 50	NO SPECIAL REQUIREMENTS	Pavilion	J. Derkis 650-363-9200	Set up/take down Staff Present	TBD	On Own	None	1170.00
April 11, 2016 8:00am-3:00 pm	Retreat 100	NO SPECIAL REQUIREMENTS	Pavilion Main House Carriage House	K. Fritz 650-454-8414	Set Up /Take Down Staff Present	10 rounds w/ 5 chairs	On Own	None	2645.00
April 15, 2016 9:00am-2:00pm	Yoga ?	NO SPECIAL REQUIREMENTS	Pavilion	K. Klaus	No Staff Present	TBD	?	?	No Fee
April 18, 2016 8:00am-3:00 pm	Retreat 100	NO SPECIAL REQUIREMENTS	Pavilion Main House Carriage	K. Fritz 650-454-8414	Set up/Take down Staff present	TBD	On Own	None	2645.00

** member to open and close facility.

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			House						
April 23, 2016 12:00pm- 4:00pm	Birthday Party 30	NO SPECIAL REQUIREMENTS	Carriage House	C. Giacomozzi 650-224-8996	Staff Present	None	On own	None	\$520.00
April 24, 2016 9:00am- 1:00pm	Mother's Day Tea 100	NO SPECIAL REQUIREMENTS	Pavilion	B. Harris 408-505-4174	Caterer set up/Take down. Staff Present	TBD	Biachinis	None	1725.00
April 26, 2016 11:00am- 2:00pm	Employee Lunch 30	NO SPECIAL REQUIREMENTS	Pavilion	T. DellaSanta X 529	Set up/ Take down No staff present	5 round tables w/6 chairs	On Own	None	No fee
April 29, 2016 3:00pm- 11:00pm	Dance 80	NO SPECIAL REQUIREMENTS	Pavilion	Palo Alto Prep 650-493-7071 X 102	Set up/Take down Staff Present	10 round tables w/8 chairs, 5 long tables	On Own	Band	\$1560.00
April 30, 2016 11:00am- 7:00pm	Seminar 40	NO SPECIAL REQUIREMENTS	Main House	D. Blackmore 650-796-5373	Set up/Take down Staff Present	TBD	TBD	None	1725.00

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CLASS	FACILITY/DAYS USED
DISCUSSION MEETINGS	CARRIAGE HOUSE/ - SUNDAYS 0900-1000
AYSO	None.
BARI HALPERIN – DOG TRNG	None.
BAY AREA COUNTRY DANCE	April 12 - CH - 8 – 10 pm
ENCORE LACROSSE	None.
FREDDIE JACKSON – DOG TRNG	April 5,7,12,14,19,21,26 & 28 2 – 4 pm NM
FOLK DANCE	April 6, 13, 20, 27 CH 8 – 10 pm
MENLO-ATHERTON YOUTH LACROSSE	April 1 - 30 4:15 – 6:30 pm April 16 – 10 – 12 April 17 – 12 – 2 pm Fields A,B,C,D.
Royal Scottish Dance	April 17 CH/ 1:30 – 4:40 pm
TENNIS	TENNIS COURTS – DATES/TIMES VARY

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