

DECEMBER 2016 HP PARK EVENTS/BOOKINGS

DATE/TIME	EVENT/SIZE	PARKING	AREA	EVENT CONTACT	STAFF REQUIREMENTS/ISSUES	SEATING SET-UP	CATERING	MUSIC	Fees/MISC. INFO.
December 1, 2016 9:00am-10:30 pm	Lunch/Dinner 140	NO SPECIAL REQUIREMENTS	Pavilion	T. Bartlett 805-455-7293	Caterer set up/take down Staff present	14 round tables of 10	ABC	None	\$1035.00
December 2, 2016 7:30am-5:00pm	Meeting 40	NO SPECIAL REQUIREMENTS	Main House	H. Chan 650-533-4361	Set up/take down Staff present	4 round tables of 10	TBD	None	\$910.00
December 2, 2016 4:00pm-12:00am	Party 150	NO SPECIAL REQUIREMENTS	Pavilion	T. Bartlett 805-445-7293	Caterer set up/take down Staff present	4 round tables, 10 kiosk tables	ABC	DJ	\$1380.00
December 3, 2016 10:00 am – 5:00 pm	FHPP 150+ Set up for Holiday Tea	NO SPECIAL REQUIREMENTS	Pavilion	Katy Klaus	Set up/take down No staff present	15 round tables of 10	?	?	No Fee
December 3, 2016 4:00pm-12:00am	Party 70	NO SPECIAL REQUIREMENTS	Carriage House	J. Judas 650-387-5164	Caterer set up/take down Staff present	3 round tables, 4 kiosk tables	Justin's	DJ	\$910.00
December 4, 2016 10:00 am – 5:00 pm	FHPP 150+ Holiday Tea	NO SPECIAL REQUIREMENTS	Pavilion	Katy Klaus	Set up/take down Staff present	?	?	?	No Fee
December 5, 2016 12:00-2:00pm	Round Table 20	NO SPECIAL REQUIREMENTS	Main House	B. Hale X560	Set up/take down No staff present	U- Shape for 20 with audience	On Own	None	No fee
December 5, 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
December 6,	Meeting	NO SPECIAL	Pavilion	M. Sugars	Set up/take down	TBD	VRS	None	\$910.00

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2016 11:00am- 4:00pm	78	REQUIREMENTS		650-363-1913	Staff present				
December 7, 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
December 7, 2016 5:30-9:00	City Council meeting 20	NO SPECIAL REQUIREMENTS	Pavilion	S. Bertollo-Davis 650-773-7249	Set up/take down No staff present	Podium, Mic, chairs for 20 people	None	None	No Fee
December 7, 2016 12:00pm- 4:00pm	Tea 75	NO SPECIAL REQUIREMENTS	Carriage House	B. Komro-Boulier 650-299-3056	Set up/take down Staff present	7 round tables of 10, 2 8 ft tables	Lisa's Tea Treasures	None	\$520.00
December 8, 2016 8:00am- 4:00pm	Meeting 35	NO SPECIAL REQUIREMENTS	Main House	K. Garcia 650-299-2434	Set up/take down Staff present	4 rounds of 10 chairs	Bianchinis	None	\$910.00
December 9, 2016 3:00pm- 11:00pm	Party 150	NO SPECIAL REQUIREMENTS	Pavilion	M.Adams 650-364-0100	Caterer set up/take down Staff present	15 round of 10, bar, buffet	Carvery	None	\$1560.00
December 14, 2016 2:00pm- 11:00pm	Party 80	NO SPECIAL REQUIREMENTS	Pavilion & Main House	K. Donaldson 415-451-1980	Caterer set up/take down Staff present	8 round tables of 10	ABC	DJ	\$2080.00
December 16, 2016 4:00pm- 12:00 am	Party 140	NO SPECIAL REQUIREMENTS	Pavilion	D. Louis 415-810-2401	Caterer set up/take down Staff present	14 round tables of 10/ casino tables	ABC	DJ	\$1560.00

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CLASS	FACILITY/DAYS USED	CONTACT NAME
DISCUSSION MEETINGS	CARRIAGE HOUSE/ - SUNDAYS 0900-1000	Kim Huffman
AYSO	M-F: 4 – 6 pm thru Friday Dec. 2 Fields C & D (A & B ok if Lacrosse not using).	Mike Molano
BARI HALPERIN – DOG TRNG	None.	Bari Halperin
BAY AREA COUNTRY DANCE	December 13 CH - 8 – 10 pm	Alan Winston
ENCORE LACROSSE	None.	Kevin Arabejo
FREDDIE JACKSON – DOG TRNG	December 1,6,8,13,15 & 20 NM 2 – 4 pm	Freddie Jackson
FOLK DANCE	December 7, 21, 28 CH 8 – 10 pm	Suzanne Rocca-Butler
MENLO-ATHERTON YOUTH LACROSSE	None.	MJ Davey
TENNIS	TENNIS COURTS – DATES/TIMES VARY	Player Capital

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