

# HAYWARD AREA RECREATION AND PARK DISTRICT

1099 "E" Street, Hayward, CA 94541  
(510) 881-6700

## JAPANESE GARDEN WEDDING SITE

North Third Street at Crescent Hayward, CA 94541 (510) 881-6700

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### PURPOSE

This Directive is to establish the Hayward Area Recreation and Park District's Policy for the rental of the Japanese Garden Wedding Site. The Wedding Site is located on the lower loop pathway near the entrance to the Garden.

### POLICY

The Japanese Garden Wedding Site shall be available for rental for weddings on a year-round basis, during daylight hours. The use of the Garden shall not be granted when, as determined by District representative, such use of the facility is not in the best interest of the District.

### APPLICATION

- a. Applications are available at the District Office, 1099 "E" Street, Hayward, from 8:30 a.m. to 5:00 p.m., Monday through Friday, or by calling (510) 881-6700.
- b. Applications may be submitted up to one (1) year in advance. Reservations will be confirmed by payment of the required deposit which must be received within three (3) working days of submitting application.

### PAYMENT

A non-refundable deposit is required within three (3) working days of making the reservation. The non-refundable deposit will be applied to the rental fee. Final payment (rental fee and refundable security/clean-up deposit) and completed application are due no later than thirty (30) days prior to the scheduled function date.

Non-refundable Deposit	\$50
Refundable Security/Clean-up Deposit	\$250
Rental Fee 3 block time only <b>4:00 p.m. – 7:00 p.m.</b>	
Resident	\$175
Non-resident	\$300

Payments can be made by check, money order, VISA, MasterCard or cash. Make checks payable to the Hayward Area Recreation and Park District, 1099 "E" Street, Hayward, CA 94541.

### CANCELLATIONS

Cancellations must be made in writing by the person listed as applicant on the Facility Use Application. Refunds and service fees will be administered as follows:

- a. If the reservation is canceled thirty (30) days or more before the scheduled event, the non-refundable deposit shall be forfeited
- b. If the reservation is canceled less than 30 days prior to the event, the non-refundable deposit and 50% of the rental fee shall be forfeited.

Occasionally, the District may find it necessary to reschedule, relocate, or perhaps cancel a previously approved function. In that event, the District will give as much advance notice as possible. In the event of a cancellation, the entire rental fee (including all deposits) will be refunded.

### CONDITIONS OF USE

- a. The number of persons attending shall not exceed **50 people**.
- b. The holder of the permit should arrive prior to the arrival of the other members of the group and present the permit to the District employee on duty.
- c. The consumption of alcohol is prohibited.
- d. All visitors including the photographers must stay on the paths or designated gravel areas.
- e. Food or beverage receptions are not allowed in the Garden.
- f. Decorations are limited to free standing items that would not interfere with the natural setting of the Garden. There are no chairs available for use with the ceremony.
- g. Use of rice, bird seed or similar materials are not permitted on District facilities.
- h. No advertising shall be exhibited and no solicitations or sales made on the grounds.
- i. Due to the serenity of the Garden and the close proximity to residences, amplification equipment is prohibited unless written verification is approved in advance by District personnel.
- j. The District employee on duty will report any group that does not abide by District rules and regulations and the group will be held financially responsible for any damage that may be done to the District facility.

**Pictures only 4:00p.m. – 5:00p.m.**

**Cost: \$ 60.00**

I have read the above information and shall fully comply with all rules and regulations of the Hayward Area Recreation and Park District.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_