



HAYWARD AREA RECREATION AND PARK DISTRICT

1099 "E" Street, Hayward, CA 94541

(510) 881-6700

MEEK ESTATE WEST TERRACE WEDDING SITE RULES

240 Hampton Road Hayward, CA

PURPOSE

This Directive is to establish the Hayward Area Recreation and Park District's Policy for the rental of the Meek Estate West Terrace Wedding Site. The Wedding Site is located on the west area adjacent to the Meek Estate across from the north lawn.

POLICY

The Meek Estate West Terrace Site shall be available for rental for weddings or other functions on a year-round basis, during daylight hours. The use of the Terrace 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 4:30 p.m., Monday through Friday, or by calling (510) 881-6700.
- b. Applications may be submitted up to one 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.
- c. Application must be completed and submitted by a person with valid ID 18 years or older.

PAYMENT

A non-refundable application fee 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.

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| Non-refundable Application Fee | \$50 |
| Refundable Security/Clean-up Deposit (cash or cc only) | \$250 |
| Rental Fee – | |
| Terrace Patio, Gazebo and North Lawn (3 hour minimum) (Includes a facility attendant) | |
| Resident | \$125/hr |
| Non-resident | \$165/hr |
| Multi-Use Room –alarmed (3 hour minimum) | |
| Resident | \$25/hr |
| Non-resident | \$35/hr |
| Photos Only (3 hour minimum) | \$ 30/hr* |

*During non-event hours -30 days or less in advance.

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

REVISED 8/2/11

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 more than thirty (30) days 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 (please initial each item)

- a. The number of persons attending shall not exceed 200 total with a capacity of **50 people within the Terrace and Gazebo area.** _____
- b. The holder of the permit should present permit to the District employee if requested. _____
- c. The consumption of **alcohol is prohibited.** _____
- d. All visitors including the photographers must stay on the paths or designated gravel areas. Please stay out of planted areas. _____
- e. 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. _____
- f. Use of rice, bird seed or similar materials is not permitted on District facilities. _____
- g. No advertising shall be exhibited and no solicitations or sales made on the grounds. _____
- h. 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. _____
- i. The District employee on duty will report any group that does not abide by District rules and regulations. The group will be held financially responsible for any damage done to the District facility. _____
- j. This site is located within a public park; therefore event privacy is not ensured or guaranteed. _____
- k. No food prep cooking or BBQ is permitted. Any food must be prepared off-site or catered. _____
- l. Adjacent Estate is not operated by Park District and therefore no use or access to Estate or Carriage House is included in rental of West Terrace. _____
- m. The District encourages that permitted group recycle and use designated recycling cans whenever possible. _____

For information pertaining to use or rental of Carriage House of Meek Mansion please call the Hayward Historical Society at (510) 581-0223.

I have received and read conditions of use for West Terrace and shall fully comply with rules and regulations of the Hayward Area Recreation and Park District:

PRINT NAME: _____ SIGNATURE: _____ DATE: _____