

## FEBRUARY 2016 HP PARK EVENTS/BOOKINGS

DATE/TIME	EVENT/SIZE	PARKING	AREA	EVENT CONTACT	STAFF REQUIREMENTS/ISSUES	SEATING SET-UP	CATERING	MUSIC	Fees/MISC. INFO.
Feb. 1, 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
February 1 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
February 3, 2016 7:30-4:00	All Day Meeting 35	NO SPECIAL REQUIREMENTS	Main House	Lian Gabriel 650-497-8284	Set up/Take Down Staff Present	5 round tables, 35 chairs	Bianchinis	Nine	910.00
February 3, 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
February 4, 2016 7:00 am – 5:00 pm	Police Training 50+	NO SPECIAL REQUIREMENTS	Pavilion	Jennifer x503	Set up/ take down No staff present	Classroom seating for 60 3 tables in back for food – 1 table for registration.	None	None	No Fee
February 4. 2016 8:00-5:00	All Day Meeting 40	NO SPECIAL REQUIREMENTS	Main House	Kris Garcia 650-299-2434	Set up/take down Staff Present	4 round tables, 40 chairs	Bianchinis	None	910.00
February 19, 2016 4:00-12:00	Banquet 60	NO SPECIAL REQUIREMENTS	Carriage House	Tara Schraga 415-595-8272	Set up/ take down Staff Present	7 round tables, 70 chairs, 2- 8 Ft tables	On Own	None	910.00
February 22, 2016 6:00-8:00	CCAC Meeting	NO SPECIAL REQUIREMENTS	Pavilion	Gordon Siebert	Set up/ take down No Staff Present	TBD	?	?	No Fee
February 25-26, 2016	Police Training 50+	NO SPECIAL REQUIREMENTS	Pavilion	Jennifer x503	Set up/ take down No staff present	Classroom seating for	None	None	No Fee

\*\* member to open and close facility.

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7:00 am – 5:00 pm						50- 1 table in back for coffee – 1 table for registration.			

NO SPECIAL REQUIREMENTS

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<b>CLASS</b>	<b>FACILITY/DAYS USED</b>
DISCUSSION MEETINGS	CARRIAGE HOUSE/ - SUNDAYS 0900-1000
AYSO	None.
BARI HALPERIN – DOG TRNG	Feb. 1, 8, 22, 29 CH/ 6 – 9 pm
BAY AREA COUNTRY DANCE	February 9 – CH - 8 – 10 pm
ENCORE LACROSSE	None.
FREDDIE JACKSON – DOG TRNG	February 2,4,9,11,16,18,23 & 25  2 – 4 pm NM
FOLK DANCE	February 3, 10, 17, 24  CH 8 – 10 pm
MENLO-ATHERTON YOUTH LACROSSE	Feb. 1- 28 – Field A, B, C, D.  3:45 – 5:00 pm
Royal Scottish Dance	Feb. 21 –  CH/ 1:30 – 4:40 pm -
TENNIS	TENNIS COURTS – DATES/TIMES VARY

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