

DECEMBER 2017 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, 2017 4:00pm-12:am	Party 150	NO SPECIAL REQUIREMENTS	Pavilion	S. Wolfson 262-366-8236	Caterer set up/take down Staff present	5 round tables & chairs 11-kiosk tables	ABC	DJ	\$1380.00
December 2, 2017 10:00am-2:00pm	Shower 40	NO SPECIAL REQUIREMENTS	Carriage House	B. Fluharty 415-902-2252	Set up/take down Staff Present	6 round tables & chairs	On Own	None	\$520.00
December 2-3, 2017 All day	FHPP Holiday Tea 25	NO SPECIAL REQUIREMENTS	Pavilion	FHPP	Set up/ take down No staff present	TBD	None	None	No Fee
December 4, 2017 12:00 – 1:00 pm	Round Table 20	NO SPECIAL REQUIREMENTS	Main House	Building Dept.	Set up/ take down No staff present	U shape seating for 20	None	None	No Fee
December 4, 2017 6:30 pm-8:00 pm	Foundation Meeting 15-20	NO SPECIAL REQUIREMENTS	Main House	Marylue Timpson	Set up/ take down No staff present	U Shape seating for 12, Audience-12	None	None	No Fee
December 5, 2017 2:00 pm-9:00 pm	Retreat 38	NO SPECIAL REQUIREMENTS	MH & Pavilion	M. Kaewert 650-400-4505	Caterer set up/take down Staff present	TBD	ABC	None	\$1840.00
December 6, 2017 3:00 pm-5:00pm	Library Program	NO SPECIAL REQUIREMENTS	Carriage House	Francisco 650-328-2422	Set up/take down Staff present	2-8 ft 1-6ft	None	None	\$920.00
December 8, 2017 3:00 pm-11:00 pm	Party 150	NO SPECIAL REQUIREMENTS	Pavilion	M. Adams 650-568-5142	Caterer set up/take down Staff present	17 round tables & chairs.15 long tables	Carvery	DJ	\$1560.00
December 9, 2017 4:00 pm-12	Party 50	NO SPECIAL REQUIREMENTS	Main House	L. Cruz 650-299-2502	Caterer set up/take down Staff present	5 round tables & chairs, 1 l t	Bianchini's	None	\$1725.00

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December 11, 2017 7:00 am-10:00 am	PD Meeting 9	NO SPECIAL REQUIREMENTS	Main House	J Frew X 503	Set up/take down No staff present	U Shape for 9	None	None	No Fee
December 13, 2017 3:00 pm-5:00 pm	Library Program	NO SPECIAL REQUIREMENTS	Carriage House	Francisco 650-328-2422	Set up/take down Staff present	2-8 Ft 1-6Ft	None	None	\$920.00
December 13, 2017 3:30 pm-9:30 pm	Cooking Class 26	NO SPECIAL REQUIREMENTS	Pavilion	B. Ong 415-604-1055	Caterer set up/take down Staff present	TBD	Parties that Cook	None	\$1170.00
December 14, 2017 12:00 pm-4:00 pm	Party 70	NO SPECIAL REQUIREMENTS	Carriage House	L. Moreno 650-299-3056	HPP set up/take down Staff present	7 round tables 70 chairs	Lisa Tea Treasures	None	\$520.00
December 15, 2017 4:00 pm-12:00 am	Party 120	NO SPECIAL REQUIREMENTS	Pavilion	D. Louis 415-810-2401	Caterer set up/take down Staff present	12 round tables, 120 chairs	ABC	DJ	\$1560.00
December 20, 2017 3:00 pm - 5:00 pm	Library Program	NO SPECIAL REQUIREMENTS	Carriage House	Francisco 650-328-2422	Set up/take down Staff present	2- 8 Ft 1- 6 Ft	None	None	\$920.00
December 20, 2017 6:00 pm – 7:00 pm	Council meeting 25	NO SPECIAL REQUIREMENTS	MH	Theresa X529	Set up/ take down No staff present	TBD	None	None	No Fee
December 20, 2017 5:00 pm – 11:00 pm	Town Holiday party 40+	NO SPECIAL REQUIREMENTS	Pavilion	Theresa X529	Set up/ take down No staff present	TBD	None	None	No Fee

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<u>CLASS</u>	<u>FACILITY/DAYS USED</u>	<u>CONTACT NAME</u>
DISCUSSION MEETINGS	CARRIAGE HOUSE/ - SUNDAYS 0900-1000	Kim Huffman
AYSO	None.	Mike Molano
BARI HALPERIN – DOG TRNG	None.	Bari Halperin
BAY AREA COUNTRY DANCE	December 12 CH - 8 – 10 pm	Alan Winston
ENCORE LACROSSE	None.	Kevin Arabejo
FREDDIE JACKSON – DOG TRNG	December; 5,7,12,14,19. 2 – 4 pm NM	Freddie Jackson
FOLK DANCE	December 6, 20, 27 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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