

NOVEMBER 2017 HP PARK EVENTS/BOOKINGS

DATE/TIME	EVENT/SIZE	PARKING	AREA	EVENT CONTACT	STAFF REQUIREMENTS/ISSUES	SEATING SET-UP	CATERING	MUSIC	Fees/MISC INFO.
November 1, 2017 6:30 pm- 8:00 pm	Park & Rec Meeting 15-20	NO SPECIAL REQUIREMENTS	Pavilion	Park & Rec Steve Tyler** X541	Set up/ take down No staff present	U Shape seating for 12, Audience- 12	None	None	No Fee
November 1, 8, 15, 29, 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
November 4, 2017 12:00 pm-4:00 pm	Memorial 100	NO SPECIAL REQUIREMENTS	Pavilion	B. Docter 650-681-7462	Caterer setup/take down Staff present	Theater for 100, + 5 round tables and chairs	Biachini's	None	\$1950.00
November 6, 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
November 7, 2017 2:00 pm-9:00 pm	Retreat 38	NO SPECIAL REQUIREMENTS	Pavilion Main House	M. Kaewert 650-400-4505	Set up/takedown Staff present	TBD	TBD	None	\$1840.00
November 8, 2017 3:00pm- 5:00pm	Library Program	NO SPECIAL REQUIREMENTS	Carriage House	Francisco 650-328-2422	Set up/take down Staff present	2-8Ft 1-6ft	None	None	\$920.00
November 8, 2017 7:00 pm – 8:30 pm	PD Town Hall meeting 50+	NO SPECIAL REQUIREMENTS	Pavilion	Jennifer Frew X503	Set up/ take down No staff present	Theater for 50/2 tables in back	Le Boulangier	None	No Fee
November 9, 2017 9:00 am-12:30 pm	Charles/Mtg 50+	NO SPECIAL REQUIREMENTS	Pavilion	C. Ice 650-399-6911	Set up/take down No staff present	Theater for 60/2 tables in back	None	None	No Fee

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November 11, 2017 10am 3pm	Fall Event 150	NO SPECIAL REQUIREMENTS	Pavilion	Anchor Education 510-229-7694	Set up/take down Staff Present	15 round tables w/chairs. 4 8 Ft tables	On Own	Band	\$1950.00
November 15, 2017 8:00-5:00	Meeting 12	NO SPECIAL REQUIREMENTS	Main House	M. Dixon 650-289-1114	Set up/take down Staff present	Square for 12 ppl	On Own	None	\$910.00
November 15, 2017 3:00pm- 5:00pm	Library Program	NO SPECIAL REQUIREMENTS	Carriage House	Francisco 650-238-2422	Set up/take down Staff present	2-8 ft 1-6ft	None	None	\$920.00
November 25, 2017 9:00am- 1:00pm	Wedding 50	NO SPECIAL REQUIREMENTS	Carriage House	K. Carlson 650-245-0792	Caterer Set up/take down Staff present	TBD	Cheat a Little	DJ	\$520.00
November 29, 2017 3:00pm- 5:00pm	Library Program	NO SPECIAL REQUIREMENTS	Carriage House	Francisco 650-238-2422	Set up/take down Staff present	2-8 ft 1-6ft	None	None	\$920.00
November 29, 2017 7:30am- 11:30 am	Retreat 50-100	NO SPECIAL REQUIREMENTS	Pavilion Main House	M. Kaewert 650-400-4505	Set up/take down Staff present	TBD	TBD	None	\$1265.00
November 30, 2017 9:00am- 10:30 pm	Party 130	NO SPECIAL REQUIREMENTS	Pavilion	P. Gielow 262-366-8236	Caterer Set up/take down Staff present	13 round table & chairs	ABC	None	\$1035.00

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CLASS	FACILITY/DAYS USED	CONTACT NAME
DISCUSSION MEETINGS	CARRIAGE HOUSE/ - SUNDAYS 0900-1000	Kim Huffman
AYSO	None.	Mike Molano
BARI HALPERIN – DOG TRNG	None.	Bari Halperin
BAY AREA COUNTRY DANCE	November 14 CH - 8 – 10 pm	Alan Winston
ENCORE LACROSSE	None.	Kevin Arabejo
FREDDIE JACKSON – DOG TRNG	November 2,7,9,14,16,21,28,30 2 – 4 pm NM	Freddie Jackson
FOLK DANCE	November 1, 8, 15, 29 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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