



Hayward Area Recreation and Park District

MEEK ESTATE PARK WEST TERRACE

241 Hampton Road Hayward, CA 94541

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 Meek Estate Park is open to the public daily sunrise to sunset

POLICY

The Meek Estate West Terrace Wedding Site shall be available for rental for weddings 8:30a.m.-7:00p.m., April - August
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 8:30a.m. 5:00p.m., Monday - Friday
- b. Reservations may be made up to 11 months in advance.

PAYMENT

The refundable deposit of \$300.00 is required when application is completed. Final payment (rental fees) are due no later than thirty (30) days prior to the scheduled function date.

Meek Estate West Terrace Rental Rates:

Resident 3 hours \$400.00	Additional Hour per hour \$130.00
Non-Resident 3 hour \$525.00	Additional Hour per hour \$185.00

MEEK Multi-use Room and Brides Room:

Resident 3 hours \$95.00	Additional Hour per hour \$30.00
Non-Resident 3 hours \$125.00	Additional Hour per hour \$40.00

Special Event Insurance \$450.00

Payments can be made by check, money order, VISA, MasterCard, Discover, American Express or cash.
Make checks payable to the Hayward Area Recreation and Park District.

CONDITIONS OF USE

- a. The number of persons attending shall not exceed 200 people.
- b. The holder of the permit or person in charge should arrive prior to the arrival of the other members of the group and present the permit to the District employee on duty.
- c. Alcoholic Beverages are prohibited.
- d. Food and non alcoholic beverages are permitted.
- e. Food preparation (cooking) is permitted in designated cooking areas (areas with existing barbecue grills).
- f. Decorations are limited to free standing items. There are no chairs available for use at this location.
To provide seating for your guests, you must bring your own tables and chairs.
- g. Use of confetti, 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 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.

FACILITY RENTAL CANCELLATION, CHANGES AND REFUND POLICY:

- a) Any changes to the rental contract/permit regarding date, location or cancellation are subject to a forfeiture of the \$50 non-refundable deposit and must be made before twenty one (21) calendar days prior to the event. The original permit must be returned to obtain a revised permit.
- b) Refunds are not issued for unused hours.
- c) For field rentals in the case of rainy, wet or muddy conditions, a refund will be issued if he District is notified in writing within 72 hours after the scheduled date of use or if the District closes fields due to weather.
- d) Any cancellation and/or changes must be submitted in writing by the applicant a minimum of thirty (30) calendar days prior to the permit date.
- e) Cancellation fewer than thirty (30) calendar days before scheduled permit date will include forfeiture of the equivalent to 50% of the rental fees owed and/or collected to date. If fees have already been paid, the forfeiture will come out of the fees. If the fees have not been paid as of the cancellation, the forfeiture will come out of the deposit.
- f) Refundable security and/or cleaning deposits will be refunded based on the following conditions:
 - i) Request to cancel falls within the allowed period. ii) Facility is left in the condition it was found; No damage done to the facility based on rental usage. i
 - ii) Garbage and recycling are stowed in the proper containers or removed; equipment and materials removed.
 - iv) Renters abide by the facility rules and regulations and the ordinances governing HARD.
- g) Occasionally, the District may find it necessary to reschedule, relocate or cancel a previously approved permit. In that event, the District will give as much notice as possible. In the event of a cancellation, the entire permit fee (including all deposits) will be refunded.