

## **RESERVABLE PARK AREAS**

MHSP is an ADA-accessible site with 3 reservable picnic areas (Sections A, B, and C) that have tables and bbq pits. Sections A, B, and C together can seat a maximum of 215 people. There is open space within the sections where more tables and chairs can be added allowing up to 400 people. Reservations are for the full day. At least one person from your group must be at your section by the reserved check in time. If not, you will have one hour grace period before your site becomes first-come, first served. You will lose your reservation and fees will not be refunded.

**Reservations cannot be made online.** Reservation request may be made by submitting the required forms (Park Permit, Special Events, etc.) to the email address [mhsp@portoakland.com](mailto:mhsp@portoakland.com) or fax to 510-835-1641. Click appropriate forms located within each related section.

### **Picnic Area Reservations Process:**

1. Download the Event Permit Application form.
2. Complete and send via email or fax to the number listed above.
3. Forward all questions or concerns to the contact listed above.
4. The Park Manager will respond to your request.

For persons with hearing impairments, please use the Telecommunications Relay Service at 711. Someone will contact you to confirm and answer additional questions.

**Your reservation is not approved until confirmed by the Park Manager.**

**Once confirmed, a “RESERVED” sign is placed in the picnic section indicating it has been reserved and is not available for general use.**

**SECTION A** - ADA accessible site with six 8-ft tables, one 8-ft table with ADA wheelchair accessibility, a double-sided large bbq pit and 2 small bbq pits. An ADA accessible bathroom for men and women is located 100 feet away. Parking is approximately 200 feet away.

Maximum capacity 55.

**SECTION B** - ADA accessible site with six 8-ft tables, one 8-ft table with ADA wheelchair accessibility, a double-sided large bbq pit and 2 small bbq pits. An ADA accessible bathroom for men and women is located 100 feet away. Parking is approximately 200 feet away.

Maximum capacity 55.

**SECTION C** – ADA accessible site with six 6-ft tables, five 8-ft tables, two 8-ft tables with ADA wheelchair accessibility, a large double-sided bbq pit. An ADA accessible bathroom for men and women is located 100 feet away. Parking is approximately 200 feet from your site.

Maximum capacity 105.

**FEE SCHEDULE**

<b>SITE(S)</b>	<b>CAPACITY</b>	<b>COST</b>	<b>PERMIT FEE</b>	<b>TOTAL COST</b>
SECTION A (7 Tables)	55	\$135	\$25	\$160
SECTION B (7 Tables)	55	\$135	\$25	\$160
SECTION C (13 Tables)	105	\$190	\$25	\$215
SECTIONS A, B, C	215	\$440	\$100	\$540
<b>OTHER PERMIT(S)</b>		<b>PERMIT FEE</b>		
INFLATABLE JUMPERS		\$25		
SPECIAL EVENTS		Large Event (4,000+) - \$19,500/daily  Small Events (1,000 – 4,000) - \$8,700/daily  Additional charges for security deposits. Additional cost may be charged for percentage of concessions.		
FILM/PHOTO SHOOTS		\$500/hour		

Port will issue an invoice for cost of reserved area(s).

**CANCELLATION OR CHANGES**

Please view your site before confirming to make sure it suits your needs. Each picnic area is unique. If you do not view the site in advance, a refund will not be issued. Cancellations/changes received more than 30 days in advance will receive 90% refund of the fees. Cancellations/changes made 30 to 15 days in advance will receive 50% refund of the fees. Fees for cancellations/changes made less than 15 days in advance will not be refunded.

Voice Mail Phone	510-627-1434
Fax	510-835-1641
Email Inquiry	<a href="mailto:mhsp@portoakland.com">mhsp@portoakland.com</a>