



## City of East Palo Alto

### Cooley Landing Education Center Reservation Application

2100 Bay Road East Palo Alto, CA 94303 | Ph: 650-853-3100

Cooley Landing Education Center is available to rent for public and private events.

Please contact the **Recreation Programs Coordinator at 650-505-6627** for more information. **SECTION 1 – APPLICANT INFORMATION**

Application Date: \_\_\_\_\_ Organization Name: \_\_\_\_\_

#### **PRIMARY CONTACT-**

First & Last Name (REQUIRED): \_\_\_\_\_

Home Number: \_\_\_\_\_ Cell Phone (REQUIRED): \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Street Address (REQUIRED): \_\_\_\_\_

City (REQUIRED): \_\_\_\_\_ State (REQUIRED): \_\_\_\_\_ Zip Code (REQUIRED): \_\_\_\_\_

#### **SECTION 2 – EVENT INFORMATION**

Event Date: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Is your event? \_\_\_\_\_ Private \_\_\_\_\_ Public

Event Description:  
Is your organization a registered 501(c)3 with the state of California? \_\_\_\_\_ YES \_\_\_\_\_ NO

(If YES, please provide proper documentation with this application)

Public Event – Will there be a charge to attend? If so, please indicate amount: \$ \_\_\_\_\_

Venue Set Up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_ Venue Vacant Time: \_\_\_\_\_

#### **EVENT COORDINATOR INFORMATION:**

(This person must be present and available at the event at all time/hours requested)

Event Coordinator Name: \_\_\_\_\_

Personal Cell Phone Number for On-Site Coordinator: \_\_\_\_\_

***\*Note: Please attach an event agenda of activities and a copy of any event flyer or other promotional material that may be available.***



City of East Palo Alto

Cooley Landing Education Center Reservation Application

2100 Bay Road East Palo Alto, CA 94303|Ph:650-853-3100|Fx:650-853-3115

SECTION 3 – AMENITIES REQUEST

Check all that apply and specify the amount your event requires:

Table with 2 columns: Amenities (CHAIRS, TABLES, AUDIO VISUAL) and Questions (How many does your event require?, What will your event require?).

SECTION 4 – SPECIAL REQUIREMENTS

(Food, Alcohol, Amplified Sound, Staging, Parking, Security, Portable Restroom, Trash/Recycling)

Large community events generally require review by multiple City Departments and may require additional permits and/or fees from agencies other than the City. To help expedite this process and to ensure that your event is properly reviewed, please indicate which of the following apply to your event:

1. Will food be sold or prepared on-site at the event? \_\_\_ YES \_\_\_ NO

If YES, please indicate the name and contact information for the caterer or provider of food: \_\_\_\_\_

\*Note: Events open to the public where food will be sold or prepared on site must apply for a health permit from the County Environmental Services Department and the Menlo Fire District.

2. Will alcohol be sold or be available at the event? [ ] YES [ ] NO

3. Will the event require electricity? [ ] YES [ ] NO

If YES, please indicate the purpose for the electricity:

[ ] SOUND [ ] LIGHTING [ ] FOOD PREPARATION [ ] OTHER: \_\_\_\_\_

4. If you are hosting an event that will have cars, floats, animals or other unusual attractions please indicate the type and number as well as the contact information for the supplier.

Please describe: \_\_\_\_\_



City of East Palo Alto

**Cooley Landing Education Center Reservation Application**

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5. If there will be amplified sound, please indicate the amperage and source of power.  
Note amplified music is restricted to indoors: \_\_\_\_\_

6. Will there be a stage(s) at the event?  YES  NO

Please indicate the number and size of each stage as well as the contact information for the vendor who will be responsible for providing the stage.

Number of stages: \_\_\_\_\_ Size(s): \_\_\_\_\_

Name of Supplier(s): \_\_\_\_\_ Supplier Phone/Address: \_\_\_\_\_

7. Will there be any shade/temporary tent(s) at the event?  YES  NO

Number of Tent(s): \_\_\_\_\_ Size(s): \_\_\_\_\_

8. All vendors must be licensed and insured. Please provide contact information for all vendors paid or not associated with your event:

Vendor List:

Name of Supplier: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Supplier: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Supplier: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Supplier: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

9. Please outline your plan for the following “day of” activities related to your event include the name and contact information for the individual(s) responsible for each activity:

Security Management: \_\_\_\_\_



City of East Palo Alto

**Cooley Landing Education Center Reservation Application**

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Parking/Traffic Management: \_\_\_\_\_

Waste Management/Clean-Up: \_\_\_\_\_

**SECTION 5 – ASSURANCES AND AUTHORIZATIONS**

The event site will be inspected within 24 hours after the close of the event. Any clean up that is performed by the City will be charged at the current hourly rate accrued by the Maintenance Department and will be due and payable within 30 days from the event. Event organizers will not be allowed to schedule any future events if charges remain outstanding.

I certify that I am an authorized representative of the organization applying for this permit and that I have been granted the authority to execute this application for the following organization/events: \_\_\_\_\_

I declare, under penalty of perjury, that all the information provided above is true and correct to the best of my knowledge. I understand that, as required by EPA Municipal Code Section 12.08.080-090, I am / my organization is required to provide proof of insurance and a cleaning deposit determined by the scope of the event.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Application

**CITY STAFF USE ONLY**

Date Application Approved: \_\_\_\_\_ PERMIT#: \_\_\_\_\_ ISSUED BY: \_\_\_\_\_

**Department Approvals**

POLICE DEPARTMENT: \_\_\_\_\_

PUBLIC WORKS/MAINTENANCE: \_\_\_\_\_

COUNTY TRANSIT AGENCY: \_\_\_\_\_

CDD/CODE ENFORCEMENT OFFICER: \_\_\_\_\_

MIDPEN: \_\_\_\_\_

MENLO FIRE: \_\_\_\_\_

COUNTY HEALTH DEPARTMENT \_\_\_\_\_

OTHER: \_\_\_\_\_



## Cooley Landing Insurance Requirements

A Certificate of Liability Insurance and endorsements are required for all facility rentals. No reservations will be confirmed without proof of sufficient insurance. The City requires the following insurance for all facility rentals:

- The renter's name must be listed as the one "insured."
- The policy must be in effect at the time of the event.
- The certificate holder must be: *City of East Palo Alto, 2415 University Avenue, Suite 200, East Palo Alto, CA 94303.*
- The "description" should list the rental location, day, and event planned.
- The minimum amount of such insurance shall be no less than Two Million Dollars (\$2,000,000) per occurrence and Four Million Dollars (\$4,000,000), in aggregate or Four Million Dollars (4,000,000) combined single limit bodily injury and property damage for each occurrence. The renter shall provide the City with certificates of insurance and copies of additional insured and primary coverage endorsements evidencing the insurance coverage as a condition of renting the facility.
- The renter shall name the City of East Palo Alto, its Officers, Agents and Employees as additional insureds. The policy shall also contain a provision that the insurance afforded to the City, its Officers, Agents, and Employees shall be primary and non-contributory.

Please provide these requirements to your insurer or insurance broker. Your insurance broker should be able to assist you in getting the appropriate coverage. The certificate and endorsements must be submitted to the City no later than **two weeks** after your request is approved.

Agreement Signature: \_\_\_\_\_ Date: \_\_\_\_\_





# COOLEY LANDING EDUCATION CENTER RENTAL INFORMATION

## Cost

- **\$500.00 Deposit; due two weeks after request has been approved**  
*\*will be refunded if they clean and vacate at indicated time*
- **\$528.00** for up to 8 hours of facility rental; due two weeks before your event
- **\$81.00** for additional hours
- Maximum capacity of guests is 150
- No discounts available

## Hours

- Reservations are done in 8 hour increments (*if less than 8 hours, still the same charge*)
- Extended hours available at **\$81/Hour**
- Reservations can be requested as early as **8:00 AM**
- **Latest to clear and vacate is 10:00 PM**

## Application

- Must be submitted at least 3 to 4 weeks before event, any application turned in 2 weeks before events are subject to approval by the City.
- Reservations are done on a first come first serve basis
- Applications must be filled out **completely, signed** and submitted for approval along with the signed copy of the "Cooley Landing Insurance Requirements"
- Applications may be submitted in person at: **2415 University Avenue, East Palo Alto, CA 94303 by appointment only**; or emailed to **Tiazha Jackson at [tjackson@cityofepa.org](mailto:tjackson@cityofepa.org)**
- The application review process can take up to 2 weeks
- Within two weeks, the City will contact the event host/organizer with the status of their request
- The reservation may be cancelled at any time.
- Refunds may take up to 30 days to process.

## Insurance

- Insurance documents must be submitted **two weeks** after your reservation has been approved
- The City requires \$2 million per occurrence / \$4 million general aggregate coverage for Commercial General Liability. Please see attached insurance information for additional details
- The City requires an additional insured endorsement and a primary coverage endorsement.
- Please follow the instructions on the "Cooley Landing Insurance Requirements" and share this document with your insurance broker
- Once the insurance documents have been reviewed, the City will contact you on the status

## Set-Up

- The City will provide a Recreation Leader to be available for hire at **\$218.00/hour** to help with set up (*Optional*)
- There are **120** Chairs, **10** Round Tables (Seat~6-8 People) and **4** Rectangular 8' Long Tables that are available for use and come with the reservation.

## Clean- Up

- **Event must end at least one hour before your indicated vacate time to allow for clean-up**
  - Each reservation is in charge of breaking down their own event.
  - All equipment, décor and rentals that was brought in must be vacated by indicated vacate time, nothing stays overnight
  - ALL Tables and Chairs must be wiped down, neatly stacked and stored away back into the storage room
  - ALL trash must be bagged or placed in the trash bins
  - Kitchen area must be wiped down and sink should not be clogged with food
  - Each reserver is in charge of bringing their own cleaning supplies
- \*If the facility is cleaned and vacated at indicated time, the \$500.00 deposit will be refunded***

## Beer & Wine – For Everyone:

- Fees in the amount of \$420.00
- Beer and wine only may be served (*EPA Municipal Code Section 9.04.010*)
- Be sure to include liquor liability coverage
- Must pay \$25.00/hour for licensed security for the duration of the event. We will provide a list of eligible firms
- Not allowed for baby showers, minor's birthday parties or other underage events
- If there is misconduct, the deposit will not be refunded and the reserver will no longer be able to rent the City's facilities.

## Beer & Wine – For Non-Profits:

- Completed and approved ABC Forms. Please forward completed forms to [Interim Chief Jeff Liu](#) for signature and approval prior to submitting to ABC
- The forms can be found here:  
<https://www.abc.ca.gov/FORMS/ABC221I.pdf> - <https://www.abc.ca.gov/FORMS/ABC221-2010.pdf>
- This approval typically takes 2 weeks advance notice

## NOT ALLOWED

- Amplified music outdoors
- Any illegal activity
- Balloons outdoors
- Confetti, fireworks, or blow horns
- Distilled Liquor
- Removal of art on walls including quilt
- Smoking or use of illicit drugs