



# FOREST HOME FARMS HISTORIC PARK

## RESERVATION INFORMATION

### HOW DO I RESERVE?

- Facility Information and Facility Reservation Applications are available at the Community Center at Central Park, Alcosta Senior & Community Center, Dougherty Station Community Center, and Forest Home Farms Historic Park. Information is also available online at [www.sanramon.ca.gov/parks/parks\\_facilities](http://www.sanramon.ca.gov/parks/parks_facilities).
- All facility room reservations can be confirmed by making an appointment with a facility staff person. When arriving at your scheduled appointment be sure to have the following documentation; completed application, proof of residency and full payment of deposit and/or rental fees.
- A prospective renter may tour any of the Forest Home Farms Historic Park facilities with guidance of a staff member by calling (925) 973-3207 and making an appointment.
- Payments can be made by using cash, check (payable to the City of San Ramon) or credit card (Visa, Master Card or American Express).

NOTE: Reservations may not be transferred, assigned, or sublet. Residents are not permitted to book facilities for non-residents.

### WHAT SHOULD I CONSIDER WHEN RESERVING?

The Forest Home Farms Historic Park property is listed on the National Register of Historic Places. Properties under this classification require guidelines beyond the scope of the policies for Community Centers and other Parks and Community Facilities. These guidelines listed must be followed when renting at Forest Home Farms Historic Park. These guidelines will preserve and protect the historical characteristics for future guests. The Community Center at Central Park, Alcosta Senior and Community Center & Dougherty Station Community Center may have more hours of availability for rentals and less restrictions as an alternative to the Forest Home Farms Historic Park Facilities.

### HOW MANY GUESTS WILL IT HOLD?

Walnut Barn	100 Persons
Glass House Garden	100 Persons

### WHAT TIMES CAN I RESERVE?

Rental Facilities	Availability
Walnut Barn	Saturday & Sunday 3:00pm—Dusk
Glass House Garden	Daily 9:00am—Dusk
<b>Note: All rental opportunities pending availability and approval</b>	





# COST AND CANCELLATIONS

## WHAT IS THE HOURLY COST?

Rental Space	Non-Profit		Private Resident		Private Non-Resident		Commercial	
	Weekday	Weekend	Weekday	Weekend	Weekday	Weekend	Weekday	Weekend
Walnut Barn	N/A	\$249.00/ Four (4) Hours	N/A	\$249.00/ Four (4) Hours	N/A	\$299.00/ Four (4) Hours	N/A	\$299.00/ Four (4) Hours
Glass House & Garden	\$255.00/Hour	\$255.00/Hour	\$255.00/Hour	\$255.00/Hour	\$320.00/Hour	\$320.00/Hour	\$320.00/Hour	\$320.00/Hour

- Rental payment is due in full at the time of booking.
- NOTE: The Glass House & Garden requires a four (4) hour minimum.

## WHAT IF I NEED TO CANCEL?

- Notice of cancellation must be submitted in writing and may be subject to a fee. Cancellation fees are determined by the amount of notice given prior to the event. Rental deposits are refunded if rental fees are paid.
- A \$25 transaction fee applies to any revision or cancellation. This fee is in addition to any applicable cancellation fees. Refunds are issued back in the original form of payment.
- There are no refunds for any unused portions of rental time.
- The City of San Ramon reserves the right to reschedule, relocate or cancel a previously approved rental. In this event, the City will provide as much advance notice possible. If the adjusted time or place which is deemed unsatisfactory by the Renter, the full deposit and all rental fees paid will be refunded.





# POLICIES AND PROCEDURES

## EVENTS

1. City of San Ramon Staff reserves the right to decline requests for rental activities and event set up requests that are not covered in the policies and procedures.
2. City of San Ramon Staff reserves the right to decline requests for rental activities and event set up requests that are not covered in the policies and procedures.
3. Only one private rental on the property will be permitted per day.
4. Parking at the Forest Home Farms Historic Park is limited to the dirt lot. Maximum capacity for onsite vehicles is limited to 80 vehicles.
5. All events at the Forest Home Farms Historic Park require guests to fully vacate the property prior to dusk.
6. Requests for Amplified Sound require submittal and approval of a City of San Ramon Amplified Sound Application. There is no fee for submitting an Amplified Sound Application. No request for Amplified Sound will be considered or approved without submittal of the application.
7. The Walnut Barn seating configuration is considered a permanent location and requests to reconfigure set up will not be approved.

## RENTAL HOURS

1. All events require a minimum of a four (4) hour rental.
2. Any additional time outside of the rental period will be subject to a rate double the hourly fee. There will be no proration for

## CATERING

1. Catering service is permitted at the Forest Home Farms Historic Park, however all food must be brought ready to serve with the exception of approval to barbeque. A designated location is required for approval to barbeque and a gas only grill is required. Note: Use of charcoal grills are prohibited.
2. Food Trucks are permitted at the Forest Home Farms Historic Park. A Food Truck Application and applicable fees are required for approval.
3. All Catering services (including Food Trucks) must submit required licenses and documentation to staff personnel (business license, health permit and certificate of insurance).
4. When Sterno is used, a metal or non-combustible barrier shall be used to protect the tabletop or surface from flame.

## DECORATIONS

1. All items (e.g. plates, linens, food, décor, etc.) must be removed from the area upon departure. \* Storage of items left in the area is
2. Exit signs and fire extinguishers should not be covered or obstructed at any time.
3. The use of open-flame decorations, such as candles, is prohibited.
4. Only free standing decorations are allowed inside the Glass House. All decorations must be pre-approved.





# POLICIES AND PROCEDURES

<b>PROHIBITED</b>
1. Smoking is not permitted anywhere on the Forest Home Farms Historic Park Property.
2. All equipment and displays including tractors are for display only and guests are not permitted to make contact or cross roped boundaries .
3. All equipment and furniture, including the picnic tables inside the Walnut Barn are in permanent locations. No equipment, exhibits, collections furniture or other property shall be moved.
4. Access to the second floor within the Glass House is prohibited. Storing items on the second floor within the Glass House is also prohibited.
5. Any animal other than a designated service animal is prohibited on the property.
6. Any beverage with color is prohibited inside the Glass House. This includes red wine.
7. Any additional time outside of the rental period will be subject to a rate double the hourly fee. There will be no proration for partial hours.

8. The following items are prohibited at the Forest Home Farms Historic Park property:
<ul style="list-style-type: none"><li>▪ Smoke machines</li><li>▪ Dry rice</li><li>▪ Birdseed</li><li>▪ Flower petals (real or fake)</li><li>▪ Loose glitter</li><li>▪ Bubbles</li><li>▪ Mylar Balloons</li></ul>
<b>OTHER</b>
1. Due to the historic design of the property, most of the site does not have handicap access. Before reserving our historic property for a function where handicap access will be needed, it is strongly advised you discuss your needs with the staff to see if the facility is ap-
2. Event photography is allowed. Still photography (no flash inside the Glass House) and videography are permitted for private,

3. Children seventeen (17) years of age and younger will be required to be under direct supervision of parents/ guardians.
4. Docent-led tours may be available to groups for a fee in addition to the rental fee. Docent-led tours are \$5 per person and have 10 person minimum.
5. Stewardship of the historic landscape, buildings, and the museum collections is crucial to our mission. All proposed uses should be consistent with the preservation of the property and its buildings. By renting for an event you agree to uphold the integrity of the historic place, its buildings, landscapes, collections, and history. Staff reserves all rights to determine the suitability of an event and make all final decisions on rental contracts.
6. All events at the Forest Home Farms Home Farms Historic Park require event insurance.
7. Violation of these procedures may result in a forfeiture of a portion or all of your deposit. To ensure deposit refund, please make certain that you have completed a walkthrough of the rented areas and have signed out with facility staff before leaving the facility.



# FOREST HOME FARMS HISTORIC PARK

## RESERVATION APPLICATION

This application does not guarantee your reservation. You must sign a completed contract with a Facilities Technician to confirm your reservation.

Reservations for Forrest Home may be confirmed by contacting"

Steve Cox at [scox@sanramon.ca.gov](mailto:scox@sanramon.ca.gov) or (925)973-3207

Or

Alcosta Senior and Community Center — (925) 973-3333  
9300 Alcosta Blvd. San Ramon, CA 94583

Dougherty Station Community Center — (925) 973-3333  
17011 Bollinger Canyon Rd. San Ramon, CA 94582

San Ramon Community Center — (925) 973-3333  
12501 Alcosta Blvd. San Ramon, CA 94583

***Event information provided on this application must coincide with rental activity during event hours. Misrepresentation of your event will result in immediate cancellation and forfeiture of rental deposit and fees.***

***The applicant information and payment information must be the same.***

### PAYMENT INFORMATION

Check Number Enclosed:

Print Name on Card:

Amount \$:

Date:

Authorized Signature:

Expires: \_\_\_\_\_ Charge to my:  MasterCard  VISA  American Express

Credit Card #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### APPLICANT INFORMATION:

Applicant Name:

Company or Organization:

Address:

City:

Zip:

Primary Phone:

(circle one) Cellphone | Work | Home

Secondary Phone:

(circle one) Cellphone | Work | Home

E-mail:

Name/Type of Event:

Venue Location:

Forrest Home Farm Walnut Barn

The Glass House and Garden

Room(s):

Date (s) of Event:

Rental Times *(Includes Setup and Takedown Time)*:

Estimated Total Attendance:

Are you 18 or older?  Yes |  No      Are you 21 or older?  Yes |  No

Will Alcohol be Served?  Yes |  No      If Yes, Additional Insurance Needed

Will there be Dancing, Live Music, DJ or Performances?  Yes |  No

How Did You Hear About Us?