

# ACORD CERTIFICATE OF INSURANCE

ISSUE DATE (MM/DD/YY)

9/25/95

**PRODUCER**

DEALEY, RENTON & ASSOC.  
66 Jack London Square  
P.O. Box 12675  
Oakland, CA 94604-2675  
510-465-3090

1995 SEP 27

OFFICE OF  
AND

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**COMPANIES AFFORDING COVERAGE**

COMPANY LETTER **A**

Zenith Insurance Company

COMPANY LETTER **B**

COMPANY LETTER **C**

COMPANY LETTER **D**

COMPANY LETTER **E**

**INSURED**

East Bay Zoological Society  
P.O. Box 5238  
Oakland

CA 94605

**COVERAGES**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR. <input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT.				GENERAL AGGREGATE	\$
					PRODUCTS-COMP/OP AGG.	\$
					PERSONAL & ADV. INJURY	\$
					EACH OCCURRENCE	\$
					FIRE DAMAGE (Any one fire)	\$
					MED. EXPENSE (Any one person)	\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> GARAGE LIABILITY				COMBINED SINGLE LIMIT	\$
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE	\$
	<b>EXCESS LIABILITY</b> <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE	\$
					AGGREGATE	\$
<b>A</b>	<b>WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY</b>	Z040161001	7/01/95	7/01/96	<input checked="" type="checkbox"/> STATUTORY LIMITS	
					EACH ACCIDENT	\$ 100000
					DISEASE-POLICY LIMIT	\$ 100000
					DISEASE-EACH EMPLOYEE	\$ 100000
	<b>OTHER</b>					

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS**

The City of Oakland, its Council Members, Officers, Agents and Employees are named as the Certificate Holder.

**CERTIFICATE HOLDER**

The City of Oakland  
Office of Parks and Recreation  
Attn: Cleve Williams  
1520 Lakeside Drive  
Oakland, CA 94612

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE  
DEALEY, RENTON & ASSOCIATES  
BY *[Signature]*

291250000

Jim K  
CITY OF OAKLAND



CITY HALL • 1 FRANK H. OGAWA PLAZA • OAKLAND, CALIFORNIA 94612

Office of the City Manager  
Deborah A. Edgerly  
City Manager

(510) 238-3301  
FAX: (510) 238-2223  
TDD: (510) 238-2007

March 9, 2004


Dr. Joel Parrott  
Oakland Zoo  
P.O. Box 5238  
Oakland CA 94605

Dear Dr. Parrott,

This letter is written to advise you that the 10-year agreement between the City and East Bay Zoological Society, Inc. for management of Knowland Park and Zoo, executed on March 10, 1994, is about to expire. Given that both parties have shown interest in fashioning a new operating agreement, the holdover clause shall be in effect so the agreement can continue on a month-to-month basis until a new agreement can be approved by the City Council.

Thank you for your consideration.

Sincerely,

  
DEBORAH A. EDGERLY  
City Manager



CITY OF OAKLAND

1 FRANK H. OGAWA PLAZA • 6TH FL. • OAKLAND, CA 94612

Office of the City Attorney  
JOHN A. RUSSO  
City Attorney

FACSIMILE TRANSMISSION

TEL: (510) 238-3601  
FAX: (510) 238-6500

DATE: 3/9/04

To:

NAME	FAX NO.	PHONE NO.
Jim Ryugo	02224	06648

FROM: Margaret Fujisaka PHONE: (510) 238- 3184

SENT BY: PHONE: (510) 238-

RE:

FILE NUMBER:	
NUMBER OF PAGES, INCLUDING COVER:	ORIGINALS FOLLOW BY MAIL: No

MESSAGE: Jim - Attached are my proposed modifications to the Guidelines. You should also add at the appropriate place in the Guidelines / permit, language requiring the applicant to state the # of adults and the # of juveniles (people under 21 yrs of age)

Margaret

CAUTION - CONFIDENTIAL

THE INFORMATION CONTAINED IN THIS FACSIMILE IS CONFIDENTIAL AND MAY ALSO CONTAIN PRIVILEGED ATTORNEY-CLIENT INFORMATION OR WORK PRODUCT. THE INFORMATION IS INTENDED ONLY FOR THE USE OF THE INDIVIDUAL OR ENTITY TO WHOM IT IS ADDRESSED. IF YOU ARE NOT THE INTENDED RECIPIENT, OR THE EMPLOYEE OR AGENT RESPONSIBLE TO DELIVER IT TO THE INTENDED RECIPIENT, YOU ARE HEREBY NOTIFIED THAT ANY USE, DISSEMINATION, DISTRIBUTION OR COPYING OF THIS COMMUNICATION IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THE FACSIMILE IN ERROR, PLEASE IMMEDIATELY NOTIFY US BY TELEPHONE, AND RETURN THE ORIGINAL MESSAGE TO USE AT THE ADDRESS ABOVE VIA THE U.S. POSTAL SERVICE. THANK YOU.

IF YOU DO NOT RECEIVE ALL OF THE PAGES, PLEASE CALL (510) 238-3601 AS SOON AS POSSIBLE.

PROCEDURES AND GUIDELINES FOR BUILDING RENTALS (cont'd)

MARGARET

MARGARET FUGIOKA

Conditions for return of deposit:

- A. Decorations, including but not limited to signs, balloons and string must be removed
  - B. Trash must be placed in garbage receptacles.
  - C. Any spilled food or beverages must be washed off tables, chairs, floors, and kitchen at
  - D. Fireplace must be cleaned if used (Sequoia Lodge & Joaquin Miller Community Center)
6. Security deposit, less any claims, will be credited to payee's credit card or, if paid by cash mailed within six to eight weeks following event. Claims exceeding amount of security deposit paid are due as payable upon receipt of notification.

( PABE

JAN RYUHO

SEE \*

SETUP/CUSTODIAL SERVICES/CUSTOMER CLEANING RESPONSIBILITIES

- 1. There is a mandatory setup/teardown fee required for all rentals.
- 2. Applicant must provide a diagram at least 30 days in advance of event date, indicating how many tables and chairs will be required and the setup arrangement. Only City staff/custodians are permitted to set up and take down tables and chairs.
- 3. The City does not guarantee the availability of tables and chairs. Additional equipment needs are the responsibility of the applicant. Consult Central Reservations Unit about the number of chairs and tables available.
- 4. Custodians are permitted to set up only in those areas specifically approved for normal use.
- 5. Custodians are not permitted to set up on outside deck area or provide assistance with decorating for events.
- 6. Renters are to provide their own cleaning equipment and products.

DECORATIONS

- 1. All decorating is the responsibility of the renter. Renter is to use only masking tape or appropriate hangers to fasten objects to the walls.
- 2. Renters must remove all decorations, tape, hangers, etc. from walls before leaving the facility.
- 3. Throwing rice or birdseed at wedding receptions is prohibited within the confines of the building, including stairways, walkways and pathways. In the interest of safety, it is recommended that any throwing of rice or birdseed be confined to the open parking area and driveway only. Customer is responsible for clean up of rice and/or birdseed if thrown in parking area and driveway.

CATERING POLICY

- 1. Applicant must provide the Office of Parks and Recreation with the caterer's name, address and license number.
- 2. Applicant is responsible for payment of any additional time a caterer may need at the facility.
- 3. The caterer has a contract with the Applicant, not the City; therefore, Applicant is responsible for any damage to facility equipment or theft and clogged sinks or dishwasher, damage to grill or oven, greasy stoves, dirty floors and counter tops.
- 4. Cleaning/damage deposit may be withheld for maintenance repairs to kitchen and other areas used by the caterer.

ADDITIONAL PERMITS

Other types of permits may be required, e.g. Police Special Event Permit, Police Dance Permit, Charitable Solicitations Permit, Alcoholic Beverage License, Sound Amplification Permit, etc. Applicant is responsible to obtain such permits when required.

CHILDREN AT EVENT

unaccompanied by a responsible adult

Children are not permitted outside of the rental space except for bathroom use.

JUVENILE EVENTS

but are not limited to

banquets, meetings, conferences, and graduations

Juvenile events include bar mitzvahs, bat mitzvahs, quinceñeras, Sweet 16 parties, 18-year-old birthday parties, and all events involving groups under 21 years of age. A minimum of one adult per 15 youths is required. One uniformed security guard for every 50 youths in attendance is also required. Arrangement of security staffing must be approved in advance by the facility supervisor or manager. Juvenile activities are normally limited to banquets, meetings, conferences, and graduations. No juvenile-only dances or parties are permitted. Alcoholic beverages are not allowed at juvenile events.

ALCOHOLIC BEVERAGES

Alcoholic beverages may be served inside facility for adult events only. If Applicant requests to sell liquor, approval must be obtained from the Director of OPR or his/her authorized representative and an ABC license must be obtained. The applicant will hold the Office of Parks and Recreation, City of Oakland and its employees free from any liability or claim for damages or suit by reason of any injuries to any person or property, of any kind whatsoever, arising out of the serving of alcoholic beverages before, during and after use of event to self and attendees.

Where a majority of attendees are