

Shinn Historical Park • Facility Use Information & Rates



Located at 1251 Peralta Boulevard, the **Shinn Historical Park and Arboretum** is a beautiful park with a picturesque Victorian ranch style home constructed in 1875-1876 as the centerpiece. The perfect location for outdoor weddings, family receptions, or other special events. The facility accommodates 200 people and includes a bride's room, and Japanese meditation garden. The 4.5 acre grounds contain stately trees (some of which are a century old!) and shrubs from the orient, as well as the four corners of the world. Shinn Historical Park, in conjunction with its arboretum and botanical garden, was dedicated to the City of Fremont in 1962 as a historical/cultural landmark for public use. The facility was renamed Shinn Historical Park and Arboretum in 1994.

Historical Park Reservation Details

- For appointments to view the facility, call (510) 790-5541 or email CentralPark@Fremont.gov
- Reservations can be made up to one (1) year in advance. Reservations must be received a minimum of ten (10) working days prior to reservation date.
- Reservations are valid with presentation of a completed and approved application accompanied with payment of all fees, including damage and cleaning deposit.
- Deposit refunds will be processed within ten (10) to fourteen (14) business days after event date.

Historical Park Facility Use Applications/Permits are approved on a **first-come, first-serve** basis and are accepted up to a year in advance. No reservation will be "held" without full payment of fees and damage deposit. No oral agreements for use of facilities or picnic sites are accepted or binding. All reservations must be made at least ten (10) business days prior to rental date. Applications are processed during regular business hours, Monday – Friday.

To make a reservation, the reserving party must submit:

- Historic Park Facility Use/Application Permit (available online or at the Central Park Visitors Services Center)
- Payment in Full (VISA, MasterCard, Check* or Cash) *Checks are not accepted within 30 days of a rental.

Once the application and payment is processed, a receipt and confirmation will be sent by postal mail.

Capacity	Resident	Non-Res	Cleaning & Damage Deposit	Tables	Chairs	Other
200	\$270 (3-hr), \$540 (8-hr), \$90 (add'l hr)	\$420 (3-hr). \$840 (8-hr), \$140 (add'l hr)	\$275	[25] 6' Rectangle	200	Electricity, Water, Restrooms, Bride's Dressing Room & Paved Patio

Shinn Historical Park • Facility Use Guidelines & Rules

HOURS: Shinn Historical Park may be rented from April—September from 8:00am to 30 minutes before dusk, excluding City Observed Holidays. The time shown on the Historical Use Permit must cover the time required for the customer to **set up, decorate, conduct the activity, and clean** the facility after use. The facility must be vacated promptly at the conclusion of the time specified on the permit. Overtime charges will apply for occupancy beyond approved reservation time. Overtime charges will include time and a half of hourly fees and staff overtime. A facility attendant will be assigned to the park site during your event. The gates and room access will be granted at the beginning of the stated rental time.

SETUP & CLEAN UP: All tables, chairs, and equipment must be cleaned and placed in their original state at the end of the reservation time. Groups must also clean up facility in a manner that allows it to be ready for the next group. Facility Attendants will provide access to all facilities and equipment. Dancing and heavy impact activities are limited to paved or tiled areas. Portable dance floors are not permitted. Shinn Historical Park must be vacated promptly at the conclusion of the reservation time specified on the permit. The approved applicant and/or organization will be responsible for any damage or loss sustained to the grounds, building, furnishings or equipment; or unusual clean-up required, as a result of applicant's and/or organization's occupancy of the facility.

CANCELLATIONS: Refund of use fees shall be made where customers gives written notice (email, fax, in-person) of cancellation to the City of Fremont at least (11) calendar days prior to the date reserved. Fees for uses cancelled thirty (30) or more days in advance will be refunded less a 10% administrative service charge. Fees for uses cancelled eleven (11) to twenty-nine (29) days in advance will be refunded less a 30% administrative service charge. Uses cancelled ten (10) days or less will not receive a refund. Damage deposits are refunded in all cases. If event is canceled due to rain, the City will retain ten percent (10%) of the use fees to cover administrative costs.

NO SHOW: If permittee is more than one hour late without notifying the Central Park Visitor Center, it will be considered a "No Show". In the case of a "No Show", both fee and deposit will be forfeited.

CHANGES: Any change, alteration or modification of stated use must be approved in advance by Central Park Visitor Center staff and is subject to administrative service charge per the above cancellation policy. Change or omission, may result in cancellation of use or a change of the use area and/or fees. Any misrepresentation of your use/group, or failure to comply with Use Guidelines may result in expulsion from the park or facility of use and/or forfeiture of all fee(s) and deposit(s).

DEPOSITS: Return/refund of Damage & Cleaning Deposit will be made by mail (or credited to charge card) where no damage or loss has occurred. Deposits will be forfeited for inadequate clean up or care of furnishings or facility. Customers can expect to receive a refund check within ten (10) to fifteen (15) business days after the reservation date. See CANCELLATIONS above for more information on cancelling.

DAMAGE: It is expressly understood that applicant/organization shall save, keep and hold harmless the City of Fremont, its officers, agents, employees and volunteers from all damages, costs or expenses that may at any time arise because of damages to property or personal injury using or occupying the facility. The approved applicant and/or organization will be responsible for any damage or loss sustained to the grounds, building, furnishings, or equipment; or unusual clean-up required, as a result of applicant's and/or organization's occupancy of the facility.

DECORATIONS: Plans to decorate the facility must be requested on the application for approval. Only sled base or runner base chairs are allowed on the lawn areas, tables must have wood placed under the legs. Masking tape is acceptable (blue carpenters tape is preferred) and no nails, tacks or staples are allowed. Ground stakes must be six inches (6") or less. NO inflatable toys or bounce houses permitted inside the parks. Materials must be fireproof and may not be attached to light fixtures. No open flames (ie. Candles) are allowed. No rice or confetti is allowed due to clean up. (Wild bird seed is recommended)

MUSIC: The Facility Attendant will control music volume appropriate for the residential surroundings. Amplified bands are not compatible with these facilities.

ALCOHOL: The use of alcohol is restricted to only beer, wine, and champagne. The use of alcoholic beverages is by written permit only and must be requested at the time the facility use application is made. Alcohol may be served for a maximum of four (4) hours. There will be no on-site sale of alcoholic beverages.

SMOKING & STYROFOAM: Smoking is NOT permitted inside the building. Styrofoam is prohibited and enforceable up to \$500 per occurrence.

MISC: Stay on designated walkways in the garden areas and do not disturb Shinn fish pond or feed fish. **Any misrepresentation of your group or failure to follow facility guidelines may result in expulsion from the facility and forfeiture of all fees and deposit.**



Shinn Historical Park • Facility Use Application/Permit

DATE OF EVENT: _____ START TIME: _____ END TIME: _____

TYPE OF EVENT: _____ # OF PEOPLE: _____

YES NO Will there be amplified music? (i.e. DJ, Band, Large Speakers)

YES NO Will other services be provided (caterer, performer, etc.)?

If yes, list vendors: _____

YES NO Will the public be invited to your event?

YES NO Will this event be advertised? o Online o Radio o Flyers o Other: _____

YES NO Will alcohol be served? (If yes, only beer, wine & champagne can be served)

I am requesting to serve alcohol from _____ AM/PM to _____ AM/PM (4 HOUR TIME LIMIT)

I understand that I must provide adult supervision to prevent consumption of alcohol by minors.

I will not charge or solicit donations for admission to the event, including the provision of alcohol.

I and/ or my organization understands that money cannot be exchanged at my event.

(i.e.: donations, solicitation, collections)

I and/ or my organization understand that signs/decorations must be removed at the end of my event and cannot obstruct or damage City signs and property. (No nails, tacks, and staples can be used for decorations)

NAME: _____ ORGANIZATION: _____

PHONE: _____ EMAIL: _____

ADDRESS: _____ CITY: _____ ST: _____ ZIP: _____

I and/or my organization expressly certify that I and/or my organization will be responsible for any damage or loss sustained to the grounds, building, furnishings or equipment; or unusual clean-up required, as a result of my and/or my organization's occupancy of the facility. I and/or my organization have read and understand the Shinn Historical Park Facility Use Rules, Guidelines, and Policies.

SIGNATURE: _____ DATE: _____

ACCEPTED	PROCESSED
DATE: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Client class: I II III IV V VI
TIME: _____	Fee(s): \$_____ Deposit(s): \$_____ Total: \$_____
RECEIVED BY: _____	<input type="checkbox"/> CC (Visa / MC) <input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash
(PRINT NAME)	Processed By: _____ Date: _____ Permit #: _____



Central Park Credit Card Authorization Form

This is to serve as authorization for the City of Fremont Recreation Services Division to charge my credit card for the total amount of \$_____ for the use of a Central Park picnic site, facility rental, or the Shinn Historical Park.

Rental Location: _____

Rental Date: _____

Rental Fee: _____

Damage Deposit: _____

Other Fees: _____

Cardholder Name: _____

Cardholder Signature: _____ Date: _____

Visa Mastercard Exp Date: _____ Last 4 Digits on card: _____

Notes/Comments:

Remove information below line after transaction approval.

Card Number: _____ - _____ - _____

(first 12 digits only)