

Mulford Gardens Improvement Association

Booking Instructions Part Two

1. Total hours, 2. Pay the Fee, and 3. Event Timetable.

13055 Aurora Drive, San Leandro CA 94577

(revised on 09/17/2022)

(No signatures require on this form.)

Event date:

Day of the week

Responsible party's First name.

Total Event Hours

Check Hours for Your Event Below

14 hour: \$760,

7 hours \$550

13 hour: \$730,

6 hours \$520

12 hour: \$700,

(6 hrs. is Minimum for Sunday.)

11 hour: \$670,

5 hours \$490

10 hour: \$640,

(4 hrs. is Minimum for weekday unless special rate.)

9 hours \$610,

4 hours \$460

8 hours \$580,

3 hours \$430

(8 hrs. is Min for Sat.)

2 hours \$400

Enter cost here for selected hours above.

Add \$35 for Park electricity for a Jumper:

If applicable.

Final Total

2. PAY FEE INSTRUCTIONS. Pay fee based on 1. TOTAL EVENT HOURS.

And Note: Fee is due 30 days before your event

[Preferred Fee payment] Zelle: Find it on your bank's phone app.

Select recipient:

treasurer@mulfordgardens.org

In First name field type:

Mulford Gardens I A

& leave Last name field blank:

Enter Amount:

You entered on the phone app.

And posted date:

and Conf #.

and any "memo"

[Second method:] Check

Cashiers **CHECK**, or Personal Check made out too MGIA.

Enter in this box below the Check type

CC: for Cashiers Check OR PC: for personal check.

Post Office Money orders and Venmo transfers are not accepted.

And enter the "pay to the order of" name on the **CHECK**.

And enter the Amount:

And the date on the check

And the bank

[Third Method.] Cash

CASH When turning in the cash,

record the following information

Date handed to an MGIA volunteer

Name of Volunteer:

Witness present (if any)

Receipt number

Amount

3. EVENT TIMETABLE

Note: Total Hours Selected

Due to cleanup before your event, the **earliest you can start is 10 AM**
How many **hours** do you want on your **event day**?

 Hours. Start Time:

Set up hours are usually available on **Friday** for Saturday rentals
Friday set up hours requested (enter if any.)

Start Time:

(Set up hours can **sometimes** be available for Sunday rentals.)
Saturday hours requested (enter if any.)

Start time will be by text From MGIA volunteer
based on the Saturday renters time of departure.

Add these Setup hours and event day hours and make an
adjustment (if necessary) in the **TOTAL EVENT HOURS** above.

(On occasion Monday cleanup for Sunday rental can be offered

Check Sum

(Hours if you are requesting them.)

**Once you have completed this document save it with the same name it
had when it was sent to you and attache it to a new email to be sent to**

<events@mulfordgardens.org>

If you do not get a "Booking Approved" notice in a week contact me.