CITY OF PIEDMONT
COMMUNITY HALL, TEA HOUSE AND EXEDRA PLAZA
711 Highland Ave.
Piedmont, Ca 94611
(510) 420-3081 (Reservations)

INFORMATION SHEET

SETTING: Piedmont Community Hall and Tea House are surrounded by a park setting and a landscaped plaza. Exedra Plaza area has a large patio and fountain back drop located within the park.

FACILITIES:

**Piedmont Community Hall**
- Foyer: 18’ x 10’
- Hall: 52’ x 30’
- Stage: 15’ x 9’
- Kitchen: Commercially equipped including large coffee urn
- Tables: Rectangular: 8’ x 2 ½’ (16), Round: 5’ (16), Cake Table: 3’ Round (1), Card Tables: 3’ Square (10)
- Chairs: White folding: (180), Brown folding padded seat and back: (55)

Maximum Occupancy Load as Required by State Law:
- 120 Seated Dining Inside Hall (outside patio 150-200 seated)
- 200 Assembly Inside Hall

**Tea House**
- Interior: 400 Square Feet,
- Elevated Deck: 590 Square Feet

Maximum Occupancy Load as Required by State Law:
- 27 Dining
- 57 Assembly

**Exedra Plaza**
- 150 white wood chairs provided, Seats up to 200. Stanchions provided.

SERVICES PROVIDED:
Set up and take down of tables and chairs at Community Hall and Exedra Plaza, not the Amphitheater. Custodian is on duty during rental, additional custodian at Exedra site.

PARKING:
- Off street - 30 Spaces in parking lot. Additional street parking.
PIEDMONT COMMUNITY CENTER HALL AND TEA HOUSE
711 HIGHLAND AVENUE
PIEDMONT VETERANS' MEMORIAL BUILDING
401 HIGHLAND AVENUE

Rates Effective July 1, 2015
Reservations/Security Deposit : $1000.00
Deposit for Seminars/Meetings/Scouts: $400.00

**PIEDMONT COMMUNITY HALL**

<table>
<thead>
<tr>
<th>Base</th>
<th>**Add'l Time</th>
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<tbody>
<tr>
<td><strong>Resident Discount Rate, November - April</strong></td>
<td>$2200.00</td>
<td>$250.00</td>
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<tr>
<td><strong>Non-Resident Rate, November - April</strong></td>
<td>$2800.00</td>
<td>$250.00</td>
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<tbody>
<tr>
<td><strong>Resident Discount Rate, May - October</strong></td>
<td>$2600.00</td>
<td>$250.00</td>
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<tr>
<td><strong>Non-Resident Rate, May - October</strong></td>
<td>$3100.00</td>
<td>$250.00</td>
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<tbody>
<tr>
<td><strong>Resident Discount Rate, November - April</strong></td>
<td>$2400.00</td>
<td>$250.00</td>
</tr>
<tr>
<td><strong>Non-Resident Rate, November - April</strong></td>
<td>$2999.00</td>
<td>$250.00</td>
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<th>**Add'l Time</th>
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<tbody>
<tr>
<td><strong>Resident Discount Rate, May - October</strong></td>
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<td>$250.00</td>
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<tr>
<td><strong>Non-Resident Rate, May - October</strong></td>
<td>$3800.00</td>
<td>$250.00</td>
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**Weekday-Monday through Thursday, Friday to 3:00p.m.**

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<tr>
<th><strong>Add'l Time</strong></th>
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<tbody>
<tr>
<td><strong>4 Hour Base Rental Food/Beverage</strong></td>
<td>$525.00</td>
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<tr>
<td><strong>Non-Resident Rate</strong></td>
<td>$675.00</td>
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<th><strong>Add'l Time</strong></th>
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<tbody>
<tr>
<td><strong>2 Hour Base Rental No Food/Beverage</strong></td>
<td>$295.00</td>
</tr>
<tr>
<td><strong>Non-Resident Rate</strong></td>
<td>$370.00</td>
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<th><strong>Add'l Time</strong></th>
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<tbody>
<tr>
<td><strong>6 Hours Piedmont Non Profit</strong></td>
<td>$395.00</td>
</tr>
<tr>
<td><strong>Non Resident Non Profit</strong></td>
<td>$495.00</td>
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Seminars Monday-Friday 8:00am-4:00pm

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<th><strong>Add'l Time</strong></th>
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<tbody>
<tr>
<td><strong>6 Hours Piedmont Non Profit</strong></td>
<td>$450.00</td>
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**TEA HOUSE**

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<tr>
<th><strong>Add'l Time</strong></th>
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<tbody>
<tr>
<td>In Conjunction with Community Hall</td>
<td>$420.00</td>
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<tr>
<td>3 Hour Base Rate</td>
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**EXEDRA PLAZA AREA**

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<tr>
<th><strong>Add'l Time</strong></th>
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<tbody>
<tr>
<td>With Hall Rental - Resident Discount Rate</td>
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<tr>
<td>With Hall Rental - Non-Resident Rate</td>
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<tr>
<td>With Hall Rental - Weekend Resident</td>
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<tr>
<td>With Hall Rental – Weekday Non Resident</td>
<td>$400.00</td>
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<tr>
<td>Without Hall Rental – Weekday Resident</td>
<td>$425.00</td>
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<tr>
<td>Without Hall Rental – Weekend Non Resident</td>
<td>$525.00</td>
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<tr>
<td>Without Hall Rental – Weekend</td>
<td>$750.00</td>
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PIEDMONT VETERANS' MEMORIAL BUILDING
Saturday and Sunday - 7 hours Base Rental Period  (Insurance included)

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<tbody>
<tr>
<td>Resident Discount Rate</td>
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<tr>
<td>Non-Resident Rate</td>
<td>$1700.00</td>
<td>$250.00</td>
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**Weekday-Monday through Thursday, Friday to 3:00p.m.  (Insurance not included.)**

*4 Hour Base Rental Food/Beverage

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<tbody>
<tr>
<td>Resident Discount Rate</td>
<td>$470.00</td>
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<tr>
<td>Non-Resident Rate</td>
<td>$625.00</td>
<td>$250.00</td>
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*2 Hour Base Rental No Food/Beverage

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<td>Resident Discount Rate</td>
<td>$270.00</td>
<td>$250.00</td>
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<tr>
<td>Non-Resident Rate</td>
<td>$320.00</td>
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*6 Hours Piedmont Non Profit

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Seminars Monday-Friday 8:00am-4:00pm

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Your time begins when the first person arrives at the hall, such as the caterer, coordinator, D.J., etc. When the contracted rental time ends, everyone from lessee's group must be out of the hall. Additional time may be requested through the facility coordinator 510-420-3081. Our custodian is on duty to set up our tables and chairs only, rental items must be set up by your staff. Our custodian will clean and stock the restrooms and set out lined trash containers for your event. Recycle bins will be provided, *your catering staff is responsible for breaking down garbage/boxes.*

**INSURANCE**

Weekday lessees of the facilities are required to purchase liability coverage unless they have such coverage. Premiums will vary with the event. The City will issue a Certificate of Insurance and make the appropriate premium charge. The coverage will provide $1,000,000.00 worth of general/liquor liability insurance per day/per event.

**EXEMPT ORGANIZATIONS** (City Policy No. 4 Revised 7/31/03) Custodial Services as needed @ $20.00 per hour

**OTHER COMMUNITY ORGANIZATIONS** (City Policy No. 4 Revised 2/22/83) Piedmont Schools (7 times/year) $15.00 per hour for Custodial Services

**OTHER CHARGES**

$250.00 if rental items are left overnight without prior authorization. $25.00 per hour if access to the hall is needed for rehearsal.

**PAYMENT**

The $1000.00 security deposit is to be collected at the time of confirmation of the reservation. This will be returned within 6 weeks following the event, provided time is adhered to and the facilities are left in satisfactory condition. Rental charges will be billed at least 120 days prior to the rental date and are due 90 days before the rental.
CANCELLATION POLICY
If the reservation is canceled in writing 6-10 months prior to the date of the event, half of the security deposit will be refunded. Cancellations received less than 6 months in advance do not qualify for a refund. Cancellations received 10 months or more before the event will be refunded less $50.00. If a reserved date is changed more than one time, no refund will be made if the reservation is cancelled, no matter how much in advance the cancellation is received.

HOURS OF OPERATION
The facilities are not available prior to 8:00a.m. Alcohol service stops promptly 90 minutes before the end time on the permit, the latest at 10:30p.m. No amplified music is allowed past 11:00p.m. inside and 10:00pm outside. The facilities must be closed and vacated promptly at 12:00 midnight.
PIEDMONT COMMUNITY HALL AND TEA HOUSE
711 HIGHLAND AVENUE
PIEDMONT VETERANS' MEMORIAL BUILDING
401 HIGHLAND AVENUE

LEASE AGREEMENT RULES AND REGULATIONS

1. GENERAL
   a. No scotch tape, masking tape, or other adhesives shall be placed on any surface.
   b. No nails, hooks or tacks shall be driven into any surface. Nothing may be hung in any trees. No Fog Machines allowed.
   c. Nothing may be affixed to walls, windows, doors, woodwork, curtains, beams, ceilings, chandeliers or pieces of furniture.
   d. There is an ice machine in the kitchen which produces 70 lbs of ice. There is a freezer which will store additional ice. Any additional ice needs are the Lessee’s responsibility. Mulberry’s Market at 335 Highland Avenue Piedmont, 510-652-3779 stocks ice.
   e. No acids, dyes, solvents, paint pigments, rubber-backed mats or rubber casters are to be used.
   f. Throwing/use of glitter, candy of any kind, confetti, rice, birdseed, flower petals or any similar material is prohibited in or close to the facilities. Sparklers are NOT allowed. This will result in the forfeit of your Deposit.

2. FIRE REGULATIONS
   a. Only votive candles or candles in hurricane surrounds (enclosed in glass) are allowed. The flame must be below the top edge of the surrounding glass. Sparklers are NOT allowed. If you are planning to use a tent, you will need to submit a tent permit. (For tenting guidelines, refer to section “Furniture, Rental Equipment and Supplies.”)
   b. All draperies, hangings, curtains, drops, or other such material brought into the facilities shall be made from nonflammable materials. Treatment with a State Fire Marshall approved fire retardant is allowed to meet this requirement. NOTE: ONLY MATERIALS OWNED BY THE LESSEE MAY BE TREATED.
   c. Exit doors, exit lights, fire alarm stations, wet standpipe hose cabinets and fire extinguisher locations shall not be concealed or obstructed by decorative material or any other item. (C.A.C. Title 19, Section 7.20)
   d. Smoking is not permitted in these rental facilities per Piedmont City Ordinance 493 N.S. Smoking is permitted outside the building only.
e. Exit ways and required means of egress shall not be used in any way that will obstruct their use as an exit or that will present a hazardous condition. (P.F.C. Section 26.107 and C.A.C. Title 19, Section 65.03)

3. **CLEAN UP**
   a. Garbage and debris **must** be placed in cans provided or in additional plastic bags supplied by the custodian. You and/or your staff are responsible for the breakdown of boxes and recyclables.
   b. The kitchen must be clean and in working order. The stove must be clean and free of grease, drippings and burn marks. (Refer to “Caterer and Lessee Information” sheet and “Refunding Security Deposit-Determination Factors” form.)

4. **FURNITURE, RENTAL EQUIPMENT AND SUPPLIES**
   a. If City owned furniture is needed in the amphitheater/redwood grove area, it is the LESSEE’S responsibility to bring it down and returned to the facilities. If it is not returned, lessee will forfeit the entire deposit. There is no cost to use the amphitheater ceremony site.
   b. No furniture of any type may be set up on the lawn.
   c. The lessee or his agent is responsible for the setup of all rental furniture. The event custodian is not available for this purpose.
   d. **NO FURNITURE, DISHES, FOOD/BEVERAGES, OR DECORATIONS MAY BE LEFT IN THE HALL OVERNIGHT.** All materials and equipment, including rental items, must be removed from the hall immediately following the event. **Arrangements for next day pick up must be made with the facility coordinator or $250.00 will be deducted from Lessee Deposit.**
   e. If the lessee is using any tenting, the Piedmont Fire Department must be notified 90 days in advance. The lessee must fill out and submit a tenting permit to the PFD, including all the details about the tent, in order for the PFD to sign off on the request. There is no cost for the Permit. The PFD will do a final tent inspection on the day of the event. Upon request we will supply a list of appropriate vendors.

5. **ALCOHOLIC BEVERAGES**
   a. **Serving of alcohol ends 90 minutes before the end time on the permit.** Our staff person is on site to ensure this rule is followed. The Rental Facility Supervisor will be notified if the rule is not adhered to, and the $1000 deposit will be forfeited. Only beer/wine and champagne may be served.
   b. The lessee is responsible for the behavior and orderliness of all guests and hosts.
   c. **Under no circumstances shall minors be allowed to possess or consume alcohol.** It will be the responsibility of the lessee to assure that minors are not in possession of or consuming alcohol at any time. Arrests will be made if this rule is not followed, as THIS IS THE LAW.
d. Alcoholic beverages are to be served from a controlled bar by a licensed bartender and to adults.

e. When alcoholic beverages are being **SOLD**, either by ticket, by paying in advance or by charging admission, a one day permit must be obtained from the A.B.C. Call A.B.C. to determine the fee which must be paid by money order or cashier check. You will need to take a copy of your reservation and deposit request forms showing the date of your rental to the Piedmont Police Department, 401 Highland Ave., and get a letter from them which you then take along with the other 2 forms to the:

   State of California  
   Alcohol Beverage Control Department  
   1515 Clay Street  
   Room 2208  
   Oakland, CA 94621  
   (510) 622-4970

A copy of this permit must be on file in the office of the Rental Supervisor 10 days before the event.

6. **LIABILITY INSURANCE REQUIREMENT**

a. Included in your weekend rental fee is $1,000,000.00 general liability insurance. This coverage includes liquor liability.

b. If you rent Monday through Friday afternoon, you will either need to provide a certificate of insurance for $1,000,000.00 naming the City of Piedmont as "added named insured" or purchase the insurance coverage from the City of Piedmont's insurer through the Rental Supervisor's office.

7. **DAMAGE RESPONSIBILITIES**

a. The lessee will be responsible for all damage incurred to the facility during the time of the event. This includes, but is not limited to, damage to the restrooms, floors, kitchen, main rooms or patio areas.

8. **PAYMENT**

a. The security deposit for the Community Hall and the Veterans' Building is $1000.00 to be collected at the time of confirmation of the reservation. This will be returned approximately 6 weeks following the event provided you were in and out in the time paid for, you followed the rules, and the facility was left in satisfactory condition. **If the maximum seating capacity is exceeded by 10%, you will forfeit your deposit.**

b. Rental charges will be billed at least 120 days prior to the event and are due 90 days before the rental date. If payment is made later than 90 days prior to use it must be made with a credit card, cashier's check or money order or the reservation will be subject to cancellation.
c. If reservation is canceled in writing 6-10 months prior to the date of the event, half of the security deposit will be refunded. Cancellations received less than 6 months in advance do not qualify for a refund. Cancellations received 10 months or more before the event will be refunded less $50.00. If a reserved date is changed more than one time no refund will be made if the reservation is canceled, no matter how much in advance the cancellation is received.

9. HOURS AND CONDITIONS OF OPERATION

a. The facilities are available for rental from 8:00 A.M. to 12:00 midnight daily.

b. Amplified music is not allowed past 11:00 P.M. Dances/Parties for groups under 21 years of age are not allowed.

c. The custodian will set up our tables and chairs in the hall, on the patio and at the Tea House (if rented) provided your set up instructions are received 10 days prior to the event. H/she will not set up rental furniture. The custodian is there during the event to give general assistance as needed, to stock the restrooms and to enforce our rules and regulations. No gratuities are expected or necessary.

10. REHEARSALS

a. Rehearsals must be arranged with the facility coordinator to avoid conflicts. Please call 510-420-3081 or email your request to prdrentals@ci.piedmont.ca.us.

b. If access to the facility is necessary, time will be charged at $25.00/hr.

11. BUSINESS LICENSE

a. If holding a for-profit event, you must acquire a city business license from the City Clerk's Office, 120 Vista Avenue, Piedmont, CA 94611, (510) 420-3040.

12. WEDDING SITE BEHIND EXEDRA/BLUE VASE AREA ACROSS FROM VETERANS' BUILDING

a. The Exedra area is available for rent for weddings (in conjunction with rental of one of the halls). Our staff will set up our chairs (150 white wooden) and any tables needed for this site.

b. Once payment has been received for the Exedra, a refund will only be issued if rain occurs on the day of use.

13. DRAPERIES AT THE COMMUNITY HALL

a. The draperies are not to be adjusted. They do not cover the windows or the stage. If the room needs to be darkened, the custodian will lower the motorized blinds.
15. **BBQ AT THE COMMUNITY HALL**

a. Barbecues may be brought to the hall but must only be used in areas designated by the rental supervisor or custodian. A fireproof pan must be placed under the unit if it is to be used on the patio.
PIEDMONT COMMUNITY HALL
Caterers and Lessees Information Sheet

1. KITCHEN: Please leave the hall as you found it. Be sure to check and clean as needed: counters, sinks, refrigerator, stove top and ovens. Floor should be swept and mopped, twice if necessary. If our staff needs to do any kitchen clean up, $250.00 will be deducted from your deposit. DO NOT DISPOSE OF COFFEE GROUNDS IN ANY SINK, please use the recycling cans provided.

2. HALL AND PATIO AREA: Paper and/or plastic plates, cups, eating utensils, napkins etc. are to be put in the garbage/recycling cans provided. You/your caterer are responsible for card board boxes being broken down and thrown away in the designated recycle container. Large food/drink spills should be cleaned up by you/your caterer.

3. OUTSIDE FURNITURE: **Lessee** is responsible for returning Piedmont Community Hall furniture to the interior of the building from the Amphitheater.

4. RENTAL FURNITURE: No rental furniture or equipment of any kind may be left overnight unless arranged with the facility coordinator ahead of time.

5. UNLOADING AND PARKING: Caterers may drive down to the bottom of the driveway to unload BUT MAY NOT PARK ON THE BRICK AREA and must go back up to the parking lot and park while the event is in progress. Fire trucks must have access and the right of way to Piedmont Community Hall.

6. NO SMOKING: We do not allow smoking in the building. Please help us enforce this rule so we may keep the hall looking as attractive as possible.

7. NO GLITTER, ETC.: We do not allow glitter, candy of any kind, confetti, rice, birdseed, flower petals or any similar material in or close to the facilities. If used the lessee will forfeit the deposit.

8. LIQUOR: Bar must be tended by a licensed bartender/caterer. Catering staff must pour at tables and serving of alcohol must stop 90 minutes before the end time on permit, 10:30pm at the latest, or the deposit will be forfeited. Only beer/wine/champagne may be served. Empty liquor bottles should be put in the recycling bin.

9. ICE: Our ice machine produces 70 pounds of ice. It is the lessee’s responsibility to supply any additional ice needs. Ice must be dumped on the dirt between the dumpsters and the building. PLEASE do not dump ice on the lawn.

10. GARBAGE & RECYCLING: The caterer should utilize the recycling and green waste bins provided, following the guidelines posted in the kitchen as to what can be put in each receptacle. They must work with the custodian to manage the garbage during the event.

**PLEASE CHECK IN WITH THE CUSTODIAN BEFORE YOU LEAVE!**
REFUNDING SECURITY DEPOSIT – DETERMINATION FACTORS

Immediately following your group’s use of the facilities, the Event Custodian is required to check the following areas in order to provide information which will determine whether your security deposit will be returned. We advise reviewing these items with the Event Custodian prior to leaving to ensure a full refund.

The factors which will be considered are:

1. Whether you adhered to the rules as stated in the Lease Agreement.
2. No damage to patio plantings or outside of building and patio.
3. No broken doors or windows.
4. Furniture taken down to the amphitheater is returned to the inside of the building in good condition by the lessee. (Piedmont Community Hall only)
5. No rental furniture/equipment is left at hall for later pickup, unless arranged ahead of time.
6. No defacement of walls, floors, furniture or windows (burns, breakage, etc.) has occurred.
7. No furniture, appliances/fixtures are broken. Stove, sinks, refrigerator, toilets, bathroom basins are left in good condition.
8. Excess liquid/food spillage has been cleaned from floors, furniture, appliances, and counters in the kitchen and hall.
9. All debris, broken glass, and paper products from inside and outside the building have been placed in recycling and garbage receptacles provided.
10. Kitchen stove, refrigerator and cabinets are clean. Left over food, utensils have been removed. Kitchen floor has been mopped – twice if necessary.
11. Inventory count of tables and chairs is correct.
12. **Serving of all alcohol ends 90 minutes prior to end time, or deposit refund will be forfeited.**
13. Lessee’s use of facility did not exceed time stated in contract.

By signing below you agree that you understand your responsibility in receiving a full refund of your deposit as stated in the Lease Agreement Rules & Regulations for use of the venue on: ____________.

(Event Date)

__________________________  __________________________
Lessee (Signature)          Caterer (Signature)

__________________________  __________________________
Lessee (Print)              Caterer (Print)

__________________________
Date                        Catering Company Name

__________________________
Contact Phone Number

__________________________
Date
DIRECTIONS TO PIEDMONT COMMUNITY HALL
711 Highland Avenue

FROM WESTBOUND 580 (Hayward, San Jose)

1. Follow Westbound 580 (toward San Francisco)
2. Exit Harrison St. MacArthur Blvd.
3. Right at signal onto Oakland Ave.
4. Proceed 1.3 miles to Highland Ave. (3rd signal)
5. Right onto Highland Ave.
6. Proceed 2/10 mile to Piedmont Community Hall driveway
   (Clue: Highland Ave. curves to left and then right around park and hall)
7. Right into parking strip. Street parking available.

FROM EASTBOUND 580 (San Francisco, Marin)

1. Follow Eastbound 580 (toward Hayward, Stockton)
2. Exit Harrison St./Oakland Ave. (watch for "PIEDMONT NEXT RIGHT" sign)
3. Bear left toward Oakland Ave.
4. Turn left at signal onto Oakland Ave.
5. Proceed 1.3 miles on Oakland Ave. to Highland Ave. (4th signal)
6. Turn right onto Highland Ave.
7. Proceed 2/10 mile to Piedmont Community Hall driveway.
   (Clue: Highland Ave. curves to left and then right around park and hall)
8. Right into parking strip. Street parking available.

FROM SOUTHBOUND 13/WARREN FREEWAY (Berkeley, Richmond)

1. Exit Moraga Ave./Thornhill Ave. (watch for "PIEDMONT NEXT RIGHT" sign)
2. Bear right onto Moraga Ave.
3. Proceed on Moraga Ave. 1.1 miles to Highland Ave. (1st signal)
4. Turn left at signal onto Highland Ave.
5. Proceed 1/2 mile to facility (Clue: Highland Ave curves to left and then right around park and hall)
6. Right into parking strip. Street parking available.