



Dear esteemed lessee,

Allow me to introduce myself. My name is Nancy Gonzalez and for those who have dealt with Cynthia Salinas in years past she is sadly no longer at this location. There are many of you who have enjoyed renting our facilities year after year, some even various times throughout the year, and others who have just began to use our park facilities. For those who are familiar with the park, you probably have vast knowledge of our rules and regulations, but there have been a couple of changes other than myself here at Clear Lake Park.

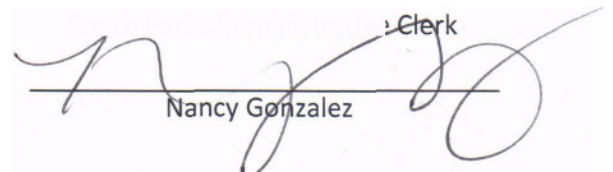
Due to the high amount of request through out the year and the busy holiday schedules we will start taking requests the first of August. This should give the necessary amount of time to confirm requests, send out contracts, and receive payments. I would like to stress that you might not be the only one attempting to reserve a certain facility on a certain day, and that your request* will be viewed-as a first come first serve. Whether you have used the park for one year or many, there is no guarantee that a date will be held prior to receiving notice, which is why it is very important you have your request ready when August comes around.

Another very important change is the way you turn in your fees. I want to remind you that we only take Cashier's Checks or Money Orders. Before it was ok to turn in both your rental fee and clean up deposit together. Now we will be taking your rental fee at the time you return the contract. The clean up deposit, on the other hand, will need to be turned in a month prior to the event. We apologize for any inconvenience this might cause, but a change in policy states that we are unable to hold clean up deposits for long periods of time. There will be a courtesy phone call made to remind you that it is time for you to send that in. However, it is your responsibility to get the clean up deposit to us.

When it comes to your clean up deposit, it is a must that you come to the office and pick it up. It is stated in the contract that we are unable to mail these to you. For many different reasons we have stopped mailing these out. If you have a problem that keeps you from doing so, you can call the office and we can TRY to make arrangement that will suit your needs prior to the 30 days you have to pick up the deposit. Also if you have several dates rented you can send in a request to roll over your clean up deposit.

I would like to give a brief explanation of what our Park has to offer. There are 3 facilities that we rent and they are all located at Clear Lake Park. The Meeting Room is our only indoor accommodation, the room seats 75 people comfortably and has a small kitchen area with a stove, refrigerator, and sink. There are restrooms inside the facility and the actual park is in walking distance. This room is ideal for small family gatherings, birthdays, baby showers, bridal showers, or any other events. We also have two covered pavilions, the White Top Pavilion, that is located next to the public boat ramp, and the Landolt Pavilion, that is located across Nasa Parkway and is next to the Bay Area Community Center. The White Top Pavilion seats 250 people comfortably and is fenced in for a more private feel; it has its own parking lot and is conveniently located next to the restrooms and children's playground. There is also a barbeque pit, running water, electricity, and a basketball goal. The Landolt Pavilion is also fenced in and it seats 500 comfortably. It has a kitchen area with a double barbeque pit and sinks. There is a stage; it has its own restrooms, and there are also ceiling fans. Both our Pavilions are perfect for birthdays, class reunions, family reunions, company picnics, fundraisers, weddings, and so forth.

South Parks Administrative


Nancy Gonzalez
Clerk