



Facility Rental General Terms and Conditions

The Center for Sacramento History (CSH), a joint Sacramento City/County agency, is the historical research center for the Sacramento region. Located just north of downtown, near historic Old Sacramento, CSH is the perfect space for your meeting. Easily accessible from Interstate 5, CSH is close to dining, shopping, entertainment, and lodging. For more details about the history and mission of the agency please visit www.centerforsacramentohistory.org.

Rental Space

	READING ROOM	CONFERENCE ROOM
Dimensions	26' by 32'	12' by 21'
Capacity, conference-style	25	8
Capacity, lecture-style	45	N/A
Capacity, standing	75	N/A
Rental Price	\$225.00 for four consecutive hours	\$100.00 for four consecutive hours
Available time (weekday)	5:00 p.m. – 11:00 p.m.	8:00 a.m. – 11:00 p.m.
Available time (weekend)	Subject to staff availability	Subject to staff availability
Amenities	WiFi; 2 large conference tables; 25 padded chairs; projection screen; small sink; a locker storage area	WiFi; one conference table; eight executive chairs; white boards

A food-prep kitchen is available for an additional \$50.00 fee, and includes:

A stove top; microwave; coffee system (must bring own coffee and supplies); two basin sink; and large table.

Business amenities are available for an additional \$25.00 fee, and include:

Lectern with built in PA system; telephone and fax use (local calls only); wired internet access; photocopier (limit 50 copies); overhead projector; multimedia projector; and VCR/DVD player with monitor.

Extra tables, chairs, and trash cans may also be rented for an additional \$25.00 fee. Set-up assistance is available for an additional fee of \$50.00 an hour.

Reservations & Deposit

Reservations are made on a first come, first served basis. Reservations must be made 60 days in advance. A 20% deposit is due at the time the reservation is made; the balance is due 30 days in advance of the event.

Cancellation Policy

For cancellations made less than 30 days prior to event, the deposit is *non-refundable*. For cancellations made more than 30 days prior to the event, the deposit *minus a 20% processing fee* will be returned within three weeks of cancellation.

FAQS

Catering – The renter must secure a caterer. A list of area caterers is provided on page 8.

Decorations – The renter is responsible for any decorations. No tape is allowed on the walls. No live plants, flowers, glitter, confetti, or open flames.

Linens & Tableware – The renter must supply linens and tableware.

Parking – The large lot in front of CSH is available free of charge, as is parking on Sequoia Pacific Boulevard.

Set-up – The renter is responsible for setting up the room with the requested furnishings. Set-up assistance is available for an additional fee of \$50 an hour.

Restrooms – ADA accessible restrooms are available just off the Reading and Conference rooms.

Smoking – Only permitted outside the building, twenty feet away from all entrances.

General Terms & Conditions

The Center for Sacramento History reserves the right to deny facility rentals that are deemed inappropriate.

The Center for Sacramento History rentals, when approved, shall be subject to the Special Event Permit Supplement, facility specific terms and conditions, and the following provisions.

The Center for Sacramento History requires special consideration from a Facilities Rental view because of its visibility to the public both during and after regular hours. As with other facilities the Center for Sacramento History encourages facility rentals that:

- Have minimal impact on the facility, artifacts, or staff resources.
- Are in keeping with the work-class nature of the facility.
- Have a positive benefit to the museum.
- Do not compromise the mission of the Center, its collection, or its infrastructure.

The Center for Sacramento History also encourages use that is thematically related to the mission of the Center for Sacramento History or to a community/good neighbor event. Community/good neighbor events are:

- Events that are primarily for the public good.
- Events that connect to the Center's relationship between the City of Sacramento, the County of Sacramento, the Sacramento History Foundation, the Historic Old Sacramento Foundation, the Sacramento History Museum, or other communities (such as parks, government, or other museums.)
- Events that are important to the Center for Sacramento History in building or maintaining business relationships.

1. In addition to the rules and regulations of the City of Sacramento, the renter, employees, guests, agents or contractors must observe the rules and regulations of the Center for Sacramento History, unless specifically exempted in writing.
2. Renter must comply with all City of Sacramento rules and regulations. Renter may be subject to an event set-up monitoring fee to ensure all rules, regulations and conditions of rental are satisfied.
3. Renter must know and comply with all City of Sacramento and Center for Sacramento History rules and regulations pertaining to facility rentals and must obtain additional permits as required.
4. The City of Sacramento and the Center for Sacramento History specifically require a Combined Single Limit (CSL) insurance policy of \$1,000,000 per occurrence. In addition to the City of Sacramento, the Center for Sacramento History must be listed on the additional insured endorsement. *The City of Sacramento and the Center for Sacramento History and their officers, employees and volunteers are included as additional insured, but only insofar as operations under this contract or permit are concerned.*
5. A pre-event meeting is required between the renter and the Center for Sacramento History staff. The representatives attending this meeting must be on site during the actual event. An end-of-event walkthrough will be performed by renter representative and Center for Sacramento History staff to assess damages.

6. The renter is responsible for ensuring all of the renter's contractors have worker's compensation coverage.
7. The renter or renter's caterer is responsible for ensuring the necessary licenses or permits are obtained.
8. The renter must arrange for catering and the services of other vendors.
9. Limited kitchen facilities are available for an additional fee.
10. Access to the rental areas for set-up purposes starts one hour before rental time. Earlier set-up times can be arranged depending on visitation.
11. Decorations conditions:
 - a. Decorations must be free-standing. Taping or tacking of anything to any wall is prohibited.
 - b. Moving Center property is prohibited, unless prior authorization is granted.
 - c. Balloons must be securely weighted or anchored at one end.
 - d. No live plants, flowers, glitter, confetti, or open flames.
12. The Center's lighting is not capable of being dimmed. As the Center is responsible for its guests and staff, lighting in event areas will remain on for the duration of the event.
13. The renter is responsible for ensuring event attendance is limited to renter's guests. A renter representative must remain at the event entrance while the doors are open and unlocked. The renter is responsible for the conduct of all guests.
14. The renter is responsible for ensuring all food and drinks are kept in designated areas. When alcohol is being served, the renter will ensure that signs are posted at all doors informing guests that "NO ALCOHOL IS TO GO BEYOND THIS POINT."
15. The serving of alcohol must cease at least a half hour prior to the end of the event. Renter's guests are prohibited from bringing alcohol into the Center.
16. No food or drink is allowed outside the rental spaces.
17. Smoking is prohibited inside the facility. Smokers must stand at least 20 feet from the building, open doors or windows.
18. This permit process specifically excludes commercial filming activity.
19. Center staff must supervise each event. This includes the use of our janitorial staff as they have been trained to work at the Center.
20. The Center for Sacramento History staff is not here to plan your event. They are here to:
 - Insure the safety and security of the museum artifacts.
 - Assist with any special requests you may have.
 - Sell Center merchandise (if requested.)
 - Provide light security.
 - Lock up.
21. The renter and its organization is responsible for:
 - Insuring who the invited guests are.
 - Insuring that no one will damage the furniture and displays.
 - Security requirements for overall safety of your guests.
22. Additional terms and conditions apply. These are identified in the Rental Application Form and Special Event Permit Supplement.

Signature: _____ Date: _____

Required Permits

1. Proof of Insurance or City of Sacramento Certificate of Insurance:

After scheduling your date and submitting your Rental Application Form, you must contact the City of Sacramento's Risk Management Office at (916) 808-5556 to obtain insurance or provide proof of insurance.

- A. A copy of your Proof of Insurance (for those self-insured) or a Certificate of Insurance (for those purchasing coverage through the City of Sacramento) must be submitted to the Center for Sacramento History *no later than two weeks prior to your event*.
- B. Most events are classified as a "Class One" type. The amount of your policy will be determined by the number of people scheduled to attend your event, and dependent upon whether alcohol will be served.
- C. *Note the alcohol fee by the City of Sacramento is for insurance purposes only, and is not to be confused with obtaining the alcohol permit required by the State of California.*
- D. Coordinate with the City of Sacramento Risk Management Office to pay the fees listed below. Anyone in the office should be able to process your paperwork over the phone. However, payment must be made in person. Be sure to bring your Rental Application from the Center for Sacramento History and be prepared to pay by check, cashier's check or money order. Credit card or cash payments are not accepted at this time.

Estimated Cost:

- i. **Event Insurance Fee**

- 1. For 1-100 guests: \$83.32
- 2. For 101-500 guests: \$116.15

- ii. **Event Alcohol Fee**

- 1. For 1-100 guests; \$83.32

- E. If renter is self-insured, fees will not be charged. However, Proof of Insurance form must be submitted to the City of Sacramento Risk Management.

2. Alcohol Permit:

To obtain an ABC alcohol permit, you will need to do the following:

- A. Complete ABC form 221 available at <http://www.abc.ca.gov/Forms/PDFSp.html>.
- B. Submit the completed ABC form 221 to the Sacramento Police Department *no later than six weeks prior to your event*. The SPD can be reached at (916) 443-0706.
- C. Once the ABC form 221 has been approved, take the form to the ABC office on Power Inn Road **no later than 4 weeks prior to your event**. For permit fees, see ABC Application Form or call the Power Inn Office at (916) 227-2002.
- D. Submit a copy of your ABC permit to the Center for Sacramento History *no later than two weeks prior to your event*.
- E. You must provide a uniformed security guard to be stationed at the door to prevent any alcohol from leaving the premises. The Center for Sacramento History can provide referrals for security companies.

RENTAL APPLICATION FORM

INSTRUCTIONS: To apply for a permit to use the Center for Sacramento History for an evening or special event, read the Facility Rental General Terms and Conditions packet, complete and sign the forms. Submit all signed originals (pages 3, 5-7) to the *Center for Sacramento History, Attn: City Historian, 551 Sequoia Pacific Blvd, Sacramento, CA 95811*. Depending on the type of event, additional forms and permits will need to be submitted before the rental application can be accepted.

APPLICANT/ORGANIZATION NAME:		
ADDRESS:	CITY/STATE/ZIP:	
CONTACT PERSON:	PHONE:	FAX:
DATE OF EVENT:	HOURS OF EVENT:	
E-MAIL ADDRESS:		
PURPOSE OF EVENT:		
MAXIMUM NUMBER OF PEOPLE EXPECTED TO ATTEND:		

Please answer the following questions:

- YES NO Does the event involve the sale of alcoholic beverages?
- YES NO Will participants be charged a fee to attend?
- YES NO Will merchandise or services be sold at the event?
- YES NO Are there any other special conditions or requirements? If yes, please explain on following page.

If you answered “YES” to any of the above questions, or if liability insurance is required (see Facility Rental General Terms & Conditions), complete and attach the Special Event Permit Supplement.

I have read and accept the terms outlined in the Special Event Permit Supplement and the Facility Rental General Terms & Conditions (attached.) I understand that the City of Sacramento or an authorized representative of the Center for Sacramento History may terminate without prior notice any Special Event activity when it is necessary for the safety and enjoyment of the public, for the protection of the resources, or for violation of any rules or regulations of the City of Sacramento, Center for Sacramento History, or conditions of this permit. I also understand that any Special Event Permit may be cancelled without notice in the event of disaster or unforeseen emergency.

Signature _____

Date _____

ADDITIONAL EQUIPMENT REQUESTED:

Check the boxes of the items you require. To the right, indicate the number of each item required. If you need more than what we have available, it is your responsibility to provide the extra equipment.

BUSINESS AMENITIES (\$25.00 Fee)	EXTRA FURNISHINGS (\$25.00 Fee)
<input type="checkbox"/> Photocopier	<input type="checkbox"/> 6-Foot tables (6 available) # Needed _____
<input type="checkbox"/> Telephone and fax	<input type="checkbox"/> Stack Chairs (40 available) # Needed _____
<input type="checkbox"/> Wired internet access	<input type="checkbox"/> Trash Cans (4 available) # Needed _____
<input type="checkbox"/> VCR/DVD player with Monitor	KITCHEN FACILITIES (\$50.00 Fee)
<input type="checkbox"/> Lectern	<input type="checkbox"/> Microwave
<input type="checkbox"/> Overhead projector	<input type="checkbox"/> Coffee system
<input type="checkbox"/> Multimedia projector	<input type="checkbox"/> Stove top

ADDITIONAL SPECIAL NEEDS:

FEE BREAKDOWN

- Reading Room Fee – 4 Hours \$225.00
- Conference Room Fee – 4 Hours \$100.00
- Business Amenities \$25.00
- Kitchen Facilities \$50.00
- Extra Furnishings \$25.00
- Set-up assistance \$50.00 an hour
- Security Guard - #_____Hours @ \$20.00 = \$_____

TOTAL FEES DUE: \$ _____

DATE DUE: _____

DEPOSIT DUE UPON RESERVATION: (20% of Total Fees) \$ _____

Balance due 30 days prior to event. Please make check payable to *City of Sacramento*.

CANCELLATIONS

For cancellations made less than 30 days prior to event, the deposit is *non-refundable*. For cancellations made more than 30 days prior to the event, the deposit *minus a 20% processing fee* will be returned within three weeks of cancellation.

FOR DEPARTMENT COMPLETION ONLY	
Center for Sacramento History Charges:	Reviewed & Approved by:
Date Reviewed & Approved:	Title: City Historian
Date Invoice Mailed:	Address: 551 Sequoia Pacific Blvd
Invoice Number:	City/State/Zip: Sacramento, CA 95811
Copies to Accounting:	Phone: (916) 808-7072

SPECIAL EVENT PERMIT SUPPLEMENT

INSTRUCTIONS: Complete this form by providing the information requested below. Submit this form with your Center for Sacramento History Rental Application Form.

Please answer the following questions:

- YES NO Have accessibility issues been addressed?
- YES NO A copy of the license to sell alcoholic beverages from the California Department of Alcohol and Beverage Control has been received. (At least 3 days prior to event.)
- YES NO Proof of liability insurance coverage (Certificate of Insurance) in an amount not less than the following:
 - Combined Single Limit (CSL) - \$500,000 per occurrence (MUST BE RECEIVED at least 30 days in advance of event)
 - Combined Single Limit (CSL) - \$1,000,000 per occurrence (MUST BE RECEIVED at least 30 days in advance of event)
 - Public Liability - \$300,000 each person; \$500,000 each occurrence (MUST BE RECEIVED at least 30 days in advance of event)
 - Property Damage, Liability, and Products Damage Liability - \$200,000 (MUST BE RECEIVED at least 30 days in advance of event)

ABC Application forms for permits (ABC-221) can be obtained at <http://www.abc.ca.gov/Forms/PDFSp.html>.

ABC License Instructions: Contact local Police Department (916) 433-0706 and submit your request at least six weeks before your event. Once local Police approve your application, submit application and payment to California Department of Alcohol and Beverage Control located on Power Inn Road.

Estimated Fees: Daily General License (Includes beer, wine, and distilled spirits) \$25, Special Daily Beer \$15, Special Daily Wine \$15, Special Daily Beer & Wine \$30.

1. Please list all fees and charges to participants attending the event. <i>(This is in addition to regular facility fees.)</i>
2. Please list any items to be sold during the event:
3. Please list all organizations involved, whether sponsors, recipients, or promotional firms. Commercial sponsors must be specifically listed.
4. Method of advertising and promoting the event: Please attach sample copy of brochures, flyers, posters, etc. The City of Sacramento and the Center for Sacramento History reserve the right to review and approve all promotional material to protect the interest of the City of Sacramento and the Center for Sacramento History.
Name of Caterer:
Caterer Phone Number:
Contact Person for Catering Service:

CATERER LIST

The following catering services have catered events at the Center and are familiar with our layout. Per their request, these caterers have been added to our list. We recommend that our renters contact several caterers to get the best quote possible for their event. This list does not represent in any way that these are the only caterers we will work with. We will be happy to add any caterer to our list, upon notification to do so.

Caterer Name	Phone Number	Website
Buckhorn Catering	(530) 795-1722	www.buckhornsteakhouse.com
Capital City Catering	(916) 641-6111	www.capitalcitycatering.com
Classique Catering	(916) 446-1215	www.classiquecatering.com
Cracchiolo's Market Deli Catering	(530) 662-3213	www.cracchiolosmarketcatering.com
Dorman's Catering Specialists	(916) 448-2972	
Event Architects	(916) 444-2709	www.eventarchitects.net
Fat's Catering	(916) 441-7966	www.fatsrestaurants.com/catering/
Jealousy Catering	(916) 452-9999	www.jealousycatering.com
JR's Texas Bar-B-Que	(916) 424-3520	www.jrtexasbbq.com
Mikuni Catering	(916) 967-2256	www.mikunisushi.com
Prestige Events & La Perla Bistro	(916) 977-1877	www.prestigeevents24-7.com
Rayna's Gourmet Catering	(916) 383-7533	www.raynagourmetcatering.com
Refer-a-Chef	(916) 488-CHEF	www.referachef.com
The Kitchen	(916) 568-7171	www.thekitchenrestaurant.com
Vallejo's Catering	Art (916) 743-1637 Frank (916) 612-2837	www.vallejosrestaurant.com