

OAKLAND ASIAN CULTURAL CENTER

388 9th Street, Suite 290 - Oakland, California 94607 - Tel: (510) 637.0455 - Fax: (510) 637-0459 - www.oacc.cc

Rental Guidelines Handbook

Introduction

The Oakland Asian Cultural Center (OACC) provides a unique setting for events ranging from wedding receptions, fundraisers, seminars, testing, conferences, meetings, and presentations, to performances in music, dance and theatre. The Oakland Asian Cultural Center is used by local community-based organizations, public and national institutions.

Fees & Costs

General licensee fees and costs are described in the Rate Card. Cost estimates will be provided by the Oakland Asian Cultural Center to cover rental, damage deposit, and staffing under the base rate. An *Optional Equipment/Additional Service Invoice* is included in your contract packet and will also be presented following the event. All check(s) should be made payable to the: **Oakland Asian Cultural Center**

License Fees

Fifty percent (50%) of the Base Rate must be paid as a deposit to secure rental at the time the License Agreement is signed. In the event of a cancellation prior to the event date, the following portion of the deposit will be refunded:

More than 60 days prior to event date =	100% Refund
Between 60 and 30 days prior to event date =	50% Refund
Less than 30 days prior =	<u>No Refund</u>

Damage & Excessive Clean-Up Deposit

The Total Base License Fee includes room set-up, breakdown and basic cleaning. Additional custodial support can be purchased upon request. A minimum of \$500.00 - \$1500.00 refundable damage and excessive clean-up deposit **separate** from the Total Base License Fee is required under the License Agreement. The deposit is due 30 days before the event date and is refundable approximately 30 days after the event only if there is **no** excessive cleaning or damages made to the facility premises. The deposit will be withheld until the damage or excessive invoice is paid in full. The client is required to leave the room in the same condition as they found it. Damage includes: vandalism; spills of liquid on the floor or walls; misuse of adhesive tape; burns, scrapes, or scratches, on walls or floor; use of confetti, silly string, or rose petals. Damage also includes vomit, and there will be a fee imposed of \$250.00 per incident of vomiting. There is a \$200.00 cleaning fee for food or drinks served in the Auditorium Lobby.

PRP Regulations

There is **NO SMOKING** permitted in or outside the Pacific Renaissance Plaza (PRP) common property. **NO FOOD OR DRINKS** are allowed outside of the PRP common property. The Plaza not only include businesses, stores but also condominium housing. Heavy people traffic, eating, smoking and loud noises outside of the PRP common property will not be tolerated.

Fighting

The OACC does not tolerate violence of any kind on its premises. The client's right to deposit return will be completely revoked if there is any kind of physical violence during the event.

Permits & Taxes

Licensee shall obtain at their own expense all permits, insurances and licenses required for the conduct of events on the premises and must pay all applicable taxes. Permits may include, but are not limited to liquor licenses, food sale permits and certificates.

Insurance

Licensee shall provide the Oakland Asian Cultural Center with a Certificate of Insurance evidencing General Liability Insurance coverage, including products, completed operations, personal and advertising injury with a minimum limit of liability of \$1,000,000 per occurrence/\$1 million aggregate. **Please see Booking Coordinator for Conference Room(s) insurance fee requirements.** The Certificate of Insurance must be provided to the Center no later than 30 days prior to the event. Licensee may use any insurance company of their choosing, however, insurance company must maintain a minimum financial rating of "A" by AM Best. (See Enclosed sample).

Vendor & Caterer Guidelines

The OACC Vendor or Caterer Guidelines details our rules, regulations and policies. (See enclosed forms).

Parking & Transportation

We do not validate for parking. There is an underground public parking in the Pacific Renaissance Plaza. The parking fee is \$1.00 for the first hour and \$1.00 for each additional hour. The parking hours are from **Sunday – Thursday, 8am – 11pm; Friday and Saturday, 8am – 12 midnight.** You may enter the parking garage from the Webster Street or Franklin Street entrance and exit. After 6pm daily, guests will not be able to enter from Webster Street entrance but can still exit from that side of the street. Guests may enter and also exit from Franklin Street. The Bart station is 12th Street or City Center Station on Broadway in Oakland. Walk south on Broadway and turn left on 11th Street. Continue on 11th Street and turn right on Franklin and turn left into the Pacific Renaissance Plaza. The Oakland Asian Cultural Center is above the Asian Branch of the Oakland Public Library in Suite 290.

Serving & Staffing

Your rental fee covers the cost of all preliminary work that we do for your event: your contract, meetings with you and your staff, set-up and the general maintenance of the facility.

Events Manager Schedules events, drafts contracts per client requirements, processes contracts, handles insurance, signs handbooks and contracts with clients. Processes billing and closes accounts. Manages all production / audio-visual services and equipment in the facility. Works with clients to plan setup and staging of events prior to event day. Schedules event support staff.

Facility Manager Oversees facility operations, and maintains facility.

Event Coordinator On-site liaison between the client and facility during event; coordinates the events and supervises the building before and after the events.

Set-Up Crew In-house crew in charge of placement of tables, chairs and optional equipment prior to the event, and removal of table and chairs after the event.

Production Technician (Optional) On-site AV technical support during event, hired on contractual basis only.

Optional Equipment

The Oakland Asian Cultural Center has an *Optional Equipment/Additional Service Invoice*. Please read the schedule very carefully. There is a rental fee for use of all A/V equipment. If you have any questions, please contact the Production Manager.

Event Information

Licensee must provide the Oakland Asian Cultural Center a description of the event including production schedule, ticket prices and location of ticket sales.

Misrepresentation

Any undisclosed event information could be grounds for misrepresentation and could result in the immediate cancellation of your event or your deposit will not be refunded.

Decorations

The Event Coordinator and the OACC Decoration Policy (see below) will provide guidance to help avoid unnecessary damage or clean-up costs. Changes, alterations, installations and decorations must be pre-approved by the Facility Manager. Installations must be **flameproof** materials that conform to the City of Oakland Fire codes, state and federal guidelines.

Decoration Policy

Please consult with the Event Manager or Production Manager before you decorate.

- Signage may **not** be posted on the outside premises of the Pacific Renaissance Plaza. You may post signage within specific areas of the OACC facility with the Event Manager's approval. Only artist's tape can be used on the OACC walls and fixtures to affix signage. Duct tape, masking tape, tacks or nails are not allowed. Vendors are responsible for the supervision and removal of all displays, equipments and materials after the event.
- Fire code dictates that banners flown above the auditorium stage may not be made of any type of cloth or paper, however vinyl and Kevlar™ variants are acceptable. See Production Manager.
- OACC does not provide ladders, carts, electric cables nor similar items.
- OACC does **not** provide linens of any type.
- Balloons are permitted, but there is a \$25.00 fee for every balloon left on the Auditorium ceiling.
- For exhibit installations in gallery corridor, please see Programming Coordinator.
- The use of confetti, throwing rose petals, silly strings, rice etc.. are **not** allowed in the facility.

Use of Kitchen for Plating or Staging

Clients using the kitchen for staging or plating are responsible for cleaning up, removing debris from sink and taking garbage down to the dumpster located in the loading dock. Please leave the kitchen clean as you found it.

Rescheduling Events

The Oakland Asian Cultural Center reserves the right to cancel and reschedule in-house scheduled programming to accommodate large event bookings.

Event Handbook Acknowledgment Signature Form

I acknowledge the receipt of the Oakland Asian Cultural Center Handbook. I understand that it is my responsibility to read, sign and comply with the policies contained in the Rental Guidelines and any revisions made to it. I will submit this form in accompaniment with my signed Licensee Agreement.

Licensee Signature

Date of signature

Event name/date

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