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www.oacc.cc

## OACC Facility Rental Guidelines

### Introduction

The Oakland Asian Cultural Center (OACC) offers a unique venue for activities ranging from wedding parties, fundraisers, workshops, conferences, meetings and presentations to music, dance and theater performances. The Oakland Cultural Center is used by local community, public and national institutions.

### Reservations

Reservations must be made by an adult 21 years of age or older and at least 30 days in advance. Will need copy of a current identification card or passport.

### Fees & Costs

General license fees are described on the rate schedule. Cost estimates will be provided by the Oakland Asian Cultural Center to cover rental, equipment, damage deposit, and staffing. 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

The total base rate plus the damage deposit must be paid to secure rental at the time the License Agreement is signed. The total base fee includes space rental, room setup/ breakdown, equipment, basic cleaning and staffing. Additional custodial support can be purchased upon request. A refundable damage and excessive clean-up deposit separate from the total base fee is required under the License Agreement. The balance is due 100 days before the event date.

### Cancellation

In the event of a cancellation prior to the event date, the following portion of the deposit will be refunded:

**90 Days before (95%) refund less actual costs**  
**60 Days before (60%) refund**  
**30 Days before (25%) refund**  
**Less than 30 days (0%) refund**

### Damage & Excessive Clean-Up Deposit

The refundable damage deposit plus half of the base fee is due upon signature. The refundable damage deposit is refundable approximately 15 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 space 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; false alarms caused by guests of the event. Damage also includes vomit, and there will be a fee imposed of \$250.00 per incident of vomiting.

### Pacific Renaissance Plaza (PRP) Regulations

Please note that the Pacific Renaissance Plaza garage closes at 12:00 a.m. on Friday and Saturday nights and 11:00 p.m. Sunday – Thursday nights. Guests should remove their cars one half-hour before closing, otherwise cars will not be allowed out until the next morning at 7:00 a.m. The Oakland Asian Cultural Center does not validate parking.

In-line with the City of Oakland's noise ordinance *that prohibits "excessive and annoying noise" between 9:00 p.m. and 7:00 a.m. OAKLAND, CAL., MUN. CODE §§ 8.18. 010–8.18*, licensee agrees to keep the group within the suite after 10 pm. This limits congregating outside of the premises and playing loud music inside the facility after 10 pm.

There is **NO SMOKING** permitted in or outside the Pacific Renaissance Plaza (PRP) common property. There is **NO SMOKING** on the patio outside of OACC entrance. The Plaza not only includes businesses and stores but also includes condominium housing. Heavy people-traffic,

smoking and loud noises in the PRP common property will not be tolerated. PRP's passenger elevators should not be used for loading large containers or carts. Conversely, PRP's freight elevator is not authorized for guest use.

### **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**

We require all rental clients to obtain liability insurance 2 weeks prior to a scheduled event.

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. 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**

All caterers must have a food seller's permit with the Alameda County Environmental Health Department. The OACC Vendor or Caterer Guidelines details our rules, regulations, and policies.

### **Delivery and Pickups**

Delivery and pickups must be approved in advance with the Rentals & Facilities manager and/or OACC personnel. All deliveries and pickups must arrive / depart through the loading dock and must take place within the contracted hours unless arranged and approved by the Rentals/Facilities manager.

### **Parking & Transportation**

OACC does not validate for parking. There is an underground public parking in the Pacific Renaissance Plaza. The parking fee is \$3.00 per hour. The parking hours are from **Sunday – Thursday, 7 AM – 11 PM Friday and Saturday, 7 AM – 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 exit from Franklin Street. The closest BART station is the 12<sup>th</sup> Street or City Center Station on Broadway in Oakland. Walk south on Broadway and turn left on 9<sup>th</sup> Street. Continue 9<sup>th</sup> Street and turn right on Franklin and turn left into the Pacific Renaissance Plaza.

### **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.

**Facilities and Rentals Manager** Schedules events, drafts contracts per client requirements, processes contract, 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. 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/ Breakdown 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 Facilities / Rentals 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.

**Entrances & Exits**

Entrances and exits shall always remain clearly visible and unobstructed. OACC will remove any object that is blocking an entrance and exit.

**Decorations**

The Facilities and Rentals Manger 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 OACC personnel 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. The Licensee is responsible for the supervision and removable 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.
- OACC does not provide ladders, carts, electric cables nor similar items.
- Balloons are permitted, but there is a \$25.00 fee for each balloon left on the Auditorium ceiling.
- The use of glitter, confetti, throwing rose petals, silly strings, rice etc. is **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. Only tabletops, sinks and trash cans may be used. Kitchen must be left as clean as you found it.

**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**

\_\_\_\_\_  
**Event name/ Event date**