



*What you should know when hosting your event at the
Sacramento State University
Alumni Center...*

Certificate of Liability Insurance: The Client shall, at their own expense, procure and maintain, for so long as it uses or occupies the Sacramento State University Alumni Center space, public liability and property damage insurance for protection against liabilities related to the use or occupancy of the space, with a minimum combined single limit capability of not less than \$1,000,000 per occurrence.

Liability insurance carried by the Client shall be commercial general liability which should include but not be limited to contractual liability, broad form property damage, personal injury and products and completed operations coverage. It should name the Sacramento State University Alumni Center as additional insured.

Selection of Caterer: All Caterers must be approved in advance by the Events Department and will be required to provide proof of liability insurance naming the Sacramento State University Alumni Center/ Association and Sacramento State University as additional insured with a minimum combined single limit capability of not less than \$1,000,000 per occurrence.

It is recommended that Client select a caterer from Sacramento State University Alumni Center's Preferred Caterers List. This list is made up of caterers who have an established relationship with the Alumni Center and are familiar with the facilities and the Center's policies and procedures. A \$500 Outside Caterer fee is required if Client selects a caterer not on the Preferred Caterers List.

After the event, the Alumni Center facilities must be returned to the condition in which they were found. Cleanup and removal of refuse are the responsibility of Client and/or Client's subcontractors. No food remnants may be left and the facilities must be swept "broom clean" or vacuumed. If the Alumni Center judges routine cleaning and maintenance inadequate to return the premises to its prior condition, the additional cost of special maintenance services or repairs will be deducted from Client's security deposit and/or billed directly to Client.

Menu: Menus and caterer cooking methods and equipment are subject to restriction and must be approved in advance by the Alumni Center Event Coordinator. Cassette burners and sterno may be used; frying and grilling are strictly prohibited inside the Center. Electrical power is limited in the areas used for caterer staging.

Pre-Event Walk-through Required: A pre-event walk-through is required and must be scheduled and take place no later than fourteen (14) days prior to the event. The caterer, event planner(s) and any other major subcontractors may be required to be in attendance.

Post-Event Walk-through required: A post-event walk-through is required and must be completed by Alumni Center staff on duty and the client or caterer before departing premises. A checklist will be provided and must be signed by both parties.

Subcontracted Vendors and Suppliers: Client must submit a list of all sub-contracted vendors and suppliers (i.e., caterers, florists, musicians, rental companies, electrician, etc.) to the Event Coordinator no later than 14 days prior to the event.

Deliveries and Pick-ups: All deliveries and pick-ups must be scheduled and coordinated in advance through the Events Department. Deliveries/pickup must take place on the day of the event during the designated set-up time unless otherwise approved in advance. Sacramento State University Alumni Center staff will not be responsible for assisting in loading, lifting or carrying equipment. **Any and all deliveries must be within the time determined on the event contract.**

Printed Materials: All signs or handouts must be professionally printed. Client may not advertise the event day or time before the deposit and a fully executed facility rental contract have been received by the Sacramento State University Alumni Center.

Décor: All event décor plans, including details such as music, balloons, ice sculptures, floral arrangements, displays, banners, and lighting, must be approved in advance by the Events Department. Any decorative items at the event deemed unsafe by Alumni Center Staff will be removed.

Décor must not endanger Alumni Center walls, panels or signage; require moving works of art; or affect their appearance. All decor and signage must be free standing. Nails, staples or tape may not be used on walls, floors or windows.

Client will not post or allow to be posted any signs, posters or banners without prior approval of Alumni Center Event Coordinator.

Candles and small votives must be surrounded by glass, extending 3" above the flame. Any plant brought into the Alumni Center must be clean and free of pests.

Musical Entertainment: Amplified music or entertainment is subject to preview for sound volume and approval by the Event Coordinator.

Photography: Photography is allowed in the Alumni Center and surrounding grounds. If other photography, press or other media coverage of the event is desired, Client must obtain prior approval of these plans through the Event Coordinator.

Parking: There is on-site parking available for guests and event staff, however, Monday - Friday parking permits are required and can be arranged through the Alumni Center or at parking kiosks throughout the parking lots at a cost of \$5.00 per vehicle. Saturday and Sunday parking permits are not required.

NO Smoking: Sacramento State University policy states "No Smoking inside or within 20 feet of all buildings or walkways."

Set-up, Breakdown and Clean-up: Plans for set-up must be reviewed and approved fourteen (14) days in advance of the event by the Event Coordinator. **Generally, set-up will not be allowed to commence until two (2) hours prior to the event start time, unless approved by Alumni Center Staff and additional costs per hour will apply. Setup is included in the rental hours determined by the event contract.**

Alumni Center is responsible for all set-up and breakdown of Center's physical property and for proper handling and storage of all Alumni Center items. Doorways must not be obstructed. Front doors may be propped open only for delivery and removal of vendor equipment. All

tables, chairs, equipment and instruments must be set-up three (3) feet from the walls. Nothing may be leaned against the walls.

At the end of the function Client must remove all equipment and décor supplied from an outside source from the Alumni Center unless special arrangements have been made through the Events Department. The Sacramento State University Alumni Center will not be responsible for any items remaining on the premises. A storage fee of \$50 per day will be charged for items not removed by the time arranged.

The Sacramento State University Alumni Center will not be responsible for any lost or stolen catering supplies, equipment or any other property, belonging to the Client and/or its subcontractors.

After the event, the Alumni Center facilities must be returned to the condition in which they were found. Cleanup and removal of refuse are the responsibility of Client and/or Client's subcontractors. No food remnants may be left and the facilities must be swept "broom clean" or vacuumed. If the Alumni Center judges routine cleaning and maintenance inadequate to return the premises to its prior condition, the additional cost of special maintenance services or repairs will be deducted from Client's security deposit and/or billed directly to Client.

Rental Fees: The amount of space you require and when you require it, determines our rental fees. A 10% discount is available for Alumni Association members. The basic fees are listed below:

Rental Fees: The amount of space you require and when you require it, determines our rental fees. Special rates are available for Alumni Association members and state or federal education groups. The basic fees are listed below:

<u>Monday-Friday</u>		<u>Saturdays, Sundays, & Holidays</u>	
Capital Room	\$125 per hour	Capital Room	\$1,250
½ Capital Room	\$75 per hour	*Weekend Events Under 100 Guests and Sundays	\$900
¼ Capital Room	\$50 per hour		

Rental fees include; use of the allotted space, normal set up and breakdown of tables and chairs, coordination of additional vendors for your event.

*Weekend and holiday pricing includes 8 hours of rental time. Additional rental hours may be purchased for \$125 per hour. All events must end by 11:00pm, with the event space cleared and cleaned by midnight, no exceptions.

<u>Rentals</u>	
Dance Floor	\$200 a day
LCD Projector	\$150 a day
Lap Top	\$75 a day
6' Projector Screen	\$30 a day

Reservations: 916-278-7809