



## Exhibit "A"

### *What you should know when hosting your event at the Alumni Center...*

#### **Basic information:**

1. Site visits are encouraged. Tours must be scheduled in advance and are available when there are no other events happening.
2. Reservation holds must be made in person or by email. The reservation will be held for two (2) weeks. If deposit is not paid by the two (2) week mark, the date will be released.
3. Rental times must clearly state the event time (when guests will be on site) and include **ALL** set-up and clean-up time that will be required by the Client or their subcontractors.
4. All contracts fully executed with full signature and initials where indicated. The Security Deposit is due at the time of signing. Half of the room rental is due within 4 weeks of signing.
5. All rental fees must be paid in full no later than six (6) weeks before your rental date. Payments may be in the form of check or credit card.
6. All event space needs to be cleared of client materials and cleaned by midnight. There is a \$200 per hour fee if group stays past midnight.

**Certificate of Liability Insurance:** The Client shall, at their own expense, procure and maintain, for so long as it uses or occupies the 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. Host liquor liability is \$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 Alumni Center as additional insured. Paperwork must be submitted fourteen (14) days prior to event. Failure to obtain proper insurance can result in cancellation of event and all fees forfeited.

**Selection of Caterer:** It is recommended that Client select a caterer from Alumni Center's Approved Caterers List. This list is made up of caterers who have an established relationship with the Alumni Center and are familiar with the facilities, the Center's policies and procedures, and have insurance/licensing paperwork on file. A \$500 Outside Caterer fee is required if Client selects a caterer not on the Approved Caterers List. If an outside caterer is used, the caterer must fill out an application to work out of the Alumni Center. Caterers must be approved in advance by the Alumni Center and will be required to provide proof of liability insurance naming the Alumni Association, Alumni Center and Sacramento State as additional insureds with a minimum combined single limit capability of not less than \$1,000,000 per occurrence.

A copy of your catering order must be submitted to the Alumni Center and Events Manager fourteen (14) days prior to event.

Pot-lucks or self-prepared food for your event is not allowed. All food brought into the Alumni Center must be purchased from/provided by a licensed and insured catering company, restaurant, or bakery. Any exception requires prior, written approval from the Alumni Center and Events Manager.

**Alcohol:** If alcohol is being sold, client is required to get a permit from the Alcohol Beverage Control Board 30 days before the event. Service of alcohol must be by a licensed bartender.

**Pre-Event Walk-through:** A pre-event walk-through is suggested. Must be scheduled in advance and should take place no later than fourteen (14) days prior to the event. The caterer, event planner(s) and any other major subcontractors may attend. Room set up is must be submitted fourteen (14) days prior to event.

**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 Alumni Center and Event Manager no later than 14 days prior to the event.

**Deliveries/Pick-ups/Storage:** Deliveries/pickups must take place on the day of the event during the designated set-up time unless otherwise approved in advance. Alumni Center staff will not be responsible for assisting in loading, lifting, carrying or installing equipment. There is no storage available. Items delivered the day of the event, must be picked up by the end of the event. There is no parking under the entry portico to load/unload items for your event. You may park by the kitchen loading dock to gain access to the building.

**Printed Materials:** Client may not advertise the event day or time before the deposit and a fully executed facility rental contract have been received by the Alumni Center. Printed materials brought to the Alumni Center for your event must also be removed.

**Décor:** All event décor plans, including details such as music, balloons, ice sculptures, floral arrangements, displays, banners, candles and lighting, must be approved in advance. 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.

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.

No smoke/fog machines are allowed.

**Musical Entertainment:** Amplified music or entertainment is subject to preview for sound volume and approval. Concerts are prohibited.

**Audio/Visual Needs:** The Alumni Center has basic audio/visual items. If client requires more extensive needs, equipment rental arrangements can be made through the Alumni Center and Events Manager.

**Dancing:** A dance floor is required if there is dancing. Available for rental for \$250.00.

**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 Alumni Center Manager.

**Parking:** There is on-site parking available for guests and event staff, however, Monday – Friday parking permits are required. Permits can be purchased at the parking kiosks throughout the parking lots at a cost of \$6.00 per vehicle. Groups requiring parking permits in advance of the event can make arrangements through UTAPS at 916-278-7275.

**NO Smoking:** California State University, Sacramento policy states “No Smoking inside or within 20 feet of all buildings or walkways.” There is no smoking allowed on the patio.

**Security:** For some events, security may be required. The Alumni Center Manager will make that determination. If security is required, Client will hire the Sacramento State Police.

If the fire department comes out due to a false alarm or the police come out due to failure to follow the sound ordinance or for any type of physical altercations, the client will be billed directly.

**Set-up, Breakdown and Clean-up:** Plans for set-up must be submitted fourteen (14) days in advance of the event to the Alumni Center Manager. Set-up must be scheduled into your rental period. A minimum set-up period of one (1) hour prior to the event start time and clean-up period of one (1) hour after the event end time is required, unless otherwise approved by the Alumni Center Manager. Additional costs per hour will apply if your event exceeds the scheduled time.

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 by an outside source from the Alumni Center. All trash must be placed in receptacles provided. The 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 end of the event. The Alumni Center is not responsible for any lost or stolen catering supplies, equipment or any other property, belonging to the Client and/or their subcontractors.

After the event, the Alumni Center facilities must be returned to the same condition in which they were found. Cleanup and removal of all materials and decorations brought into the Alumni Center is the responsibility of Client and/or Client's subcontractors. No food remnants may be left and the facility must be free of debris (i.e. all garbage in garbage cans, not on the tables or floor). If the Alumni Center staff judge routine cleaning and maintenance to be 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. Your contract will state the total amount due for your event. Rental fees include the use of the allotted space, tables and chairs owned by the Alumni Center, staff on-site during your event and set-up/breakdown of Alumni Center tables and chairs.

**Cancellations:**

**Cancellation by Client of a reservation is subject to the following conditions and fees:**

- a. If Client gives notice in excess of 61 days in advance of the scheduled event date, all fees paid will be refunded minus a \$100.00 administrative fee.
- b. With 60 - 31 days notice before the scheduled event date, 75% of the fees paid will be refunded.
- c. With less than 30 days notice of the scheduled date, 100% of the total rental fees received will be forfeited.
- d. All cancellations are required to be in writing and may be faxed, mailed, e-mailed, or hand delivered.

**Cancellation with cause by the Sacramento State Alumni Association:**

If Client fails to comply with the terms and conditions set forth herein, the Alumni Association reserves the right to cancel at any time, with or without notice. Such cancellation shall result in the forfeiture of all fees.



## Agreement to Alumni Center Policies and Procedures

I, \_\_\_\_\_, have read and understand the Alumni Center's rental policies and procedures.

I understand that failure to follow the Alumni Center's rental policies may result in the cancellation of my event, the loss of my deposit and/or rental fees paid or my event being brought to an end prior to the established event end time.

Event Name \_\_\_\_\_ Event Date \_\_\_\_\_

Print Name \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

*(Please return this page with signed contract.)*