



Exhibit "B"

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

Basic information:

1. Site visits are encouraged. Tours 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 include **ALL** set-up and clean-up times.
4. All contracts need to be signed in person. Half of the room rental is due at the time of signing.
5. All rental fees are due 60 days before your rental date. Payments may be in the form of check or credit card.
6. All event space needs to be cleared and cleaned by midnight. There is a \$200.00 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: All Caterers must be approved in advance by the Events Department and will be required to provide proof of liability insurance naming the 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. If an outside caterer is used, the caterer must fill out an application be able to be allowed to work out of the Alumni Center.

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

and the Center's policies and procedures. A \$500 Outside Caterer fee is required if Client selects a caterer not on the Approved Caterers List.

Your catering order must be submitted to the Alumni Center Manager Coordinator fourteen (14) days prior to event.

No food or beverages are allowed outside of the Alumni Center without prior approval.

All food brought into the Alumni Center must be purchased from/provided by a licensed and insured catering company, restaurant, or bakery.

Alcohol: If alcohol is being sold, client is required to get a permit from the Alcohol Beverage Control Board **30 days** before the event.

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 must be in attendance. 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 Event Coordinator no later than 14 days prior to the event.

Deliveries/Pick-ups/Storage: Deliveries/pickup 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 or carrying 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 underneath the portico to drop off or picking up items for your event. You may park by the kitchen loading dock to get access to the main room.

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 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. 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 Manager.

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 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 Event Coordinator 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 reviewed and approved fourteen (14) days in advance of the event by the Event Coordinator.

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. All trash must be placed in receptacles provided. The Client is responsible at the end of the event to make sure all trash is taken out and placed in the trash dumpsters located next to the building.

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

Cancellations:

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

- a. Notice in excess of 2 months in advance of the scheduled event date, the deposit will be fully refunded minus a \$50.00 administrative fee.
- b. With less than 60 days notice of scheduled event date, 75% of the deposit will be refunded.
- c. With less than 30 days notice of the scheduled date, 100% of the total rental fees will be forfeited.

All cancellations are required to be in writing. It can be faxed, mailed, e-mailed, or hand delivered.

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. Special rates are available for Alumni Association members. The basic fees are listed below:

Rental Rates - Monday through Friday:

Capital Room: \$150 per hour
with Patio \$200 per hour

½ Capital Room: \$100 per hour
with Patio \$150 per hour

¼ Capital Room: \$ 75 per hour

Saturdays and Sundays:

Saturday: \$1,350 (up to 8 hours)
with Patio \$1,750

Sunday: \$900.00 (up to 8 hours)
with Patio \$1,300

Rental fees include the use of the allotted space, normal set up and breakdown of tables and chairs.

**Alumni Center Agreement of Policies and Procedures
(Please return this page with Signed Contract)**

The result of not following the Alumni Center's rental policies may result in loss of your deposit and/or your event being cancelled completely or early.

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

Print Name _____

Signature: _____ Date _____