

History San José Event Policy & Guidelines

History San José is a non-profit organization operating both History Park and the Peralta Adobe & Fallon House Historic Site in downtown San José. Since the individual facilities of the museum sites vary, events such as meeting retreats, receptions, lectures, weddings, corporate parties, and festivals can be coordinated to match the site facilities.

Space Availability

Any interest to view the facility must be made in advance with the Event Department. Event sales office hours are Monday-Friday, 8am to 4pm. Events outside of regular business hours are subject to additional fees. HSJ reserves the right to refuse the rental of any or all facilities, should management determine that a given use will either compromise the security of the facilities or that the use is inconsistent with the mission and interests of the organization

Reservations

Upon reservation 50% of payment is required to secure date. The balance is due within 10 days of the event. Payment is accepted in cash or credit card. VISA & MasterCard are accepted. Checks are only accepted when making reservations 60 days or more before the requested date.

Security/Cleaning deposits

A credit card number for security/cleaning deposit is required in addition to the reservation deposit. If the area is not cleaned in accordance with History San José cleaning guidelines, the credit card will be charged. The renter will be informed of any outstanding damages within 2 weeks after the event and any outstanding payment for damages will be required within 2 weeks after the event.

Cancellations

HSJ retains the right to cancel an event at any point should the renter fail to comply with any of the terms and conditions contained in the agreement, acts of God, notice of violation by any government agency, special security issues, or other occurrences beyond the control of the museum. In such instances, the most advance notification will be provided.

Refunds

Refunds will not be issued.

Contractual agreement

Should a rental be agreed upon by HSJ, a contractual agreement outlining the conditions and specifications of the rental relationship will be provided by History San José. HSJ will provide a signed copy of the contract to the renter after the event has been approved and the reservation fee has been paid.

Part of your fees may be tax deductibles, as HSJ is a non-profit.

Indemnity

The renter agrees to assume full financial liability and responsibility for any damage or loss of objects or property belonging to or managed by HSJ for any accident or injury incurred by the renter or renter's contractors or renter's guests during or as a result of such use.

Insurance

HSJ may request the renter to obtain insurance at his/her own expense from a company satisfactory to HSJ against claims for bodily injury or property damage under a policy of general liability insurance each with limits no less than \$1,000,000. The renter must furnish a certificate of such insurance naming HSJ and the City of San José as additional insured and forward a copy of this document to HSJ no later than one week before the first day of the rental.

Appointments

All clients, event planners, caterers and other subcontractors must make appointments in advance with a HSJ staff member to view the facility.

Walkthrough

Pre-event meetings and walkthroughs may be required prior to the event to confirm condition of facilities before and after the rental. The renter or event organizer may be required to attend the pre-event and post-event walkthrough conducted by the City of San José and HSJ.

Rules and Regulations

All renters are expected to follow the HSJ policies and guidelines. All renters must comply with regulations and permits required by the City of San José. HSJ staff is not responsible for permit and logistical coordination of renter's events. HSJ reserves the right to request law enforcement assistance and to close any event that threatens persons, property, or otherwise violates the terms of the contract. Smoking is not allowed on site.

Permits

Any large events may require City of San José special event requirements. HSJ will provide guidelines to assist the renter in obtaining the appropriate permits. The organizer is responsible for obtaining all necessary permits from the City of San José. A copy of all required permits must be provided to HSJ 30 days prior to the event. *Any reservations* requested by renter, that requires HSJ staff support in coordinating with the City of San José with less than 30 days notice, will be subject to an additional administrative fee of \$100.00.

Security

San José Police Officer(s) may be required for events and will be contracted by HSJ. Security requirements will be determined by the nature of the rental use. Renter is responsible for all security costs associated with event.

Set-Up/Take Down

All take down and clean up must be completed within the contracted time frame. A fee of \$150 will be charged for every 15 minutes after contracted ending time of the event. If extended clean up and take down is required, renter will be required to finish the following day at hours specified by HSJ.

Catering/Food & Drink

No food or beverages are to be carried into or through the historic buildings or the exhibit gallery, except as designated by the contract. Wine and beer must be approved by HSJ prior to the event.

Set-up and clean-up must be completed within the rental reservation arranged with the Event staff. **HSJ staff is on-site for administrative and security purposes only** and is not expected to carry, lift, arrange, prepare, serve, or clean-up equipment, food, or beverages.

Music and Entertainment

Amplified music is allowed on the site. Amplified music must be turned off by 10pm. The renter is responsible for coordinating all equipment. Most of the popular interactive game equipment is allowed, as are stages, tents, dance floors, etc. If electrical services are requested, an electrical plan must be submitted prior to the event. The renter assumes sole responsibility for any intellectual property rights and fees that might be required in any performance.

Photography/Filming

Renter must obtain permission from History San José prior to any filming and photography on site.

Decorations

All decorations planned during events must be pre-approved by HSJ. Flower arrangements and plants must be pest-free and must be removed immediately following the event. No confetti, rice or piñatas allowed. Free standing displays, signs, and table decorations are permitted. Prior written approval is required before affixing items to any structure, inside or out. Advanced approval and an additional fee may be required for any advertising signage on HSJ grounds.

Parking

Public parking is \$6.00 per car; the City of San José controls parking facilities. HSJ will assist the renter in communicating with the City of San José regarding parking coordination for the renter's event. HSJ is not responsible for the safety and security of any vehicles or the contents therein.

Other Costs

Portable Potties, maintenance/janitorial & dumpster are required for groups at the renters expense. Quantity depends upon the size and nature of the function,

Additional requirements for the renter's events are to be paid by the renter. HSJ coordination of these requirements are detailed in the *HSJ Rate Sheet* document.

If you have additional questions please contact the History San José Director of Events at (408) 918-1045