



388 9th Street, Suite 290 - Oakland, California 94607 - Tel: (510) 637.0455 -
www.oacc.cc

OACC Facility Rental Guidelines

The Oakland Asian Cultural Center (OACC) offers a unique venue for activities ranging from wedding parties, fundraisers, workshops, conferences, dance and theater performances. Thank you for supporting our venue through our rentals program, funds from rentals goes to support public programming for the community and in maintaining our facility.

Reservations

Reservations must be made by an adult 21 years of age or older. A copy of a current identification card or passport will be needed.

Fees & Costs

General license fees are described on the rate schedule. Cost estimates will be provided by OACC 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**. Credit card payments are accepted with an additional 4% processing fee.

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. 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.

Compost, Recycle & Trash

OACC is required by the City of Oakland to dispose of compost, recycle and trash properly. We ask our clients to make an announcement during their event to review which items go into which receptacle with their attendees. Your efforts to inform your guests for proper disposal will help tremendously in correctly disposing of these items. **OACC highly encourages the use of paper or bamboo products** for disposable items whenever possible.

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

Decoration Policy

Please consult with OACC personnel before you decorate.

- Painter'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 removal of all displays, equipment and materials after the event.
- Signage may **not** be posted outside of the Pacific Renaissance Plaza. You may post signage within specific areas of the OACC facility with the Event Manager's approval.
- Fire code dictates that banners hung above the auditorium stage must be flame proof.
- 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.

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

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.* 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, this includes the patio outside of OACC entrance. The Plaza not only includes businesses and stores but also includes condominium housing.

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. Licensee may use any insurance company of their choosing; however, insurance company must maintain a minimum financial rating of "A" by AM Best.

Food

Due to Fire Department code we cannot allow the use of any open flames at our venue. This includes sternos, chafing gel or chafing fuel or candles or any other type of flame in our auditorium or conference rooms as a way to keep food warm.

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. 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. This may include needing to sweep and mop after use.

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 parking. There is an underground public parking in the Pacific Renaissance Plaza. The parking fee is \$4.00 per hour. The parking hours are from **Monday – Sunday** 7 AM – 10 PM (they can stay open later for events). **Flat Rate** parking fee of \$4 is available in our underground garage Mon.-Fri. after 5pm. 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 12th Street or City Center Station on Broadway in Oakland. Lake Merritt Bart is also within a 10 minute walk from our venue. Several different bus lines are also accessible from Broadway.

Optional Equipment

The Oakland Asian Cultural Center has an *Optional Equipment/Additional Service Invoice*. There is a rental fee for use of all A/V equipment.

Event Information and Misrepresentation

Licensee must provide the Oakland Asian Cultural Center a description of the event including production schedule, ticket prices and location of ticket sales. 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.

Fighting

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.

Service Animal Policy

Pets (domestic animals kept for pleasure or companionship) are prohibited in OACC premises during all programs and performances, with the exception of service animals and psychiatric service animals for a person with disabilities. OACC Staff may ask to confirm that your animal is a service animal.

Acknowledgment Signature Form

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