

# H I B E R N I A

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SAN FRANCISCO

## RULES AND REGULATIONS

### V E N U E U S E

#### **Venue Management**

*The Production Manager is the final authority on all event activities at the facility and will be on site during load-in, event duration, and load-out. The Production Manager will facilitate the efficiency of the property's operations and staff, as well as enforce the rules and regulations designed for the protection of the building, clients, and visitors.*

#### **Property Care**

*We may require special measures during the venue rental to prevent damage to elements of the property including but not limited to counter tops (venue will provide protective cover), flooring, skylights, historic fixtures, or any other elements. Any day-of set up requests must be approved by the Production Manager. You will be responsible for complying with any applicable laws, regulations or permitting requirements. Please note that decorations may not be affixed to the walls, and that Glitter, confetti, rice, birdseed, flower petals, Mylar or helium balloons, or similar items are not permitted. Failure to comply with these regulations may result in additional fees.*

*All furniture or equipment placed on the marble flooring in the Main Hall must have soft coverings on the bottom to protect the marble from scratches.*

*Scissor lifts are permitted on the property under the supervision of our Facilities Director. The property does not have any rigging points.*

*Duct tape and Velcro is prohibited on all surfaces including walls, floors, and columns. Light trees must not lean against or touch the walls, but must be securely sandbagged or stanchioned.*

*Vinyl clings are not permitted on any surfaces (i.e. not permitted on dance floor, floors, walls, or counters)*

*Items left over post-event requiring removal and disposal by venue staffing will be subject to fines starting at \$100.*

## **Load In and Load Out**

*Venue will not loan any of its property to client or client's subcontractors. Venue staff will not assist in loading, unloading or any other related activities. Loading shall take place through the Jones Street entrance to the property and shall be coordinated with venue's staff. Client or client's subcontractors must be on-site to receive and move all deliveries into event spaces.*

*All vendors must bring any necessary set-up or event equipment including ladders, dollies, and hand trucks.*

*Client is responsible for all break-down and handling of all equipment items. Production elements, rented furniture and other vendor items left must be collected and staged for pickup in a designated area. Pick up of these items must occur on the same day/night of the event and within the pre-designated load in/out window. Prior day load-in or post event load-out will incur additional venue rental fees. Venue assumes no responsibility for items in general of those left overnight.*

## **Post Event Clean Up**

*The property must be left as found at the end of load-out including any of venue's moveable property or furniture at the property. All production, catering, and post-event trash must be disposed of properly offsite. No pallets, boxes, brochures, or other event-related materials may be left onsite.*

*Client will be subject to a minimum disposal charge of \$100 per item. If venue deems that routine cleaning and maintenance inadequate to return the premises to its prior condition, entire security deposit will be retained to return the venue to it's pre-event state.*

*Client may not hire an outside cleaning crew. Special arrangements must be made if strike, pick-up of equipment or clean-up goes beyond the contractually agreed upon time.*

*This will be subject to a space extension fee as summarized in the license agreement.*

## **Property Damage**

*Client accepts the space as is. A pre-inspection walkthrough of the space will be conducted to identify any and all existing conditions. The property must be returned to the condition in which it was delivered to client, with the exception of post-event vacuuming and mopping. Client is responsible for the repair of any damage to the property which occurred during the license period.*

## **Lost And Found**

*While venue may maintain a "Lost And Found" for items left after an event as a convenience, venue takes no responsibility for items left on-site and has the right to dispose of such items at will.*

## **Personal Property**

*Any items left at the property will be subject to a minimum \$100 daily storage and disposed of after 7 days. Venue is not responsible for lost or stolen supplies, equipment or any other property owned by the vendors, guests, or employees of client. Client is solely responsible for any such property.*

# FACILITY ITEMS

## Equipment

**Elevator** - Elevator coverings will be used during load in and load out and will only be removed 1 hour prior to guest arrival. Limited to the lesser of 12 people, 2000 pounds, or subject to any other limits posted in or around the elevator. Dimensions: Width: 5 Ft; Height: 7 Ft 3 Inches; Depth: 4 Ft 4 Inches.

**Pipe And Drape** - All drape installations are subject to the following requirements:

- All emergency exits must be visible and fully accessible when a pipe & drape installation is in place.
- Client is responsible for providing additional emergency exit signs for any exit sign blocked by pipe & drape set-up.
- Client must obey all fire codes when setting up event floor plan. Any event set up not in compliance with all applicable codes will not be allowed to continue.
- Venue requires fire retardant certification for all materials used for pipe & drape set up.

## Electrical

Extension cords must be 3-Pronged, UL listed. Venue does not provide extension cords, distribution panels, safety mats, pigtails, gaffer's tape, generators or any other electric equipment. All cords must be properly managed and safely displayed for event guests. Attention should be paid to the placement of cords in front of doorways, thresholds, and emergency exits. Use of flat cable is encouraged. Client must submit all power and electrical requirements to venue for review at least fifteen (15) days prior to event and reviewed during final pre-event walkthrough.

## Fire Codes

Fire codes and regulations regarding exits and entrances must be observed including but not limited to:

- Doorways must not be obstructed nor emergency exit signs obscured.
- A 6-foot wide path must be left open for any fire egress routes/doorways.
- All items placed near walls must maintain a minimum of a 10-inch distance to the wall.
- Items may never be stored or placed touching or leaning against doors or walls at any time emergencies. In an emergency, call 911 or the relevant authorities.

## Off Limit Areas

Venue May At Any Time Designate Certain Areas Of The Project Which Are Off-Limits To Client, Its Guests, Vendors, And Employees.

# CATERING

## Caterer Logistics

*Caterers are subject to the following requirements:*

- Preparation of food in any spaces at the property must be coordinated through venue.*
- All caterers are required to have at least one employee on site at all times who has successfully passed an approved and accredited manager food safety certification examination.*
- Proof of certification is the responsibility of the food handlers, and should be kept on site in the event it must be produced for health services officials. This requirement follows the California health and safety code, (Article 1, Section 113716).*

*The property has no prep kitchen available and therefore separate spaces within the building may be designated for this use. These include the lower level or Main Hall executive office space.*

*All cooking equipment and utensils must be brought in. All ice must be stored in plastic bins.*

*All spills, messes, and/or breakage are responsibility of the client and must be cleaned or swept up immediately.*

*Bussing must be performed throughout the event to avoid accumulation of foodstuffs, trash, and glassware and to prevent any breakage, spillage or other accidents that might otherwise ensue.*

*Caterers must designate a specific area for staging trash during the event.*

*All bar and coffee locations are required to have mats/rugs behind the bar to protect the property flooring.*

*Venue will provide Plexiglass for the protection of the counter-tops, which must be kept in place at all times.*

*If caterers set up in the main banking hall executive office space, carpet must be covered.*

*Caterers must provide a fire extinguisher at each food warming station.*

*All food waste must be taken completely off site to be sorted and disposed of. Failure to do so will result in a minimum \$500 fine.*

*Caterers must provide all cooking, plating, and cleaning utensils and any other equipment required to serve and clean.*

*Caterers using main banking hall executive office space must entirely cover floor and walls (extending five feet up walls) and with affix using PAINTERS TAPE ONLY!*

*If the caterer does not have capacity to remove garbage, a removal fee of \$500 will be added to the initial contract. If prior arrangements are made, caterer fee will be removed before final payment.*

*Caterer required to provide any tenting for outdoor kitchen areas*

## **Caterer/Client Clean Up**

*Complete clean-up of all areas used for kitchen and kitchen equipment used by client and its vendors is required. The kitchen area will be provided to client in a clean condition and the space should be returned to venue in a similarly clean condition. This includes but is not limited to sweeping, mopping, and removal of all event trash.*

*If venue discovers that routine cleaning and maintenance are inadequate to return the kitchen area to its prior condition, special maintenance services will be provided through the venue and deducted from client's security deposit. Client and its vendors are responsible for providing any and all cleaning supplies, including but not limited to mops, towels, and trash cans and liners.*

*Caterers who do not comply with guidelines for the safe operation of kitchen space or satisfactory kitchen clean-up may lose their privilege of operating at the venue.*