

General Information Rev. 3/27/22

General Information The Mack Powell Event Center is owned and managed by the Sacramento Association of REALTORS®, Inc., and is located at 2003 Howe Avenue, Sacramento, CA 95825 (hereinafter referred to as 'the Association'). The signing client (hereinafter referred to as 'Lessee').

This document is provided only as a means of general information. **Please refer to the Mack Powell Event Center – Rental Agreement** that is provided with your proposal for reference.

Mack Powell Event Center

Hours of Operation

Monday – Friday 8:00 AM – 4:00 PM

Telephone Inquiries are not considered confirmed reservations. Tentative holds are not allowed.

Youth Events Policy: The Association does not permit youth events for persons under the age of 18. For more information, please contact us: events@sacrealtor.org

Touring An appointment must be made in order to view the event center and facility. No walk-ins. All tours must be conducted during our regular business hours Mon. – Fri. 8:00 AM – 4:00 PM.

Contact us for a tour: events@sacrealtor.org or visit us on the web at <https://mpeventcenter.com>

Reservations & Deposit Reservations are accepted on a first come, first served basis.

A signed proposal, which includes the rental agreement, 50% of the lease fee and a 20% or \$500 cleaning deposit must be received to reserve your date(s) and time(s) and use of the facility. The remaining balance of your rental fee is due ninety (90) days prior to your event.

If event is within 90 days, deposit is the total amount of rental. If deposit received is not the full amount, payment will not be processed. Your date(s) and time(s) and use of the facility will not be held or granted until your signed contract and rental deposit are received.

Rental Times The Association and the event center are zoned **BP – Business and Professional Office**. Rental times are only permitted between 7:00 am-12:00 am (midnight) Monday – Sunday. All events must conclude by 11:00 PM.

All events and activities must occur only on site and end no later than the time indicated in the signed proposal. Immediately after the event end time, Lessee is given one hour for clean-up. Lessee and all associated parties not employed or hired by the Association are expected to have completely vacated the Premises by the end of clean up. Occupancy and use of the facility beyond the contracted time will be billed in ½ hour increments at \$300 per hour.

Weekend rental time is based on a total of 9-hours (2hrs set-up, 6hr event, 1hr clean-up). On weekdays there is a 4-hour minimum needed to book our Event Center.

Additional time, if needed or requested, is subject to additional fees. It is understood that your event may be shorter than 6 or 4 hours.

There is a 2-hour minimum needed to book our smaller rooms (Executive Boardroom, Presidents Room and Training Room). Lessee is allowed use of our ADR Center rooms (if available) at no additional cost.

Clean-up

Occupancy and use of the facility beyond the contracted time will be billed in ½ hour increments at \$300 per hour.

Lessee is required to check-in and check-out with the Association Staff, complete a walk-through, and sign walk-through form. **Failure to check-in and check-out with staff may result in forfeiture of Lessee's Event Deposit.**

A representative of the Association will be on site during the entire event and will be checking periodically with the responsible parties to ensure everything is running smoothly.

Security

Security is required for all events outside of regular business hours or events serving any type of alcohol. Uniformed security will be hired by the Association. One guard is required per 100 guests. The Association will coordinate and book security for your event. Outside security companies are not allowed.

Alcohol & Permits

The Association's role regarding the use of alcohol on the premises is limited to the signing of Daily License. Lessee is responsible for any and all permits that are deemed necessary for the event. The Association will not advise or educate Lessee regarding state and local law, policy, or regulation.

The Association reserves the right to cancel the entire agreement and ask the entire party to leave if (1) a minor is consuming alcohol; (2) an adult is providing alcohol to a minor; or (3) one or more guests appears intoxicated and refuse to leave the Premises upon request. The Association may exert its rights under this clause either with or without the assistance of law enforcement. All alcohol must be consumed in the Mack Powell Even Center. No alcohol is permitted anywhere outside of the building. Only commercially produced beverages labeled for retail sale may be consumed.

Lessee is responsible for any of their guests that bring alcohol onto the premises without obtaining the proper insurance/permit requirements. Events may immediately be cancelled if alcohol is consumed without meeting the permit, insurance, and security requirements.

Insurance

Insurance is required. Evidence of Liability insurance must be provided to the Association no less the 15 days prior to event, covering the Lessee and the Association in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate. Certificate of insurance must include an endorsement naming SAR®, as an additional insured for the day.

Caterers and vendors must provide a copy of their Certificate of Insurance to the Mack Powell Event Center naming the Association as an additional insured for the day, within 30 days of event date.

Please refer to **10. Insurance** of the **Mack Powell Event Center – Rental Agreement**.

Cancellations If rental fees are not paid 14 days prior to your event, the event may be cancelled, and the deposit will be retained. Lessee may cancel at any time with written notice to the Association by the person named on the contract. Written cancellation may be faxed, emailed, mailed, or hand delivered.

The following cancellation fees will apply:

- More than 6 months prior to event – 20% of Lease fee
- More than 3 months prior to event- 35% of Lease fee
- Between 3 months to 30 days prior to event– 50% of Lease fee
- Less than 30 days prior to event- No Refund

Décor Linens are required with the use of the Association round tables, no exceptions. The Association does not provide linens, dishes, glassware, pots, pans, knives, or utensils.

The use of nails, tacks, scotch/duct tape or staples are not permitted. No open flamed candles are permitted on property or allowed in centerpieces. Events may not use glitter, confetti, birdseed, sand, rice, sprinkles, or any similar items as they will result in excessive cleaning and additional charges will apply.

Lessee is not permitted to move the Association furniture or equipment, please contact the Association staff assigned to your event for assistance.

Audio/Visual Equipment The Mack Powell Event Center sound system is available for use with the microphones and/or devices that are provided to you.

The sound system may not be used or substituted for DJ services, live music, instruments, or any other methods of audio transmission that may exceed the sound system levels and lead to damage.

It is the client's responsibility to plan any necessary A/V needs in advance. Proper A/V notification and instruction is considered acceptable two weeks prior to the event date. You may not use your own device without prior consent or approval in writing. No exceptions will be made on the day of your event. We do not guarantee that your device will work with our A/V system. If your device does not work, a substitute device may be offered to you if available.

If you require DJ services, please refer to our vendor list located on our website.

If you require additional information, please contact us at:
events@sacrealtor.org or visit us on the web at <https://mpeventcenter.com>