

General Information Rev. 8/7/23

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.

Hours of Operation: Monday – Friday 9:00 AM – 5:00 PM

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

Touring

An appointment must be made in advance in order to view the event center and facility. No walk-ins. All tours must be conducted during our regular business hours Mondays 11:00 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 100% of the cleaning deposit, must be received to reserve your date(s) and time(s) and use of the facility. The remaining balance shall be paid at least 3 months prior to the Event Date. If the Event is within 90 days, the deposit is the total amount of the 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 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 1-hour for clean-up. Lessee and all associated parties not employed or hired by the Association are expected to have completely vacated the premises within allocated the 1-hour. Occupancy and use of the facility beyond the contracted time will be billed in ½ hour increments at \$300 per hour.

Weekend Event Center rental times are based on a total of 9-hours (2-hour set-up, 6-hour event, 1-hour clean-up). Weekday rentals require a 4-hour minimum to book the 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 Board Room, Presidents Room, and Training Room). Lessee is allowed use of our ADR Center rooms 1 and 2 (if available) at no additional cost.

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 permitted.

Alcohol & Permits The Association's role regarding the use of alcohol on the premises is limited to the signing of Form 221 - 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 or local law, policy, and 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. 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 Event Center. No alcohol is permitted anywhere outside of the building without prior consent from the Association in writing. Only commercially produced beverages labeled for retail sale may be consumed on the premises.

Lessee is responsible for any of their vendors or guests that bring alcohol onto the premises. Events may be immediately cancelled if alcohol is consumed without fulfilling the permit, RBS certification, insurance, and security requirements.

If your event requires a daily license, the Association has the right to ensure that an RBS certified person is present for the entire duration of alcohol service and the event.

Insurance Insurance is required for each rental. Evidence of Liability insurance must be provided to the Association no less than 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
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Day of Event Staff An Event Center Staff will be on duty for the duration of your event and provide facility information and direction. They are not available to serve, decorate, or be involved in the event. The Event Center Staff are authorized to enforce all facility use rules and regulations.

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, etc.

The use of nails, tacks, scotch tape, duct tape, gaffers tape, or staples are not permitted. No open flamed candles are permitted on property or allowed in centerpieces. No items under any circumstances can be attached to the walls or windows. 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. All decorations must be taken down and removed from the facility immediately after an event.

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 by the Association.

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 that could potentially 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 preferred vendor list located on our website.

Clean-up Each event receives 1 hour to clean and vacate the premises. 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.

Lessee is responsible for general clean-up after the event. This does not include vacuuming, but does include trash removal and removing any and all items brought into the Mack Powell Event Center. Any other rooms that are utilized in the signed agreement must be cleaned as well. See list below for more detail.

- Tables must be cleared of all items such as table linens, dishes, and decorations.
- Trash must be emptied and taken to the trash dumpsters located in the back of the Event Center.
- Boxes must be broken down before being placed in the dumpster.
- The event center staff will provide additional trash liners if needed.
- Lessee is responsible for proper disposal of Organic waste in designated organic waste bins.
- All decorations and personal items must be removed from the facility.
- Remove debris from the floor.
- *For Caterers-The kitchen area must be thoroughly cleaned and returned to its original level of cleanliness. This includes all work areas, ovens, stoves, refrigerators, sinks and floors.

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