

## POLICIES AND GENERAL INFORMATION

### General Information

Our venue is owned and managed by the Sacramento Association of REALTORS® located at 2003 Howe Avenue, Sacramento Ca 95825.

Inquiries may be made in person, by telephone or by visiting us on the web at [www.mpeventscenter.com](http://www.mpeventscenter.com).

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

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### Touring

The Mack Powell Event Center is available for touring during hours of operation, provided that an event is not in progress and a staff member is available.

Please do not show up without calling ahead, or enter any rooms without confirmation from our staff.

We have tour time openings on the weekdays between 8:00 am-4:30 pm. Please call (916) 437-1202 or email [events@sacrealtor.org](mailto:events@sacrealtor.org) to schedule an appointment.

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### Reservations & Deposit

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

A signed contract and deposit of 50% of the rental fee plus a 20% cleaning deposit must be received to reserve your date(s) and time(s). 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) will NOT be held until your signed contract and rental deposit is received.**

**Additional fees may be charged if fees are paid less than 90 days before rental.**

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### Rental Times

Rental times are between 7:00 am-12:00 am (midnight) Monday through Sunday. All events must conclude by 11pm with no exceptions.

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). Wedding and reception clients are allowed the use of our Break out rooms(if available) at no additional cost.

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### Clean-ups

Clean-ups taking longer than one hour shall incur an additional charge of \$150.00 for the first hour and \$300 per hour for any time beyond that. If Lessee or any of their vendors/guest occupy the premises earlier than the scheduled set-up time, a fee of \$150 per hour shall be charged.

Lessee is required to check-in and check-out with the Mack Powell Event Center 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 Mack Powell Event Center will be on site during the entire event and will be checking periodically with the responsible parties to ensure everything is running smoothly.

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### Security

Security is required for all events outside of business hours or events serving any type of alcohol.

Uniformed security will be hired by the Mack Powell Event Center. One guard is required per 100 guest.

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### Alcohol

Lessee is required to provide all necessary permits from the Alcohol Beverage Control Board 30 days before the event.

Under one or more of the following circumstances, an ABC event permit is required at an event:

- The event is open to the public, i.e. no private guest list or someone can walk in uninvited
- There is any admission cost for the event, i.e. ticket price, donation or door charge
- Any other fundraising activities are being held at the event, i.e. silent auction
- Drinks are being sold at the bar, i.e. no-host or "cash" bar
- A licensed caterer is providing the alcoholic beverages
- The event venue requires an ABC permit to be in place for the event

**Alcohol MAY NOT be served at any youth event.** If alcohol is present at a youth event, the event will be immediately closed down without the possibility of a refund. The damage deposit will be forfeited as well.

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**Insurance** Insurance is required for ALL rentals.

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.

Any caterer or outside vendor must provide a copy of their Certificate of Insurance to the Mack Powell Event Center naming the SAR®, as an additional insured for the day, within 30 days of event date.

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**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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**Decor**

**Linens are REQUIRED with the use of our roundtables, no exceptions.** The Mack Powell Event Center does not provide linens, dishes, glassware, pots, pans, knives or utensils.

**The use of nails, tacks, scotch/duct tape or staples are not permitted. ONLY masking tape can be used. 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.**

Only Mack Powell Event Center staff are allowed to rearrange and move any tables and Event Center equipment.

**To clearly communicate policy, we ask that the contact person for your event read your contract thoroughly. If at any time you have questions, please contact us immediately. By signing an MPEC application or by applying funds to the Event Center you thereby agree to all rental policies.**