

Manilatown Center Policies & Guidelines

I agree to abide by, any and all rules of the Manilatown Center, including, without limitation, to the following:

- All events must list MHF as a co-sponsor. MHF also must be provided with a copy of any and all fliers or invites produced prior to public distribution.
- To secure your event date please submit a completed and **signed use agreement, equipment rental form** and **deposit** (if requesting use of equipment).
- **Deposit & Confirmation:** Your event will be confirmed when we receive a deposit of 50% of total estimated cost of equipment/tech rental. Balance is due on the night of the event.
- **Cancellation Policy & Fee:** Equipment and technical staff will be reserved for your event. In case of cancellation, please call 415-777-1130. Request for cancellation of an event should be made at least 2 weeks prior to reserved date for the event. A cancellation fee will apply to events terminated within 48 hours of contracted date equal to the entire deposit.
- **Coordination with Staff:** It is recommended that you visit the space at least one week prior to your scheduled event to go over any special set-up needs, equipment usage, security protocol, clean up procedures and any additional items.
- **Maintenance/Janitorial Service:** Please discard of your recyclables and waste in designated waste and recycling bins. Events requiring extra janitorial service need to be arranged with Manilatown Staff and will be charged an extra fee to be determined by MHF.
- **Set –Up and Break –down:** Please allow an hour for set-up and at least an hour for break down. Room must be left in the condition found. **ALL Events must be over by 10pm.**
- **Insurance:** Insurance is required for ALL events. Please show proof of \$1,000,000 liability insurance with the **Manilatown Center** as additionally insured.
- **Alcohol Policy:** Compliance with Law; Alcohol and Applicable Permits. No alcohol may be served or sold to minors in the **Manilatown Center**; beer may not be served in bottles; it should be served in plastic cups. Special Daily Liquor Licenses are required anytime there is Beer, Wine or Distilled Spirits being served. For more information call ABC 415-356-6500 or go to

<http://www.abc.ca.gov/forms/PDFSp.html> and download form 221 & the directions.

- **Unauthorized Activity:**
 1. **Collecting funds for private profit or commercial gain.**
 2. **Events promoting individual political figures or candidates.**
 3. **Posting or distributing flyers without prior consent from Manilatown Staff.**
 4. **Disrupting Center programs and/or activities.**
 5. **Defacing, damaging, stealing or destroying property.**
 6. **Physically or verbally threatening, fighting or harassing any person.**
 7. **Using open flames without MHF authorization (includes lighted candles, incense, chafing-dish *Sterno*(s) and any propane or butane fueled appliances).**
 8. **Smoking inside of building.**
 9. **Shaving, bathing or sleeping in public restrooms or in any other part of the Center.**
 10. **Pets or animals allowed in the building other than assistive animals for people with disabilities.**
 11. **Any activity that is deemed in violation of federal, state, city or county laws, codes or ordinances.**

I have read and understand the above. I agree to abide by the Policies & Guidelines set forth by the Manilatown Heritage Foundation regarding the use of the Manilatown Center facilities.

Name/Signature _____ **Date** _____

Organization _____

Address _____

Phone Number _____ **Fax** _____ **Email** _____