

THE OAKLAND MUSEUM OF CALIFORNIA
RENTAL GUIDELINES



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GENERAL INFORMATION

The Oakland Museum of California has several facilities available for rent to civic, business, community, non-profit or private organizations and private party individuals. Presently, fees for rental of the Museum facilities are reviewed by the City Council each year and published in the City of Oakland's Master Fee Schedule.

Before making a reservation for an area of the Museum, it is advisable to make an appointment with the Special Events Department (510) 238-2920 to look at the facility, especially if you are not familiar with it. Specific rental arrangements, including payment of deposits and the signing of a Rental Contract are made through the Special Events Department from the hours of 9:30am – 4:30pm, Tuesday – Friday. It is possible to arrange facility tours outside of these normal office hours but it is necessary to schedule the tour by calling the aforementioned number.

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RENTAL FEES AND DEPOSITS

The procedure for renting the Museum is as follows: the renting party is required to fill out a Rental Application form found within the rental packet. The completed Rental Application is then faxed back to the Special Events Manager at: 510-986-2737. From these specifications, a Rental Contract will be drawn up and faxed back for the prospective Renter's review and signature. The Rental Contract specifies the hours of use, areas of the facility used, and the fees based upon the rental fee schedule. The Rental Contract will be signed by the Renter and faxed back to the aforementioned fax number.

2A Important Dates Relating to Payment:

Half of the Rental Fee, plus a Refundable Damage Deposit of \$250.00 due at the time the Rental Contract is signed to confirm the reservation.

The balance payment is due 30 days prior to the event date. Reservations are not made for events less than thirty days out.

2B Cancellation Policy:

Cancellations **must** be made in written form at least 30 days prior to the event. If the Renter cancels a *non-challenged** event prior to the event date, the following portion of the deposit will be refunded:

More than 90 days prior	100%
30-90 days prior	50%
Less than 30 days prior	0%

In the case of cancellation of a *non-challenged** date, the \$250.00 damage/cleaning deposit will be returned.

Challenge date(s)* are non-refundable and non-transferable

* *Challenge Date* refers to bookings in which a Renter signs a Rental Contract and pays a deposit to secure a date that had been tentatively booked by another prospective renter thus blocking the other prospective Renter from the opportunity of booking the date.

2C **Damage and Excessive Clean-up**

When the event is held, additional charges may be assessed as a result of damage, abuse, extended use beyond the period specified in the rental agreement, or for the use of services or equipment beyond those approved in advance. These charges will be deducted from the \$250.00 Refundable Damage Deposit. If costs exceed the Refundable Damage Deposit, an invoice for the balance will be sent to the Renter. Payment is required within 30 days of the invoice date. Delinquent payments will be assessed a late fee of 1 ½ % per month based on the outstanding invoice.

3 **EVENT STAFFING**

Rental rates do not include staffing. Staffing fees are quoted separately in “Attachment C”.

3A **Security**

Renters of the facilities are required to abide by all of the security regulations of the Oakland Museum of California. This means not touching, moving, or in any way handling objects installed in the exhibition galleries or sculptures installed on the grounds.

There is no eating, drinking, in any part of the facilities except for the restaurant and designated outdoor areas. Smoking is allowed only in designated areas of the gardens, terraces and patios.

Based on expected attendance, the Oakland Museum of California will assign as many guards or other personnel as necessary to maintain the required degree of safety and protection during each function. These assignments will be made at the sole discretion of the Chief of Security. If an event requires additional security staffing beyond what is included in the standard Rental Contract the client will be charged for the additional staffing.

3B **Audio Visual Technician**

A Museum audio/visual technician is **required** on site to provide services for all events using audio/visual equipment. A Museum audio/visual technician is also **required** for any rental of the James Moore Theatre. A Museum Special Events Representative can, upon request, provide a list of audio/visual equipment vendors for renting equipment not currently available at the Museum. The Museum will not be responsible for the rental fees of any equipment that is not owned by the Special Events Department.

3C **Event Coordinator**

An Event Coordinator will be on-site during the entire move-in, event time, and move-out of the event. The Event Coordinator is the facility’s main point of contact between the renter and all in-house set up staff and

sub-contracted vendors. (S)he is on-site specifically to assure the smooth execution of the event. The Event Coordinator can be called upon to answer questions regarding logistics from the time that the renter signs the Rental Contract and pays the initial deposit. The Event Coordinator's job is to manage and serve as a logistical liaison. If the renter needs a list of wedding planners or event production firms to offer additional support, the Event Coordinator can provide this. Almost all details of the event will be worked out with the Event Coordinator several weeks prior to the date of the event. *The day of the event is not the time to make major changes to the event set-up and the Event Coordinator should not be called upon to do so.*

4 CATERING

Catering and water services are not provided by the Oakland Museum of California; the Museum's resident catering firm, Grace Street Catering, is available for Museum events. If a rental event necessitates closing the Museum Café during the regular Museum operating hours of Wednesday through Sunday, 10:00am – 5:00pm, the renter **must** use the resident catering firm. For events occurring outside of the aforementioned hours, the Museum has an 'open' catering policy.

4A Outside Caterers

The Museum can offer prospective renters a list of preferred caterers who we have worked with in the past. It is acceptable for the renter to work with a caterer other than ones that we have recommended provided that the caterer is properly licensed. All outside caterers contracted by the renter must provide copies of licenses and permits. The caterer is responsible for linens and water service. No food and drink is allowed in any part of the facilities except for the restaurant and designated outdoor areas.

Move in time for outside caterers is 4:00pm Wednesday through Sunday.

4B Kitchen Buy Out

The Renter is required to pay a 'kitchen use fee' of \$500 if the outside caterer needs access to the kitchen. This fee covers use of ovens and stoves, a small assigned refrigerator space and supervision in the kitchen. The kitchen 'buy out' does not include use of the kitchen's dishwasher. The kitchen facilities are normally available for rental by outside caterers all day Monday and Tuesday and after 4:00pm Wednesday through Sunday. The Museum can offer alternate areas – free of charge – for caterers to stage prep and serving in the event that they do not need a complete kitchen.

4C Alcohol

Beer and wine may be served *free of charge* by a licensed caterer in the Museum restaurant, and outdoor areas (i.e. patios, terraces, gardens). *Sale* of all alcohol (*including beer and wine*) must be handled by the in-house caterer, Grace Street. Likewise, as Grace Street Catering holds the liquor license for the second level terraces, restaurant and patios, all serving of hard liquor in the aforementioned areas must be handled by them.

5 DECORATIONS:

The Oakland Museum of California does not provide decorations of any kind. This includes table cloths, flowers, etc. All decorations are the responsibility of the Renter and their contractors. Decorations may not be taped, pinned or nailed to walls.

Decoration and alteration of any and all museum spaces will be at the sole discretion of the Museum staff. Changes made to museum spaces prior to your event do not entitle you to a refund. For rentals involving Galleries and Collection areas all plans must be cleared by the Oakland Museum of California's Conservation Department at: 510-238-3806.

6 LOST ITEMS:

The Oakland Museum of California will not assume any responsibility for equipment left on or around museum grounds following the completion of your event. Should you choose to store equipment on or around museum grounds at any time, you do so at your own risk.

7 PARKING AND TRANSPORTATION:

The Oakland Museum of California is located 1.5 blocks from the Lake Merritt BART station and is easily accessible from most of the San Francisco Bay Area by the 980 and 880 freeways.

A total of 170 parking spots are available in the Museum's underground parking facility which can be rented as follows:

\$27.50 per hour with a \$2.00 charge to entering vehicles
\$55.00 per hour with no charge to entering vehicles

The Henry J. Kaiser Event Center is located next door to the Oakland Museum of California and has a 205 vehicle capacity outdoor lot. If needed, the Event Manager of the Oakland Museum of California may call the Henry J. Kaiser on behalf of the rental client to inquire into availability of the HJK's lot.

8 AUTHORIZATION TO USE THE FACILITY:

Final authorization to use the facility rests with the Museum Executive Director or a designated representative whose signature is on the Rental Contract. The Executive Director reserves the right to decline rental of the facilities to groups that are deemed inappropriate for the Museum environment, or to any person or organization not complying with the Museum policies and procedures. It is the Museum's policy that the use of its facilities should be consistent with the objectives of Title VI of the Civil Rights Act of 1964 and the non-discrimination policies of the City of Oakland.

ACCEPTANCE OF RENTAL GUIDELINES AND POLICIES OF THE OAKLAND MUSEUM OF CALIFORNIA

(Please sign, date this document and fax it back along with signed Rental Contract to 510-986-2737. RENTAL BOOKINGS ARE RESERVED ONLY UPON OMCA'S RECEIPT OF THE SIGNED RENTAL GUIDELINES, SIGNED RENTAL CONTRACT AND INITIAL PAYMENT.

I / we have read the contents of the Oakland Museum of California Rental Guidelines and agree to abide by these policies and guidelines.

SIGNED

PRINTED NAME

DATE