

RESOLUTION NO. 2005-550

ADOPTED BY THE SACRAMENTO CITY COUNCIL
ON DATE OF JUN 23 2005

A RESOLUTION APPROVING THE PROPOSED CITY HALL EVENT POLICY

WHEREAS, the move to City Hall is on schedule; and

WHEREAS, the building is operational and available for events.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:

- The City Hall building proposed Event Policy as shown in Exhibit A is approved.

HEATHER FARGO

MAYOR

ATTEST:

SHIRLEY CONCOLING

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: 2005-550

DATE ADOPTED: JUN 23 2005

Exhibit A

City Hall Event Policy DRAFT

915 "I" Street
Sacramento, CA 95814
(916) 808-1307

Welcome to Sacramento City Hall. We appreciate your assistance in following the event guidelines. Your cooperation will assist in the preservation of this beautiful City building. We hope that your event is a success.

General Guidelines For Use & Reservations

The primary use of the City Hall facility will be for public purposes that would include at least one of the following:

- Mayor/Council Sponsored Events
- City Sponsored Events

Reservations for:

- Lobby
- Plaza

Available for use after business hours (after 5:00 p.m.), but not on Council Meeting days. Set up may begin at 4:30 p.m.

Contact Gordon Rokusek, Building Management, at 916-808-5314 or
Cheryl Brown, Building Management, at 916-808-1307.

Email grokusek@cityofsacramento.org or cbrown@cityofsacramento.org

Reservations for:

- Council Chamber (available only for Mayor and City Council and Joint Powers Authorities on which the Mayor or members of the City Council serve)
- Historic City Hall Hearing Room

These facilities are appropriate for meetings or hearings and not meant for receptions or any events involving food or beverage.

Contact: Nancy Bennett, City Clerk's Office, at 916-808-7200

Email nbennett@cityofsacramento.org

FOR CITY CLERK USE ONLY

RESOLUTION NO. 2005-550

DATE ADOPTED JUN 23 2005

Event Requirements

Security

The City requires a City approved security service on duty when City facilities are used after business hours. The user is responsible for the cost of the security service. (See Fee Section)

Access to Facility

The event sponsor accepts responsibility to insure all users fully comply with rules set forth in this document. Keys/access will be provided to the event coordinator or sponsor after signatures are received. They are also responsible for closing down systems and returning keys.

Fire Marshal occupancy and exiting rules must be followed. All doorways and aisles must be kept clear at all times.

Please report any damage or building facility problems to Building Management. In case of emergency, dial 911 (from inside City Facilities with City phones, please dial 9-911) and notify Building Management.

Equipment Training

All groups using the Chamber or the Hearing Room and who wish to use the sound system or graphic display system, must have a representative trained in the equipment and be present during the meeting. City Clerk's office will provide training. Please call 916-808-7200 to schedule an appointment.

Loading/Unloading/Parking

Deliveries for events must be pre-arranged and coordinated with Building Management. Authorized vehicles may use the 9th & H streets loading dock for loading and unloading. All vehicles must be moved after loading/unloading. Personal vehicles are not allowed in the loading zones. There is no available parking on site.

Staffing

The event coordinator shall be on duty during the event at City Hall. The event coordinator is responsible for ensuring all general policies are met.

Sufficient sponsor representatives must be on site at the end of an event to ensure efficient and prompt teardown and cleanup. Cleanup must be completed within one (1) hour of the end of an event.

FOR CITY CLERK USE ONLY

RESOLUTION NO 2005-550
DATE ADOPTED JUN 28 2005

Cleanup

During the event, the event coordinator and sponsor representatives are responsible for prompt cleanup of all spills and breakage. Mops, buckets and brooms are available for use.

After the event, the event coordinator and sponsor representative are required to:

- Sweep and mop catering prep areas
- Mop up any water at beverage stations
- Clean up all food and/or debris in area
- Empty all trash containers
- Remove all wet and dry trash from premises, including empty boxes, floral displays, etc. and dispose of these items off site
- Leave custodial closet in the same condition as found prior to the event.

Music

All music plans must be pre-approved by Building Management. Loud music is prohibited.

Decorations

The following items may **not** be used in the City Hall complex:

- Helium-filled balloons
- Candles
- Bubble solution or bubble machines
- Adhesive name badges (pin or clip variety only)
- Nails, screws, staples or tacks
- Glitter, confetti, rice, etc.
- Scotch or masking tape

Catering & Food Service

Caterer must coordinate with Building Management prior to each event to confirm catering staff arrival time. Building Management will be on duty to provide access at the agreed-upon arrival time and event location.

A minimum of one (1) catering staff person is required to be on duty at all times during catered events in City Hall.

Caterer and/or event coordinator must provide all serving materials.

All food and beverages must stay in non-carpeted areas, such as the lobby and exterior plaza. Bottled water may be used in all meeting rooms. **NO FOOD OR DRINKS (OTHER THAN WATER) ALLOWED IN THE COUNCIL CHAMBER OR HEARING ROOM.**

FOR CITY CLERK USE ONLY

RESOLUTION NO 2005-550
DATE ADOPTED JUN 28 2005

Industrial-type beverage containers, including rubber beverage dispensers, may not be used in City Hall.

Tables and Chairs

If needed, the event coordinator and sponsor representative are required to provide any additional tables and chairs for use of this facility. All table and chair legs must have rubber or plastic protection. They may wish to contact City of Sacramento Special Events (916-808-6325) for assistance and to arrange for delivery.

Floor Protection

Caterer or event coordinator must provide carpeted rubber floor mats in front of all beverage stations. Carpeted rubber floor mats must also be provided behind beverage stations when catering staff is serving the beverages.

Ice bags may not be placed directly on any floor surface in the City Hall facilities. Caterers must provide tubs with mats underneath to absorb water.

Rental Equipment

All rental equipment deliveries such as dishes, linens, glassware, etc., must be scheduled with Building Management to ensure that staff is available to accept the delivery. If arrangements are not made with Building Management, deliveries may not be accepted.

Rental equipment may not be left overnight without prior authorization from Building Management.

Other Equipment

Building Management supplies trash cans and liners. However, staff does not provide carts, dollies or extension cords for use by caterers.

Specialized Equipment

The Council Chamber and Hearing Rooms have specialized equipment that require training. Prior to the event, sponsor representatives must be trained in order to use the provided equipment. Training will be provided by the City Clerk's Office.

FOR CITY CLERK USE ONLY

RESOLUTION NO: 2005-550

DATE ADOPTED: JUN 28 2005

Food and Beverage

Food

All food must be prepared by, brought onto the premises by, and served by the caterer. This facility does not provide a food preparation or cooking area.

Beverage

Alcoholic Beverages – In order to serve alcohol at your event, special paperwork is required and must be on file, or you will not be able to have alcohol on the premises. If for some reason, we are made aware that there is alcohol being consumed without having filed the required paperwork, you will be asked to remove it from the premises or have it removed by one of your representatives. The City of Sacramento, City Hall facility reserves the right to entirely close down an event for alcohol violations.

Non-Alcoholic Beverages – Clients are not allowed to provide their own non-alcoholic beverages. All non-alcoholic beverages must be purchased from, and brought onto the premises by the caterer.

Only bottled water may be used in all meeting rooms.

Other Requirements

No Smoking

Smoking is not allowed in any public facility. City ordinance #67-022.

Fees

Groups using the complex shall pay a fee sufficient to cover operating costs associated with use of facilities including energy, maintenance, and security costs. Advance payment is required.

Deposit	\$200 (refundable)
Additional Security	\$200 flat fee for after hours events
Rental rate	\$200 per hour

Cancellation of reservation requires 48 hours advance notice.

FOR CITY CLERK USE ONLY

RESOLUTION NO. 2005-550
DATE ADOPTED JUN 28 2005

Liability Insurance

Written proof of coverage must be provided to us. A Certificate of Insurance in the amount of \$1 million General Liability Coverage must name the City of Sacramento as additionally insured. It must cover the entire time you have booked your event. Many people obtain a rider on their Homeowner's policy. Another option is to call 916-808-5556 – City's Risk Management Department. When you call, describe the event, event date, time frame and let them know you have a permit on file with the City Hall complex. Costs for liability vary. Insurance fees are determined depending upon the risk factor. It is not a requirement that you use the City's carrier; however, the certificate provided to us must clearly state: the facility name, address, event date, time reserved and that the City of Sacramento, its officials, officer's, agents, employees and volunteers are named as additional insured. Certificate holder will be: City of Sacramento, Risk Management Division, 915 "I" Street, 4th Floor, Sacramento, CA 95814.

Personal Items

Building Management is not responsible for any items that are lost, stolen, or left unattended at the facility.

FOR CITY CLERK USE ONLY

RESOLUTION NO 2005-550
DATE ADOPTED JUN 28 2005