



Thank you for your interest in the California African American Museum (CAAM) and for scheduling your event at our facility. I hope that the enclosed facility policy provides you with the information needed in planning your event at the Museum.

CAAM researches, collects, preserves, and interprets the contributions made by African Americans to world history and culture. This makes for an incredible backdrop to hold extraordinary Facility Rentals, and provides guests with a culturally enriching and educational experience.

CAAM's 44,000 sq. ft. facility houses three galleries; a 13,900 sq. ft. glass-ceilinged Sculpture Courtyard; a 2,900 sq. ft. Conference Center (with full kitchen). The Museum can accommodate groups from 25 to 1,000 with plenty of convenient parking at only \$12.00 per vehicle during museum hours, and \$15.00 after 5:00pm. The Museum is located 10 minutes from the Los Angeles Convention Center and the Staples Center, and it is easily accessible from the 10 and 110 freeways.

Enclosed you will find a copy of the CAAM Facilities Use Policies and Procedures. Should you wish to reserve a date for your event, please contact me for availability; securing your date requires a 50% deposit. If you have an questions, please feel free to contact me at 213.744.7535.

All of us at CAAM look forward to working with you in planning your Facility Rental.

Sincerely,

Laura Farmer
Facilities Use Coordinator

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CAAM

FACILITIES USE POLICIES AND PROCEDURES

The primary purpose of the California African American Museum (hereinafter referred to as "CAAM") is to research, collect, preserve, and interpret for public enrichment the history, art, and culture of African Americans with an emphasis on California and the Western United States.

The Museum is open to the public Tuesday through Saturday 10:00am – 5:00pm; Sunday 11:00am – 5:00pm; and is closed Mondays, Thanksgiving Day, Christmas Day, and New Year's Day. **No** events will be scheduled on **Thanksgiving Day, Christmas Day, and New Year's Day**. Use of the facility shall in no way interrupt or detract from the Museum visitor's experience. Should a proposed event or meeting be deemed to have this effect, permission to use the facility will be denied.

To assure your event functions smoothly at CAAM, please review the following policies and procedures. Once the Letter of Agreement is signed and CAAM's Facilities Use Department has received a deposit, the Facilities Use Coordinator will handle scheduling and be the liaison between the client and the Museum. By signing the Letter of Agreement, you (hereinafter referred to as "Client") are acknowledging agreement with these policies and procedures.

REQUESTS

Requests to reserve space for a Facility Rental at CAAM may be accepted up to one year in advance of the event date. Client's requested date will be held for 15 business days, by the end of which time the Museum requires a signed contract and deposit. If a signed contract and deposit have not been received within 15 days, the date will be released. CAAM does not allow repasts or memorial services at the venue.

DEPOSITS & FINAL PAYMENTS

A 50% deposit, credited toward the total rental cost is required with the signed contract to secure a date. This deposit is 100% refundable if Client's event is cancelled 60 or more days prior to the event. (CAAM will attempt to contact Client by phone or by email, as a courtesy before the close of business on date of cancellation). Deposit is 50% refundable if cancelled less than 59 to 30 days prior to the event date, and is nonrefundable if cancelled

less than 30 days prior to the event. Final Payment is due 10 business days prior to the event or the event will be automatically cancelled. Payment must be made by cashier's check, money order or credit card. **No personal or company checks will be accepted.** Client is liable for any vendor costs associated with the event's cancellation.

NOTIFICATIONS

If the need to cancel the event should arise, the Museum requests immediate written notification of cancellation from Client via e-mail, overnight mail, or hand delivery within 72 hours.

STAFFING OF EVENTS

The Facilities Use Coordinator, Janitorial Staff, and the Department of Public Service are required staffing at all events. Other personnel such as CAAM's Audio-visual Technician will be determined by requirements of the event. Two (2) janitors and one (1) Public Safety Officer are required for every event up to 100 guests. An increase over 100 guests will increase number of paid staff required. The type of event will dictate staffing requirements and will be included in the base cost estimate provided.

RATES

Rental rates are only for the available event spaces at CAAM. Included in the rental fee are 50 chairs (\$1.00 per additional chair) and 10 tables (\$15.00 per additional table). There are additional fees for Janitorial Services, Gallery Educator, Public Safety Officer, Facilities Use Coordinator, Floor Staff, Audio-visual Technician, House Engineer, Exhibit Technician, Utilities Electrician, and Equipment. Client will be asked to sign overtime (addendum) if guests are still on CAAM's premises more than 15 minutes past the end of the contracted event time. Overtime will be billed on a net-30-day basis. Two to three hours of set-up or staging time and two to three hours of breakdown time is typically required for events at CAAM. The number of hours for set up is determined by the size of the event. Set-up time is determined by the Facilities Use Coordinator.

START/END TIMES

The Conference Center is available for rent 6:00am – 2:00am seven days a week when not in use by CAAM. The Courtyard is available for rent from 5:30pm – 2:00am Tuesdays through Sundays, and all day until 2:00pm on Mondays. Set-up of events utilizing the Courtyard may not begin earlier than 4:00pm. The start and end times should include two to three hours for set-up and two to three hours for breakdown.

FACILITY FURNITURE AND EQUIPMENT FOR RENT

CAAM has furniture and equipment available for rental for Client's event. Such equipment includes tables, chairs, risers, stanchions, and various audio-visual equipment. The Facilities Use Coordinator can provide a list of rental rates. CAAM cannot be held responsible for equipment malfunction, damage, or non-availability on the day of Client's event. Client may also bring in audio equipment, but must also come with Client's own audio-visual technician.

CAAM assumes no responsibility for equipment supplied by any Client or Third party. CAAM reserves the right to approve all equipment used at an event and the supplier of said equipment.

INSURANCE

Clients and any of Client's caterers are required to provide a certificate of public liability and property damage insurance in the amount of \$1,000,000, naming CAAM; Friends the Foundation of CAAM; the State of California; and the officers and employees as additional insured for the term of Client's event (including set-up, event, and breakdown times), without exception and at no cost to CAAM or the State of California. Client must provide the Facilities Use Coordinator evidence of insurance coverage at least 14 calendar days before Client's event date. Client will be required, in addition to signing a Letter of Agreement, to sign and accept the terms of an agreement that will hold harmless from and indemnify CAAM; Friends, the Foundation of CAAM; and the State of California against any and all claims arising from an incident.

LIABILITIES

By signing the Letter of Agreement, Client agrees to pay the cost of repair, restoration, and/or replacement of any damage done by Client or Client's personnel, subcontractors, vendors, agents, or invitees to CAAM's facility and any of its equipment, exhibits, or contents. CAAM shall be held harmless for all claims arising out of use of CAAM and CAAM's property. Client assumes full responsibility for theft, loss, or damage to any property and equipment brought to CAAM by Client, Client's personnel, subcontractors, vendors, agents, or invitees. Contracts that Client makes directly with any vendors are solely between Client and Client's vendor. Client must ensure that all Client's vendors review and agree to comply with all requirements established by CAAM. Client is also responsible to abide by all fire codes set forth by the City of Los Angeles' Fire Department. By signing the Letter of Agreement, Client acknowledges that CAAM is not responsible for policing fire code adherence and is not responsible for the refunding of rental fees due to the closure of an event by a Fire Marshall. Client, or Client's party responsible for signing the Letter of Agreement must be present for the entire event from first load-in to last load-out and will accept full financial responsibility for damage and/or missing property of CAAM.

PAYMENT

100% payment of the amount stated in the Letter of Agreement is due 10 days prior to the event. Payments can be made with Cashier's Check, Visa, MasterCard, American Express or money order payable to CAAM (**NO PERSONAL CHECKS ACCEPTED**). Advance payment of all estimated charges outlined in the Base Cost Estimate must be paid no less than 10 days prior to the event. Failure to pay estimated fees by the due date may result in automatic cancellation of Client's reservation. If additional charges are incurred during the event (i.e. event overtime, rentals, etc.) Client will be billed after the event, with payment due within 30 days. A service charge of 1.5% per month will be billed on all outstanding accounts over 30 days. Any invoices not paid within 120 days of invoice date will be forwarded to the Attorney General's Office for collection.

DAMAGE /SECURITY DEPOSIT

A security deposit may be required which will be equal to 50% of all estimated costs and payable upon signing the Letter of Agreement. The actual amount of the deposit is determined by which area is being rented. The security deposit will be refunded to Client if it is determined by CAAM Management that no damage has occurred to the areas of the Museum, contractually used by the Client, following a post-event walk-through inspection at the termination of contracted use of Museum facilities. Any balance of deposit remaining after deducting such costs is refundable to Client. If deposit is insufficient to pay such costs, Client must pay the difference within five (5) days after Museum notifies Client in writing of costs incurred.

PARKING

Self-parking in the Exposition Park parking lots is only \$12.00 per car during museum hours, \$15.00 per car after 5:00pm; and \$20.00 per commercial van, limousine, or bus. Client is welcome to pre-pay for guests or let guests pay on their own. Valet parking can also be arranged at \$52.00 per hour plus \$15.00 per car. When pre-paying guests' parking, Client is required to provide a copy of the approved parking pass guest-list to the Facilities Use Coordinator at least 48 hours before the event to ensure that their guests are not charged. Specific parking spaces cannot be reserved ahead of time.

CLIENT FURNITURE AND EQUIPMENT

CAAM's personnel are not responsible for moving, setting up, or taking down any equipment that does not belong to CAAM. All Client furniture and equipment must be removed immediately following the event and within the time stated in the agreement. All rental equipment must be picked up immediately after the event or the following day, as agreed upon with the Facilities Use Coordinator. A storage fee of \$50.00 per day will be charged for any items left more than one day after the event.

DECORATIONS

Nails, hooks, tacks, staples, pins or screws may not be used on any surface or furnishings in the Museum. No tape or other material can be applied to walls, tables, floors, or any surface unless agreed to by CAAM Management. User will be held financially responsible for repair/replacement of any damages or defaced property. Nothing can be hung from the ceiling, walls, windows or doors. No bunting, tissue paper, crepe paper or any other combustible material may be used without prior approval from CAAM Management or Fire Marshall approval.

Candles, open flames, and flammable devices and substances are strictly prohibited without specific prior approval from CAAM management and the Fire Marshall. No pyrotechnics are permissible in the Museum.

All décor and signs used by Client must be freestanding. Banners may be hung between the two cement pillars located at the front entrance and must be removed at the end of the event.

No rice, glitter, sequins, snow or confetti can be used anywhere within the Museum. Decorations of any kind are strictly prohibited in the exhibition galleries.

Balloons may be used for decorating, as long as they are tied securely. Otherwise, retrieval costs will be charged to Client.

BREAKDOWN & CLEAN UP

Set-up, breakdown and clean up must be completed within 15 minutes of end-time specified on contract. Client and Client's sub-contractors (caterer, decorator, musician, etc.) are responsible for removal of all personal and company property within that time. Breakdown and set-up of events occurring before operational hours must be completed by 9:30am. Client and Client's sub-contractors must return the event area(s) to the condition in which they found it prior to the event, with no exceptions. If not, Client will be assessed a damage fee at final walk-through (See related information under "Insurance".)

SMOKE-FREE FACILITY

CAAM is a smoke-free facility. No smoking is permitted in the building or within 20 feet of any of its entrances.

MUSIC

Live music is allowed after CAAM has closed to the public for the duration of the event, as agreed upon with the Facilities Use Coordinator, subject to sound levels that are acceptable.

PROMOTIONAL MATERIALS

The Facilities Use Coordinator must approve, for technical and factual accuracy, all promotional materials mentioning CAAM produced for Client's event (including invitations, programs, press releases, etc.) prior to printing or broadcast. Please allow sufficient time for this approval.

Caterer must also provide a certificate from the Department of Health. Food and beverage are not allowed in the Museum's exhibition galleries. Caterers are responsible for bringing jack stands and trays to be placed outside of exhibition galleries for glassware. Propane stoves, ovens, and charcoal grills cannot be used inside the Museum. They can be used on the outside of the Museum in an area designated by CAAM. Sternos are allowed inside the Museum for warming food only. Caterers must bring their own trash cans/bags and remove all trash at the end of the event. Caterer must provide water, ice, and tablecloths.

Alcoholic beverages may be served, provided that Client's caterer obtains written proof of a one-day serving permit for each serving station from the Alcoholic Beverage Control Board (213.897.5391).

The license IS REQUIRED if:

- The event is a no-host bar and is open to the public with any form of admission cost (i.e. ticket price, donation at the door, etc.)
- The event includes a no-host bar and any fundraising activities are being held (i.e. silent auction).

The license IS NOT REQUIRED if:

- The event includes a hosted bar (providing complimentary alcohol) and is private, with a bona fide guest list that restricts access to invited guests only, and is accessed free of charge (i.e. no ticket sales).

The Facilities Use Coordinator must receive a copy of the permit at least one day before Client's event. Client and/or Client's caterer is responsible for any piece of equipment, appliance (stove, microwave, or oven), faucet, water filter, garbage disposal, refrigerator and freezer that is broken or damaged during their use. Any such item must be replaced or repaired by Client or Client's caterer.

CLIENT RESPONSIBILITIES

Any guest management function at an event (e.g., nametags, entry restrictions, early entry, registration, etc.) is solely the responsibility of Client and not the responsibility of CAAM staff.

OUTSIDE SECURITY FORCE

Under no circumstances is an outside company permitted to provide a security function at CAAM. Under certain conditions, with the express written permission of the Department of Public Safety (DPS) Chief in advance, individuals may be hired to perform bodyguard functions in conjunction with State DPS officers.

Date of Request:

* _____

* Please note: upon approval of event a 50% deposit and signed contract are required to reserve your date.

Suggested Insurance Agency for Liability Insurance

RFP INSURANCE AGENCY

5601 WEST SLAUSON AVENUE., SUITE 250

CULVER CITY, CA 90230

TEL (310) 642 - 1933

FAX (310) 645 - 3150

TheEventHelper.com

Suggested Caterers

Full Service

Spaggi's
Henry Gonzalez
(909) 579-0497

Delights by Lionel
Lonell Anderson
(323) 971-5068

LeSassier Catering
Daria LeSassier
(213) 361-9934

Dulan's
Greg Dulan
(323) 296-3034

The Flavor Table
Marilyn or Quintella
(323) 751-6000

Taste & Company
Cynthia Murakami
(323) 295-2136
info@tasteandcompany.com

Robyn West
(213) 361-1966

Specialty and Lunches

Viztango Café
Tito Ramirez
(213) 745-8050
Italian Cuisine and hot lunches to go

The Flavor Table
Marilyn or Quintella
(323) 751-6000

Taste & Company
Cynthia Murakami
(323) 295-2136
info@tasteandcompany.com

William P. Miller Special Events
William Miller
(310) 649-0886

Taste Catering
Richard Baker
(323) 630-3340
richard@ilovetaste.com

Lunch and Breakfast or boxed

Robyn West
(213) 361-1966

Corner Bakery
(213) 239-0424
Box Lunches

Ingallina's
(213) 413-9400
Sandwiches, salads, desserts, appetizers