



Thank you for your interest in the California African American Museum (CAAM) and for scheduling your event at our facility. I hope that the facility policy attached 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. What an incredible backdrop to hold that extraordinary Facility Rental, providing a culturally enriching, educational experience.

CAAM's 44,000 square feet facility houses three galleries, a 13,900 sq. ft. glass ceiling Sculpture Court, a 2,900 sq. ft. Conference Center (with full kitchen), and a Research Library. The Museum can accommodate groups from 25 to 1,000 with plenty of convenient parking at only \$12.00 per vehicle. The Museum is located 10 minutes from the Los Angeles Convention Center and the Staples Center and is easily accessible to two freeways.

Enclosed find a copy of the Facilities Use Policy and Museum cost estimate sheet. 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 any questions, please feel free to contact me.

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

Sincerely,

Steve Randle
Facility Manager

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LETTER OF AGREEMENT AND 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 interprets for public enrichment, the history, art and culture of African Americans with emphasis on California and the Western United States.

The Museum is open to the public from 10:00 a.m. – 5:00 p.m., Tuesday through Saturday and Sunday 11:00 a.m. – 5:00 p.m. 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 an event or meeting be deemed to have this effect, permission to use the facility will be denied.

To assure your event functions smoothly at the CAAM, please review the following policies and procedures. Once the Letter of Agreement is signed and the CAAM Facilities Use Department has received a deposit, the Facility Manager will handle the scheduling and be the liaison between the client and the Museum. By signing the Letter of Agreement, you are acknowledging your agreement with these policies and procedures.

REQUESTS

Requests to reserve space for a Facility Rentals at the CAAM may be accepted up to one year in advance of the event date. A potential 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. Please note **CAAM does not host any of the following events: repasts, memorial services, weddings, or allows any type of gambling at your event.**

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 your event is cancelled 60 or more days prior to the event; (CAAM will attempt to contact renter 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 (**CAAM Does Not Accept American Express**). No personal or company checks will be accepted. Renter is liable for any vendor costs associated with your event's cancellation.

NOTIFICATIONS

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

STAFFING OF EVENTS

The Facility Manager, 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 janitors and one 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 event space at the 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. Clients will be asked to sign overtime (addendum) if guests are in the CAAM 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. Setup time is determined by the Facilities Use Coordinator.

START/END TIMES

The Conference Center is available for rent 6:00 a.m. to Midnight, Thursday thru Saturday when not being used by the CAAM. The Atrium is available for rent from 5:30 p.m. to Midnight. Set up of events utilizing the Atrium may not begin earlier than 4:00 p.m. The

start time and end times should include two to three hours for setup and two to three hours for breakdown.

FACILITY FURNITURE AND EQUIPMENT FOR RENT

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

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

INSURANCE

All clients and caterers are required to provide a certificate of public liability and property damage insurance in the amount of \$1,000,000, naming the CAAM, Friends the Foundation of the CAAM, and the State of California and the officers and employees as additional insured for the term of your event (including setup, event and breakdown time, at not cost to the Museum or State), without exception. Please provide the CAAM Facilities Use Coordinator evidence of your insurance coverage at least 14 calendar days before your event date. User 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 any indemnify the CAAM; Friends, the Foundation of the CAAM and the State of California against any and all claims arising from an incident.

LIABILITIES

By signing the Letter of Agreement, clients agree to pay the cost of repair, restoration, replacement of any damage done by you, renters personnel, your subcontractors, vendors, agents or invitees to the CAAM, the facility and any of it its equipment or exhibits or contents. The CAAM shall be held harmless for all claims arising out of use of the CAAM and the CAAM's property. Client assumes full responsibility for theft, loss or damage to any property and equipment brought to the CAAM by you, your subcontractors, vendors, agents or invitees. Contracts made directly with your vendors are solely between you and your vendor. Clients are to ensure that all vendors review and agree to comply with all requirements established by the CAAM. The 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, you acknowledge that the 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. The client or responsible party signing contract 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 the 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, such as event overtime, rentals, etc. client will be billed after the event with payment due in within 30 days. A service charge of 1.5% per month will be billed on all 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, the difference must be paid by client 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 5:00 p.m.; and \$20.00 per commercial van, limousine, or bus. Clients are welcome to pre-pay for their guests or let guests pay on their own. Valet parking can also be arranged at \$52.00 per hour plus \$12.00 per car. When pre-paying guests' parking, clients are required to provide a copy of the approved parking pass guests 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

The CAAM personnel are not responsible for moving, setting up, or taking down any equipment that does not belong to the African American Museum and/or the 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 next day, as agreed upon with the CAAM 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, floor 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 Marshal approval. Candles, open flames are flammable device or 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 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 cleanup must be completed within 15 minutes of time specified on contract. The client and its subcontractors (caterer, decorator, musician, etc.) are responsible for removal of all personal and company property within that time. Breakdown and setup of events occurring before operational hours must be completed by 9:30 a.m. The Client and its sub-contractor's must return the event area(s) to the condition it was prior to the event with no exceptions. If it is not, Client will be assessed damage fee at final walk-through (See related information under "insurance.")

SMOKE FREE FACILITY

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

MUSIC

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

PROMOTIONAL MATERIALS

The CAAM Coordinator must approve, for technical and factual accuracy, all promotional materials mentioning the CAAM produced for your 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 exhibit galleries. Caterers are responsible for bringing jack stands and trays to be placed outside of exhibit 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 the African American Museum. Sternos are allowed inside the African American 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 caterer obtains written proof of a one-day **serving permit for each serving station from the Alcoholic Beverage Control Board (213) 897-5391 if the event is a no-host bar, a open to the public**

event, an admission cost, or ticket price, donation at the door or any entry fee. If any fundraising activities are being held (i.e. Silent Auction), drinks are being sold at the bar, then the license **IS REQUIRED**. In the event that the event is private, with a bona fide guest list and it restricts access to invited guests only, and the host is providing all of the alcohol complimentary, free of charge, the event is free without charge/cost i.e (no ticket sales) then an ABC permit is **NOT NEEDED**. The Facility Manager must receive a copy of the permit at least one day before your event. Client/caterer is responsible for any piece of equipment, appliance (stove, microwave, and 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/caterer.

CLIENT RESPONSIBILITIES

Any guest management function at an event, e.g., nametags, entry restrictions, early entry, registration etc. is solely the responsibility of the client and not the responsibility of the African American Museum staff.

OUTSIDE SECURITY FORCE

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

ACCEPTED AND AGREED TO: (CLIENT/USER)

Signed_____

Print Name_____

Title_____

Organization _____

Date_____

Please sign and return original to:

By Email: rentals@caamuseum.org

Or Mail: CAAM

ATTN: Steve Randle, Facility Manager

600 STATE DR – EXPOSITION PARK

LOS ANGELES, CA 90037

Office: 213-744-7628

Rental Line: 213-744-7628

CALIFORNIA AFRICAN AMERICAN MUSEUM
Reservation Form

DATE EVENT REQUESTED: _____

DATE OF EVENT: _____

HOURS OF USE: _____

ATTENDANCE: _____

LOCATION(S) _____

ORGANIZATION NAME: _____

CONTACT PERSON: _____

Telephone: _____

Email: _____

Fax: _____

Cell: _____

The following information must be completed to hold reservation -
Please provide a detailed description of the program:

(A 50% deposit and signed contract are required to reserve your date.)

**CAAM
FACILITIES USE BASE COST ESTIMATE**

DATE APPLICATION TAKEN

User/Organization	(Day/Date Requested)	(Time)
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Location (s) of Event	No. of Guests	Total Hours
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Parking Fee \$15.00 per car		\$			
Refundable Damage Deposit		\$			
Atrium	\$1,500	\$			
Patio (outside)	\$1,000	\$			
Conference Center	\$ 750	\$			

___ A.V. Technician	@	50.00 hr	()		
___ Public Safety Officers	@	60.00 hr	()		
___ Electrician	@	50.00 hr	()		
___ Facilities Supervisor	@	55.00 hr	()		
___ Janitorial Staff	@	34.00 hr	()		
___ Gallery Educators	@	19.00 hr	()		

TOTAL PERSONNEL: \$ _____

Equipment Rental

___ Tables 8' Rectangle (10 free)	@	15.00	()		
___ Tables 60" Round (10 free)	@	15.00	()		
___ High boys (Cocktail tables)	@	10.00			
___ Podium	@	35.00	()		
___ Chairs (50 free)	@	1.00	()		
___ Television Monitor	@	65.00	()		
___ VCR/DVD Player	@	50.00	()		
___ Screen (8x10) Floor Mount	@	50.00	()		
___ Wireless/Handheld Mic.	@	45.00	()		
___ Wired Microphone	@	40.00	()		
___ Video Projector	@	200.00	()		
___ Stanchions (per pair)	@	10.00	()		
___ Riser (6x8x18)	@	75.00	()		
___ Bar	@	50.00			

EQUIPMENT RENTALS TOTAL: \$ _____

TOTAL AMOUNT DUE		\$	
(LESS DEPOSIT)		\$	
BALANCE DUE		\$	

CAAM Does NOT provide linen

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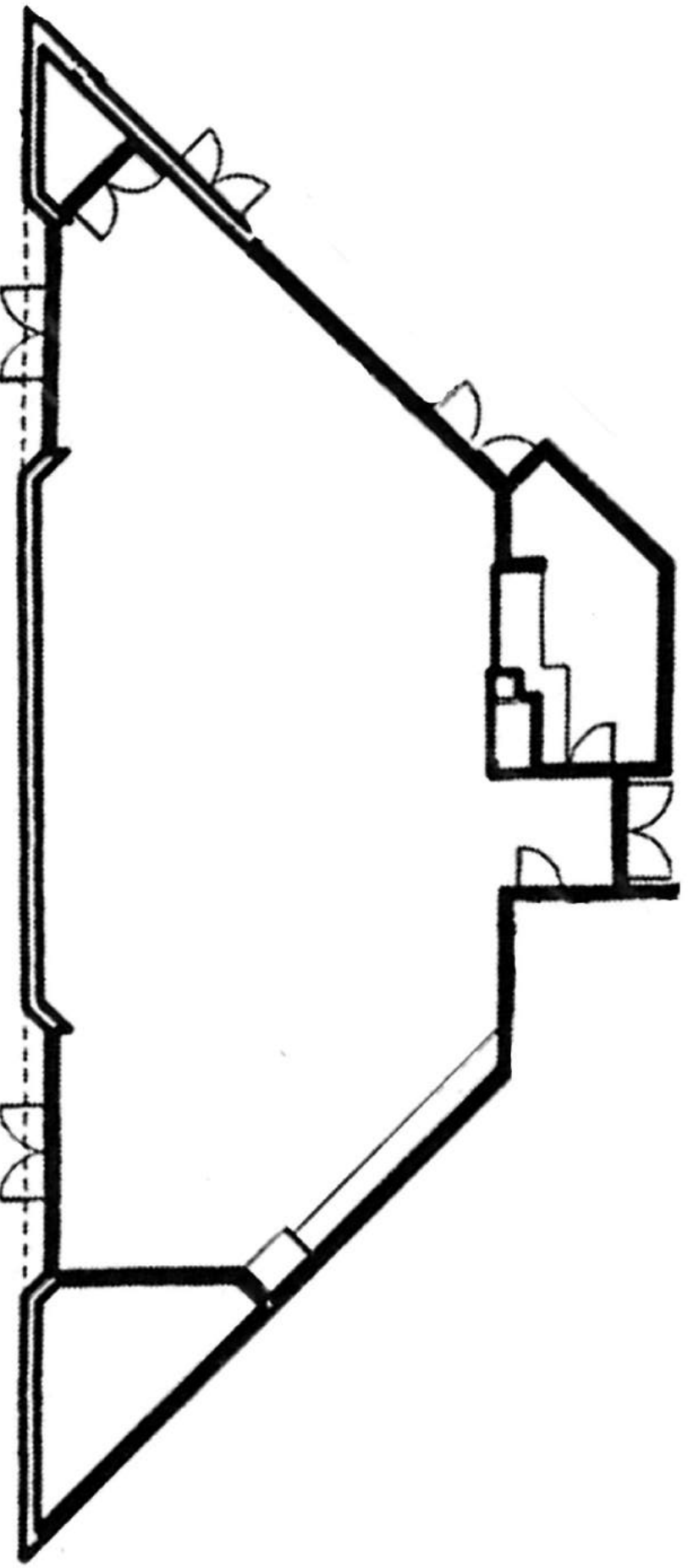


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All aisles must be at least 6ft



California African American Museum
Scaled Layout of Conference Room for Events
Approximately 3000 sq ft
w/ Kitchen and Exterior Court



8' Table ~ @ Scale



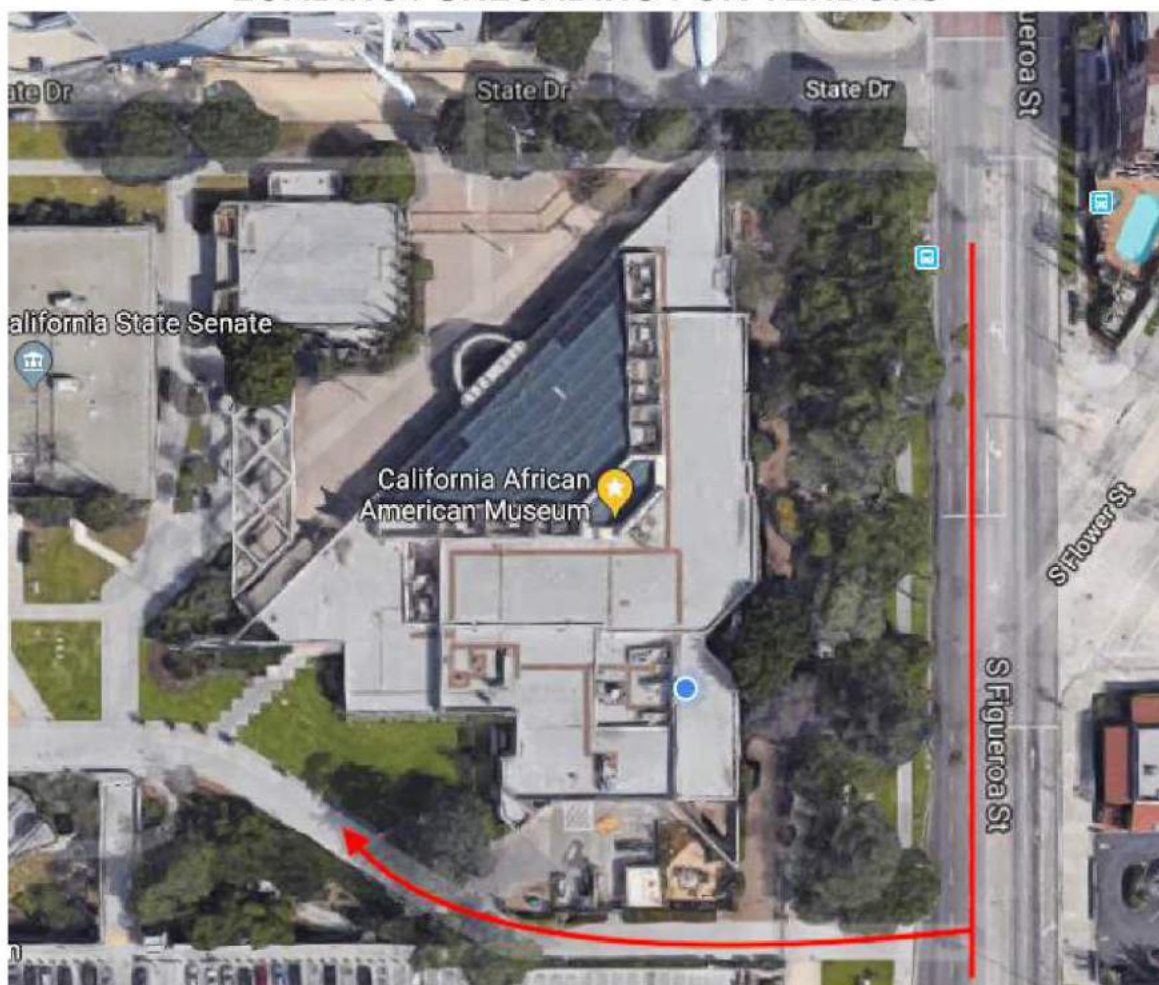
60" Round Table ~ @ Scale



30" Cocktail Highboy Table ~ @ Scale



LOADING / UNLOADING FOR VENDORS



If you plan to have vendors, caterers, or other loading and unloading needs - please have all event set up personnel use our service road for safe and quick access to the museum.

Enter the service road from S. Figueroa St. as pictured above (south of State Dr. and before entrance into the Exposition Park parking lot) - there will be a driveway with a closed gate. Park in front of the gate and contact CAAM staff to open gate: Admin Reception Desk # 213.744.2084

Once inside please park any vehicles next to (NOT ON) grass along service road. Please talk to CAAM staff if any vehicles need to be parked closer for loading needs.

Insurance Agencies for Liability Insurance

(General Liability/Liquor Liability)

RFP INSURANCE AGENCY

5601 WEST SLAUSON AVENUE, SUITE 250
CULVER CITY, CA 90230

TEL: (310) 642-1933

FAX: (310) 645-3150

Morris Davis Jr. Insurance Services Inc.

Insurance agency in Inglewood, California
2439 W Manchester Blvd, Inglewood, CA 90305

(323) 753-1161

Caterers

Full Service

Earle's on Crenshaw
3864 Crenshaw Blvd.
Los Angeles, Ca. 90008
323-299-2887

Delights by Lionel
Lonell Anderson
(323)971-5068

Le'Sassier Catering
Daria LeSassier
(213)361-9934

Vicky's Catering
Authentic Nigerian Food
vickycateringservice@gmail.com
(213) 802-7117 / (323) 717-3753

Dulan's
Greg Dulan
(323)296-3034

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

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

Noisy Library
QPOC Jamaican Catering
(213) 257-6330
noisylibrary53@gmail.com

SPECIALTY AND LUNCHES:

Vistango Café

Italian Cuisine * *Also hot lunches to go*

Tito Ramirez

(213)745.8050

Taste

Richard Baker

(323)630-3340

LUNCH AND BREAKFAST

Corner Bakery

(213)239-0424

Robyn West*

Also full service

(213)361-1966

Corner Bakery

(213)239-0424

Ingallina's

Sandwiches- Salads - desserts – appetizers

(213) 413-9400

Chef Shanita M. Castle

Castle's Catering, LLC

Southern California: (818)724-4866

SCastle@CastlesCatering.com

www.CastlesCatering.com

EVENT PLANNERS:

William P Miller Special Events

William Miller

(310)242-1039



600 State Drive
Los Angeles, CA 90037
(213)744-7535 –f (213)744-2050

One Time Credit Card Payment Authorization Form

Sign and complete this form to authorize California African American Museum to make a one time debit to your credit card listed below.

By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

Please complete the information below:

I _____ authorize California African American Museum to charge my credit card
(full name)
account indicated below for _____ on or after _____. This payment is for
(amount) (date)
_____. NAME OF EVENT: _____
(description of goods/services)

Billing Address _____

Phone# _____

City, State, Zip _____

Email _____

Account Type: ☐ Visa ☐ MasterCard ☐ Discover

Cardholder Name _____

Account Number _____

Expiration Date _____

CVV2 (3 digit number on back of Visa or /MC) _____

SIGNATURE _____

DATE: _____

State of California
CAAM Facilities (June 2019)