

# PRESIDIO PERFORMING ARTS FOUNDATION (PPAF) FACILITY USE POLICIES

## **Alcohol**

The serving of alcoholic beverages is only permitted by companies licensed to pour alcohol in the state of California and provide a policy covering \$1,000,000 "Full Liquor Liability" insurance coverage

## **Animals**

Animals, except those specifically trained to assist the disabled, are not permitted in the building.

## **Audio/Visual**

Limited audio and visual equipment is available at the Presidio Performing Arts Foundation (PPAF) and must be arranged for in advance of the event date. Additional fee may apply.

## **Barbecues / Grills**

The use of grills and all cooking equipment requires prior approval from PPAF. See Fire Regulations for additional information.

## **Branding**

Branding logos or images with the use of light is permitted only on the inside walls of PPAC. It is not permitted on the outside walls of the building.

## **Candles**

Any use of candles must be approved by PPAF. All candles must be contained, or enclosed in glass or flameproof container. The flame must not reach higher than 2 inches below the height of the glass.

## **Choosing a Caterer**

All events must be catered by a full service catering company, pre-approved by the Presidio Performing Arts Foundation. If they have not previously catered an event at the facility, they are required to do a thorough walk-through with the Event Manager no later than 30 days in advance of the event date.

## **Cooking**

There is no kitchen or kitchen amenities on site. No cooking is permitted indoors. Warming with prior approval and Fire Permit as required.

## **Event Ending Time**

All events must end by at least 12:00 Midnight in order to allow for cleanup and closure of the building by 1:00am.

## **Decorations**

Decoration is limited to the interior of the building except for check-in desks and directional signs, and shall adhere to the requirements set forth in the most recent editions of the appropriate Fire and Building Codes for activities involving public assembly. Decorations may not be hung from any pipes or track lighting rods. All decorations must be removed from the Center without leaving damages directly following the departure of the last guest, unless special arrangements have been made in advance with the Event Manager.

NOTE: The only adhesive material allowed on the walls of the Center is painter's tape, which will not damage surfaces. The only adhesive material on Center floor is Gaffer's tape. NO TAPE at all may be used on the cement floors in the entryways on either side of Center. No masking tape, duct tape, electrical tape, transparent tape or double stick tape is allowed. All other decoration must be freestanding. Nails and staples of any kind are permitted.

NOTE: The use of birdseed, rice, confetti, flower petals, balloons, glitter, fog machines, pyrotechnics, sparklers and blowing bubbles are **not** permitted inside or outside the facility.

## **Directional Signage**

Clients may NOT install their own directional signage, including balloons. Signage within the Presidio is available ONLY through the Presidio Trust Sign Shop, and must be ordered through the Presidio Performing Arts Foundation Event Manager. Signage requests must be received not less than two weeks prior to the event date. Single-sided and

double-sided Wind Master signs are available for a fee, and appropriate placement is handled completely by the Presidio Trust Sign Shop staff.

#### **Disabled Access**

The facility is fully accessible for the disabled.

#### **Emergencies**

U.S. Park Police have a 24-hour, 7-day per week radio dispatch and respond to Police and/or Fire emergencies quickly. Contact Presidio Dispatch for emergency assistance at either 911 or 415-561-5656.

#### **Equipment**

Due to liability issues, the Presidio Performing Arts Foundation is unable to loan any of its equipment, such as ladders, dollies, hand- trucks, extension cords, safety mats, etc. for use for an event. If such equipment is required, clients or clients' subcontractors are required to bring their own. Any equipment brought onto the premises for an event must be removed from the premises without leaving damages directly following the departure of the last guest, unless special arrangements have been made with the Event Manager

#### **Fire Regulations**

Grills, Open Flame: The use of all open flame, Liquid Propane Gas (LPG) or Compressed Natural Gas (CN-Gas) requires issuance by the Presidio Trust Fire Protection Officer of a separate Fire Permit. A request for proposed use and the approved Fire Permit must be received by PPAF, no later than 30 days prior to the event date. Additional fees may apply. Liquid Propane Gas and Compressed Natural Gas are prohibited inside the Premises and in all areas less than 10 feet from the Premises.

All exits must remain clear at all times and emergency exit signs must not be obscured from view.

#### **Invitations or Notices**

When sending out invitations or notices for an event in Presidio Performing Arts Center, clients should use the following physical address. For GPS directional systems, it's important to include the zip code.

**Presidio Performing Arts Center  
386 Moraga Avenue  
San Francisco, CA 94129**

#### **Insurance**

The client shall maintain Commercial General Liability Insurance, including Host Liquor liability, in an amount not less than \$1,000,000, \$2,000,000 aggregate Combined Single Limit for Bodily Injury and Property Damage. Such insurance shall name the Presidio Performing Arts Foundation as additional insured, and a certificate of insurance with an endorsement must be provided thirty (30) days prior to the event. (This insurance is separate from and in addition to insurance provided by the caterer, if one is contracted.) Presidio Performing Arts Foundation shall be granted 30 days notice of material change coverage. The PPAF reserves the right to review all certificates of insurance for acceptability of form and insurer.

**Jumpy-Jump/Carnival:** Jumpy-jumps, carnival rides and carnival activities are not permitted.

#### **Internet**

Wireless Internet connectivity can be provided inside the Center.

**LIQUID OR COMPRESSED GAS:** The use of all open flame, Liquid Propane Gas (LPG) or Compressed Natural Gas (CN-Gas), requires the issuance of a separate Permit from the Presidio Trust Fire Protection Officer. A request for proposed use and the approved Fire Permit must be received no later than 7 days prior to the meeting date. Liquid Propane Gas & Compress Natural Gas is prohibited inside and less than 10ft from the Premises.

#### **Liquor / Beverages / Illegal Substances**

Alcohol may not be served to minors. At any time, Presidio Performing Arts Foundation Event staff deems alcohol consumption to be excessive, the staff has the authority to close down all alcohol service and/or evict inebriated guests from the premises.

**Logistical Plans**

PPAF staff must review and approve all proposed logistical plans for the use of the premises a minimum of fourteen (14) days prior to the event.

**Logo**

Camera-ready artwork of the Presidio Performing Arts Center is available. However, approval is required for any use of the logo.

**Maps**

Maps of the Presidio are available at [www.presidio.gov](http://www.presidio.gov) or hard copies upon request.

**Music**

Amplified music is permitted within the Center only. All music must end by 12:00 Midnight.

**Non-Profit Status**

Special rates are available to non-profit organizations. To qualify for these rates, proof of your organization's non-profit status (i.e., a copy of the 501(c)(3) letter) must be sent along with your reservation deposit.

**Overtime Charges**

The Presidio Performing Arts Center rental rates are based on a ten (10) hour rental period. Additional hours may be purchased, based on availability. Additional hours will be charged at the appropriate overtime rate. This fee will be charged in one-hour increments. Fee is \$250/hour.

**Parking**

Non-exclusive paid parking surrounds the Presidio Performing Arts Center. Parking "pay and display" stations are in the lots including weekend parking. However, there are times when the Presidio and the National Park Service restrict parking or do not allow any parking due to public events on the Main Post. Please contact the Presidio Performing Arts Foundation Event Manager to be sure parking is available for your event, if it is desired.

**Piano**

The Licensee may use the on-site piano, as is. Moving the piano is not permitted by the Licensee. Requests to move the piano must be to PPAF within 14 days prior to the event date. All costs associated with moving or tuning the piano are the responsibility of the Licensee.

**Post-Event Walk-Through**

Complete cleanup of all rented areas is required. A post-event walk-through with a Presidio Performing Arts Foundation staff person is required at the close of the event. If PPAF finds the cleanup to be inadequate, special maintenance services will be contracted by PPAF and any fees deducted from the client's security deposit.

**Pre-Event Walk-Through**

A pre-event walk-through with a Presidio Performing Arts Foundation staff person is required no later than thirty (30) days prior to the event that includes the caterer and event planner and other major subcontractors.

**Rental Period**

The Center rental rates are based on a ten (10) hour rental period. The ten (10) hour rental period is inclusive of caterer and client set up and decorating, the actual event, and removal of persons, personal belongings, all rental equipment and display materials. Additional hours may be purchased, based on availability. Additional hours will be charged at the appropriate overtime rate. This fee will be charged in one-hour increments. Fee is \$250/hour.

**Presidio Performing Arts Center Staff**

All events will be staffed by a Presidio Performing Arts Foundation Event Coordinator. The event coordinator is the final authority for special activities and will okay or deny last minute changes by the client or client's subcontractors.

The Presidio Performing Arts Foundation staff persons are not available to lift, carry, load and unload, or move anything that is not Presidio Performing Arts Foundation property.

**Security**

The Presidio Performing Arts Foundation reserves the right to contract with the United State Park Police (USPP) to provide Law Enforcement Services at client's expense where PPAC or the USPP in its discretion believes such services to

be necessary. No other outside police or security agency is permitted or authorized at events in a Law Enforcement capacity without the approval of the USPP.

### **Signage**

Clients may NOT install their own directional signage, including balloons. Signage within the Presidio is available ONLY through the Presidio Trust Sign Shop, and must be ordered through the Presidio Performing Arts Foundation Event Manager. Signage requests must be received not less than three weeks prior to the event date. Single-sided and double-sided Wind Master signs are available for a fee, and appropriate placement is handled completely by the Presidio Trust Sign Shop staff.

NOTE: All signage must be freestanding. Nails and staples of any kind are not permitted. No signage or other props may be hung from the roof of the building.

### **Smoking**

Presidio Performing Arts Center is a non-smoking building.

### **Subcontractors**

The client must submit a list of all subcontracted vendors and suppliers (i.e. caterers, florists, rental companies, sound system designers, musicians) and alert the Presidio Performing Arts Foundation to approximate arrival/delivery/pick-up dates and times.

### **Taxis**

A list of taxi companies is available upon request. *Please be aware that it is difficult to obtain reliable service in the evenings following events out of the Presidio.*

### **Tenting**

With prior permission and Permit: Licensee may erect a tent in areas approved by PPAF and the Presidio Trust. Tenting shall be constructed in accordance to International Fire Code Section 2404, 2006 Edition. Staking is not permitted on asphalt area and must be approved in advance on lawn. Permit fee is \$.25 per square foot.

### **Trash**

Licensee's caterer is responsible for the collection of all trash, garbage, compost, recyclables and waste products, including all debris generated by load-in and load-out process. Everything must be removed for off-site disposal.

### **Weddings & Receptions**

The use of birdseed, rice, confetti, balloons, flower petals, balloons, glitter, fog machines, pyrotechnics, sparklers and blowing bubbles are not permitted inside or outside the building.