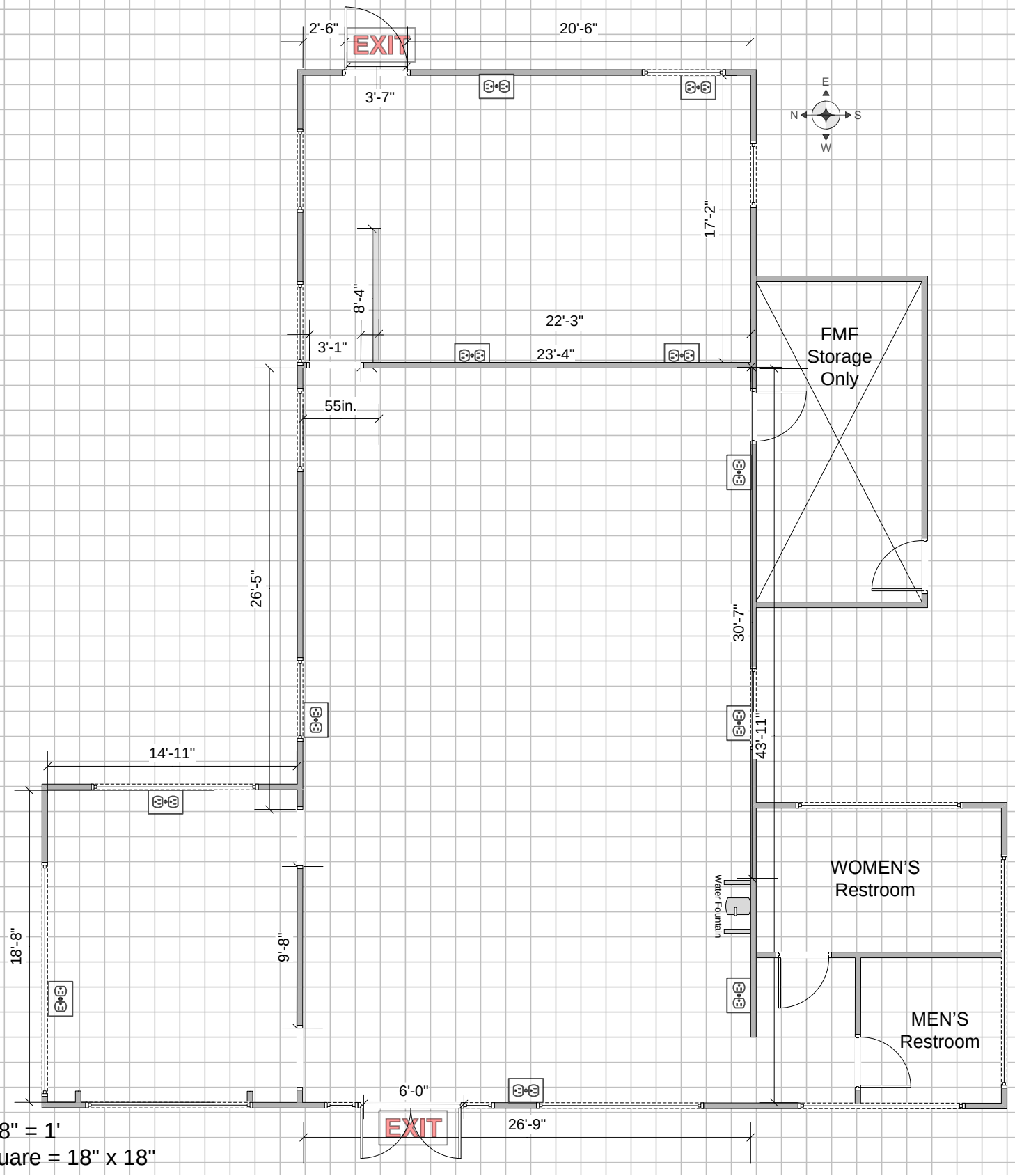
FORT MASON CENTER FOR ARTS & CULTURE

FIREHOUSE

Set-up & Equipment Form

ORGANIZATION	
EVENT TITLE	
EVENT DATE START	
EVENT DATE END	
CONTACT	
CONTACT PHONE	
CONTRACTED START TIME	
CONTRACTED END TIME	
EVENT START TIME	
EVENT END TIME	



Scale: 1/8" = 1'

1 grid square = 18" x 18"

FORT MASON CENTER
FOR ARTS & CULTURE

Firehouse

(list is subject to change)

Included in rental:

- 10 60″ round tables (suitable for 8-10 people)
- 18 6′ x 2.5′ rectangular tables
- 10 8′ x 2.5′ rectangular tables
- 140 Banquet Chairs – black
- 1 podium

Available at additional cost:

- 9 30″ round kiosk tables - stand and sip ($10/each)
- 10 30″ round café tables ($10/each)

AV Package:

- Projector ($150)
- Sound System ($100)
- 4 Wired mics (included with sound system first come availability
- 1 Wireless mics ($75) first come availability
- 6 Up Lights– ($25/each) first come availability

Linen (polyester solids):

- 90″ rounds ($10/each)
- 120″ rounds ($15/each)
- 6′ or 8′ T-drape ($15/ each)
- 90″ x 132″ for 6′ table ($15/ each)
- 90″ x 156″ for 8′ table ($15/ each)
- Banquet (54″ x 120″) White ($8/each)
- Banquet (54″ x 120″) Colored ($10/each)
- Napkins (20 x 20) ($1/each)
- Specialty linen available. Please see your Events Associate for samples and prices

Please speak with your Event Manager about additional available resources.

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FORT MASON CENTER
FOR ARTS & CULTURE

Gallery 308 & Firehouse Checklist

(We recommend you read these guidelines thoroughly, but if you only read one thing, please read this summary!)

INFORMATION TO SEND TO YOUR EVENT MANAGER - *Due 4 weeks before the event.*

☐ **Floor plans/Resource Rentals**: Floorplans will be created by your FMC representative for all items rented through the venue. Please send a sketch, list of items needed for each room, or schedule a walkthrough of the space to confirm these details. If rental furniture or AV equipment will be brought in from outside vendors, a layout must be submitted for approval 4 weeks before the event. Events with more than 200 attendees may be subject to a Fire Marshal inspection.

- ☐ **Resources Available in the Firehouse and Gallery 308**– please see the most current Inventory List for items available, including furniture, linens, AV and telecom services.

☐ **Alcohol Service:** A permit from US Park Police is required to serve alcohol at your event. Please see your FMC Representative for permit application. All alcohol must be served by licensed beverage caterers that can provide $1,000,000 liquor liability insurance with the proper additionally insured language (See Insurance below). Please refer to "Insurance" for more information.

☐ **Vendor List:** A contact list of all names/ phone numbers of all the vendors is required prior to the event day.

- ☐ **Catering/Food Truck Details:** Fort Mason Center is an "open campus" and you may work with the caterer of your choice. Should you need some suggestions, please consult our preferred vendor list. Please ensure your caterer understands our cooking and flame policy. Caterers must submit a certificate of insurance with the proper additionally insured language (See Insurance below).
- ☐ **Cooking and Flame Regulations:** Fire Permits are required when any electrical or open flame cooking is taking place in conjunction with your event. The same permit is required for candles as well. For a full list of rules, please refer to "Cooking and Flame Regulations". The list of cooking equipment should be submitted to your FMC Representative.
- ☐ **Health Permit:** All caterers/food vendors serving food at a *public event (for over 200 people)* must apply for a health permit. For more information on the health permit, please refer to "Permits".

☐ **Timeline:** An initial timeline needs to be submitted at least *4 weeks* prior to the event day for FMC review. This will need to include all delivery times, vendor arrival times, etc. A revised/ updated timeline can be sent closer to the event.

☐ **Insurance(Licensee and Vendors):** Insurance is required with Fort Mason Center added as additionally insured using the following language: ***Fort Mason Center, FMC Pier 2 Sublessor, LLC, FMC Pier 2 Lessor, LP, the United States, Department of Interior, National Park Service, and its officers, officials, employees, attorneys, contractors and agents, and First Republic Bank.*** We require a $500,000 general liability policy with workers' compensation provided as determined by law. Speak to your FMC Representative about FMC's Tulip Policy or suggested temporary insurance providers.

FORT MASON CENTER REQUIRES INSURANCE FROM THE FOLLOWING FOR ALL EVENTS:

- ☐ Licensee and/or Production Companies
- ☐ Security Companies
- ☐ AV, Furniture Rental Vendors
- ☐ Catering/Bar Service and/or Food Trucks
- ☐ Heavy Equipment Vendors, Fencing, and Portable Toilet Vendors
- ☐ Any vendor that will be providing extensive setup in or outside the venue.

Many vendors' COIs are already on file with Fort Mason Center. Please provide a list to your FMC representative for confirmation.

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- ☐ **Contracted Timing**: Please pay close attention to the timing on your Summary of Terms. ALL DELIVERIES AND PICKUPS MUST TAKE PLACE WITHIN YOUR CONTRACTED RENTAL TIMES. NO EXCEPTIONS. FMC Staff will not accept deliveries on behalf of Licensee or vendors.
  - ☐ **Wedding Rehearsals:** If the venue is not booked, as of 3 weeks out from your wedding date, FMC can book a 1 hour rehearsal slot. The venue will be unlocked by one of our Event Technicians and you'll be granted access for the 1 hour.
- ☐ **Setup/Break-down:** All setup, breakdown, and load-out must occur within the contracted times. Any items rented through FMC (tables, chairs, linens, AV, etc.) will be in setup prior to the contracted time and will be broken down by FMC staff. FMC staff will not be available to setup any items rented through outside vendors, and are not available to flip the space during the event. Please coordinate these needs with your vendor team.
  - ☐ **Décor:** You are welcome to decorate the venue with the understanding that all decorations are to be removed without leaving damages. The only adhesive materials allowed on the wall are blue painters tape or 3M Command Strip products which will not damage surfaces (no duct tape, or transparent tape allowed). **Any items being hung or rigged from the beams must be approved by FMC Staff.** We do not allow smoke machines of any kind in our venues. Prohibited items include: sparklers, glitter, confetti, silly string, etc.
    - ☐ **Candles:** Candles are permitted as long as the candle is in a flame-proof container and there is a 2" clearance from the top of the flame to the top of the container. A fire permit is required
  - i. **Signage:** Due to being a multi-venue campus, the use of a-frame signs, posters, balloons or the placing of any signs is not permitted outside without prior approval. We do provide signage opportunities for each venue. Please refer to Signage in the Rules and Regulations
- ☐ **End of Event Expectations:** The facility must be completely cleared of people and/or any materials brought into the venues by the end time listed on your contract. Fort Mason Center requires that your event must end 1 hour prior to your contract end time. Bar service must end by 1 hour and 30 minutes prior to the end of your contracted time (30 minutes prior to the end of the event), per our policy with the National Park Service. If your setup requires more than 1 hour for load-out, please adjust your timeline to end the event earlier.
  - ☐ **Waste Management:** Fort Mason Center encourages best waste management practices so provides landfill/recycle/compost bins and liners for your use during the event. We will remove waste at the end of your event or as requested during. Please make sure that all waste is in waste cans or stacked neatly in a central area. IF WASTE IS DETERMINED TO BE EXCESSIVE, ADDITIONAL FEES MAY APPLY.
  - ☐ **Final Clean:** The final clean encompasses a thorough cleaning of the restrooms, windows, and floors. The Center requires Licensees to leave the space "broom ready" in preparation of the final clean. Anything hanging or taped to walls, windows or beams must be removed. Should these tasks fall onto the final clean staff, additional costs will incur
- ☐ **Noise Restrictions and Music:** The Center reserves the right to request a demonstration of volume levels prior to the event and enforce or request changes to volume levels in its sole discretion.
- ☐ **Parking:** Several options are available to you should you want to reserve and/or prepay parking for your patrons. Please refer to "Parking" for more information.
- ☐ **Adjoining Outdoor Spaces:** If you plan on using the outdoor spaces associated with your venue, please discuss your plans with your Event Manager. Each space has rules and restrictions for use of these outdoor spaces.

FORT MASON CENTER
FOR ARTS & CULTURE

Rules & Regulations

Alcohol and Beverage Service

- See Permits pg. 11 and Insurance pg. 9
- When ice is utilized for chilling beverages, absorbent bar mats are required (on all floor surfaces).
- Ice must be disposed of in specified locations, based on the facility. Please speak with your FMC Representative for more information.

Animals

With Fort Mason Center approval, animals are allowed inside the facility. While here, the following policies must be observed:

- Animals must be under the control of a handler at all times.
- Animals may not be within 100 feet of any food service area (this policy does not apply to service animals).

ATM Machines

Fort Mason Center has one on-site ATM machine on the ground level of Building B next to Cook's Cafe, in addition to ATM machines near the front restrooms of the Festival Pavilion. Additional ATMs can be requested. FMC has an exclusive ATM vendor, and Licensees are not permitted to bring in their own ATMs.

Audio Visual Services and Projection Presentation Technology

Fort Mason Center offers a range of projection presentation technology in our small and midsized spaces including projectors, microphones, sound systems, podiums, etc. These items are not available in the Festival Pavilion.

Baby Changing Stations

Buildings B, C and D have one baby changing station in each first floor women's restroom. The Festival Pavilion has one baby changing station in both the front and back women's restrooms. The Fire House, Gallery 308, and General's Residence women's restrooms also have baby changing stations.

Barricades and Crowd Control

Licensee will provide adequate staffing and barricades (or stanchions) for exterior crowd control (i.e. entry lines) so as not to block fire lanes or roads. A plan must be submitted for approval, in writing to your FMC representative at least four weeks prior to the event.

Capacity of Pavilion

Capacity is determined by the NPS Fire Marshal upon review of the floor plan. **Floorplans are due 6 weeks prior to the event.** The maximum capacity for the Pavilion when empty is 3850. However, the maximum capacity for a given event is ultimately determined by the extent of the setup (tables, chairs, props, décor, etc.) within the building, as well as the nature of the event activity. The Federal authorities reserve the right to stop an event at any time, if they deem it necessary for Fire, Life and Safety. While FMC staff can provide assistance and guidance, it is the responsibility of the event producer to adhere to the Fire Marshal's determined capacity.

Capacities
All capacities and setups within venues are subject to NPS Fire Marshal approval.

Venue	Dimensions	SQ Footage	Capacity	Classroom	Conference	Theater
C205	26' x 34'	884	49	30	28	49
C210	26' x 35'	910	49	30	28	49
C220	26' x 15'	390	25	18	16	25
C230	26' x 34'	884	45	25	24	45
C235	26' x 31'	806	45	25	24	45
Gatehouse	17' x 39'	663	30	24	20	30
Venue	Dimensions	SQ Footage	Capacity	Classroom	Banquet Rounds	Theater
Gallery 308	80′ x 49′ x27′h	3920	430	210	250	400
Firehouse	27' x 44' x 14'h	1188	150	70	80	110
Venue	Dimensions	SQ Footage	Capacity	Classroom	Conference	Theater
Festival Pavilion	438' x 110' x 22'h	48,180	3850			

Carpeting (Festival Pavilion)
Double-stick, gaff or duct tape may not be adhered directly to the asphalt floor. A layer of blue painters tape must be laid first to protect the floor and prevent damage.

Cleaning (Pavilion)

- **Janitorial and Debris**: FMC will arrange for janitorial service through the vendor of their choosing. The Licensee is responsible for the cost of these services along with the debris dumpsters, maintenance supplies, and waste management services. The Licensee is responsible for complying with all FMC's rules and requests regarding the safe and responsible disposal of debris of which Licensee is made aware. The diversion of waste from landfill is of the highest priority and the Licensee agrees to comply with all requests regarding recycling and compost while at FMC and to work cooperatively with any authorized vendor who supports this effort.
- **Final Clean:** The final clean encompasses a thorough cleaning of the restrooms, kitchen, office spaces, windows, floors and outside perimeter by the janitorial vendor. FMC requires Licensees to leave the space "broom ready" in preparation of the final clean. It is the responsibility of the Licensee, not the janitorial vendor, to remove all large items (such as wood, pallets, bags of trash, etc.). Oversized debris will incur additional disposal fees and should not be left at Fort Mason Center. Additionally, anything hanging or taped to walls, windows or beams must be removed. Should these tasks fall onto the janitorial staff; the Licensee will incur additional costs.
- **Waste Management Services (Greening):** Waste diversion is of highest importance at Fort Mason Center. San Francisco Conservation Corps is the exclusive FMC campus vendor for greening services and their usage is a requirement when holding larger events. SFCC services include:
    - Consultation on pre-event strategies to make the event "green" and reduce waste. For example, using compostable cutlery, plates, and cups.
    - On-site waste crew coordination including the creation and monitoring of each "eco-station" to ensure materials are disposed of in the appropriate bin or dumpster.
    - Providing bins for trash, recycling, and compost collection.
    - Public education on how to correctly recycle and compost.
    - Consolidation of all discards during event including trash, recycling, and compost.
    - Sorting recyclables on site to ensure debris boxes are not contaminated.

Cleaning (General's Residence)
Licensee agrees to pay cleaning fees associated with their event. This fee includes a full clean of the space, but does not include bussing of tables or trash pickup. Licensee agrees to remove all trash associated with the event from the venue at the end of the event. Additional janitorial services may be required for any event over 200 people.

Cleaning (Gallery 308, Firehouse, General's Residence & MAS)
Licensee agrees to pay cleaning fees associated with their event. This fee includes a full clean of the space, but does not include bussing of tables or trash pickup. Licensee agrees to dispose of all trash associated with the event in proper bins and in a manageable state.

Complimentary Tickets:
FMC has the right to ask and be provided with up to twenty-five (25) complimentary tickets to each public event. These tickets will be used in support of the marketing and strategic public outreach effort of FMC.

Construction:
Onsite construction is prohibited without prior written approval.

Cooking Regulations
See Fire Prevention Policies on pg. 4

Courtesy Phones
FMC staff can be reached during business hours Monday – Sunday from 7:00AM – Midnight by using the black courtesy phones in these locations: Gatehouse (east wall near restroom), Building C lobby (back wall near Children's Art Center), Building C 2nd floor (just before entering North hallway), Building D (1st floor lobby to the west of the freight elevators), and Firehouse (back room).

Damages
Any damage to venues will be billed to Licensee, post event. It is important to leave the venues in the condition in which they were found to avoid additional charges.

Decorations
Licensee is welcome to decorate the venue with the understanding that all decorations are to be removed without leaving damages. The only adhesive materials allowed on the wall are blue painters tape or 3M Command Strip products which will not damage surfaces (no duct tape, or transparent tape allowed). Nothing can be hung from ceilings or pipes without prior approval by your FMC Representative. We do not allow smoke machines of any kind in our venues. **Glitter, confetti, silly string, etc. is not allowed in our venues**. Candles are permitted only when secured in glass housings that extend two (2) inches past the height of the flame.

Deliveries
All deliveries must take place within the Licensee-contracted times. FMC will not accept packages or vendor deliveries on behalf of Licensee. Trucks may not idle their engine for more than 30 seconds, per NPS policy.

Electricity (Festival Pavilion)
Fort Mason Center has an exclusive contract with Edlen Electric who will lay out electricity in the pavilion according to your event needs. See Utilities pg. 14.

Emergencies
Fort Mason Center is on federal property and under the jurisdiction of the U.S. Park Police (USPP). Park Police officers provide 24-hour, daily emergency response for FMC and are the only armed security force allowed on FMC grounds. In case of an emergency, call (415) 561-5656 Emergency Dispatch.

Emergency Medical Services
All events at Fort Mason Center must comply with the minimum requirements set forth by the City of San Francisco regarding Emergency Medical Services. Due to the nature of some event activities, a larger presence may be required. The minimums are as follows:

Event Type	Crowd Size	Emergency Access	First Aid Station w/ EMT	First Aid Station with Nurse or Paramedic
Concert, Music Festival or Alcohol Event	<2,500	X	X	recommended
	2500–5,000	X		X
Conference or Convention	<2,500	X	recommended	
	2500–15,500	X	X	recommended

Emergency Preparedness Guidelines
Fort Mason Center encourages the Licensee to have an emergency preparedness plan so that you and your staff will know what actions to take in case of an unforeseen emergency that may occur during your event.

Licensee agrees to become familiar with all fire exits, the location of the fire extinguishers and all paths of egress from the venue. Additionally, they agree to inform their staff, vendors and contractors of such locations. You should designate staff to help direct your event attendees safely out of your venue during an emergency.

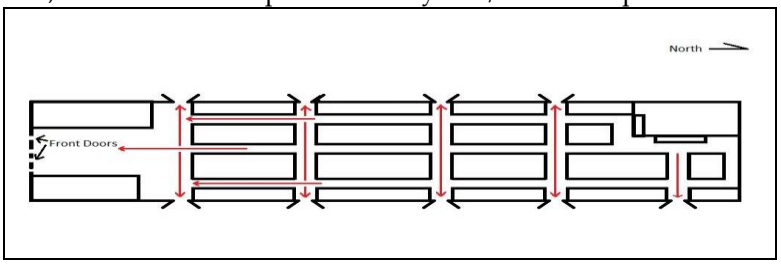
Equipment Inventory
An inventory of equipment available at Fort Mason Center for the Gallery 308, Gatehouse, Firehouse, General's Residence, and the Meeting and Activity Spaces in Buildings C. Please speak with your FMC representative for list of equipment by space. Equipment is not available in the Pavilion.

Event Supervisors (Pavilion)
An FMC event supervisor will be present at all times the Licensee occupies the venue. Overtime by FMC's staff will be billed at FMC's reasonable discretion. The event supervisor is the main contact on site and is responsible for ensuring all fire, health, life, and safety issues are enforced. Licensee agrees to pay all costs associated with staffing this position.

Fire Prevention Policies
General Guidelines

- The Fire Marshal requires the client to provide a Trained Crowd Manager for every 250 people in the space during events. Several security companies are able to provide this as part of their services. Please speak with your Event Manager for details for referrals. All security companies must be approved to provide service on the FMC campus.
- Main aisle widths are based on number of occupants in the space, but generally, must be a minimum of 8 feet. All exits, hallways, and aisles leading from buildings or tents are to be kept clear and unobstructed at all times from items such as furniture, trash cans, displays, charts, easels, event booths, trailer tongues, etc.
- Ceilings, canopies and roof structures are subject to approval.
- No vehicles shall be parked in fire lanes outside of buildings once the public is allowed in the space.
- Walls and curtains must follow the white line on the interior perimeter of the building to ensure access to fire extinguishers, pull stations, stand pipes, horn strobes and electrical services maintaining a distance of 36".
- If a fire extinguisher is blocked or out of sight lines, a replacement extinguisher should be visibly mounted approximately twenty-seven inches (27") off the ground. The client is responsible for bringing an additional extinguisher for this purpose.
- Pull stations and fire extinguishers must be clearly visible and unobstructed with ADA access of forty-four inches (44").

- Stand pipes must have direct access and an aisle of thirty-six (36) inches.
- Proper fire extinguishers are to be provided by the caterer or Licensee and placed in any cooking area, service station with open flame, under any indoor tent and locations in which existing building extinguishers are blocked.
    - Any fire extinguishers must be a 2A:10B:C fire extinguisher bearing a current California State Fire Marshal service tag, and be fully charged, and placed in an accessible location near the exit of the structure. Or a new fire extinguisher, minimum five (5) pounds, with the sales receipt taped to the side of it for visual inspection.
    - A K-rated fire extinguisher shall be provided for all cooking applications utilizing grease, solid fuel or producing grease-laden vapors.
- Automobiles, trucks, boats, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building, shall have no more than five (5) gallons of fuel, or one-fourth (1/4) of a tank, whichever is less. All fuel tanks shall be locked or effectively sealed, and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency. Any vehicles requiring battery power for demonstration must use an auxiliary power source. Any electric vehicles must be in a "display mode" or disengaged in a manner that would prevent the vehicle from being driven. All vehicles are subject to approval.
- The use of liquefied petroleum gases (butane) inside buildings, tents, or any other areas is subject to approval.
- Pyrotechnic devices are not permitted.
- Candles are permitted only when secured in glass housings that extend two (2) inches past the height of the flame.
- Fabric Certification and Labeling: Tent tops, sidewalls and canopies, drape and decorative fabric shall have a permanently affixed label stating that is complies with CPAI-84, NFPA 701 or label by a California State Fire Marshal licensed applicator or manufacturer.
- Ceiling heaters must be turned off manually at the source if anything is hanging within five (5) feet of the heaters, in any direction.
- Non-essential equipment should be turned off when unsupervised (such as stage lighting, etc…)
- An illuminated exit sign must be visible from any location within the building. Therefore, these are required in all cross-aisles and at all exit points. If a booth, curtain or object obstructs the line of sight of an existing exit sign, an illuminated exit sign must be hung in a viewable location. **All exit signs should have emergency lighting/bug eyes and be A/C powered with battery backup.**
- When curtains, walls or objects visually obstruct the main exit doors on the south side of the building, illuminated exit signs must be hung to guide patrons toward the exit.
- Any and all electrical equipment must comply with all local, state and federal requirements for a public assembly occupancy, including: extension cords shall be 3-wire (grounded) and #14 or larger AWG copper wire. Connectors must not be supported by cords. GFI's should be used in any location where water may come into contact with electrical equipment.
- The travel distance from any given point, to an exit, cannot exceed two-hundred and fifty (250) feet. **NFPA 2012, 12.2.6**
- A fire lane must be maintained at twenty (20) feet leading up to the Festival Pavilion from the south and from the west to allow emergency vehicle access.
- In booth or expo layouts, a cross aisle is required at every east/west door path. See illustration:



1. **Booth Construction Material and Furnishing Regulations**

- All Materials and Furnishings shall be either:
    - Made from non - combustible materials
    - Treated and maintained in a flame retardant condition by an approved flame retardant solution process as stated below
    - Meet the flame and smoke density ratings as stated below
- All fabrics should be comply with CPAI-84 and be labeled or certified as such or be flame treated.
- Flame retardant treatments shall be renewed as necessary or after each cleaning. Identification showing the date, type of treatment, the firm that treated the material and Seal of the State of California Fire Marshal shall be located on, or affixed to all treated materials or posted in booth approved by the facility Fire Marshal.
- Combustible materials having a flame spread rating of less than 225 and a smoke density rating of less than 450, as determined by ASTME 84 (Tunnel Test), and certified as such, comply with the NFPA codes listed below.
- Please Reference NFPA 701 and 101-10.3.1, 10.3.5, and 12.7.5 (all) for more information.
- Acceptable Materials for Booth Construction and Furnishings (must meet NFPA 701 as stated above):
    - Wood that is properly treated
    - Drapes, hangings, curtains, and props.
    - Foam core board (PVC) shall be a certified flame resistant type. No exceptions.
    - Poster paper and banners.
    - Decorative fabrics.
    - Motion picture screens.
    - All other decorative materials, including plastics
- Unacceptable Materials for Booth Construction and Furnishings:
    - Cardboard
    - Plywood under ¼" thickness
    - Oil Paper
    - Tarpaper
    - Nylon
    - Materials that cannot be flame treated
    - Untreated material

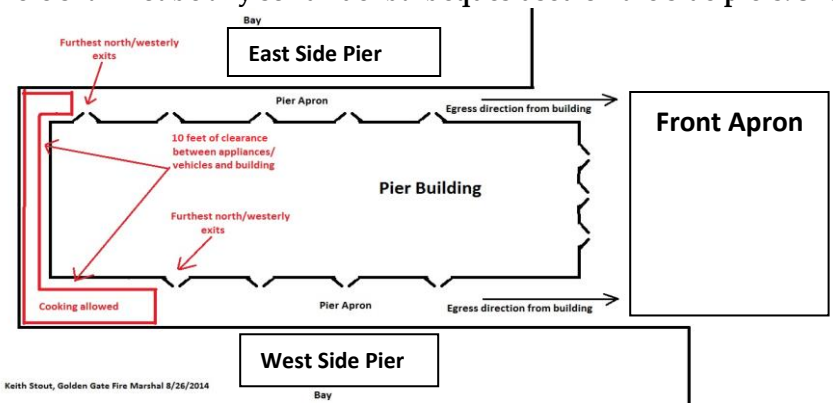
2. **Storage of Combustible Materials**

- Literature on display shall be limited to reasonable quantities (one day's supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner free and clear of electrical cables or junction boxes.
- Exhibitors shall ensure their booths are cleaned of combustible rubbish regularly. Storage of empty cartons in exhibit booth area is not permitted.
- Storage of any kind is prohibited behind back drapes or display walls, and inside the display area.
- All empty cardboard must be broken down and taken off site.
- All empty crates & pallets must be taken off site.

3. **Fire Marshal Cooking Regulations**

- Sterno, hot boxes and electric hotplates are allowed, but all cooking and heat source arrangements must be pre-approved. Please speak with your FMC Representative for further details.
- Proper inspected and tagged fire extinguishers must be provided by the caterer or Licensee while cooking at Fort Mason Center.
- Propane tanks and charcoal grills are prohibited inside the buildings, but may set up outside, with prior permission. Propane tanks must be secured at all times.
- All exterior cooking appliances shall be barricaded from the public to prevent injuries.

- **Outdoor Cooking (approvable locations):** *All cooking areas and layouts MUST be approved by the Fire Marshal.*
    - **Gallery 308**: the patio (just south of Building A), at least ten (10′) feet from the building
    - **Firehouse:** outside, at least ten (10) feet from the building.
    - **Festival Pavilion**: The use of food trucks, propane cooking or solid-fuel barbeques are allowed on the front apron of the Festival Pavilion, at a distance of 10 feet ornorth of the last east or west fire exit accessible to the public against the rail leaving a ten-foot (10′) aisle between the building and the cooking area. **There shall not be any solid-fuel barbeques used on the side piers.** Shown in diagram:



4. Aisle Access Ways

- Theater-Style Seating: Floorplans with theater seating must include dimensions and locations of platforms, staging, sound/light mixers, stage lighting, scaffolds and speaker systems. **NFPA 2012, 13.2.5.7**
- **Clear width of aisle access ways serving 14 or fewer seats:** The minimum clear aisle access way width must be twelve (12) inches measured as the "clear horizontal distance from the back of the row ahead and the most forward projection on the row behind. **NFPA 2012, 13.2.5.5.2**
- **Clear width of aisle access ways serving 14 or more seats:** The minimum clear width of twelve (12) inches between rows shall be increased by 0.3 inches for every additional seat beyond fourteen (14), to a maximum twenty-two (22) inches to accommodate the larger occupant load. **NFPA 2012, 13.2.5.5.4.1**
- **Converging aisles:** When an aisle converges to a single path of egress, the required egress width shall not be less than the combined required for each side. (To calculate required width in inches, multiple number of chairs the aisle serves and multiply by 0.15) **NFPA 2012, 13.2.5.4.5**
- **Aisle access way travel distance**: The maximum length of travel along the *aisle access way* shall not exceed thirty (30) feet from any seat to the point where a person has a choice of two or more paths of egress travel to separate *exits.* **NFPA 2012, 3.2.5.5.5**
- **Seat Bonding:** Seats in excess of two-hundred (200) shall be securely fastened to the ground or bonded together in groups of not less than three. **IFC 2012, 1028.12**
- **Banquet Seating:** Floorplans with general sessions or other large seated events must include dimensions and locations of platforms, staging, sound/light mixers, stage lighting, scaffolds and speaker systems. **NFPA 2012, 13.2.5.7**
- **Aisle access way travel distance**: The maximum length of travel along the aisle access way shall not exceed 36 feet from any seat to the closest aisle or egress doorway. **NFPA 2012, 3.2.5.7.5**
- **Clear width of aisles** - The width of aisles serving seating at tables shall be not less than 44 inches where serving an occupant load exceeding 50 and 36 inches where serving an occupant load of 50 of fewer. Measurement shall be taken starting 19 inches from the table. **NFPA 2012, 3.2.5.8.2**

Flyers/Souvenir Glasses

Fort Mason Center is on NPS property and therefore must be environmentally conscious at all times. Papering cars or passing out flyers is strictly prohibited due to the trash produced and sent into the San Francisco Bay. Souvenir glasses from wine and beer tastings are prohibited due to glass breakage in the parking lot and throughout the neighborhood. Exceptions are made if client bags the glasses upon exiting.

Food and Health Regulations
Anyone selling or dispensing food to the general public must have a Temporary Food Permit (TFE) from the National Park Service. TFE applications must be submitted to the National Park Health Specialist at least 3 weeks prior to the event. Food service must comply with all food handling guidelines laid out by NPS. Contact your Fort Mason Center representative for information on how to obtain this permit – See Permits – pg. 10

- Gallery 308- For occupancy over 390, signage must be added to inform guests that there are bathrooms in the landmark buildings for use. If food is being prepared or stored in the back staging room, windows must remain closed.

Food Trucks
For private events, food trucks must work with Licensee and Fort Mason Center representative to find an agreed upon location to cook and serve. For public events, food trucks must follow the Food and Health Regulations and apply for a Temporary Food Permit. Location of service will be determined by Licensee and Fort Mason Center.

Heating
All Fort Mason Meeting and Activity spaces have thermostat controlled heating. If your rented space is too warm, please open one or more of the windows. The Festival Pavilion has gas heaters, which are controlled by a switch located in the electrical rooms. For Pavilion , see your FMC event supervisor for assistance.

Hours of Operation
FMC hours of operation are daily from 7:00am to 12:00 (midnight) year round, excluding the following holidays, on which FMC is closed: New Year's Day (January 1), Independence Day (July 4), Thanksgiving Day (Fourth Thursday in November), and Christmas Day (December 25). Office hours are 9:00 am – 8:00 pm, seven days a week.

House Managers
An FMC House Manager is required for all performance in the Cowell or Southside. House Managers are responsible for the safety of patrons and the smooth operation of Front of the House. If there is a rehearsal in the Cowell, a Cowell technician is on duty to assist Licensees with their production needs.

Insurance Requirements
All Pavilion, Gallery 308, Firehouse, General's Residence, and Chapel Licensees must submit a Certificate of Insurance for their event (see required limits below). If alcohol is being served in any venue, insurance is required with liquor liability or host liquor liability and should be discussed with your FMC representative. In all cases, Fort Mason Center must be added as additional insured using the following language: **Fort Mason Center, FMC Pier 2 Sublessor, LLC, FMC Pier 2 Lessor, LP, the United States, Department of Interior, National Park Service, and its officers, officials, employees, attorneys, contractors and agents, and First Republic Bank.**

The Licensee is responsible for ensuring all their vendors and/or exhibitors are licensed and insured. Proof of this may be requested at any time by your FMC representative.

- Festival Pavilion : general liability insurance with limits not less than Two Million Dollars ($2,000,000) per occurrence and annual aggregate for bodily injury, personal injury, and property damage
- Gallery 308, Firehouse, General's Residence, Chapel: general liability insurance with limits not less than $500,000 per occurrence and annual aggregate for bodily injury, personal injury, and property damage
- Cowell Theater: general liability insurance with limits not less than One Million Dollars ($1,000,000) per occurrence and annual aggregate for bodily injury, personal injury, and property damage
- Liquor Liability/Host Liquor Liability: One Million Dollars ($1,000,000)
- Workers' Compensation insurance should be provided as determined by law.
- Auto Liability Insurance for all vehicles used for business purposes by Licensee

Internet
Please see Telecommunications on pg. 13.

Keys and Locks
Fort Mason Center does not give venue keys to our Licensees. Only Fort Mason Center technicians, Event Managers, Event Supervisors and House Managers have keys to the venues. In the Pavilion, if you would like to secure a production office, you may use a padlock but must provide a copy of the key to your FMC Representative.

Labor (Statement of Policy Regarding Use of Union Labor):
Fort Mason Center enjoys a mutually respectful relationship with local unions, and therefore recommends union labor to clients and event producers.

Lifts
All forklifts, scissor lifts, cranes, etc. utilized within the facilities must comply with emission standards as established by appropriate government agencies. The following regulations apply to all persons and vehicles operating within the facilities:

- All lifts used in the facilities must have "non-marking" tires.
- Fort Mason Center must grant permission in advance for all gasoline operated lifts. Notification to your employees, volunteers and vendors must be made before operating these lifts within the facility.
- Lift deliveries must be coordinated with your FMC representative.
- Fort Mason Center facility lifts are not available for use or rent by contractors or Licensees.
- All lifts and motorized vehicles must obey the 5-mph maximum speed limit within the facility.
- No vehicles may be left in emergency exits or traffic lanes.
- All fuel sources must be secured ten feet from building when not in use.

Loading Zones (Festival Pavilion)
The Festival Pavilion apron is outlined in white is the acceptable area outside of the Pavilion for event load-in and load-out. Vendor vehicles, vans, and trucks are allowed to park in these zones during these times, but egress paths must be maintained at all times. Only items pre-approved by the Fire Marshal may remain on the apron once the event begins. Small vans are allowed to drive down both sides of the Festival Pavilion only during load-in or load-out and must move once complete.

Lost and Found
Licensee agrees to coordinate a Lost and Found location for all items found post-event. Fort Mason Center's Lost and Found is located at the Main Office in Building A. Lost items turned in will be held for thirty days after which they will be disposed of or donated.

Noise Restrictions and Music
Amplified music, entertainment, and public address are permitted inside the venue only. FMC reserves the right to request a demonstration of volume levels prior to the event and enforce or request changes to volume levels in its sole discretion. Outdoor music, entertainment, or public address is prohibited unless approved by FMC.

Non-event guests on FMC Campus
Fort Mason Center is part of the Golden Gate National Recreation Area and must therefore be open to the public at all times. Due to this, you will encounter non-event guests walking around and utilizing the campus in multiple ways.

Opening and Closing of Venues
FMC staff will unlock and lock the licensed venue as indicated in your contract. Any changes or special requests must be authorized by a FMC representative. **Licensee should plan for setup, breakdown, and cleanup times within the**

contracted times. The facility must be completely cleared of people and/or any materials brought into the venues by the end time listed on your contract, as activities are contracted continuously. FMC staff does site inspection of venues after each event. Please also see Keys and Locks on pg. 9

Pallets
All pallets and crates must be removed from the facility upon load-out. Failure to do so will result in the disposal of the items at the expense of the Licensee.

Parking Policies and Procedures
Fort Mason Center does not guarantee parking availability for events on campus. Guests are required to pay for parking at one of the parking stations on campus using the parking space number indicated. Current Parking Rates are available at www.fortmason.org/visit

- **Reserved Parking Spaces**
  - Reserved parking spaces for the exclusive use of residents, licensees, and their visitors must be approved in advance and are subject to approval, based on the potential campus impact. Spaces reserved should be limited in scope and nature to encourage public transit as a first strategy.
  - FMC will barricade and post the spaces as reserved, but cannot guarantee compliance with these notices. A parking attendant is required when ten or more spaces are reserved to help keep secure.
  - The general public may park in the reserved area provided they agree to remove their vehicles by the posted times and park where instructed by the Parking Attendant. "No Parking" signs will be posted stating that the area must be cleared one hour prior to the usage of the space for the event.
  - Truck and equipment parking may be reserved. Overnight truck parking is not permitted unless otherwise approved.
  - Reserved parking for event set-up in the parking lot is handled differently than reserved parking, and may be charged at a higher rate. Please see your FMC representative for more details.
  - Reserved parking for valet requires for hours to be posted, and an attendant to be on duty prior to the event. The general public may park in the reserved area provided they agree to remove their vehicles by the posted times and park where instructed by the attendant.

- **Payment**
  - Licensee is responsible for pre-payment for reserving spaces as well as pre-payment of any required parking staff. Please speak with your FMC Representatives about current prices and fee structure.
  - Vehicles parked in reserved spaces are required to pay for parking at one of the parking stations on campus.
  - Pre-paid parking for yourself or your guests can be coordinated with a 48 hour notice. Please see your FMC representative for details.
- **Shuttles**
  - FMC has the right to require Licensee to arrange and pay for shuttles as they deem necessary.

Permits
It is the responsibility of the Licensee, in advance of the event, to furnish all requested materials so that FMC may obtain proper permits. If Licensee's event is cancelled due to lack of, or failure to comply with, any permit, any portion of the facility rental charges received by FMC will be retained by FMC, and any remaining balance of the facility rental charge will remain payable regardless of such cancellation. Licensee and its vendors will make no claim whatsoever against FMC for any consequences that may result from the failure to obtain or comply with such permits.

- **Alcohol Permit:** An Alcohol Permit Request must be filled out by Licensee for all events serving alcohol. United States Park Police (USPP) issues all alcohol permits through Fort Mason Center. The Licensee will abide by all the permit conditions laid out in the permit request.
- **Assembly/Fire Permit:** Fire permits are required for all events with more than 200 people and/or with

cooking equipment and are submitted by FMC on Licensee's behalf. Please speak with your FMC Representative about specific documents needed for submission.
    - See additional information about Fire Prevention Policies on pg. 4
- **Temporary Food Event Permit (TFE):** All caterers, food vendors, concessionaires, and food truck vendors selling or dispensing food to the general public must obtain a TFE permit from the National Park Service. See Food and Health Regulations on pg. 8 for more information.

Portable Toilets
Licensee must provide adequate restroom services for the size and nature of their event. These can be placed, with prior approval, on apron of venue. Placement should be on your floorplan for approval.

Publicity and Advertising:
The Licensee is responsible for all advertising and publicity regarding its use of the venue and agrees to the following:

- Licensee agrees to refer to the location of its event as "Fort Mason Center for Arts and Culture," followed by the name of the venue, on all advertising, publicity, and content.
- Licensee agrees to adhere to all city, state, and federal signage codes and will not post signs or any advertisement on FMC or the National Park Service's property without the express prior written consent of the Center.
- Upon request to do so, Licensee will include in its promotional materials an acknowledgement of the Center, the Center's logo, or other statements regarding the location of Licensee's event and access to the event by public transportation.
- The Center retains the right to publicize the activities of Licensee in the Center's regular calendar of events, on the Center's website, or other publicity materials without liability for omissions or errors.
- See Signage on pg. 12

Rigging
Safety is the primary concern of Fort Mason Center in regard to hanging and rigging in the facilities.
Hanging and rigging carry a significant liability for the responsible party. It is FMC's goal to eliminate any potential hazards in advance. It is the responsibility of the Licensee to inform all rigging personnel of facility rigging policies. These rules and regulations are applicable, without exception, to everyone using the facilities for hanging and rigging. Failure to follow these rules and regulations will result in the immediate requirement to correct or remove all items which do not comply with facility rigging policies. Qualified and trained riggers must perform all rigging. Rigging must meet O.S.H.A. and A.N.S.I. regulations and conform to the manufacturer specifications. All rigging is subject to inspection by Fort Mason Center or their designee.

Please see supplemental attached truss live load guidelines; **any deviation from these guidelines requires prior written approval**. Fort Mason Center assumes no liability for rigging and hanging performed in the facility.

General Rigging Regulations:

- Only contractors specifically approved to rig may perform this operation within the facilities.
- Each contractor must appoint a single person who is responsible for all rigging and hanging, and provide the name of the designee to the operator.
- Plans and locations for any items hung or rigged must be submitted to the Fort Mason Center representative for review at least thirty (30) days in advance of move-in. Plan review does not guarantee the safety of the actual rigged item. Failure to provide plans may result in the on-site denial or removal of said rigging.
- All hanging and rigging hardware fasteners and gear must be Occupational Safety and Health Administration (OSHA) and American National Standards Institute (ANSI) approved.

Security/United States Park Police/SFPD
The Center will work cooperatively with the Licensee to determine any and all security requirements for their events. The U.S. Park Police has the right to staff the event at the expense of the Licensee. A written security plan is required by all Licensees using these services.

- Park police are generally required for all large scale wine & beer tastings, concerts and parties at a ratio of 1 officer per 1000 attendees with a minimum of 2 officers.
- SFPD may be required depending on the nature of the event. Any event described above with more than 3000 attendees, and any nighttime party involving more than 1500 attendees.

At Fort Mason Center discretion, we will expand on these guidelines depending on the anticipated impact of a particular event.

Signage – General
Fort Mason Center is a multi-venue campus with many events occurring daily. As such, we do not allow any signage to be displayed in our parking lot or common areas of buildings including A-frames, free standing signs, or signs taped on walls. This applies to the hallways and elevators of any multiuse venues such as Buildings B, C, or D.

Signage – Outdoor Sign Holders
Fort Mason Center maintains portable, freestanding, sidewalk sign holders for use by Licensees. These sign holders are available for special events to direct visitors to specific locations on site. Licensee may request the use of one or more holders (two-sided) for placement on the sidewalks outside the rented venue. Licensees must prepare their own signs for use in the holders.

- Size:
  - 11x 17 inches in a horizontal format (provide four signs, two for each side of the sign holder).
  - 17 x 24 inches in a vertical format (provide two signs, one for each side of the sign holder).
- Leave one-inch space at the top to hang the sign.
- Use paper no heavier than card stock with a weight of 0.014

Please Note: No other outdoor signage is permitted within Fort Mason Center, including notices on cars. There is also an ordinance which prohibits posting in the Marina District Neighborhood.

Signage – Banners
If you have rented the Festival Pavilion, Gallery 308, Firehouse, or Cowell Theater, there is space to hang a banner on your venue. Sizes indicated below:

- Festival Pavilion (above doors) banner size can be either: 18'4" horizontal width by 2'8" vertical height or 18'4" horizontal width by 5'4" vertical height (2 banner locations are available)
- Gallery 308 (south wall facing patio) banner size is 13'9" horizontal width by 5' vertical height or 42' horizontal width by 2' vertical height
- Firehouse (above doors) banner size is 9'8" horizontal width by 3'9" vertical height
- Cowell Theater (above building entrance doors) banner size is 10' horizontal width by 4' vertical height

General Banner Notes:

- The banner must be constructed from one of the following materials: Canvas, Tyvek or Vinyl.
- The banner must have a grommet in each corner with grommets every 2 feet on top.
- At the point of the grommet, the banner must be folded for double thickness (this prevents them from tearing in heavy winds).
- Unless other arrangements have been made, banners will be disposed of seventy-two hours after the pickup date indicated.

Signage – Buchanan Gate Sign

- All Licensees have the potential to place a sign at the Buchanan Street sign on Marina Blvd. Space is reserved on a first-come-first-serve basis and placement is made at FMC's sole discretion. Advertising of large events as well as events that meet our arts and cultural mission are prioritized. Signage will be placed according to the calendar of events and will go up no earlier than the Monday prior to an event.

Design and Production of Buchanan Gate Sign:

- Designing and producing all signage is the responsibility of the Licensee. *All designs must be approved by FMC staff in advance.* All designs must be submitted to FMC no less than four weeks before event commencement. Please allow three business days for FMC staff to review all signage designs. FMC staff will hang the sign free of charge. Signs will be disposed of the week after the event unless prior arrangements have been made. All sign inquiries and design files should be sent to marketing@fortmason.org
- In order to assure quality, all signs must be produced by an FMC approved vendor. Please contact your FMC Representative for our current approved vendor list.

Specifications for the signs are listed below.

- Each slot is approximately 57″ wide by 16″ high with visible space 57″ wide by 14″ high
- Number of slots is dependent upon venue as follows:
    - 1 slot: Southside Theater
        - 57″ wide by 16 1/4″ high (57″ x 14″ visible)
    - Up to 2 slots: Gallery 308, Firehouse
        - 57″ wide 32 1/4″ high (57″ x 30″ visible)
    - Up to 4 slots: Cowell Theater, Festival Pavilion
        - 57″ wide by 64 1/4″ high (57″ x 62″ visible)
- Signs must be made out of the following materials:
    - Vinyl on di-bond metal, minimum 1/16″ thick
- Signs must list the event name and specific venue.
    - Messaging: The Buchanan Gate signage is intended to convey information to vehicles and other passersby. Accordingly, all text should be in a font readily legible to passersby (at least 3″ in height and information should be limited to the following: name of event, brief event tagline, dates, times, FMC venue. Signage can also have a limited number of sponsor logos as well as event images.
- Annual Events: If planning to reuse the sign in the future, keep the sign generic by not using specific dates. Use a phrase such as "This weekend" or "Friday – Sunday". No signs will be displayed which have been altered in any way.

Smoking

Licensee can designate an exterior smoking area and must provide ashcans. Security may be required. Location must be pre-approved by your FMC Representative and the NPS Fire Marshal.

Staff Support – From Fort Mason Center

Fort Mason Center has a staff of technicians that clean and maintain most of the facilities. If there is ever a situation that needs attention, a Fort Mason Center staff member is available between the hours of 7:00 a.m. – midnight, daily.

Telecommunications

- **Wifi:** Fort Mason Center can provide basic internet service for browsing and low broadband needs via a shared 10mps circuit. Wireless codes are created and Licensees are billed per device/per day. Please see your FMC representative for current rates.
- **DSL Hard Lines:** Fort Mason Center can provide a hard line connection through the same basic internet described above. Cost varies based on venue.
- **Dedicated Bandwidth:** Fort Mason Center has the capability to provide dedicated bandwidth through our

exclusive internet provider. Networking services must be arranged by Licensee. Contact your FMC representative for referrals.

- **Phone lines**: Fort Mason center can provide phone lines in all of our venues. Cost depends on venue.

Trip Hazards
All cords and cables in public areas must be covered with cord holder such as a yellow jacket or ramp. Carpets or tape alone are not sufficient in public areas.

Truck Parking
Truck and bus parking is strictly prohibited as the parking lot must remain available to all patrons at FMC. Trucks may not idle their engine for more than 30 seconds, per NPS policy.

Utilities (Festival Pavilion)
FMC has assigned an exclusive third party vendor, Edlen Electric, for all electrical distribution in the Pavilion . Licensee agrees to provide all power requirements related to the event and contract directly with Edlen. FMC may bill Licensee directly and separately for gas and electrical consumption during the contracted dates.