



FORT MASON CENTER

FOR ARTS & CULTURE

Gallery 308, Firehouse, and Storehouse 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 FMCAC 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, Storehouse 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 FMCAC 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:** FMCAC 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 FMCAC Representative.
 - Health Permit:** All caterers, food vendors, concessionaires, and food truck vendors selling or dispensing food to the general public (over 200 people) must have a health permit from the National Park Service. Fort Mason Center is part of the GGNRA and the NPS requires a health permit for all public events serving food. Private events like weddings are exempt.
- Timeline:** An initial timeline needs to be submitted at least *4 weeks* prior to the event day for FMCAC 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, FMCAC Pier 2 Sublessor, LLC, FMCAC 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 FMCAC Representative about FMCAC'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 FMCAC representative for confirmation.

- 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. FMCAC 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, FMCAC 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 FMCAC (tables, chairs, linens, AV, etc.) will be in setup prior to the contracted time and will be broken down by FMCAC staff. FMCAC 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 FMCAC 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
 - 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. FMCAC 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. FMCAC 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:** FMCAC 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.

Rules & Regulations

Alcohol and Beverage Service

See sections on [Permits](#) and [Insurance](#)

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 FMCAC Representative for more information.

At their discretion, FMCAC or USPP may require alcohol service and consumption in a designated 21+ area separated from the remainder of the event.

At their discretion, FMCAC or USPP may require alcohol service and consumption to be ended prior to the end of the permitted time.

Events serving alcohol must follow the following in addition to local, state, and federal laws:

- Develop written policies and procedures regarding the sale, service, and age verification for alcohol service. Policies and procedures must be submitted to your FMCAC representative for approval.
- Event staff, including volunteers, must report to work sober and must be prohibited from drinking alcohol during working hours. If they drink after their shifts, they must remove work identification or clothing and be outside work areas.
- Event staff, servers and volunteers should be supervised closely and in the proximity of an event coordinator. A coordinator can provide feedback or assistance if needed.
- Alcohol may only be consumed as part of the permitted event, during permitted times and in permitted areas

Animals

Federal law prohibits animals inside any of our buildings, except qualified service animals.

Audio Visual Services and Projection Presentation Technology

FMCAC offers a range of projection presentation technology in our small, midsized, and theater spaces including projectors, microphones, sound systems, lecterns, etc. Please speak to your FMCAC Representative regarding the resources available to rent and see attached [Inventory](#). These items are not available in the Festival Pavilion.

Barricades and Crowd Management

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

Capacity of Firehouse

Capacity is determined by the NPS Fire Marshal upon review of the floor plan. Floorplans are due 4 weeks prior to the event. The maximum capacity for the venue when empty is 120. 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. See chart below for sample max capacities. The Federal authorities reserve the right to stop an event at any time, if they deem it necessary for Fire, Life, and Safety. While FMCAC staff can provide assistance and guidance, it is the responsibility of the event producer to adhere to the Fire Marshal's determined capacity.

Venue	Dimensions	SQ Footage	Capacity	Classroom Setup	Banquet Setup	Theater Setup
Firehouse	27' x 44' x 14'h	1188	120	70	80	110

Carpeting

Double-stick, gaff, or duct tape may not be adhered directly to the floor. A layer of blue painter's tape must be laid first to protect the floor and prevent damage.

Cleaning

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 litter pickup. FMCAC requires Licensee to leave the venue "broom ready", meaning all items

of waste that are larger than what a broom can reasonably handle must either be in one of the waste bins or removed offsite. Licensee agrees to dispose of all trash associated with the event in proper bins and in a manageable state. A maximum of 96 gallons of each waste stream (Landfill/Recycle/Compost) is included with venue rental. The Licensee will pay an additional fee for excess waste removed by FMCAC.

Complimentary Tickets:

FMCAC has the right to ask for and be provided with up to four (4) complimentary tickets to each public event. These tickets will be used in support of the marketing and strategic public outreach effort of FMCAC.

Construction:

Onsite construction is prohibited without prior written approval.

Contacting FMCAC

- FMCAC staff can be reached Monday to Friday, 9:00AM to 5:00PM, by calling the main office number at 415.345.7500.
- After-hours assistance is available 7AM to 12:00 midnight, 7 days a week, by calling the After-Hours Phone at 415.921.3663.
- FMCAC is closed New Year's Day (January 1), Independence Day (July 4), Thanksgiving Day (Fourth Thursday in November), and Christmas Day (December 25).

Cooking Regulations

See [Fire Prevention Policies](#) section.

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 walls are blue painters tape or 3M Command Strip products which will not damage surfaces if properly removed (**no duct tape, or transparent tape allowed**). Use of low-tack vinyl on windows/glass is generally permissible. Use of low-tack vinyl on walls and floors must be discussed in advance with your FMCAC representative. Please provide a test sample at least 6 weeks in advance. Nothing can be hung from ceilings or pipes without prior approval by your FMCAC Representative. Smoke or fog machines are not permitted. **Glitter, confetti, silly string, etc. are not permitted.** Candles are permitted only when secured in glass housings that extend two (2) inches past the height of the flame. See [Fire Prevention Policies](#) Section

Deliveries

All deliveries must take place within the Licensee-contracted times. FMCAC 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

FMCAC provides working power in all venues but does not provide extension cords or power strips. Circuit maps are available to Licensee for planning distribution. Licensee agrees to run and cover all cables in compliance with industry standards. See [Fire Prevention Policies](#) Section.

Emergencies

FMCAC 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 FMCAC and are the only armed security force allowed on FMCAC grounds. In case of an emergency, call Emergency Dispatch, (415) 561-5656, OR 9-1-1.

Emergency Preparedness Guidelines

FMCAC 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

See [Appendix A](#)

Fire Prevention Policies

See [Appendix B](#)

Flyers/Souvenir Glasses

FMCAC 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. Please discuss with your FMCAC representative.

Food and Health Regulations

- Anyone selling or dispensing food to the general public must have a Temporary Food Event (TFE) permit from the National Park Service. Permit applications must be submitted to the National Park Health Specialist at least 2 weeks prior to the event. Food service must comply with all food handling guidelines laid out by NPS. Contact your FMCAC representative for information on how to obtain this permit. See [Permits](#) section.
- 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.
- For other public health activities such as body art (tattoos, piercing, permanent cosmetics), massage services, and swimming pools or spas, etc. please inquire with NPS Health Specialist. Additional permitting is required.
- Cannabis and CBD use and/or distribution are prohibited on federal property. Vendors are **not** permitted to have on site, market, sample, sell, or distribute any products intended for human or animal consumption that contain CBD. CBD Edibles are federally illegal and are regulated by the FDA. These products include but are not limited to oils, supplements, tinctures, drinks, mixes, teas, and candy. If any unpermitted products are found on site they will need to be removed from Fort Mason Center property immediately. Marketing includes both written and verbal marketing. You can find more information on the FDA's decision on the FDA [website](#). Any products (including CBD) derived from marijuana are federally illegal and not permitted to be sampled, sold, distributed, or marketed at Fort Mason Center.
- Food Trucks– For private events, food trucks must work with Licensee and FMCAC 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 Event permit. Location of service will be determined by Licensee and FMCAC.

Food Donation

For events over 2000 attendees, Licensee must arrange to recover the maximum amount of edible food that would otherwise be disposed of in accordance with the requirement of SB1383 (Section 18991.3.). More information can be found at <https://www.sfenvironment.org/SB-1383>. The website includes a [map](#) of available resources as well as links to sample [agreements](#) helpful for staying in compliance. After the event, Licensee will provide their FMCAC representative with documentation specifying the name, address and contact information of the partner food recovery service(s) or organization(s) and, for each one, the types of food that were donated and the quantity measured in pounds. The edible food recovery documentation requirements (contract and tracking) do not apply to food that is directly taken by clients, attendees, event staff, or other individuals at the end of the event.

Heating

Overhead gas heaters are available. Please speak with your FMCAC Representative for assistance.

Insurance Requirements

All Festival Pavilion, Gateway Pavilion, Gallery 308, Firehouse, General's Residence, Cowell Theater, and Storehouse, 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 and should be discussed with your FMCAC representative. In all cases, FMCAC must be added as additional insured using the following language: **FMCAC, FMCAC Pier 2 Sublessor, LLC, FMCAC 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 FMCAC representative.

- Festival Pavilion and Gateway 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, Storehouse: 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: One Million Dollars (\$1,000,000).
- Workers' Compensation insurance must be provided as determined by law.
- Auto Liability Insurance for all vehicles used for business purposes by Licensee

Internet

FMCAC offers shared wireless internet at a per-user cost (pay-to-play). FMCAC can provide additional internet services. If you need hardline, additional bandwidth, dedicated wifi network, etc., speak with your FMCAC representative.

Keys and Locks

FMCAC does not give venue keys to our Licensees. Only FMCAC technicians, Event Managers, Event Supervisors, and House Managers have keys to the venues. In the Festival 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 FMCAC Representative.

Labor

FMCAC 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.
- Maximum allowed size for forklifts inside have an 12K Capacity
- All lifts used in the facilities must have "non-marking" tires.
- Gasoline and Diesel lifts are not permitted to be used within the venue.
- Lift deliveries must be coordinated with your FMCAC representative.
- FMCAC 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 buildings when not in use.

Loading Zones

The Firehouse's front patio area is available for load-in/load-out purposes. Our onsite team needs to remove the metal bollards that run around the perimeter for access. Vehicles need to remain at least 10ft away from the building and cannot park directly in front of the doors. Vehicles need to move back out to the parking lot or elsewhere when not actively loading or unloading. Trucks may not idle their engine for more than 30 seconds, per NPS policy.

Lost and Found

Licensee agrees to coordinate a Lost and Found location for all items found post-event. FMCAC's Lost and Found is located at the Main Office in Building C. 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. Outdoor music, entertainment, or public address is prohibited unless approved by FMCAC. When approved, outdoor sound must be below 85dB when measured at Upper Fort Mason or the front gate of FMCAC. FMCAC 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. Amplified sound is not permitted in rooms in building C.

Non-event guests on FMCAC Campus

FMCAC is part of the Golden Gate National Recreation Area and the grounds must be open to the public at all times. You will encounter non-event guests walking around and utilizing the campus in multiple ways. Please see section on [Security](#) if you wish to hire unarmed guards for your event.

Opening and Closing of Venues

FMCAC staff will unlock and lock the licensed venue as indicated in your contract. Any changes or special requests must be authorized by a FMCAC 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. FMCAC staff does site inspection of venues after each event.

Outdoor Use:

Any setup outside must remain within the outlined patio area. The patio includes 3 outdoor picnic tables. The venue rental does not include any setups in this area, but licensee is welcome to move the indoor tables and chairs outside (weather permitting) as long as those items get returned back inside by the end of the rental. Please speak with your FMCAC representative if you wish to use open flame or propane appliances such as fire pits, mushroom heaters, ceremonial fires, and/or cooking equipment in this area. Any large or overhead constructions must be pre-approved with engineered stamped drawings showing safe construction methods and wind ratings. Licensee may need to add additional lighting to create a safe egress path. Event and campus fire lanes and emergency access must be maintained. All outdoor setups must be pre-approved by the NPS Fire Marshal. Please see sections on [Capacity](#), [Tenting](#), [Signage](#), and [Noise Restrictions](#) for more information.

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. See [Cleaning](#) Section.

Parking Policies and Procedures

FMCAC 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.

- **Prepayment of Parking Spaces**
 - Pre-paid parking for yourself or your guests can be coordinated with 48-hour notice. Please see your FMCAC representative for details.
- **Reserved Parking Spaces**
 - Licensee can request reserved parking spaces for an additional fee. Requests must be approved in advance and are subject to approval based on the potential campus impact. Spaces reserved should be limited to encourage public transit as a first strategy.

- FMCAC 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.
- Vehicles parked in reserved spaces are required to pay for parking at one of the parking stations on campus.
- The general public may park in the reserved area before and after the posted reserved times (1 hour before event start time through event end time). "No Parking" signs will be posted.
- Limited truck and equipment parking may be reserved. Overnight truck parking is not permitted unless otherwise approved.
- 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.
- Licensee must pay fee for reserving spaces and for any required parking staff in advance.
- **Shuttles**
 - FMCAC 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 FMCAC 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 FMCAC will be retained by FMCAC, 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 FMCAC 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 FMCAC. The Licensee will abide by all the permit conditions laid out in the permit request. ABC permits are not required to operate on Federal Property.
- **Assembly/Fire Permit:** Fire permits are required for all events with more than 50 people and/or with cooking equipment and are submitted to the National Park Service by FMCAC on Licensee's behalf. Please speak with your FMCAC Representative about specific documents needed for submission. See additional information in the [Fire Prevention Policies](#) section.
- **Federal Temporary Food Event (TFE) Permit:** All caterers, food vendors, concessionaires, and food truck vendors selling or dispensing food to the general public must obtain a permit from the National Park Service. See [Food and Health Regulations](#) section for more information.

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 FMCAC or the National Park Service's property without the express prior written consent of FMCAC.
- Upon request to do so, Licensee will include in its promotional materials an acknowledgement of FMCAC, FMCAC logo, or other statements regarding the location of Licensee's event and access to the event by public transportation.
- FMCAC retains the right to publicize the activities of Licensee in the Center's regular calendar of events, on FMCAC website, or other publicity materials without liability for omissions or errors.
- See [Signage](#) section for more information.

Rigging

Safety is the primary concern of FMCAC regarding hanging and rigging in the facilities. Hanging and rigging carry a significant liability for the responsible party. It is FMCAC'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 FMCAC or their designee. Please see supplemental information ([Appendix C](#)). **Any deviation from these guidelines requires prior written approval.** FMCAC assumes no liability for rigging and hanging performed in the facility.

Security/United States Park Police/SFPD

- FMCAC 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 500 attendees with a minimum of 2 officers.
- Any event as described above with more than 3000 attendees, and any nighttime party involving more than 1500 attendees requires SFPD.
- Any security company hired by Licensee must be approved by FMCAC to provide services on campus.
- FMCAC has the right to require security, US Park Police, or SFPD presence at any event depending on the anticipated impact of a particular event.

Signage

FMCAC 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, common areas of buildings, 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

FMCAC 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 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: Any outdoor signage must be approved by your FMCAC representative. No signage or posting is permitted in Landmark Buildings B, C, or D. There is also an ordinance which prohibits posting in the Marina District Neighborhood.



Signage – Banners

If you have rented the Festival Pavilion, Gateway 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)
- Gateway Pavilion (above doors) banner size can be either: 12' horizontal width by 2'8" vertical height or 12' horizontal width by 5'4" vertical height
- 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 (at the front of Gateway Pavilion above the eastern most roll up door) banner size is 10' horizontal width by 4' vertical height

General Banner Notes:

- The banner must be constructed from 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 event end time.

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 FMCAC'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 FMCAC staff in advance.* All designs must be submitted to FMCAC no less than four weeks before event commencement. Please allow three business days for FMCAC staff to review all signage designs. FMCAC 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 FMCAC approved vendor. Please contact your FMCAC 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.
- Gallery 308, Firehouse, Storehouse: Up to 2 slots, 57" wide by 32 ¼" high (57" x 30" visible).
- Cowell Theater, Festival Pavilion, Gateway Pavilion: Up to 4 slots, 57" wide by 64 ¼" high (57" x 62" visible).
- Signs must be 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, FMCAC venue. Signage can also have a limited number of sponsor logos and/or 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.
- All signage will be disposed of after the conclusion of the event unless other arrangements have been made. FMCAC is unable to store signage between events.

Smoking

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

Tenting and roofed structures

Outdoor tents must be secured with cement ballast or tent weights. Water barrels and other plastic bottomed ballasts are not approved. Tents must appear on floorplans and be pre-approved by the NPS fire marshal. See [outdoor use](#) section for more details. Indoor Tents and roofed structures are limited to under 200 sq feet and must have a fire extinguisher and smoke detector inside. Tent tops, sidewalls, and canopies shall have a permanently affixed label by a California State Fire Marshal licensed applicator or manufacturer. See [Appendix B](#) for further information.

Trip Hazards

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

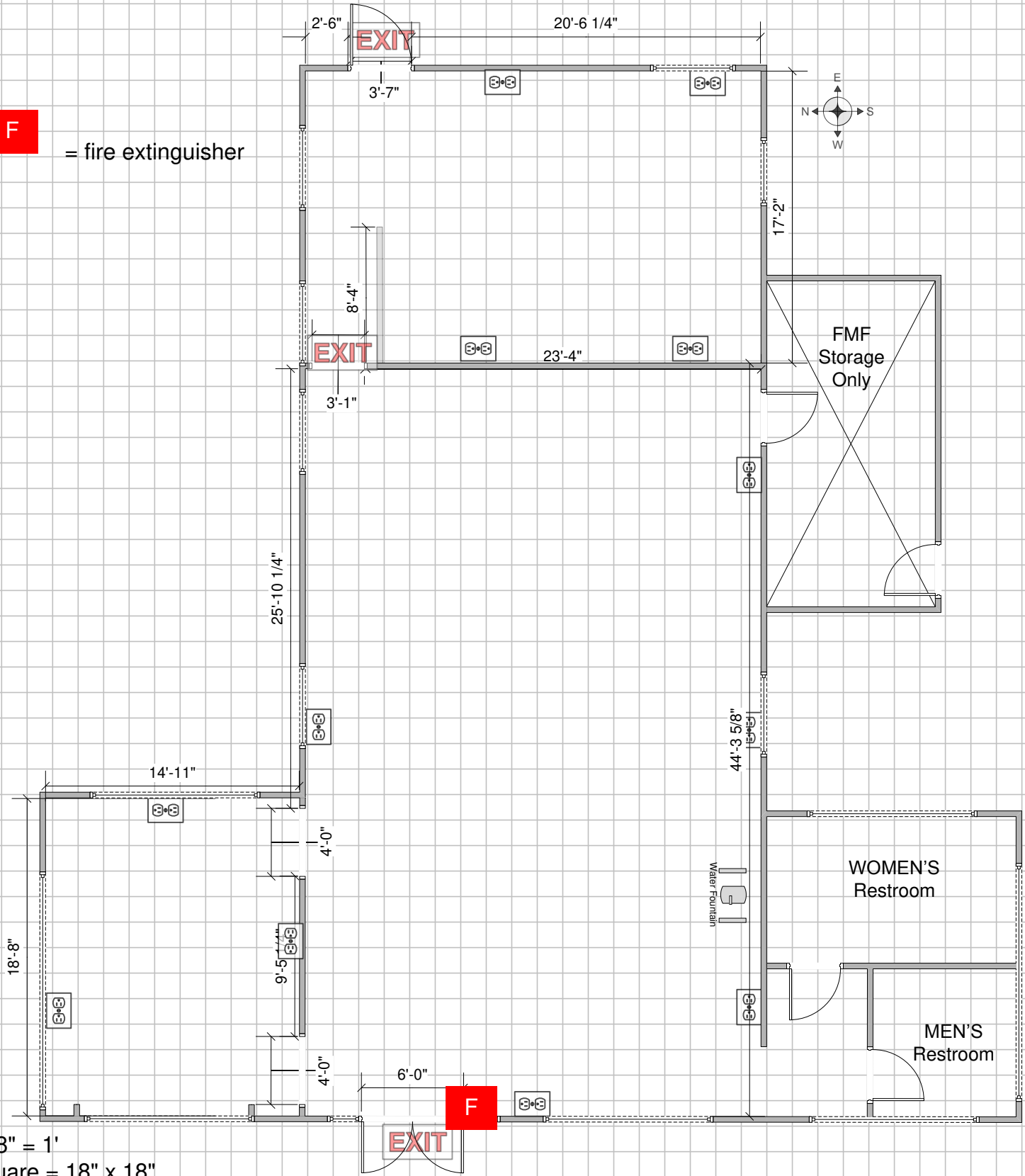


FIREHOUSE

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	

F = fire extinguisher



Scale: 1/8" = 1'
1 grid square = 18" x 18"

Appendix A: Inventory

FIREHOUSE

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
- 120 Banquet Chairs – Black
- 1 Podium
- 10 30" Round Tables – Convertible to either 30" Tall(Café) or 42" Tall(Cocktail)

Available at an additional cost:

- Projector Kit - \$150
- Sound System Kit - \$100
 - Includes up to 4 Wired Mics
- 1 Wireless Mic - \$75/each
- 6 Uplights - \$25/each

Linen - Polyester Solids:

- 90" Rounds - \$15/each
- 120" Rounds - \$20/each
- 90" x 132" for 6' Table - \$20/each
- 90" x 156" for 8' Table - \$20/each
- Banquet (54" x 120") Colors - \$15/each
- Napkins (20 x 20) - \$1.25/each

*This list is subject to change. Please speak with your Event Manager about available resources.

Appendix B: Fire Prevention Policies

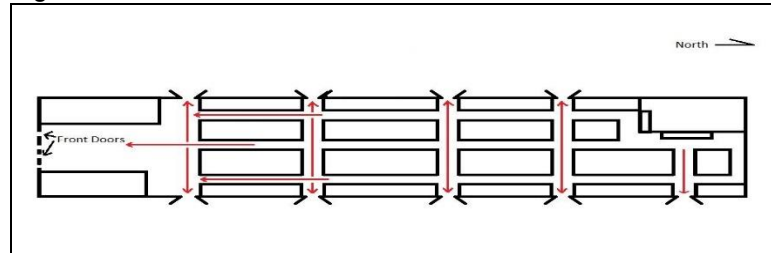
General Guidelines – *all policies subject to change and Fire Marshal approval. Please check with your FMCAC representative for more information.*

- A Trained Crowd Manager is required 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 FMCAC Representative for details and referrals. All security companies must be approved to provide service on the FMCAC 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 and must have a fire extinguisher and smoke detector underneath them. Maximum individual roof area and total roof area regulations apply. Please speak with our FMCAC representative for more details
- Tent tops, sidewalls, and canopies shall have a permanently affixed label by a California State Fire Marshal licensed applicator or manufacturer bearing the following information:
 - The Seal of Registration (as shown)
 - If treated fabric, the name and registration number of the approved application concern and approved chemical used, and the date of treatment.
 - If registered fabric, the trade name and registration number of the approved fabric, and the date of production.
- All curtains, table skirts, drapes, and decorations must be either constructed of flame resistant material, treated with an approved flame resistant material, or treated with an approved flame retardant solution. (Treatment shall be renewed as often as necessary to maintain the flame proofing effect.) All such material is subject to inspection and flame testing by the Fire Marshal.
- No vehicles shall be parked in fire lanes outside of buildings once the public is allowed in the space.
- **FP** - Walls and curtains must follow the white line on the interior perimeter of the building to ensure access to stand pipes 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 additional extinguishers for this purpose.
- Pull stations and fire extinguishers must be clearly visible and unobstructed with ADA access of forty-four inches (44").
- 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. Cold sparklers are considered pyrotechnic devices.
- Candles are permitted only when secured in glass housings that extend two (2) inches past the height of the flame.
- 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, such as stage lighting, clothes irons, etc, should be turned off when unsupervised.
- Two illuminated exit signs must be visible from any location within the building. Exit signs 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.**
- Any and all electrical equipment must comply with all local, state, and federal requirements for a public assembly occupancy. 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. Daisy chaining of extension cords, power strips, and cube taps is not permitted.

- All cords across walkways must be covered with matting, carpet, or cable ramps to decrease the chance of tripping.
- The travel distance from any given point to an exit cannot exceed two-hundred and fifty (250) feet.
- The maximum depth of a booth, room, or corral is 20'. If a dead end of more than 20' is created in a venue, a secondary exit to the area must be created.
- A fire lane must be maintained leading up to the venue to allow emergency vehicle access. Please speak with your FMCAC representative for specific details about your venue.
- **FP-** Typical booth configuration – Festival Pavilion



Construction Materials, Décor, and Furnishing

- All Materials and Furnishings must meet one of the following conditions:
 - Be made from non-combustible materials
 - Be 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
- 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 ASTM E 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 for more information.
- All Materials and furnishings must meet NFPA 701. Any Material without fire safety documentation must not be used. Examples of acceptable materials, with proper documentation, are:
 - Wood that is properly treated
 - Drapes, hangings, curtains, and props.
 - Foam core board (PVC), certified flame resistant type only. No exceptions.
 - Poster paper and banners.
 - Decorative fabrics.
 - Motion picture screens.
- Unacceptable Materials for Construction and Furnishings that may not be used include:
 - Plywood under 1/4" thickness
 - Oil Paper
 - Tarpaper
 - Nylon
 - Materials that cannot be flame treated
 - Untreated material

Storage of Combustible Materials

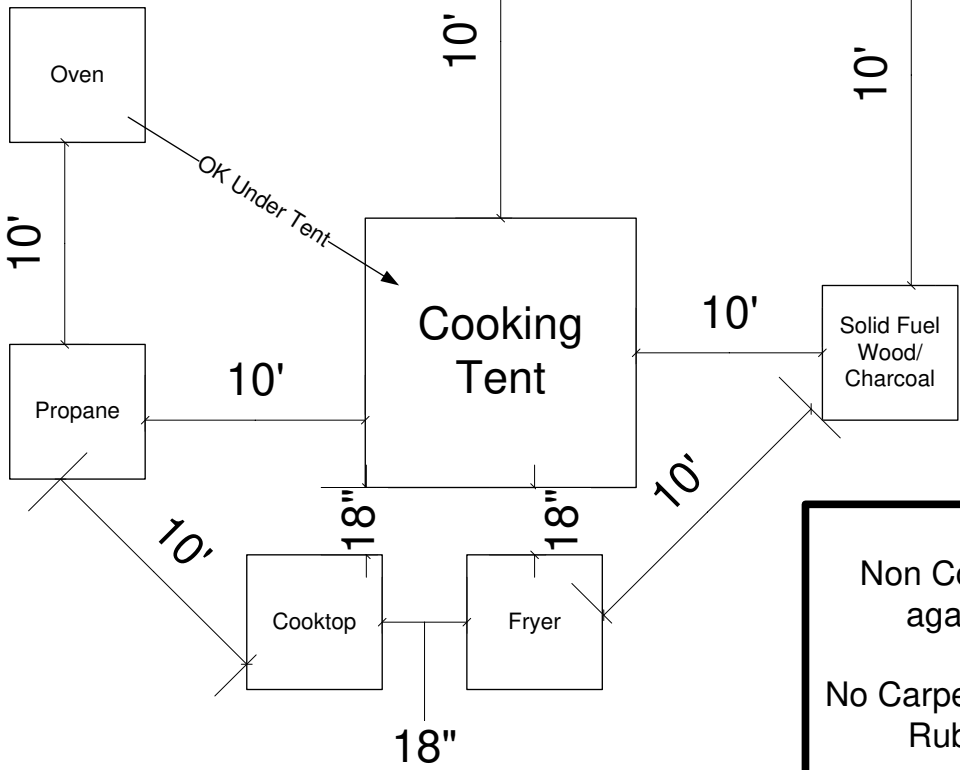
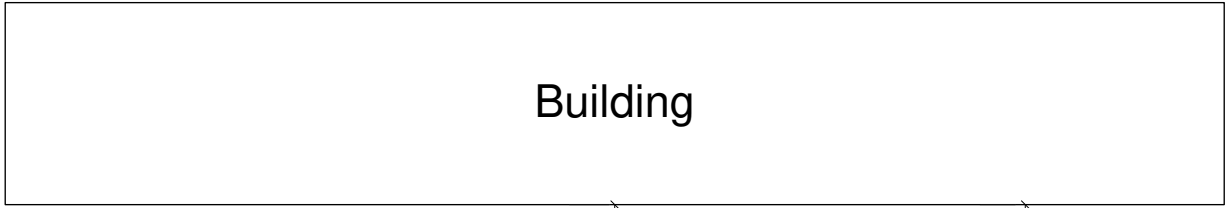
- Literature on display shall be limited to reasonable quantities (one day's supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner free and clear of electrical cables or junction boxes.
- Exhibitors shall ensure their booths are cleaned of combustible rubbish regularly. Storage of empty cartons in exhibit booth area is not permitted.
- All empty cardboard must be broken down and taken off site.
- All empty crates and pallets must be taken off site.
- Combustible waste, such as broken crates, empty boxes, packing material, etc., can be temporarily staged ten

(10) feet from the building and removed promptly.

- All storage must appear on the floorplan and be pre-approved. No storage between the white line and the wall.

Cooking Regulations

- Sterno, hot boxes, and electric hotplates are allowed inside, but all cooking and heat-source arrangements must be pre-approved. Please speak with your FMCAC Representative for further details.
- 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 in locations in which existing building extinguishers are blocked.
 - All fire extinguishers must be 2A:10B:C fire extinguishers 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 or solid fuel or producing grease-laden vapors.
- Propane tanks, fryers, charcoal grills, and wood fires are prohibited inside the buildings, but may set up outside at an approved location, 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. See [permit](#) section for specifics on cooking tents, food trucks, fryers, and BBQs.
 - **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
 - **General's Residence:** The concrete platform in the back driveway, at least ten (10') feet from the building
 - **Festival Pavilion:** Propane cooking is allowed on the front apron of the Festival Pavilion (at least 10' from the building) and north of the last public exit door against the rail leaving a ten-foot (10') aisle between the building and the cooking area.
 - **Gateway Pavilion:** Propane cooking is allowed on the front apron of Gateway Pavilion (at least 10' from the building). Exact placement will be dependent on Gateway Pavilion and other venue event activities.
 - **Cowell Theater:** Propane cooking is allowed on the front apron of Gateway Pavilion/Cowell Theater (at least 10' from the building). Exact placement will be dependent on Gateway Pavilion, Cowell Theater and other venue event activities.
 - **Storehouse:** Propane cooking is permitted in the parking lot 10' from the building. Additional costs may be incurred for use of parking lot space.
- **See diagram on next page for required distances between buildings, tents, and cooking appliances:**



Non Cooking Tent OK
against Building

No Carpeting under Fryers
Rubber Mat OK

Aisle Access Ways. Refer to current California (Title 24 Section 1018) and NFPA Codes and Standards for more information

- **Theater-Style Seating:** Floorplans with theater seating must include dimensions and locations of platforms, staging, sound/light mixers, stage lighting, scaffolds, and speaker systems.
 - **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.”
 - **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.
 - **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)
 - **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.
 - **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.
- **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.
 - **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.
 - **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 or fewer. Measurement shall be taken starting 19 inches from the table.

Appendix C: Rigging Guidelines

The Firehouse has a wood beam construction which does not allow for substantial weight to be hung. Each point is restricted to a maximum load of 50lbs.

Lifts and other equipment are the responsibility of the licensee. FMCAC does not provide equipment to assist with rigging.

The Firehouse does have an 8' high picture rail around 3 sides of the main room venue that can be used to hang lighter items without needing a scissor lift.