

Pavilion Checklist

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

☐ **Assembly/Fire Permit:** *Due 6 weeks before load-in.*

- ☐ **Floor plan:** This must be approved by both FMCAC & the Federal Fire Marshal. All floorplans are to be drawn to scale and sent as a PDF.

Items that must indicated on the floorplan: (any/all objects placed in the event space must be indicated)

- ☐ Dimensions: All aisle widths & paths of egress inside and outside the venue
- ☐ Fire Prevention System: fire extinguishers, pull stations, horn strobes, and stand pipes
- ☐ Indoor and Outdoor Tents, roofs, or canopies: Locations and sizes and all equipment related to the tents should be shown (heaters, exit signs, doors, and setup inside)
- ☐ Drape, walls & booths
- ☐ Cooking Equipment and/or Food Trucks: Location of propane storage must also be indicated.
- ☐ Additional Fire Extinguishers: including all food service or cooking stations, tents and locations in which existing building extinguishers are blocked. If a special extinguisher is required, such as a K-rated, this should be indicated as well.
- ☐ Additional Illuminated Exit Signs
- ☐ **Requested Max Capacity:** Including attendees, staff and vendors.
- ☐ **Flame Certificates:** For all tents, banners, fabric or wood structures being used in the venue.

☐ **Alcohol Permit:** *Due 6 weeks before the event.*

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.

☐ **Temporary Food Event Permit:** *Due 2 weeks before event. Events with a large number of food vendors should submit all paperwork 1 month prior.* All caterers, food vendors, concessionaires, and food truck vendors selling or dispensing food to the general public must have a Federal TFE Health Permit from the National Park Service. All Public Health Permits go through this office as well. See Health Permits in the Rules and Regulations for other permitted activities. Both the Event Organizer and all vendors serving food at public events must apply for a Federal TFE Health Permit. Please visit: <http://www.nps.gov/goga/planyourvisit/fmc-food-permits.htm> for the permit applications, and send directly to the Health Inspector for approval.

☐ **Production Timeline:** *Due 6 weeks before load-in.*

A detailed timeline of your event is required. Please include the time you/vendors will arrive and depart each day (including load in, event days, and load out). You have contracted the space from 7:00 am – 12:00am. Access before or after your contracted timing must be approved in advance and is subject to additional charges.

☐ **Rigging Diagram:** *Due 2 weeks before load-in.*

All items hung must be approved. Please provide a rigging diagram indicating location of rigged items (banners, lighting, sound, etc.), weight and details on how items will be rigged. Please refer to “Rigging” for more information.

☐ **Insurance:** *Due 4 weeks before the event.*

Insurance is required with FMCAC added as additionally insured using the following language: **FMC Pier 2 Sublessor, LLC; FMC Pier 2 Lessor, LP; FMC Projects, Inc.; Fort Mason Center; First Republic Bank; the United States Department of Interior; the National Park Service and its officers, officials, employees, attorneys, contractors and agents.** Please note that we require two million aggregate and two million per occurrence. Workers' Compensation insurance should be provided as determined by law.

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

- ☐ Licensee and 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 FMCAC. Please provide a list to your Event Manager for confirmation.

☐ **Production Vendors Coordinated through Event Producer.** *Please provide a list of vendors and schedules to your Event Manager at least 4 weeks before event. Referrals are available if needed.*

- ☐ **Catering/Beverage Service and/or Food Trucks**
- ☐ **Security:** A written security plan must be submitted and approved, including line management & crowd control. FMCAC requires adequate staffing and barricades (or stanchions) for exterior crowd control (i.e. entry lines) so as not to block fire lanes or roads.
- ☐ **Valet:** Valet is no longer coordinated through FMCAC; however, referrals can be provided.
- ☐ **Audio Visual**
- ☐ **Furniture Rental**
- ☐ **Heavy Equipment:** Including lifts, light towers, generators, etc.
- ☐ **Fencing/Barricades**
- ☐ **Portable Toilets:** Depending on the number of attendees and type of event, additional restrooms may be required. Please consult your FMCAC Representative for more information.
- ☐ **EMT's:** Depending on the number of attendees and type of event, an EMT may be required. Please refer to "Emergency Medical Services" on pg. 4 for more information.

☐ **Required Exclusive Vendors** – *please coordinate at least 4 weeks prior to event.*

- ☐ **Edlen Electric:** Please contact Edlen, FMCAC's exclusive power provider, to discuss your power needs. Edlen will bill you directly for their services.
- ☐ **Clean Vibes:** Please reach out directly to Clean Vibes to determine a zero-waste plan for your event. These services are required for all Pavilion events unless otherwise determined by your FMCAC representative. For more information, please refer to "Cleaning: Waste Management Services (Greening)". Please send your signed agreement to your FMCAC representative. This is billed through FMCAC and listed as "Waste Management Fee" on your contract.
- ☐ **Brown Pelican:** Brown Pelican is our exclusive provider for networking and bandwidth. Please speak with your FMCAC representative for more details
- ☐ **Buchanan Gate Sign:** If you choose to print a sign for the Buchanan Gate, please send design to marketing@fortmason.org for approval, and contact the FMCAC approved vendor for printing.

☐ **Services Coordinated by your FMCAC Representative** *Confirm at least 4 weeks prior to your event.*

- ☐ **Reserved or Pre-Paid Parking:** Please reach out to your FMCAC representative if you would like to reserve or pre-pay for parking. We do not allow trucks to park on our campus without prior approval and overnight parking for any vehicle is strictly prohibited. 48-hour notice is required for all pre-paid parking requests.
- ☐ **Janitorial Services:** Your FMCAC representative will schedule hourly janitorial services, as well as the final clean of the pavilion, based on your Production Schedule. If you have specific needs or requests, please confirm.
- ☐ **Outdoor Signage:** FMCAC offers access to Outdoor Sign Holders, and can hang a banner on the front of the pavilion free of charge. Signs and banners must be printed in accordance to the specs listed in "Signage". Please also note that we do not allow any a-frames or other signage anywhere other than within your event space.
- ☐ **US Park Police and/or SFPD:** If required, your FMCAC representative will schedule officers and you'll be billed through your contract with FMC.



FORT MASON CENTER

FOR ARTS & CULTURE

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.

Animals

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

ATM Machines

FMCAC has one on-site ATM machine on the ground level of Building B next to Cook's Cafe, in addition to ATM machine near the front restrooms of the Festival Pavilion. Additional ATMs can be requested.

Audio Visual Services and Projection Presentation Technology

FMCAC offers a range of projection presentation technology in our small, midsize, and theater spaces including projectors, microphones, sound systems, podiums, etc. Please speak to your FMCAC Representative regarding the resources available to rent. These items are not available in the Festival Pavilion.

Baby Changing Stations

Baby changing stations are available in select restrooms throughout campus.

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 FMCAC 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 3840. 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 FMCAC 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
SFMOMA	48' x 38'	956	49	30	36	49
Sartle Library	26' x 17'	442	12	x	12	x
C205	26' x 34'	884	49	30	28	49
C210	26' x 35'	910	49	30	28	49
C230	26' x 34'	884	45	25	24	45

C235	26' x 31'	806	45	25	24	45
Venue	Dimensions	SQ Footage	Capacity	Classroom	Banquet Rounds	Theater
Gallery 308	80' x 49' x 27'h	3920	430	210	250	400
Firehouse	27' x 44' x 14'h	1188	150	70	80	110
Chapel	36' x 62'	2232	200	x	x	200
General's Residence		5974	450	X	X	X
Lounge	31' x 36'	837	100	X	60	90
Dining Room	58' x 33'	1955	275	92	132	200
Ballroom	50' x 39'	1746	250	84	132	222
Funston	20' x 19'	380	20	X	20	20
Foyer	24' x 44'	1056	40	x	x	x
Venue	Dimensions	SQ Footage	Capacity	Classroom	Banquet Rounds	Theater
Southside			162	x	x	162
Cowell			437	x	x	437
Venue	Dimensions	SQ Footage	Capacity	Classroom	Conference	Theater
Festival Pavilion	438' x 110' x 22'h	48,180	3840	x	x	x

Carpeting

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

Cleaning

- **Janitorial and Debris:** FMCAC 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 FMCAC'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 FMCAC 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. FMCAC 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 FMCAC. 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 FMCAC. Clean Vibes is the exclusive FMCAC campus vendor for greening services and their usage is a requirement when holding larger events. Clean Vibes 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.

Complimentary Tickets: (Festival 25, Cowell 4)

FMCAC 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 FMCAC.

Construction:

Onsite construction is prohibited without prior written approval.

Cooking Regulations

See Fire Prevention Policies section

Courtesy Phones

FMCAC staff can be reached during business hours Monday – Friday from 9:00AM – 5:00PM, Saturday from 2:00PM – 8:00PM and Sunday 9:30AM – 4:30PM by calling the main office number at 415.345.7500. After hours assistance is available 7a – midnight 7 days a week by calling the Facilities Radio at 415.921.3663.

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 FMCAC 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. All décor must meet current fire code regulations

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 has an exclusive contract with Edlen Electric who will lay out electricity in the pavilion according to your event needs. See Utilities 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 (415) 561-5656 Emergency Dispatch OR 9-1-1.

Emergency Medical Services

All events at FMCAC 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	CPR & 911 Access	First Aid Station w/ EMT	First Aid Station with Nurse or Paramedic
Concert, Music Festival or Alcohol Event	<2,500	Required	Recommended	
	2500–5,000	Required	Required	Recommended
Conference or Convention	<2,500	Required	Recommended	Recommended
	2500–5,000	Required	Required	Recommended

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

Equipment is not available in the Pavilion.

Event Supervisors

An FMCAC event supervisor will be present at all times the Licensee occupies the venue. Overtime by FMCAC's staff will be billed at FMCAC'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

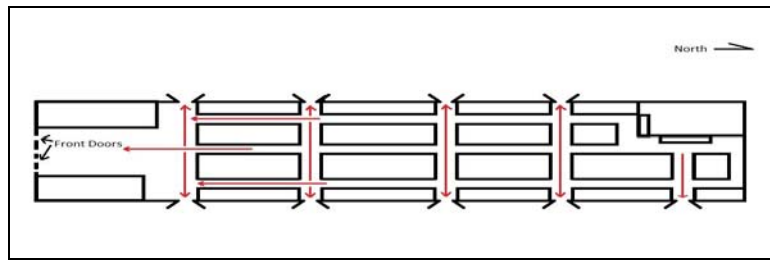
General Guidelines

- 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 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.
- Fabric Certification and Labeling for Tents: 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 to the right)
 - 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.
- 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 within the cross aisle with ADA access of forty-four inches (44").
- Stand pipes must have direct access and an aisle of thirty-six (36) inches.
- All curtains, table skirts, drapes, and decorations must be either be constructed of flameproof material, treated with an approved flame proofing material, or treated with an approved flame proofing 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.
- 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.
- 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.**
- 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. Daisy chaining of extension cords, power strips, and cube taps is not permitted.
- 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 leading up to the venue to allow emergency vehicle access. Please speak with your FMCAC representative for more details about your venue.
- A cross aisle is required at every east/west door path. This policy is enforced regardless of use of the space. 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.
- All upholstered furniture should comply with TB 133 and be labeled or certified as such.
- 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 (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

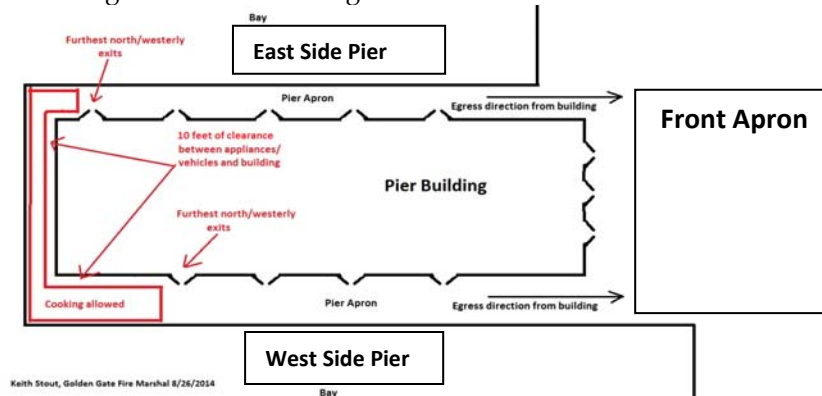
2. Storage of Combustible Materials

- 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.
- Combustible waste, such as broken crates, empty boxes, packing material, etc., can be temporarily staged ten

(10) feet from the building and removed promptly.

3. 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 FMCAC Representative for further details.
- Proper inspected and tagged fire extinguishers must be provided by the caterer or Licensee while cooking at FMCAC.
- 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
 - **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 a distance of 10 feet north of the last east or west fire exit against the rail leaving a ten-foot (10') aisle between the building and the cooking area. Shown in diagram:



- **Food Trucks, Fryers, and Solid Fuel BBQs** – Must be 20 feet from any building
- ### 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 or fewer. Measurement shall be taken starting 19 inches from the table. **NFPA 2012, 3.2.5.8.2**

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.

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 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, medical cannabis dispensary, and swimming pools or spas, etc. please inquire with NPS Health Specialist if an additional permit is needed.

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 Permit. Location of service will be determined by Licensee and FMCAC.

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, Firehouse, and Gallery 308 have gas heaters, which are controlled by a switch located in the electrical rooms. The General's Residence has thermostats in every room. If you need assistance please see your FMCAC representative.

Hours of Operation

FMCAC hours of operation are daily from 7:00am to 12:00 (midnight) year round, excluding the following holidays, on which FMCAC 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 – 5:00 pm, Monday - Friday.

House Managers (Cowell/Southside)

An FMCAC 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. Licensee agrees to pay all costs associated with staffing this position.

Insurance Requirements

All Pavilion, Gallery 308, Firehouse, General's Residence, Cowell Theater, 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 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 : 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
- 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

Wifi, Networking, Hardlines, and Dedicated Bandwidth: FMCAC can provide internet service via our exclusive vendor, Brown Pelican. Please see your FMCAC representative for more information.

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 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 (Statement of Policy Regarding Use of Union 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. The following regulations apply to all persons and vehicles operating within the facilities:

- All lifts used in the facilities must have “non-marking” tires.
- FMCAC 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 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 building when not in use.

Loading Zones

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. No parking directly in front of the Festival Pavilion doors. 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. 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. 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. Outdoor music, entertainment, or public address is prohibited unless approved by FMCAC. 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 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

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. Please also see Keys and Locks section

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 Waste Management 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

- **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.
 - 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 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.
 - Limited 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 FMCAC 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 FMCAC 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 FMCAC representative for details.
- **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.
- **Assembly/Fire Permit:** Fire permits are required for all events with more than 200 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 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 section 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 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

Rigging

Safety is the primary concern of FMCAC in regard to 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 attached truss live load guidelines; **any deviation from these guidelines requires prior written approval.** FMCAC 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 FMCAC 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

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.
- 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 FMCAC discretion, we will expand on these guidelines depending on the anticipated impact of a particular event.

Signage – General

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 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

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 (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 FMCAC, 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 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 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, FMCAC 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 FMCAC Representative and the NPS Fire Marshal.

Staff Support – From FMCAC

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

Telecommunications

- See Internet Section

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. Tape is not permitted to be used directly on electric cords.

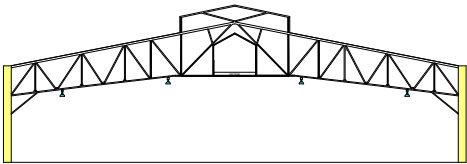
Truck Parking

See Parking Section

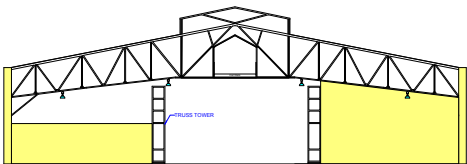
Utilities

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

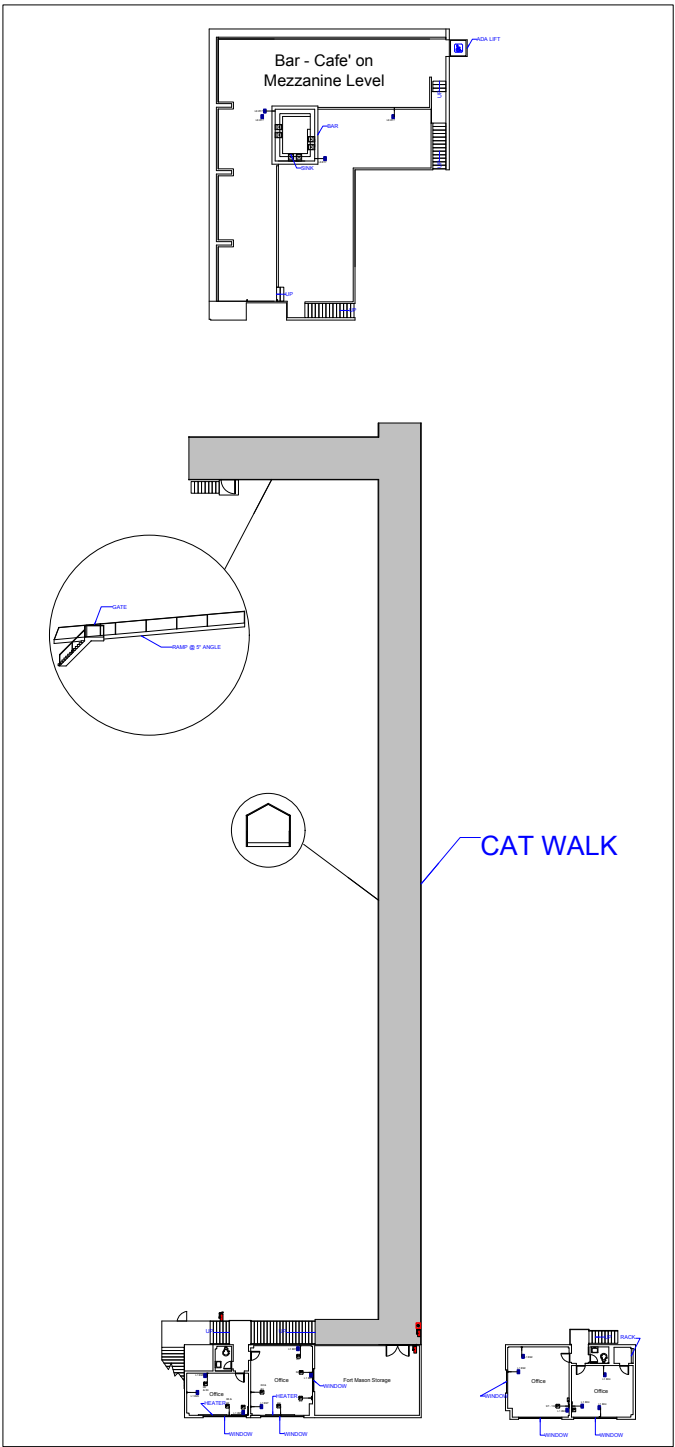
ELEVATION SOUTH



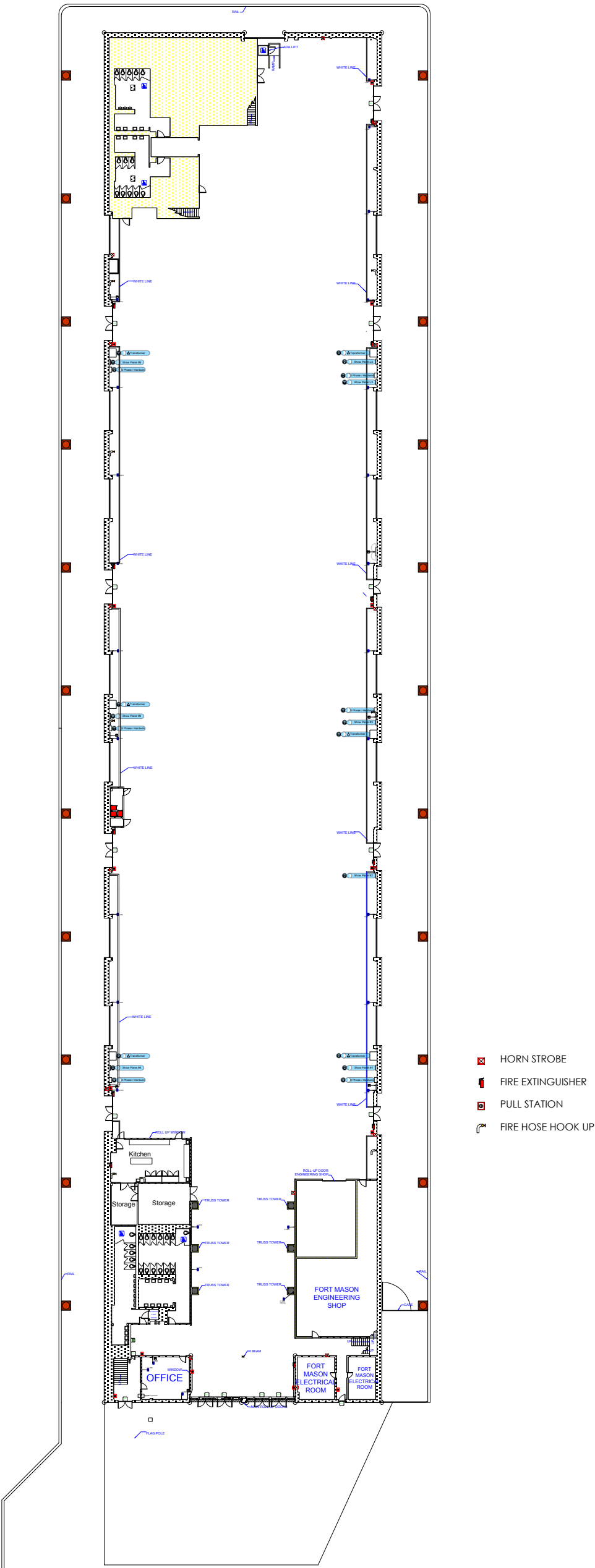
ELEVATION NORTH



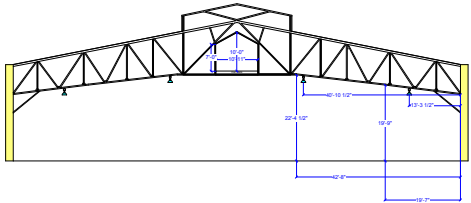
SECOND FLOOR



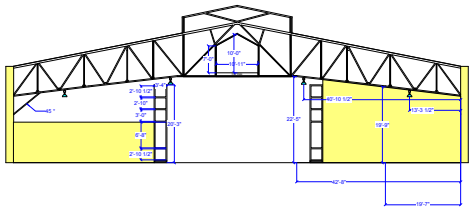
GROUND FLOOR PLAN



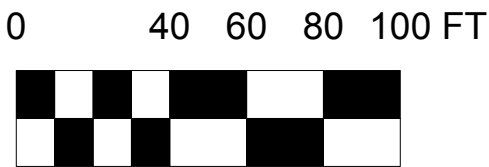
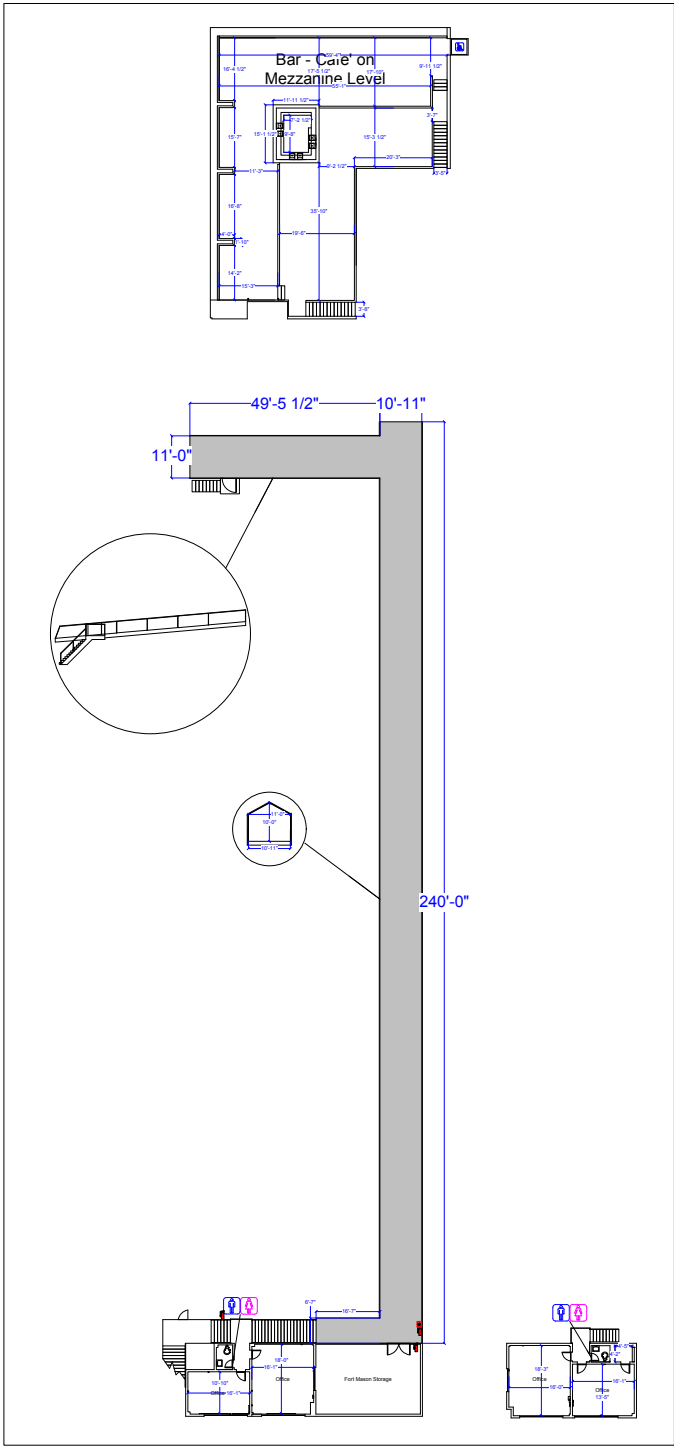
ELEVATION SOUTH



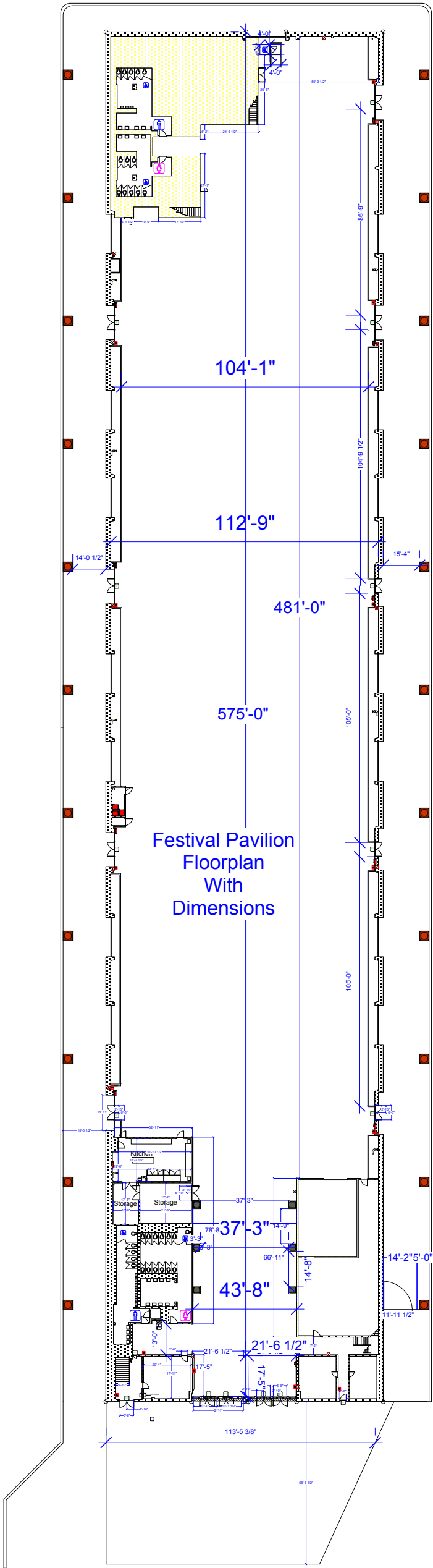
ELEVATION NORTH



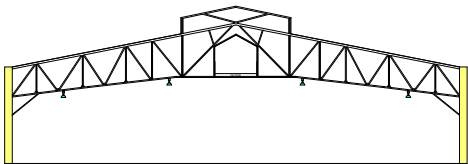
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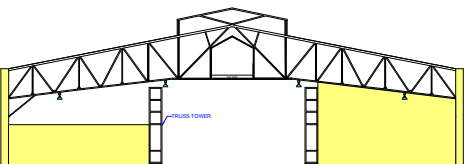
GROUND FLOOR PLAN



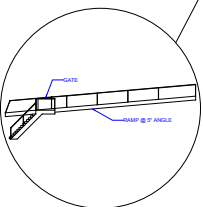
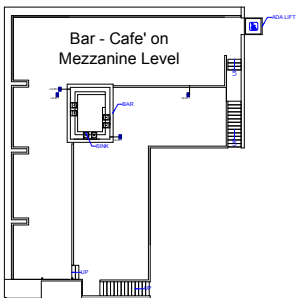
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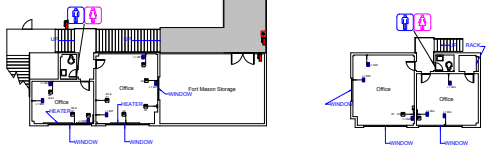
ELEVATION NORTH



SECOND FLOOR



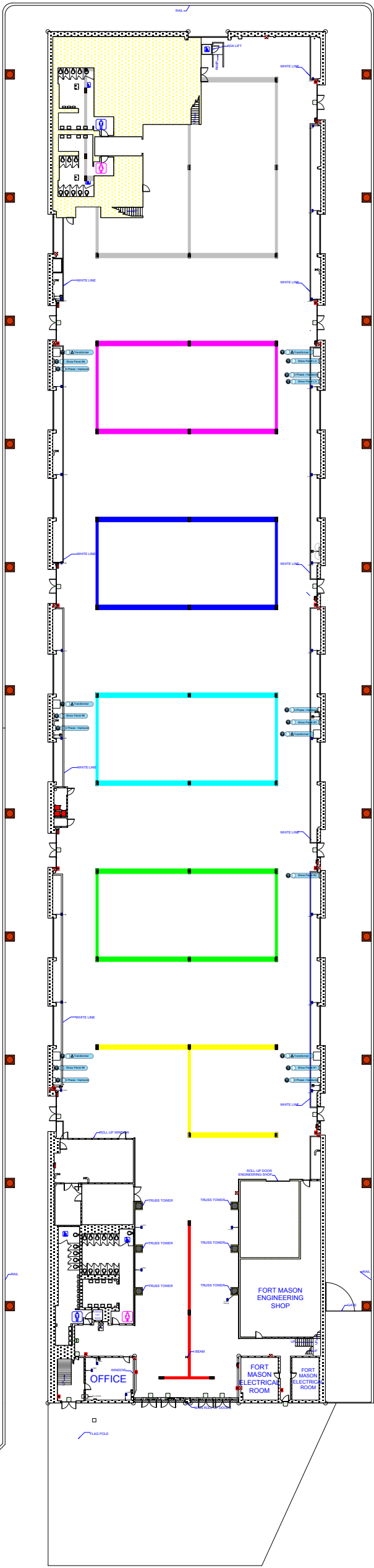
CAT WALK



0 40 60 80 100 FT



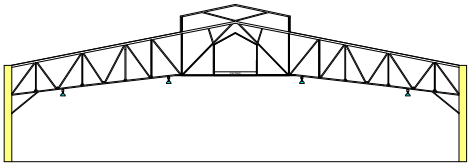
GROUND FLOOR PLAN



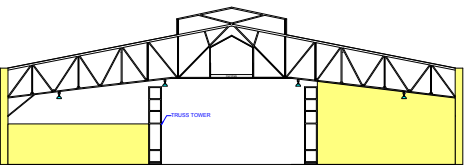
Gas Heater Zones	
Zone #1	
Zone #2	
Zone #3	
Zone #4	
Zone #5	
Zone #6	
Zone #7	

- HORN STROBE
- FIRE EXTINGUISHER
- PULL STATION
- FIRE HOSE HOOK UP

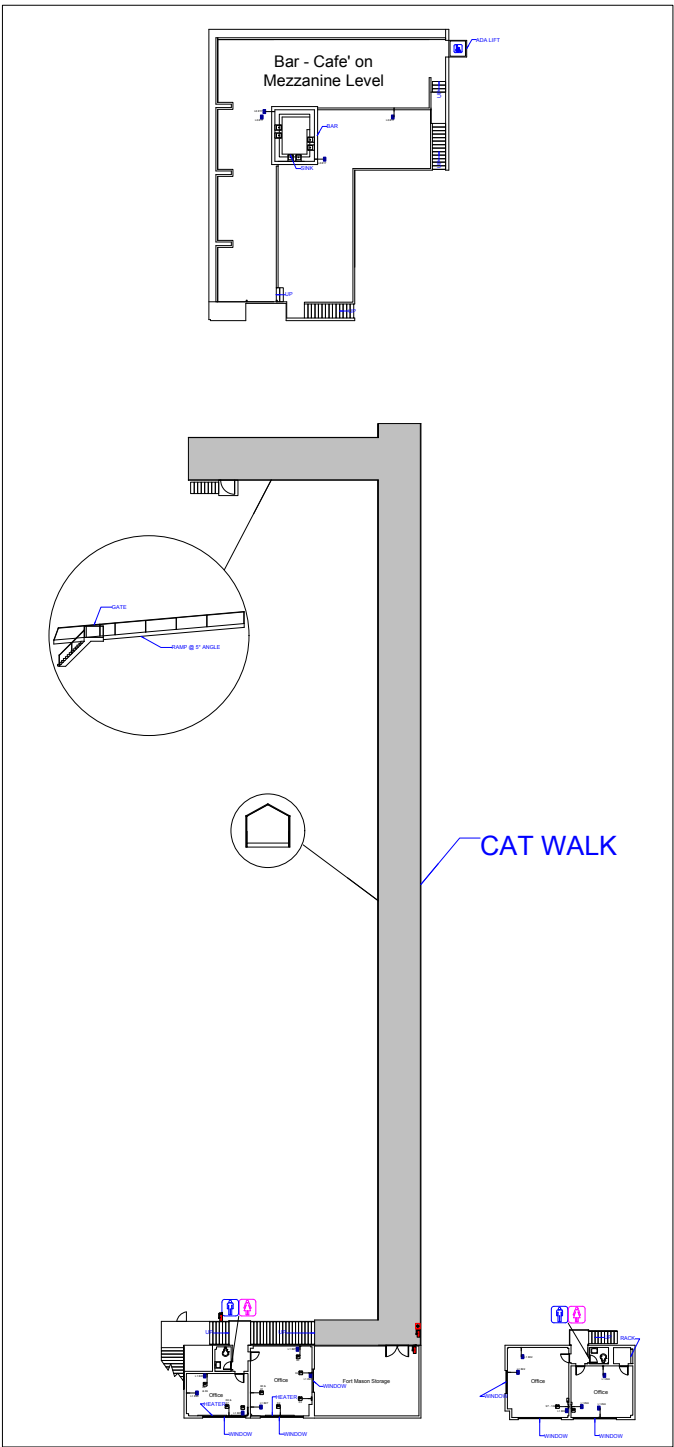
ELEVATION SOUTH



ELEVATION NORTH



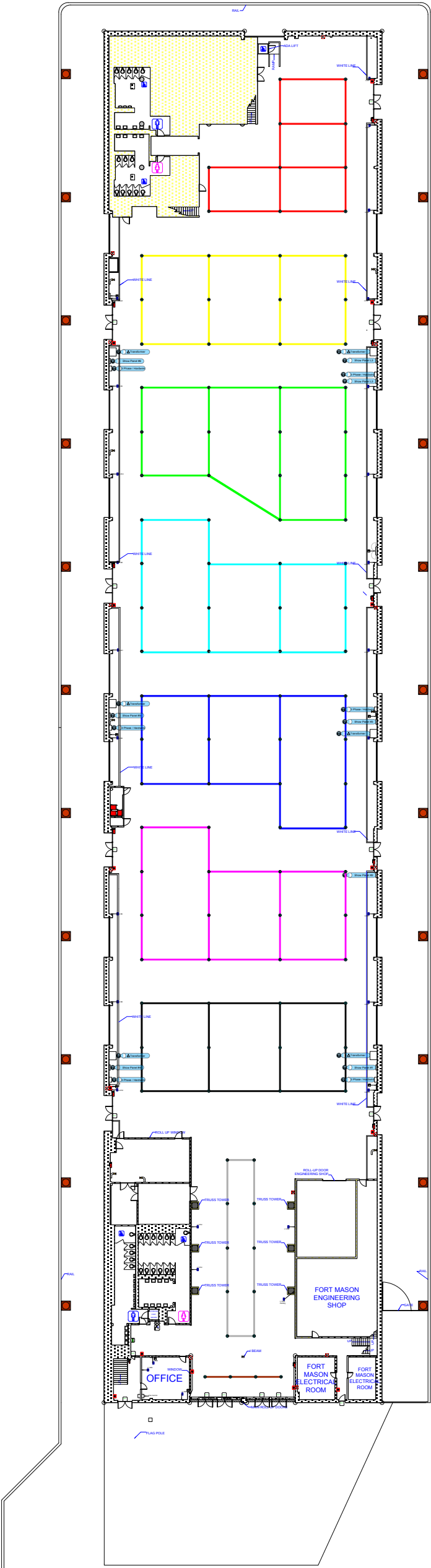
SECOND FLOOR







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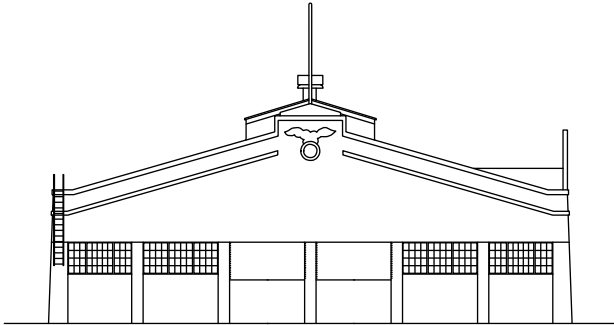
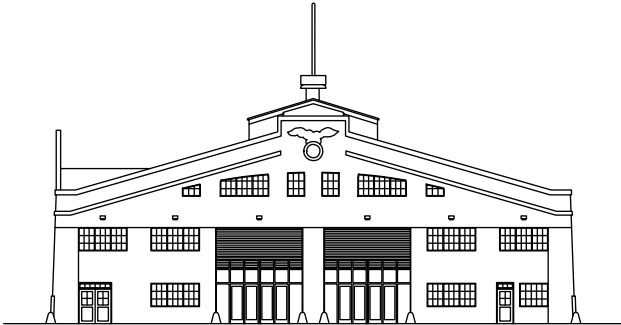
GROUND FLOOR PLAN



Truss Lights	
# 1	Red
# 3	Yellow
# 5	Green
# 7	Cyan
# 9	Blue
# 11	Magenta
# 13	Black
# 15	Grey
# 17	Brown

-  HORN STROBE
-  FIRE EXTINGUISHER
-  PULL STATION
-  FIRE HOSE HOOK UP

Project Name Fort Mason Center Festival Pavilion	
Client Name and Address N/A	
Sheet Number 6	Sheet Title Exterior Elevations



NOTE: DO NOT SCALE



1

2

3