

General's Residence 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 General's Residence** – 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 liquor liability insurance with Fort Mason Center listed as additionally insured. 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.
- ☐ **Caterer/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 FMCAC listed as additionally insured. Please refer to "Insurance" for more information.
 - ☐ **Cooking and Flame Regulations:** Fire Permits are required when any electrical or open flame cooking is taking place in conjunction with your event. A 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 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. For more information on the health permit, please refer to "Permits".
- ☐ **Timeline:** An initial timeline needs to be submitted at least 4 weeks prior to the event day for 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 FMCAC 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.

FMCAC 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 FMCAC. Please provide a list to your FMCAC representative for confirmation.

IMPORTANT REMINDERS

- ☐ **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 General's Residence 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 timing 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). Nothing can be hung from ceilings, pipes, or chandeliers. 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 located in Upper Fort Mason and within the GGNRA, the use of a-frame signs, posters, balloons or the placing of any signs is not permitted outside of the General's Residence premises.
- ☐ **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:** THE LICENSEES IS FULLY RESPONSIBLE FOR THE REMOVAL OF ALL WASTE (LANDFILL, COMPOST, RECYCLING) AT THE END OF THEIR CONTRACTED TIME AT THE GENERAL'S RESIDENCE. FMCAC will supply waste bins and liners for the Licensees to use, but no waste is to be left behind as there are no dumpsters on site. Should waste be left, the Licensees will incur additional fees.
 - ☐ **Final Clean:** The final clean encompasses a thorough cleaning of the restrooms, kitchen, windows, floors and outside perimeter. 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. Amplified sound of any sort is prohibited outside the venue after 7:00 PM.
- ☐ **Parking:** The parking spots that are located in Upper Fort Mason are for public use and can be utilized for events in the General's Residence. During the week they are monitored 2 or 4 hour spots until 5 pm, but over the weekend there is no time constraint. Should Upper Fort Mason be full, guest are welcome to park in the paid by space lot in Lower FMCAC. Please see "Parking Policies and Procedures" for more details.



GENERAL'S RESIDENCE INVENTORY

(List is subject to change)

Included in rental:

- 17 60" round tables (suitable for 8-10 people)
- 24 6' x 2.5' rectangular tables
- 24 8' x 2.5' rectangular tables
- 200 Banquet Chairs – navy/gray color
- 8 6' serpentine tables
- 1 podium
- 1 AV cart
- 1 Wood dance floor 16'x 16'
- 1 6'x8' Stage Riser
- 20 30" Round Tables – convertible to either 30" tall (café) or 42" tall (cocktail)
- 2 36" round tables
- 1 Sound system
- 1 LCD Projector

Included in the rental for outdoor use:

- 8 6' x 2.5' rectangular tables
- 6 8' x 2.5' rectangular tables
- 4 30" Round Tables - 30" tall (café)
- 6 30" Round Tables – 42" tall (cocktail)
- 4 60" round tables (suitable for 8-10 people)

Available at additional cost:

- 200 Wood Outdoor Chairs (\$5/each plus \$155 delivery fee includes setup & breakdown)
- 24 Wireless LED Uplights (\$30/each)
- Linens (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)
 - King Drape 108" x 156" for raised tables (\$24/ each)
 - Banquet (54" x 120") White (\$12/each)
 - Banquet (54" x 120") Colored (\$15/each)
 - Napkins (20 x 20) (\$1.25/each)



General's Residence

Rules, Regulations and Policies

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.

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.

Baby Changing Stations

There is a baby changing station located in the General's Residence women's restroom. Additional rooms are available, upon approval with your FMCAC Representative.

Capacity of General's Residence

Capacity is determined by the NPS Marshal upon review of the floor plan prior to the event. The maximum capacity for when the General's Residence is empty is posted inside the entrance of the venue, 450. 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.

Venue	Dimensions	SQ Footage	Capacity	Classroom	Banquet Rounds	Theater
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

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 (General's Residence)

Licensee agrees to pay cleaning fees associated with their event. This fee includes a full clean of the space, but does not include bussing of tables or trash pickup. Licensee agrees to remove all trash associated with the event from the

venue at the end of the event. Additional janitorial services may be required for any event over 200 people.

Complimentary Tickets:

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.

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 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

An inventory of equipment is available at FMCAC for Gallery 308, Firehouse, SFMOMA Artist Gallery, General's Residence, Cowell Theater, Southside Theater and the Meeting and Activity Spaces in Buildings C. Please speak with your FMCAC representative for list of equipment by space.

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

- 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.
- 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.
- 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.
- 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.



- 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.

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.
 - **General's Residence:** The concrete platform in the back driveway, at least ten (10') feet from the building
- **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

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

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.

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.

- General's Residence: general liability insurance with limits not less than \$500,000 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.

Loading Zones

The General's Residence front and back drive-ways are available for load-in/load-out purposes. The back driveway can house one truck/vehicle during the event, but the front driveway must be clear at least 30 minutes prior to event start time.

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.

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

Outdoor Use: The use of the lawn for an outdoor ceremony or additional event space is permitted with the approval of your FMCAC Representative.

Pallets

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

Parking Policies and Procedures

Upper Fort Mason Parking: Be aware that parking in Upper Fort Mason is extremely limited for your event with the following conditions:

- There is **NO** designated parking available for the General's Residence for your event in Upper Fort Mason.
- Parking for handicapped visitors displaying valid credentials is available near the General's Residence or in any marked space at Fort Mason or FMCAC at regular parking rates.
- All parking in Upper Fort Mason is reserved exclusively for the staff, affiliates and residents of Fort Mason Monday through Friday, between the hours of 8:00am to 5:30pm. Event patrons arriving Monday through Friday after 5:30pm or any time on Saturday, Sunday or a holiday may park in appropriately marked parking spaces adjacent to the General's Residence per posted regulations..
- Visitors are encouraged to park in the FMCAC lot (space permitting and at prevailing rates) or on adjacent city streets per posted regulations. The Fort Mason Center lot is entered at Marina Blvd and Buchanan Streets. Visitors may walk back to the General's Residence either up the stairs or through the paths on the Great Meadow. The walking distance is about ¼ mile and the elevation change is approximately 55 feet.
- Visitors who carpool may drop off patrons at the General's Residence and then remove vehicle to alternate parking site.
- Parking regulations in Fort Mason and the surrounding neighborhood are strictly enforced by the local and federal authorities. Under no circumstances will FMCAC, the National Park Service or its officers or agents be held responsible for fines, fees or towing charges related to improper or illegal parking.

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.

- 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.

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

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

Due to being located in Upper Fort Mason Center within the GGNRA, the use of a-frame signs, postering or the placing of any signs is not permitted outside of the General's Residence premises. The use of balloons is not permitted outdoors at any time. Please speak to your FMCAC Representative on signage options within the General's Residence premise.

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

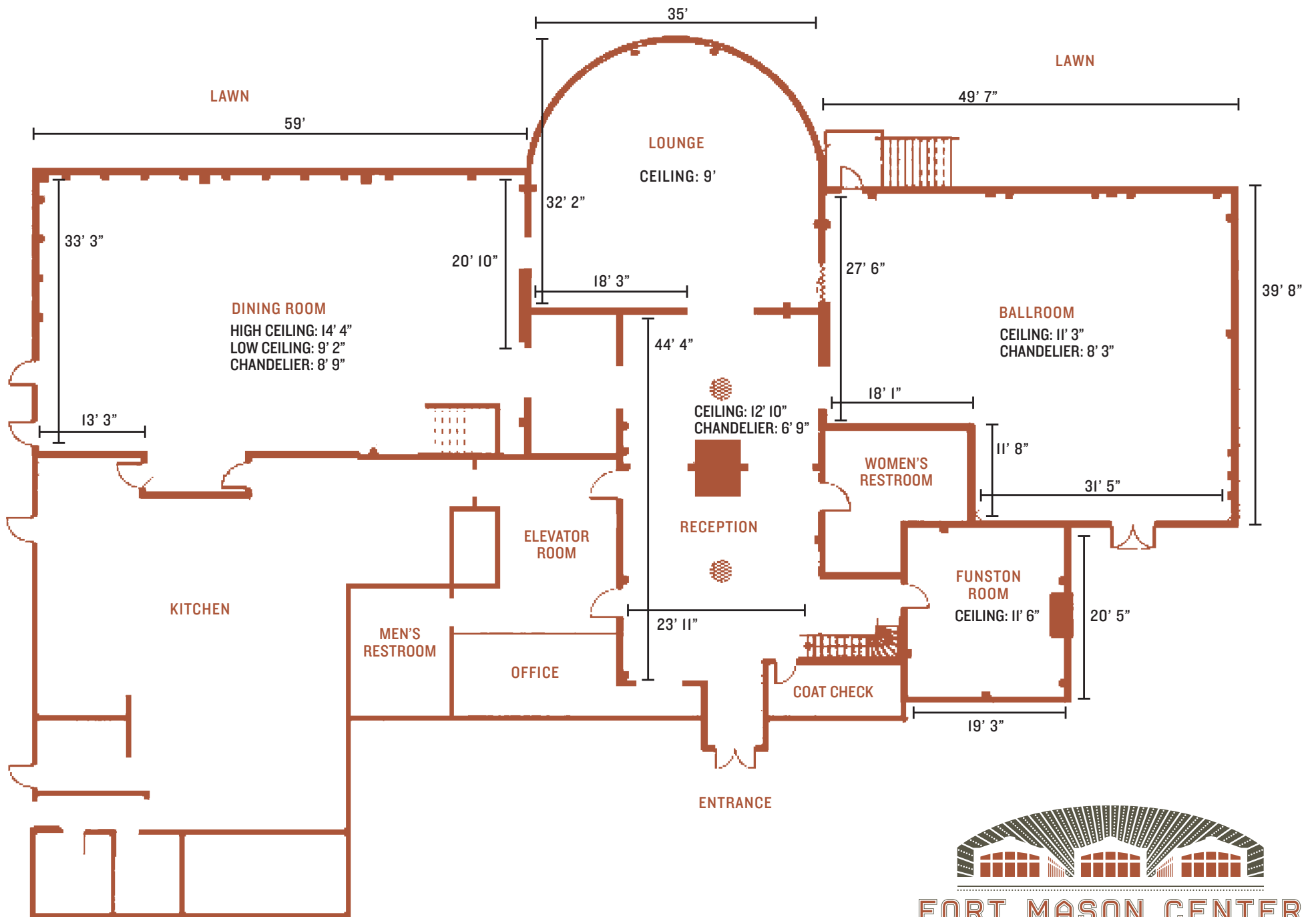
- See Internet Section

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

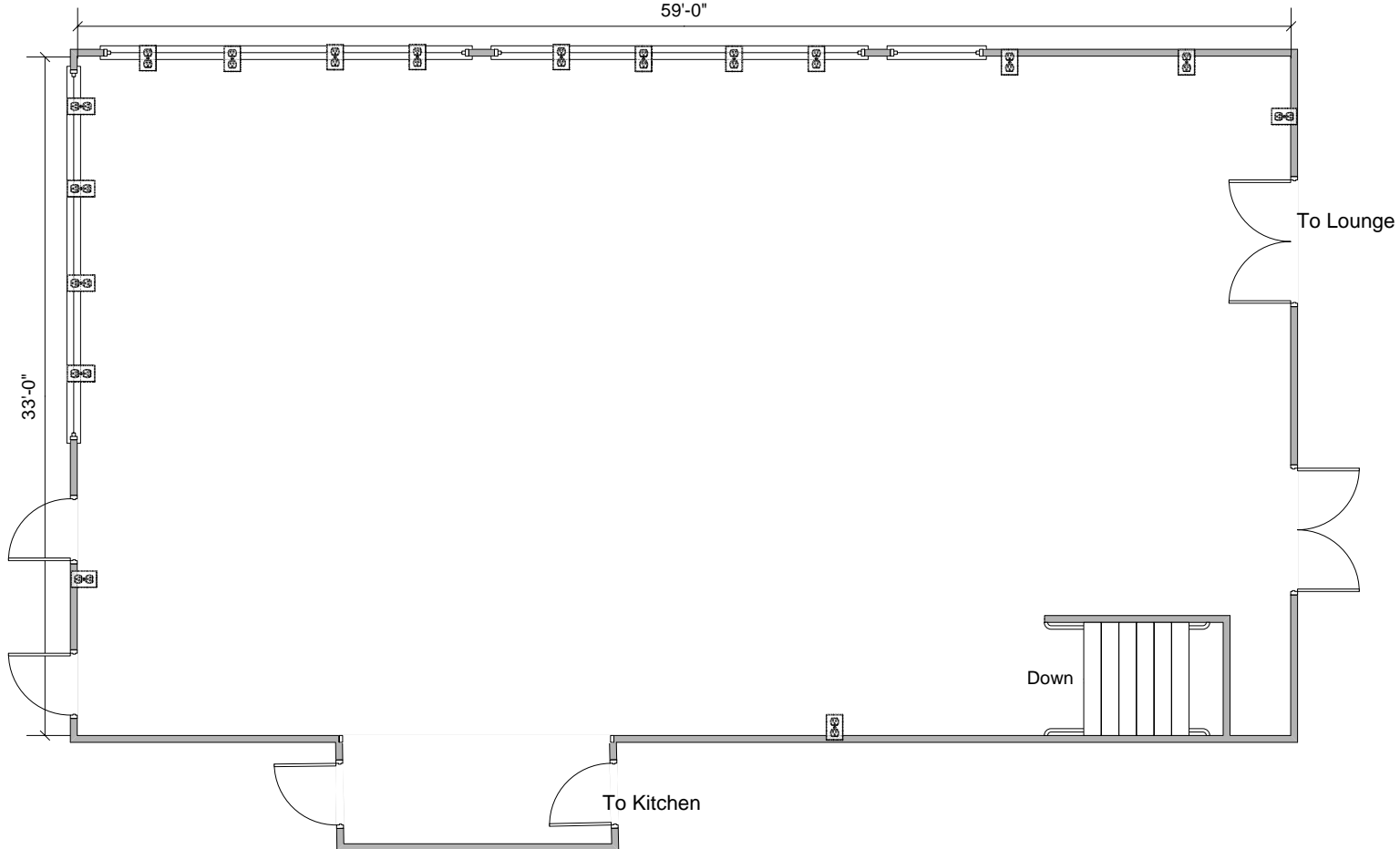
See Parking Section





The General's Residence The Dining Room 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	



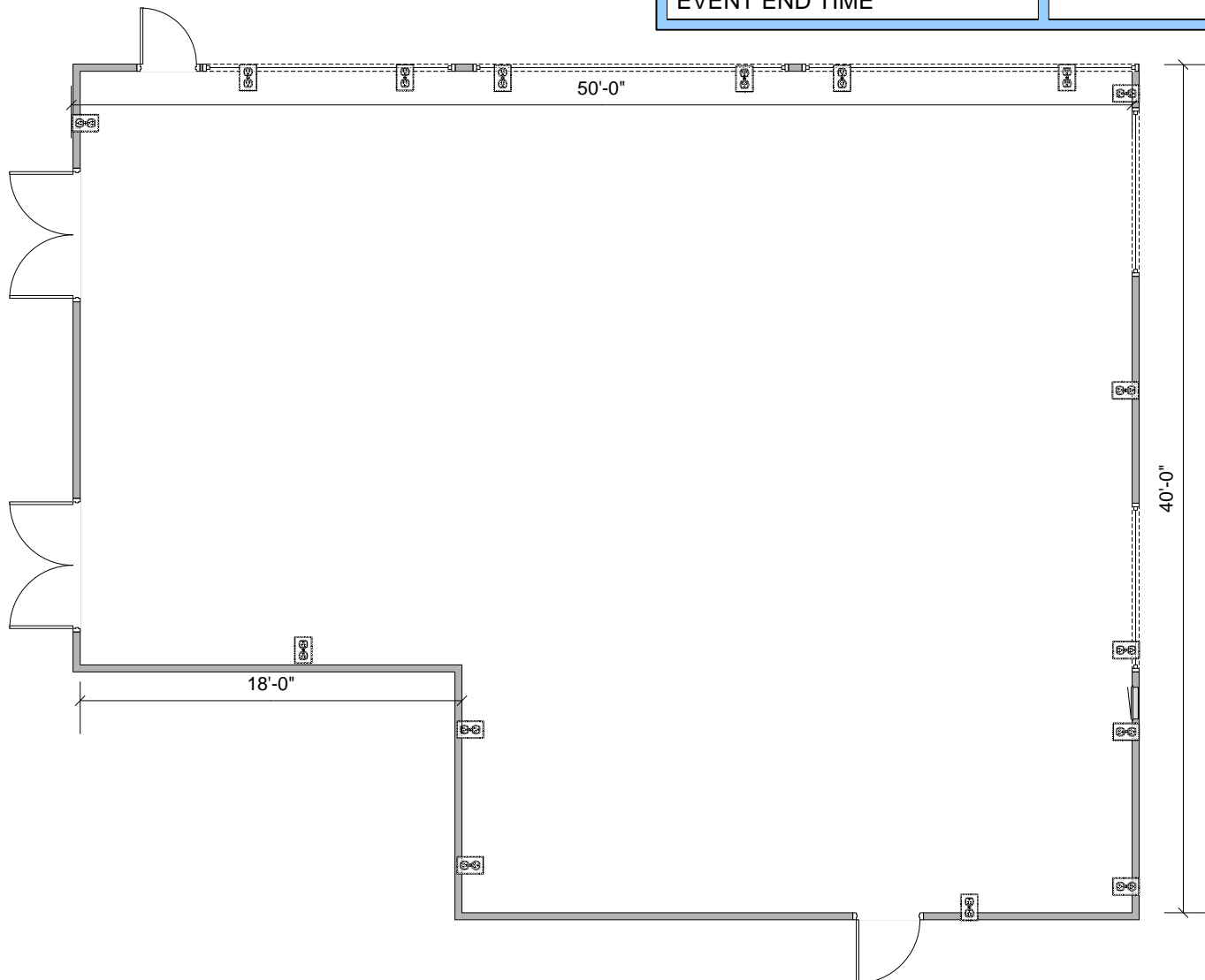


The General's Residence

The Ballroom

Set-up & Equipment Form

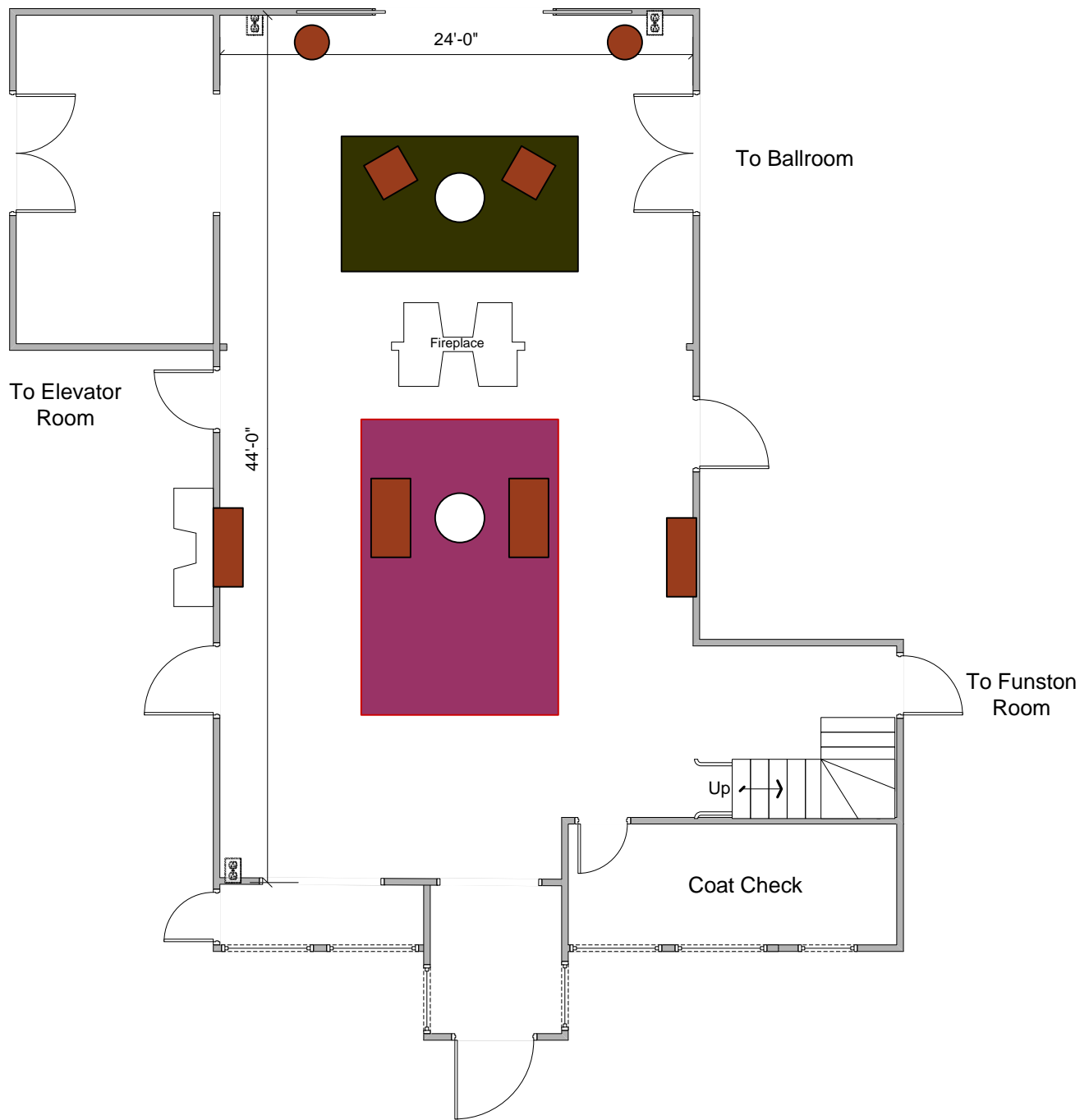
ORGANIZATION	
EVENT TITLE	
EVENT DATE START	
EVENT DATE END	
CONTACT	
CONTACT PHONE	
CONTRACTED START TIME	
CONTRACTED END TIME	
EVENT START TIME	
EVENT END TIME	





The General's Residence
The Lobby
Set-up & Equipment
Form

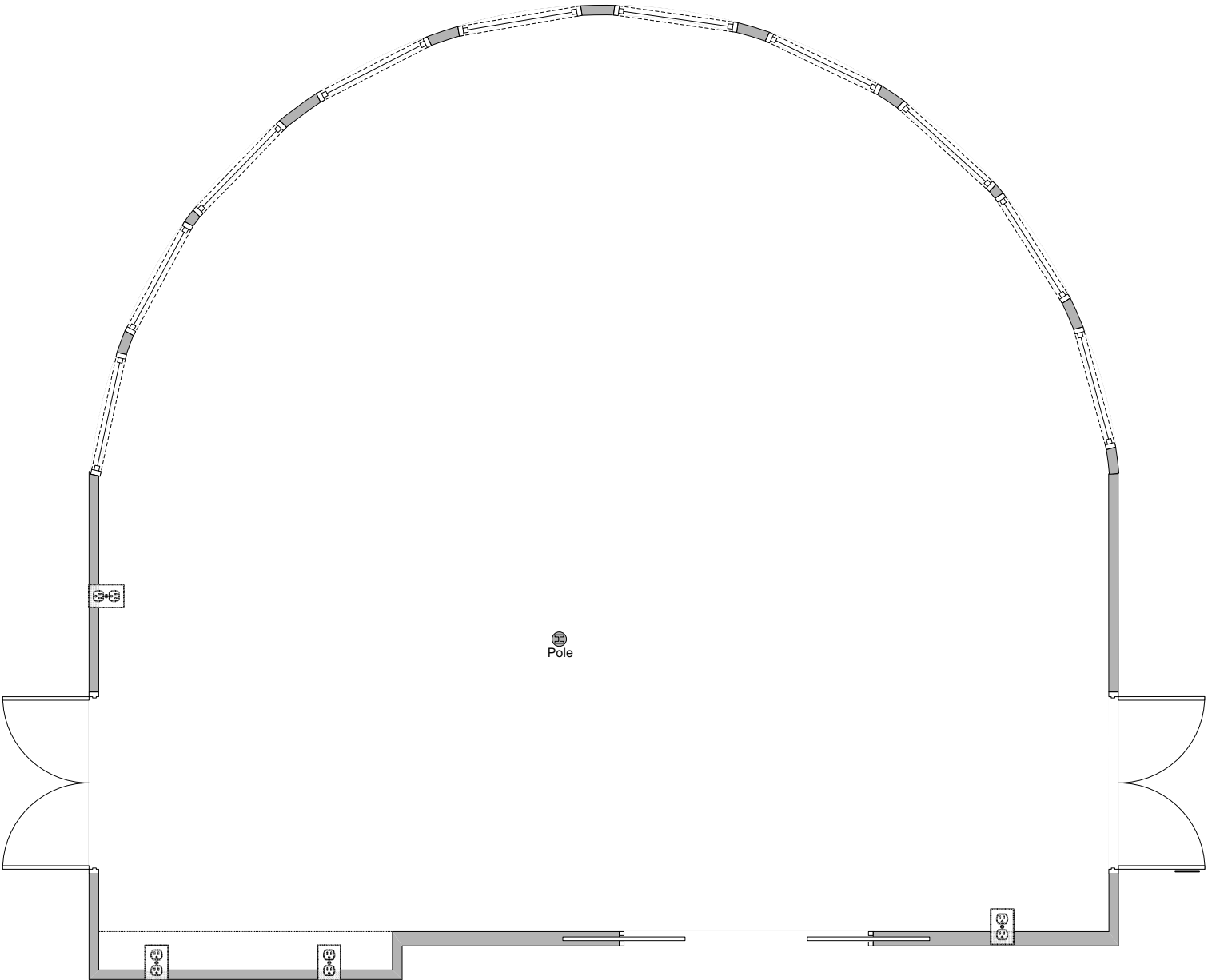
ORGANIZATION	
EVENT TITLE	
EVENT DATE START	
EVENT DATE END	
CONTACT	
CONTACT PHONE	
CONTRACTED START TIME	
CONTRACTED END TIME	
EVENT START TIME	
EVENT END TIME	





The Lounge
The General's
Residence
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	





The General's Residence Lawn
Set-up & Equipment Form

ORGANIZATION	
EVENT TITLE	
EVENT DATE START to EVENT DATE END	
EVENT START TIME to EVENT END TIME	
FMC EVENT MANAGER	

