

SUNSET CULTURAL CENTER ROOM USE GENERAL INFORMATION AND GUIDELINES

GENERAL INFORMATION:

It is Sunset Cultural Center policy to maximize community use of rooms available to the public and to balance use rates with actual operating costs as much as possible. Carmel residents, Carmel businesses and all nonprofit organizations have priority access for non-commercial activities at discounted rates. Commercial activities are those for which a charge is made to attend or for events where sales take place on the premises. Non-Carmel residents and businesses are welcome, as space allocation permits, at the regular rate. Carmel is defined as postal zones 93921, 93922 and 93923. Theater performances are considered to be a general community benefit and take precedence over scheduling community room rentals.

All confirmed room use requires a written agreement ("*Sunset Center Room Use Agreement*") between Sunset Center and the user to be signed by an authorized person. This Agreement defines the use terms, date, time and fees. The time starts when the room is opened for the user, including user preparation, and ends when the user vacates the space.

All room use at Sunset Center requires liability insurance. Events serving alcohol require additional *Liquor Liability Insurance*. If your event is catered, your caterer also needs to provide liability insurance. The Room Use Agreement requires the user to provide Sunset Cultural Center Inc., with satisfactory evidence of insurance in the amount of at least \$1,000,000 per occurrence and \$1,000,000 total liability, naming Sunset Center, SCC and the City of Carmel-by-the-Sea as additional insured. Proof of insurance must be provided prior to your event. Please read the separate "Insurance & Indemnification" information sheet for more details.

Reserving a Room:

Community rooms are available on a first-come, first-serve basis. Rooms for private events should be booked at least thirty (30) days in advance. This restriction does not apply when spaces are scheduled as part of a contract for use of the theater or for multiple rooms for conferences and other major events. Regular weekly or monthly users may reserve a space on an ongoing basis. Room reservations are subject to change by Sunset Center to facilitate theater use or other major events. Every effort will be made by Sunset Center to find alternate space within the facility to accommodate users affected by these changes.

Reserve your event date, time, & location using the Room Reservation Request form. This form is available at the Sunset Center Administrative Office or on-line at www.sunsetcenter.org. You may fax, mail, email, or hand deliver your completed application.

Room Availability:

Applicants should preview the Sunset Center in order to know the capabilities & limitations of the facility and rooms prior to submitting a reservation. Room availability is subject to the practical constraints of set-up requirements, breakdown, cleaning, and conflicts with other tenants and theater uses. Please remember that additional time for set-up, take down, and clean up may be required. Room Set Up Request forms are available at the Sunset Center Administrative Office or on-line at www.sunsetcenter.org. Please submit your set-up requirements at least thirty (30) days prior to your event.

Rooms are available from 8:00 AM to 5:00 PM Monday through Friday. We may also be able to accommodate evening and weekend hours as staff scheduling allows. Sunset Center staff will endeavor to accommodate needs outside normal business days and hours; however, a standard labor cost of \$35.00 per hour may apply. Additional labor costs will be estimated at the time the room reservation is made. The room use times are when the doors to the room are unlocked & locked. Arriving early or staying beyond your scheduled time will constitute an overtime fee. Events must end by the indicated time. All personal items must be removed at the end of your event including signage. Security deposits are not refunded until any overtime fees are paid.

Some dates may be blocked to allow for scheduled maintenance and staff projects. The Babcock Room is the only room available for arts and craft activities.

The theater entry plaza and lobby are available by special request only and are subject to theater use. For further information, please contact Michelle Edmundson, General Manager at 831-620-2053. The upper terrace is available only if Bingham or Chapman Rooms are not in use or booked for the same event.

Room Rates and Fees: The room use deposit and 100% of the room use fee must be paid at the time the room is reserved. Regular weekly or monthly users must maintain a single period deposit to cover future reservations. An additional charge may be made for kitchen use if staff anticipates that special cleaning may be required. Rates are stated as a three-hour minimum use, with a provision for overtime. Please refer to the Room Use Rates and Fees Schedule. Room use deposit is refundable only if the room is left in the same condition as it was found upon your arrival.

Food and Beverage Service: Morning, Brunch, Lunch, Snack and Beverage Service may be ordered for delivery to your assigned meeting room(s). Please refer to the Food and Beverage Service order form. All service of alcoholic beverages require an additional Insurance Indemnification Certificate. All food and beverage service must be ordered at least 14 days in advance and all payment for this service must be paid at the time the order is placed.

Cancellation fees apply to all room use. Fees are as follows:

More than 30 days prior to confirmed date of use: No fee

Between 30 and 15 days prior to confirmed date of use: 50% of room use fee

Less than 15 days prior to confirmed date of use: 100% of room use fee

Parking: Users and their guests may use non-reserved spaces in the parking lots south of the Sunset Center entrance from San Carlos Street and Tenth Avenue. The Sunset Center does not own or operate the North side public parking lot where daily rates apply. The City of Carmel-by-the-Sea operates this lot. However, after 6:00 PM there is no charge for parking. For problems or issues, please contact National Parking at 831-646-0426. Our private parking areas for Sunset patrons are on the South side of the Sunset Center and street parking is also available. Driving/parking on the plaza inside the bollards is not permitted.

GUIDELINES:

- Please arrive at Sunset Center at the indicated start time of your event. No items may be dropped off prior to this time unless previous authorization has been granted.
- Be respectful of the other users, visitors, and businesses at the Sunset Center. Users need to respect other events happening at the same time at Sunset Center and should avoid disturbing regular office tenants.
- Users should provide instructions for finding the proper location for their event. If advertising your event, be sure to list your own contact numbers and not those of the Sunset Center. It is your responsibility to inform your attendees of the date, time, & location of your event. Organization notices and publicity should be posted only in locations and in a manner approved by Sunset Center staff. Sunset Center is not responsible for publicizing user events. On-site posters and stand-alone signs are permitted only if approved in advance by Sunset Center. Any signage or decorations must be approved at least thirty (30) days prior to your event and before posting at the Sunset Center. Sunset Center staff is not authorized to provide supplies or make photocopies for your event; please come prepared.
- Event users/sponsors are responsible for supervising and assisting attendees, with special concern for children, persons with disabilities, and pets.
- Sunset Center kitchens are for food preparation, reheating and serving. They are not for cooking except with prior special arrangements with Sunset Center. Hot plates, chafing dishes, candles or other open-flame or high heat appliances may not be used in any rooms.
- Event users/sponsors are responsible for clean up. Trash containers are provided. On-site storage is not available. Users and guests may not use glitter, confetti or throw rice.
- Sunset Center is a non-smoking facility.