



# YBCA 2018-2019 VENUES USE POLICY

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## GENERAL INFO

Yerba Buena Center for the Arts (YBCA) is one of the world's most innovative contemporary art centers. As such, our work spans the realms of art, civic engagement and public life. From leading edge exhibitions, performances, and films, to groundbreaking community initiatives, YBCA is where creativity, new ideas, and people collide to create change.

The cultural anchor of San Francisco's Yerba Buena district, our iconic buildings include lofty public rooms and visual art galleries within the Galleries & Forum Building (GFB) designed by Japanese architect Fumihiko Maki and the world class YBCA Theater designed by American architect James Stewart Polshek. Both stylish contemporary buildings are located along the west side of Third Street between Mission and Howard Streets in downtown San Francisco and are adjacent to the Moscone Convention Center and the beautiful urban oasis of Yerba Buena Gardens in the SoMA district.

YBCA offers its state-of-the-art venues to nonprofit arts organizations, corporations, and associations for a variety of events and activities. All venues are wheelchair accessible.

### **YBCA Venues are Available for a Broad Spectrum of Events**

- special events
- receptions
- presentations
- conferences
- performances

### **Specialized Services Available @ YBCA**

- on-site coordination of event services by an event manager (as your experience advocate)
- professional technical support provided by IATSE Local 16
- professional lighting, sound, and audio visual support
- portable theatrical AV and staging equipment rental inventory
- in-house security, janitorial, and house staff
- internet and telephone communications services
- box office and marketing support services
- preferred catering and vendor referral
- guided exhibition viewings and art engagement opportunities

## VENUES

### **YBCA Theater**

The 757-seat YBCA Theater has two-tier seating, dual-level lobbies, a spacious stage, excellent sight lines and a vast technical inventory. The YBCA Theater is available for a variety of events, from theatrical presentations, concerts, lectures, meetings, and conferences. The 45' x 75' outdoor plaza at 700 Howard Street is also operated by YBCA and available for tenting, registration, and displays.

### **Theater Terrace Lobby**

The Theater Terrace Lobby is located on the second floor of the YBCA Theater building with large windows opening to a spectacular view of Yerba Buena Gardens. It is the perfect intimate reception space for a pre- or post-theater performance reception.

### **Forum**

Spacious and elegant, the YBCA Forum is a 6,700 square foot flexible space that offers diverse possibilities for any performance, community meeting, sit-down awards dinner, media summit, social gathering or other special event.

### **Grand Lobby**

The Grand Lobby serves as YBCA's public gateway to the Galleries & Forum Building, providing access to YBCA's box office, galleries, Screening Room, Forum, and admin offices. With soaring ceilings, public seating, and free public WiFi, the Grand Lobby is an excellent shared space for community gatherings, public programs, networking, and guest ticketing or registration. The exterior plaza at 701 Mission Street is also operated by YBCA and available for registration and displays.

### **Screening Room**

YBCA's intimate Screening Room, located on the second level of the Galleries & Forum Building, offers state-of-the-art equipment for film screenings, social gatherings and a variety of presentations with 89 seated capacity.

### **Youth Arts Lounge**

Also located on the second level of the Galleries & Forum Building, YBCA's Youth Arts Lounge is ideal for small meetings, interviews, receptions, or green/staff room for 25-40 guests.

### **Yerba Buena Gardens**

The gardens, fountains, and exterior grounds around YBCA are intended for shared public use and are managed separately by **Yerba Buena Arts & Events (YBA&E)** and **MJM Management**. Private rentals and services are available under a separate application process and fee structure.

## **SERVICES**

### **YBCA Event Managers**

Upon approval of an event, YBCA assigns an event manager who is the licensee's primary contact. YBCA event manager fees are included in venue rental fees. The event manager shall be available throughout the process to answer procedural questions and provide directional support in the event's production and guest experience.

Whenever a specific activity or procedure requires YBCA's approval, the event manager will guide the licensee to the appropriate YBCA personnel.

### **House Staff**

YBCA has a working agreement with the Theatrical Employees Union (IATSE) Local B-18 for house managers and staff ushers. The house staff are not included in venue rental and are billed at hourly rates to the Licensee. They are required for the implementation of front-of-house services, including life-safety / emergency evacuation, coatroom attendants, ticket-taking, etc. The House Manager oversees all front-of-house activity and house staff and ensures enforcement of all YBCA policies. YBCA House Staff may only lift, carry, or move YBCA property: three (3) 6' tables per building, up to (100) chairs, playbills/stuffers, stanchions, and easels/signs.

### **YBCA Security**

YBCA's in-house security provides basic building coverage with one officer in our Control station and one roving officer, both included in venue rental fees during standard hours (see **Venue and Building Access Times**, pg 11). Additional YBCA security is required for all hours of access in the YBCA Theater, building access through side doors (catering and plazas), and Control/Rover support after-hours. These services are billed hourly and arranged through your YBCA event manager.

Licensee is responsible for independently-hired security for all exterior installations such as tents, vehicles, displays & signage, power runs, etc.

### **YBCA Janitorial**

Events with food & beverage service require YBCA janitorial services. Janitors are billed hourly and provide services like restroom/dressing room cleaning, emptying of all trash/recycle/compost containers, and sweeping & mopping of floors. Please note that YBCA janitorial does not provide bussing - Licensees and/or caterers shall provide for continuous removal of food, beverages, and/or glasses throughout an event to prevent breakage and spillage or accumulation of foodstuffs.

### **YBCA Production Services**

YBCA Production staff offers consultation, referrals, guidance, and services for all types of presentations including performances and special events. This includes evaluation of technical needs, production cost estimates, and hiring and managing of additional technical staff in collaboration with a client-provided Production Manager, Technical Director and/or Stage Manager.

The Licensee is responsible for providing a professional **Production Manager, Technical Director, and/or Stage Manager** to support the direction and implementation of the technical requirements for the event. If you are not able to provide the production professionals listed above, YBCA will refer experienced individuals or firms for direct contract by Licensee.

### **IATSE Local 16**

Under a working agreement with the International Alliance of Theatrical Stage Employees (IATSE) Local 16 union, YBCA will hire appropriate technicians to provide the necessary services for each production or event. All technical labor at YBCA facilities must be performed by IATSE local 16 stagehands on YBCA payroll. These technical departments include, but are not limited to: rigging, sound, projections, theatrical lighting, video & film, cameras, computers, draping, carpentry, décor, vinyl, special effects, IT utilities, and properties.

### **In-House Production Equipment & Rental**

YBCA maintains quality lighting, rigging, and sound packages. YBCA's Technical Specifications for each venue are available on YBCA's website at [www.ybca.org/rentals/venues](http://www.ybca.org/rentals/venues) and include all theatrical equipment. Some built-in audio and lighting equipment is included in venue rental fees, while additional in-house equipment such as screens, projectors, wireless microphones and moving/LED lights are available for rent and will be detailed on a schedule of fees as part of the Short Term License Agreement contract. All equipment is subject to availability.

### **Outside Production Equipment & Rental**

Licensees are responsible for independent rental of all additional technical equipment from outside vendors, including delivery and pick-up. If there is a mutual agreement between the Licensee and YBCA Production for the Center to rent equipment on the Licensee's behalf, a standard mark-up of 15% will be applied to final billing.

### **Room Layouts**

Licensees are responsible for the design and layout of each rented venue, subject to review and approval by YBCA. YBCA Production will provide VectorWorks, DWG, or PDF templates of any venue upon request. Depending on the nature of the show, YBCA Production may provide up to two (2) room layouts to-scale (one initial and one revised), with any further revisions subject to quoted pricing.

### **Box Office Services**

YBCA retains exclusive management and control over Box Office and ticketing services for public events and performances at YBCA. Ticketing services shall be provided according to YBCA's Box Office policy. All onsite public ticketed events at YBCA are required to use YBCA's Box Office services. Any other box office and ticketing arrangement requires pre-approval by YBCA. Comprehensive details on YBCA's Box Office policies, pricing, hours, and locations are contained in the **APPENDIX C**.

### **YBCA Liquor License & Concessions**

YBCA carries its own permanent liquor license, liability insurance, and trained bar staff. YBCA reserves the right to all sales and service of food and beverages in our venues, including all performances. YBCA typically hosts both pre-show and intermission sales at ticketed performances as a service to our audiences, and pricing, products, locations, and staffing are all at the sole discretion of YBCA. See **EVENT INFORMATION, Alcohol Beverage Service and Licenses** on page 15 for details.

### **Merchandise Sales**

The sale of event-related merchandise (i.e., books, CDs, posters, T-shirts, etc.) by Licensee is permitted, with fifteen-percent (15%) of gross sales due back to YBCA. Merchandise to be sold must be approved by your YBCA event manager no later than one (1) week prior to the event.

### **Coat Check**

Coat check services can be provided by YBCA House Staff at an hourly-rate billed to Licensee, available from one (1) hour prior to curtain until one-half (1/2) hour after the end of the event. Only YBCA house staff may provide attended coat check services, or unattended / self-service coat check racks can be made available at no charge.

### **Communication Services**

Wireless internet (WiFi), hardline ethernet access, and other technical services are available in most locations in the YBCA Theater and YBCA Gallery Forum Building. For more information on available bandwidth and pricing, and to setup access to these services, please contact your YBCA event manager.

### **Phone Lines**

YBCA IT can provide analog phone lines to various locations within each venue for a fee. All telephone orders include: Standard touch-tone phones; Direct Dial; Phone installation prior to start of event and de-installation post event; and local & long-distance calls included in flat-rate pricing.

Orders for telephone lines must be received no less than ten (10) days prior to the start of facility rental. Changes to orders must be received no less than two (2) business days prior to the start of facility rental.

## **RESERVATION AND LICENSING PROCESS**

### **Scheduling**

Priority will be given to the scheduling of YBCA's programs and activities, followed by Community performance rentals. The reservation calendar is on a one-year cycle, based on the fiscal year which begins July 1st and ends June 30th.

- Events scheduled between July 1st of the current year and June 30th of the following year will be processed and contracted now. Note that fiscal year price lists are **published** annually on February 1, so all contracted pricing for the following year is subject to final adjustment.
- Tentative holds will be accepted with the submittal of an application beginning July 1st of the current year for events between July 1st of the following year and June 30th the year after the following year.
- All Community rentals from January 1-June 30 may not exceed two consecutive weeks within the venues.

Confirmation and contracting for tentative holds during the subsequent fiscal year will begin as of February 1st of the current year. Please do note that we will not accept any advanced rental holds beyond this time period. Exceptions are made through the YBCA Corporate Alliance and Sponsorship program via your event manager.

## License Fees

Nonprofit licensing fees (Community rates) are available for local **SF/Bay Area performing arts organizations** that qualify as tax exempt organizations pursuant to section **501(c)(3)** of the Internal Revenue Code. Documentation of the organizations 501(c)(3) is required prior to contracting to qualify for the non-profit arts rates.

## Reservation Process: Steps to Reserving and contracting an event at YBCA

- **Step 1:** Licensee requests Tentative Hold via completion of YBCA's [Venue Rental Request form](#). Or by calling the events line at 415-321-1357 and leaving a voice message.
- **Step 2:** YBCA emails the Licensee a confirmation of the Tentative Hold with a non-binding Short Term Licensing Agreement (STLA) Application. The STLA Application is due ten (10) business days from the date that YBCA sends the confirmation email.
- **Step 3:** Licensee returns the completed STLA Application to [events@ybca.org](mailto:events@ybca.org) by the listed deadline ten days later.
- **Step 4:** YBCA processes the STLA Application for approval. If approved, YBCA creates an STLA (contract) and Appendix B (payment estimate and schedule) for delivery to the Licensee.
- **Step 5:** Licensee returns the signed STLA contract to YBCA by email or fax, and submits the deposit to YBCA via check or wire or credit card.
- **Step 6:** YBCA's Chief Operating Officer signs the STLA and the event is formally contracted.

## Tentative Reservations

Tentative Reservations will be held for a maximum of ten (10) business days. If the STLA Application isn't received within those ten days, the Tentative Reservation is subject to cancellation.

## Challenges

An organization may challenge a date with a previous Tentative Reservation by notifying the Event Coordinator and submitting a deposit of fifty percent (50%) of the estimated licensing fee for their proposed event. The Event Coordinator will be responsible for contacting the organization with the Tentative Reservation and informing them of the challenge. Notification may be made by telephone, letter, facsimile, or email. To keep the Tentative Reservation, the organization must submit to YBCA a deposit of fifty percent (50%) of their proposed licensing fee and execute a Short Term License Agreement within two (2) working days of such notice. If geographical or logistical considerations warrant, YBCA may waive these requirements or extend the time limit for up to five (5) days.

## Applicants with Outstanding Debts

Applicants with outstanding debts to YBCA must clear those debts before their application will be reviewed or considered.

## Fundraising Activities

The facilities shall not be used for fundraising purposes without authorization from YBCA. A formal request must be submitted to YBCA stating the purpose and benefactors of the proposed fundraising activity at the time of booking.

## Confirmation of Short Term License Agreement

Short Term License Agreements shall be considered "fully executed" only after both YBCA and the licensee have reviewed and signed the agreement, and initial deposits received. Events may not be publicly announced, nor tickets sold until a fully executed agreement has been completed.

# PAYMENT SCHEDULE

## Payment Schedule

A non-refundable deposit of 50% of the basic licensing fees (BLF) is required upon execution of the STLA contract. The remainder of the BLF must be paid no later than ninety (90) days before the event, and a deposit for the estimated Additional Personnel & Equipment must be made thirty (30) days before the event. If the license arrangements are made within ninety (90) days of the event, the full BLF must be

submitted with the signed license agreement by the specified return date. In any case, all deposits must be paid no less than ten (10) business days prior to the event.

### **Appendix B**

The licensee will receive periodic revisions of the Appendix B of the STLA which details expenses and estimates of the total costs due for the production or event. Revisions are based on updated information about your event, and will be reviewed with your YBCA event manager.

### **Types of Payment Accepted**

Payment should be made by company, corporate or cashier's check, payable to "Yerba Buena Center for the Arts".

Wire transfers are accepted. Please ask your event manager for routing information.

Credit card payments are accepted, with a 3% service fee added to transactions over **\$10,000**. Please ask your YBCA event manager for the Credit Card Authorization Form.

### **Additional Personnel and Equipment (AP&E)**

No later than ten (10) business days before the event, licensees shall post a deposit in the form of a company, certified or cashier's check, wire deposit, or credit card to guarantee payment of estimated expenses in connection with the event. Estimated expenses may include, but are not limited to: stage technicians, house staff, security officers, janitorial staff, cleanup, and special equipment.

### **Insurance**

Licensees are required to have Comprehensive General Liability Insurance coverage, in amounts not less than **\$2 million**, in effect during their entire use of the facilities. Licensee is required to have Workers' Compensation in amounts of **\$1 million** per accident. A Certificate of Insurance (COI) is required, naming the following as additional insured:

**Yerba Buena Center for the Arts; MJM Management Group; Yerba Buena Arts and Events; Yerba Buena Gardens; Office of Community Investment & Infrastructure (OCII); the City and County of San Francisco; and all their officers, agents and employees.**

Licensees may purchase one-time event Insurance from YBCA, if policy is applied for and paid-in-full no less than fifteen (15) business days prior to the date of service. Please contact your YBCA event manager for the application.

### **Liquor Liability**

The serving of any alcoholic beverages requires Liquor Liability Insurance by the service provider in amounts of not less than \$1 million.

### **Cancellation**

Events canceled with more than sixty (60) days notice are subject to forfeiture of up to fifty percent (50%) of the basic licensing fees, and any direct costs incurred (for additional information about cancellation, see Code Compliance and Protection of Facilities).

Events canceled less than sixty (60) days prior to the first scheduled date of an event will be responsible for 100% of the full basic licensing fee and for all direct costs incurred by YBCA as of the point of cancellation.

## **POLICIES & PROCEDURES**

### **General Venue Use Policies**

These policies and procedures pertain to the use of YBCA's venues by licensees and their employees, volunteers, agents, vendors, subcontractors, and other representatives.



**Nondiscrimination**

There shall be no discrimination against or segregation of any person or group of persons on account of race, color, religion or creed, national origin or ancestry, sex, gender identity or sexual orientation, age, marital or domestic partner status, political affiliation or disability (including HIV or AIDS status) in the use or licensing of the Licensed Venues.

**Protection of Venues**

Licensees shall be responsible for the payment of any special costs necessary for maintaining order, security, public health, safety, and protection of the venues. Potential security concerns may result in suspending an event until security arrangements are approved in writing by the San Francisco Police Department and the licensee agrees to pay for additional measures. YBCA may also cancel or interrupt an event which threatens damage to property or injury to persons in or near the venues.

In no case shall licensees permit physical alteration of the venues without YBCA's permission. Alterations include and are not limited to painting; adhesion, connection, or suspension from or on walls, ceilings, battens, floors, etc.; and removal or repositioning of furnishings, fixtures, or equipment.

**Code Compliance**

Users of the venues and their subcontractors are required to comply with requirements of all state and federal regulations, as well as ordinances and regulations of the City and County of San Francisco, including Safety and Health, Fire and Life Safety, and all other applicable laws. Events may be subject to cancellation for noncompliance with codes.

**Smoking**

City mandates prohibit smoking anywhere inside YBCA's venues, as well as smoking within 28 feet of all doorways.

**Electrical Outlets**

Licensees and their guests may access public or front-of-house electrical outlets only if they do not block aisles, exits, and fire / ADA egress. For back-of-house / catering outlets, all electrical distribution plans require YBCA's pre-approval and shall be submitted to your YBCA event manager.

**Capacity**

In no case shall event attendance exceed the established capacity of the venues. Licensees may not admit a larger number of persons than can safely and freely move about each venue; the decision of YBCA and the San Francisco Fire Department in this respect shall be final. Revised capacities are issued by the YBCA Events Director and YBCA Facilities Manager following a review of licensee's floor plan.

**Permits**

All events, as applicable, require proof of permits (e.g. alcohol sales and/or service, fire, health, cooking / open flame, and sound) indicating code compliance.

**Public Right of Way**

YBCA's venues are open to the public during specific hours and the priority during this time is to serve the public. The public has priority of access during regular business hours in the public areas (Galleries, lobbies, restrooms, etc.).

Access to entrances, exits, doorways, information desk, and ticket sales windows must be free and clear of obstructions at all times.

**Recording, Filming, Photography and Broadcasts**

All recording of events within the venues is subject to prior approval by YBCA. This includes, but is not limited to: archival video or audio recording; motion picture filming; still photography; radio, television, or internet broadcasts, webcasts, and simulcasts. All such uses require prior approval from YBCA and are subject to additional fees per union staffing and broadcast requirements.

Onsite press coverage of productions and events is allowed, and entertainment news gathering of less than three (3) minutes of recorded footage is allowed.

Names of all persons authorized to use recording devices (cameras, video cameras, audio tape recorders, etc.) shall be provided to YBCA in advance of the event. Flash photography is prohibited during performances.

## **PERFORMANCE INFORMATION**

In addition to the preceding policies, the following apply to theatrical events within YBCA's venues.

### **Standard Performance Time Schedules**

#### **Lobby Access**

Access times to set up the YBCA Lobbies must be arranged in advance with the YBCA event manager. The licensee must submit a production schedule including lobby setup times at least thirty (30) days prior to the production or event date.

#### **House Access**

The House (seating area) opens thirty (30) minutes prior to curtain. YBCA's House Manager shall be responsible for pronouncing the House "open," in consultation with the technical staff and the licensee.

#### **Running Time**

The licensee shall provide the YBCA event manager with a running time schedule no later than one (1) week prior to the first load in day.

#### **Usher Orientations**

In order for YBCA House Staff to be properly prepared for the event, the House Manager conducts the following orientations:

- Staff Usher orientations: two (2) hours prior to curtain inside the House
- Volunteer Usher orientations: seventy-five (75) minutes prior to curtain inside the Lobby

#### **Opening and Start of Performance**

Lobby access to ticketing services shall be available to the public ninety (90) minutes prior to curtain time. Seating begins thirty (30) minutes prior to performance, unless prior arrangements are made. Events are to start according to the scheduled and published start times.

#### **Intermission**

For the convenience and safety of our patrons, every public performance of two (2) hours or more in duration shall have an intermission of not less than twenty (20) minutes, unless the nature of a performance prevents this, in which case, advertising materials shall indicate that the performance has NO intermission. First intermissions must be at least twenty (20) minutes in length, second intermissions may be shorter with YBCA approval.

#### **Backstage Access**

Only authorized personnel have access to backstage areas. Performers, crew, and company personnel shall enter and exit through the stage door. Licensees shall provide a list of all persons authorized to enter YBCA's stage door no later than one (1) working day prior to the load-in date of access.

Every person, including performers and company personnel, must have a ticket to the seating areas of the House for the purposes of watching the performance. Special arrangements can be made in advance with the YBCA event manager for post-show meet and greet in the lobbies.

## House Programs

Licensees are required to provide their own program bills and inserts, and YBCA will not be responsible for the production of the Licensee's own program information. Program bills must be delivered no later than twenty four (24) hours prior to your first performance, and inserts must be delivered no later than ninety (90) minutes before curtain. For performances in the Theater, delivery shall be to the Theater coat check. For performances in the Forum, delivery shall be to the Grand Lobby coat check. The YBCA House Manager will designate who distributes these materials.

## EVENT INFORMATION

### YBCA Event Staffing

YBCA's professional event staff will coordinate with every licensee to ensure smooth event execution and guest experience. YBCA requests the licensee's assistance in complying with the following regulations and procedures for rental events in YBCA's venues.

### Licensee Event Staffing

Licensees are required to provide a principal event representative who is responsible for running and overseeing the event and will be onsite for the duration of the event operations.

### Pre-Event Walkthrough

A pre-event site tour shall include YBCA's event manager and a representative from YBCA's production department, the licensee's event planner, and caterer to discuss the following:

- On-site/production schedule for the event (i.e. load-in, rehearsal, show time, strike, load-out, etc.)
- Floor and traffic flow plan(s) including schedule of loading dock use
- Special technical requirements (e.g., A/V, power for catering equipment, telecommunications, etc.)
- Permits being secured (i.e. daily alcohol, ABC surrender from YBCA, fire, sound, parking, YB Gardens access, etc.) and party securing each
- Planning for decor and cleanup
- A list of participating vendors

Licensee must provide all final details to YBCA in writing at least 48 hours prior to the event. On the day of the event, the YBCA event manager will instruct house staff and introduce licensee to the House Manager whenever possible.

### Venue and Building Access Times

All venue rental fees are based on standard building access times of **8:00am to 11:00pm**. Access may be extended with prior approval by YBCA's Events staff, and is subject to additional fees.

- YBCA control/rover security normally operates from 8:00am–8:00pm on Monday-Tuesday and from 8:00am-11:00pm on Wednesday-Sunday, so additional hourly security fees apply for access beyond those standard hours.

### Public Access (Grand Lobby and 701 Mission Plaza)

YBCA's Grand Lobby and 701 Mission Plaza are not available for private rental during public access hours. Shared use or after-hours private events are permitted, and your YBCA event manager shall specify the time, location, and options for early setup. Current public hours are:

- Monday, Tuesday, Wednesday, Friday: 10:00am–6:00pm
- Thursday: 10:00am-8:00pm
- Saturday, Sunday: 11:00am-6:00pm

### Parking

YBCA does not offer onsite parking. There is no parking permitted in the loading docks or on the sidewalks around YBCA. After deliveries or pickups are made, all vehicles must leave the loading dock areas unless specifically outlined with a time window by your YBCA event manager.

Metered street parking is available on Third Street, but – due to SFMTA restrictions – there is no metered parking between 2am-6am, 7am-9am, and 3pm-7pm daily when it is “Tow Away.” Paid parking is available in several nearby lots and garages, with locations and additional transit information available at <http://visityerbabuena.org/map>.

Information about lane closure, reserving parking meters, or paid street cut-outs for loading, display, or valet is available upon request.

### **Loading Docks**

GFB / Forum (Receiving) Dock:

- Located near the corner of Third and Mission at 130 Third Street.
- Dock is 3.5 feet high with no lift to upper level from ground.
- Push buzzer to speak with Security for entry.
- The loading docks are for loading and unloading only, parking is not permitted

Forum Backspace and Vestibule doors:

- Available for manual loading activity by arrangement. No vehicles are allowed on Gardens property.

YBCA Theater (Receiving) Dock:

- Located near the corner of Third and Howard at 170 Third Street.
- Dock is 4 feet high with no lift to upper level from the ground.
- Push the buzzer to speak with Security for entry.

Access to the Theater Receiving Dock or the Galleries & Forum Building Receiving Dock requires prior arrangements with your YBCA event manager. YBCA Theater security is available only when pre-scheduled for an event.

Loading in or out through the lobbies of either building is not permitted without prior arrangement with your YBCA event manager.

### **Deliveries**

- Event delivery schedules require YBCA's prior approval. All deliveries must be received at the designated dock.
- Licensees are responsible for arranging appropriate personnel or equipment for loading, unloading, or transporting of their deliveries. No deliveries are permitted prior to the licensee's arrival on site, except with special pre-authorization.
- YBCA staff will not unload, count or check-in delivered items. YBCA staff may accept, but shall not be responsible for pre-approved deliveries prior to the Licensee's arrival on site.
- Technical crew is responsible for moving all technical production equipment to and from YBCA's loading docks. IATSE crew must be scheduled to receive all technical deliveries.
- Licensee may not block any doors at any time and maintain sufficient clearance through halls and other access ways at all times.

### **Check-In**

Licensees are expected to schedule and manage loading docks and staff access onsite. Prior to the load-in day, the licensee must provide a delivery schedule and production schedule to the YBCA event manager. All working event personnel must first check in with Security at the following locations when entering YBCA's buildings:

- Galleries & Forum Security: Loading (Receiving) Dock of Galleries and Forum Building (located at 130 Third Street across from St. Regis Hotel)
- Theater Security: Stage Door of Theater (located on north side of building, opposite East Garden fountains and across Third street from SFMoMA)

Clients, with prior approval, may provide event badges and/or show credentials to be worn during authorized access times.

### **Catering**

All caterers must obtain pre-approval by YBCA. Caterers shall meet with the YBCA event manager IN ADVANCE of the event to review the venues and policies pertaining to catering activity, including the opportunities and limitations within. Caterers shall be responsible for participating in pre-event and post-event walkthrough inspections.

### **Bussing Food/Beverages/Glasses**

Licensees and/or caterers shall provide for continuous removal of food, beverages, and/or glasses throughout an event to prevent breakage and spillage or accumulation of foodstuffs.

### **Fire Watch**

San Francisco Fire Department (SFFD) requires YBCA to have an on-premise fire watch staffed by SFFD any time our fire-points system is taken offline, during all public events that have exterior propane heaters, and during all public performances with fog or haze effects.

- The fire watch must be in effect from when the points are off/first flame/effect is started through points on or the completion of all flames/effects;
- Fire watches may only be staffed by a SFFD Fire Marshall, at a four-hour minimum (currently **\$152.95 per hour**);
- All SFFD fees will be charged back **to the Licensee**.

SFFD staffing must be requested at the local station a minimum of **five (5) days prior** to any event or performance that requires a fire watch. If requested, YBCA facilities & event staff can coordinate with SFFD on behalf of all licensees, but requests made inside the five day window cannot be accommodated by SFFD and the points off, heaters, or effect **will not be allowed**. This policy is consistent with other public venues in San Francisco.

Note this fire watch is only required when the public is in any YBCA venue for normal gallery hours, events, performances, and open dress rehearsals – and is not required for events or rehearsals without any general public/audience.

### **Fuel, Flame, and SFFD Fire Permits (what is ALLOWED and NOT ALLOWED)**

- SFFD “open flame” permits are required for ALL votive candles, hot boxes, sterno, and butane/cassette feuxs.
- SFFD permits are required for propane and natural gas – and these fuels may only be used OUTSIDE YBCA (see **Yerba Buena Gardens**). Use, passage, and/or storage of propane and natural gas are prohibited inside YBCA. Delivery of fuel is on day-of-event only, and must be placed directly outside.
- A copy of the stamped SFFD permit application must be given to YBCA's event manager 48 hours prior to event. If permits are not received, the food station may only operate as a cold or room temp station.
- Fire extinguishers are required at EACH food station where there is open flame, including sterno.
- YBCA allows electrical devices such as warming plates, convection ovens, electric hot boxes, panini grills, and coffee pots without SFFD fire permit in pre-approved locations.
- YBCA's event manager must receive a completed room diagram of all backspace/prep and guest spaces at least 48 hours prior to load-in. The room diagram should include:
  - Clearly designated fire exits and illuminated exit signs;
  - Locations of all open flames and electrical devices, including power needed;
  - Indications of minimum clearance of 48” between tables (60” preferred), 54” around the room walls, and 72” around the fire exits.

### **Yerba Buena Gardens (YBG / YBA&E / MJM)**

With the exception of the 701 Mission Plaza and 700 Howard Plaza, all exterior property around YBCA is owned and operated by Yerba Buena Arts & Events (YBA&E) and MJM Management. These entities are separate from YBCA and require their own applications for use of spaces such as the East Garden (for catering, tenting, etc.), the East Plaza and 3<sup>rd</sup> Street Ramp, street cut-outs, and more. **All inquiries, pricing & negotiations, and confirmations are direct between Licensee and YBA&E / MJM**, with final invoicing to be included on your YBCA billing (per a contractual agreement with the Gardens.)

Ask your YBCA event manager for the complete Yerba Buena Gardens Event Guidelines and sample applications. Note that Yerba Buena Gardens does NOT allow any of the following on their property:

- fork lifts or vehicle access
- tents anchored by stakes or concrete (water barrels only)
- advertising or promotional signs, including corporate logos
- events involving skateboarding, animal acts, carnival rides, and aerials

### **Tenting**

As with all other vendors, Licensee/caterer is responsible for the ordering, scheduling, and onsite supervision of tent installations. All tent layouts require prior approval by both YBCA and Yerba Buena Gardens / MJM Management **before submission to SFFD for permitting**. Final approval will be granted only with receipt of the following **at least five (5) business days** from installation:

- Complete tent diagrams DIRECTLY FROM TENT VENDOR for all installations, including exit signs, fire extinguisher placement, type of walls used (slider or doors), and dimensions of tent for capacity. Final floor plans should show all items that impact capacity and fire code such as furniture, displays, and doors (plus opening direction w/ path).
- A copy of the stamped SFFD receipt, showing all tents diagrams have been reviewed and approved.
  - Please note that there have been instances of SFFD approving layouts that are not allowed by YBA&E/MJM, hence the request for prior review. **Yerba Buena Gardens has final say on all onsite activities and installations.**

### **Fire Exits/Egress**

- Do not block any doors, entrances, or exits at any time.
- All outside fire passages must remain obstruction free, with no tables or devices against walls.
- Do not use areas under stairwells for storage at any time.
- The Forum backspace is a designated fire exit, and must be kept clear.
- When YBCA approves setup in the Forum backspace, place tables inside designated areas (red squares) only and do not block any doors.

### **Equipment to Bring**

- Dollies and hand trucks.
- Floor mats to protect the floor around the bar and food prep areas.
- Cleaning equipment: mops, rags, brooms, etc.
- Trash cans and trash can liners for food stations, specifically when restaurants are involved that require trash cans behind food stations. YBCA does not have additional trash cans for this purpose.
- Tables and chairs for use with food or beverage (including prep and serving areas as well as guest seating).

### **Bars and Beverages**

- Mats are to be put under all bars, ice containers, and liquid areas to protect the floors & carpet and to prevent slip hazards, even in food prep areas.
- Clean ice may be disposed of in YBCA's janitorial closet or showers, NOT in outside plants, fountains, or garden drains. Licensee or caterer is responsible for removal of trash and other items from ice, and mopping up any spillage, or removing entirely.

- Bottles and glasses may NOT be issued to the general public, compostable cups and cans are preferred. **Glassware use for limited-access or private events is permissible depending upon the nature of the activity, subject to prior approval.**
- Food and beverages are not permitted within YBCA's Galleries, including the Anteroom adjacent to the Grand Lobby and backspace. If foods, beverages, or related service items must travel through the Anteroom for service elsewhere (Grand Lobby or Youth Arts Lounge), all items must be in secure, covered containers and may require supervision by YBCA House Staff during transfer. Subject to prior approval, professional catering staff may transport perishable items through the Anteroom without assistance.

### **Alcohol Beverage Service and Licenses**

- All alcoholic beverage sales and service require YBCA's approval.
- YBCA carries a permanent liquor license so all licensees, caterers, or sponsoring organizations wishing to serve their own alcohol at ANY type of event must receive a signed ABC-231 document (Surrender of Privileges) from their YBCA event manager in order to secure this right.
- Events at which alcohol is served must comply with California's state liquor service and licensing policies. YBCA requires the licensee, caterer, or sponsoring organization to show evidence of liquor liability insurance (refer to **Insurance**) and a valid permit issued by the State of California's Department of Alcoholic Beverage Control (either a caterer's ABC-218 approval or a valid daily ABC License). If licensing is not provided, bars may not be allowed to operate day of show as intended (it may become a non-alcoholic station only).

### **Service of Alcoholic Beverages**

Licensees must comply with the following guidelines in order to serve alcoholic beverages to their guests at YBCA:

- Only YBCA Bar staff may serve or sell alcoholic beverages when the YBCA liquor license is active (for both public and private events). Staff must serve according to standard legal guidelines, i.e. ID check for guests appearing under 30 years of age, no pre-pours, no over-serving, etc.
- For events not using YBCA's liquor license and bar staff, the Licensee is required to obtain a one-day license either directly from the Department of Alcoholic Beverage Control (ABC) or through a licensed catering or bar service who obtains a license on their behalf. As YBCA's liquor license is still in-effect at all times, YBCA will surrender its liquor license as detailed below.

### **License Surrenders**

In compliance with ABC regulations, YBCA cannot legally surrender its liquor license for any event (public or private, regardless of size) without another party assuming liability with a temporary license.

Licensees wishing to serve their own alcohol must receive a signed ABC-231 document (Surrender of Privileges) from their YBCA event manager in order to secure this right. If working with a licensed caterer or bar service, this document can go directly to the caterer for when they pull an event permit (ABC-218). If the Licensee is pulling their own daily ABC permit (ABC-221, for non-profits only), the surrender can be given to the Licensee to go with their ABC application or sent directly to ABC.

For more information and procedures regarding securing your own alcohol permit, please contact your YBCA event manager for a copy of the **YBCA Alcohol Licensing & Service Policy**. Both Yerba Buena Center for the Arts (YBCA) and the Department of Alcoholic Beverage Control (ABC) consider Licensees totally responsible for the conduct of any special event, and expects and encourages Licensees to act responsibly and follow all safe and legal guidelines for sales and service.

All ABC permits approving the sale or service of alcohol by a Licensee or licensed third-party must be delivered to the YBCA event manager within (24) hours of an event's start time, or NO alcohol may be served.

### **Buy Out Fees**

YBCA reserves the right to all sales and service of food and beverages in our venues, including all performances. Licensees wishing to host any type of reception during YBCA's standard concessions operations (**pre-show and intermission** at all public, ticketed performances) will be charged a "buy-out fee" for the privilege. **Please check with your event manager for current pricing.**

If YBCA discontinues alcohol sales following performance intermission, there is no buy-out fee for a Licensee wishing to sell or serve alcohol **post-show**. However, all licensees operating their own bars still must secure their own daily ABC liquor license or licensed caterer/bar staff, plus surrender, insurance, and proper house staff / security per standard YBCA guidelines.

### **Tables and Chairs**

- Do not leave tables leaning against walls in public areas, halls, or access ways.
- Avoid dropping or dragging tables or equipment across the floors, or banging items against the walls.
- Keep tables and chairs at least 54 inches (54") away from the walls and at least 72 inches (72") away from doors.

### **Branding/Signage/Décor**

- All use of signage, props or decorations requires approval by the YBCA event manager at least one (1) month prior to the event setup and shall be in compliance with fire and safety codes.
- No signage advertising an event, sponsoring organization, or third-party is allowed facing outside YBCA. Directional signage is permissible by prior arrangement.
- For branding opportunities, both interior- and exterior-facing, please ask your YBCA event manager.
- YBCA does NOT allow the use of paper confetti, mylar confetti, seeds, bubbles, and/or glitter in event décor, for both guest safety and protection of the facility. Use of any such materials may result in additional janitorial fees.
- YBCA does NOT allow the use of old wood (crates, driftwood, old lumber, etc.), preserved animals or nests, or untreated live plants for the protection of artwork and artifacts inside YBCA. Any questionable materials must submit proof of pest control measures in advance, or may be subject to immediate removal from the venue.
- Decorations and signage may not be fastened to any walls, ceilings, or exhibits inside the buildings without YBCA's permission.
- Depending on the scope of your decoration/signage setup, YBCA's union crew may be required for set-up and strike.

### **Cleanup Procedures**

Plans for cleanup require approval by the YBCA event manager at least one (1) week prior to the event. Venues shall be restored to conditions found prior to use. Additional fees may apply for delayed clean-ups or additional cleaning by YBCA janitorial. If additional dumpsters are needed, please make arrangements with YBCA event manager for delivery on the day of the event and pick up the following day (details below).

Keep event spaces, lobbies or service areas clear of all trash and debris. Do not mix trash or debris with recycling or compostable. Pick up all non-sweepable items from the floor.

### **Waste Removal, including Recycling and Compost**

- Unless prior arrangements are made with the YBCA event manager, caterers and bars are responsible for ALL waste removal from YBCA facilities, including trash, recycling, compostables, and food reclamation services.
- Licensee or caterer may elect to pay YBCA for access and removal of YBCA's trash, recycling, and composting bins at a cost of \$400 per 2-yard dumpster. (Trash, recycling, composting are separate bins for each.)



- Garbage bags may be put in the YBCA dumpster at end of event, if room is available and approved IN ADVANCE.
- Separated bottles, cans, and broken down cardboard/paper may be placed in the designated YBCA recycling dumpster at end of event, if room is available and approved IN ADVANCE.
- Separated compostable bags may be put in the designated YBCA dumpster at end of event, if room is available and approved IN ADVANCE.

### **Ice**

The Licensee is responsible for all of their ice needs as YBCA does not provide any ice.

### **Prep Areas**

Sweep and mop cooking and food prep areas.

### **Borrowed Items**

In the event that anything has been borrowed from YBCA, return item(s) to the House Manager or the security office at the end of the event.

### **Storage**

- Due to YBCA's space limitations and quick turnaround between events, equipment rentals and other items must be picked up/taken away immediately after each event.
- Event managers may approve pickup from the loading dock no later than 10 am the following morning.
- A charge of \$200.00 per day may be incurred for items (equipment, etc.) not removed by 10:00am the following day.
- Store items neatly and compactly—without obstructing doors, hallways and fire passages.
- YBCA is not responsible for items left in YBCA's facilities.

### **Post-Event Walkthrough**

- Contact the House Manager when the YBCA event manager is not present when cleanup is completed for a final inspection of all areas used.
- If areas are found in unsatisfactory condition, subsequent cleanup will be required and may be subject to additional fees.
- Check out with Security at the loading dock of the Galleries and Forum building or the theater Security Entrance at the stage door.



