



## LETTER OF AGREEMENT AND FACILITIES USE POLICIES AND PROCEDURES

The primary purpose of the California African American Museum, hereinafter referred to as “CAAM” is to research, collect, preserve and interpret for public enrichment, the history, art and culture of African Americans with emphasis on California and the Western United States.

The Museum is open to the public from 10:00 a.m. – 5:00 p.m., Tuesday through Sunday and is closed Mondays, Thanksgiving Day, Christmas Day and New Year’s Day. No events will be scheduled on **Thanksgiving Day, Christmas Day, and New Year’s Day**. Use of the facility shall in no way interrupt or detract from the Museum visitor’s experience. Should an event or meeting be deemed to have this effect, permission to use the facility will be denied.

To assure your event functions smoothly at the CAAM, please review the following policies and procedures. Once the Letter of Agreement is signed and the CAAM Facilities Use Department has received a deposit, the Facilities Use Coordinator will handle the scheduling and be the liaison between the client and the Museum. By signing the Letter of Agreement, you are acknowledging your agreement with these policies and procedures.

### REQUESTS

Requests to reserve space for a Facility Rentals at the CAAM may be accepted up to one year in advance of the event date. A potential client’s requested date will be held for 15 business days, by the end of which time the Museum requires a signed contract and deposit. If a signed contract and deposit have not been received within 15 days, the date will be released.

### DEPOSITS & FINAL PAYMENTS

A 20% deposit, credited toward the total rental cost is required with the signed contract to secure a date. This deposit is 100% refundable if your event is cancelled 60 or more days prior to the event; (CAAM will attempt to contact renter by phone or by email, as a courtesy before the close of business on date of cancellation) Deposit is 50% refundable if cancelled less than 59 to 30 days prior to the event date and is nonrefundable if cancelled less than 30 days prior to the event. Final Payment is due 10 business days prior to the event or the event will be automatically cancelled. Payment must be made by cashier’s check, money order or credit card. No personal or company checks will be accepted. Renter is liable for any vendor costs associated with your event’s cancellation.

## NOTIFICATIONS

If the need to cancel your event should arise, the Museum requests immediate written notification of cancellation via over night mail or hand delivery.

## STAFFING OF EVENTS

The Facilities Use Coordinator, Janitorial Staff, and the Department of Public Service are required staffing at all events. Other personnel such as CAAM's Audio Visual Technician will be determined by requirements of the event. Two janitors and one officer are required for every event up to 100 guests. An increase over 100 guests will increase number of paid staff required. The type of event will dictate staffing requirements and will be included in the base cost estimate provided.

## RATES

Rental rates are only for the event space at the CAAM. Included in the rental fee are (50 chairs, \$1.00 per additional chair) and 10 tables (\$10.00 per additional table). There are additional fees for janitorial services, public safety officer; facilities use coordinator, floor staff, audio visual technician, house engineer, exhibit technician, utilities, electrician, and equipment. (See Addendum). Clients will be asked to sign overtime (addendum) if guests are in the CAAM more than 15 minutes past the end of the contracted event time. Overtime will be billed on a net-30 day basis. Two to three hours of set-up or staging time and two to three hours of breakdown time is typically required for events at CAAM. The number of hours for set up is determined by the size of the event. Setup time is determined by the Facilities Use Coordinator.

## START/END TIMES

The Conference Center is available for rent 6:00 a.m. – 2:00 a.m. seven days a week when not being used by the CAAM. The Sculpture Court is available for rent from 5:00 p.m. to 2:00 a.m. Tuesday through Sundays and 6:00am – 2:00am on Mondays. Set up of events utilizing the Sculpture Court may not begin earlier than 4:00 p.m., except for Mondays. Depending on the nature of the event, the start time and end times normally include two to three hours for set up and the same for breakdown.

## FACILITY FURNITURE AND EQUIPMENT FOR RENT

CAAM has furniture and equipment available for rent for your event. Such equipment includes tables, chairs, risers, stanchions, and various audio visual equipment. The Facilities Use Coordinator can provide a list of rental rates. CAAM cannot be held responsible for equipment malfunction, damage, or non-availability on the day of your event. Client may also bring in audio equipment, but an audio visual technician from CAAM may need to be required for the event.

CAAM assumes no responsibility for equipment supplied by the user or third party. The Museum reserves the right to approve all equipment used at an event and the supplier of said equipment.

## INSURANCE

All clients and caterers are required to provide a certificate of public liability and property damage insurance in the amount of \$1,000,000, naming the CAAM, Friends the Foundation of the CAAM, and the State of California and the officers and employees as additional insured for the term of your event (including setup, event and breakdown time), at no cost to the Museum or State without exception. Client must provide the CAAM

Facilities Use Coordinator evidence of insurance coverage at least 14 calendar days before your event date. User will be required, in addition to signing a Letter of Agreement, to sign and accept the terms of an agreement holding CAAM harmless from any indemnity and the Friends, the Foundation of the CAAM and the State of California against any and all claims arising from an incident.

## LIABILITIES

By signing the Letter of Agreement, clients agree to pay the cost of repair, restoration, replacement of any damage done by you, renters personnel, your subcontractors, vendors, agents or invitees to the CAAM, the facility and any of its equipment or exhibits or contents. The CAAM shall be held harmless for all claims arising out of use of the CAAM and the CAAM's property. Client assumes full responsibility for theft, loss or damage to any property and equipment brought to the CAAM by you, your subcontractors, vendors, agents or invitees. Contracts made directly with your vendors are solely between you and your vendor. Clients are to ensure that all vendors review and agree to comply with all requirements established by the CAAM. The client must have caterer sign the catering addendum provide a copy to CAAM of the signed version prior to event. The Client is also responsible to abide by all fire codes set forth by the City of Los Angeles' Fire Department. By signing the Letter of Agreement, you acknowledge that the CAAM is not responsible for policing fire code adherence and is not responsible for the refunding of rental fees due to the closure of an event by a Fire Marshall. The client or responsible party signing contract must be present for the entire event from first load in to last load out and will accept full financial responsibility for damage and/or missing property of CAAM.

## PAYMENT

100% payment of the amount stated in the Letter of Agreement is due 10 days prior to the event. Payments can be made with Cashier's Check, Visa, MasterCard, American Express or money order payable to the CAAM (**NO PERSONAL CHECKS ACCEPTED**). Advance payment of all estimated charges outlined in the Base Cost Estimate must be paid no less than (10) days prior to the event. Failure to pay estimated fees by the due date may result in automatic cancellation of client's reservation. If additional charges are incurred during the event, such as event overtime, rentals, etc. client will be billed after the event with payment due in within 30 days. A service charge of 1.5% per month will be billed on all accounts over 30 days. Any invoices not paid within 120 days of invoice date will be forwarded to the Attorney General's Office for collection.

## DAMAGE /SECURITY DEPOSIT

A security deposit is due equal to 20% of all estimated costs and payable upon signing the Letter of Agreement. The actual amount of the deposit is determined by which area is being rented. The security deposit will be refunded to client if it is determined by CAAM Management that no damage has occurred to the areas of the Museum, contractually used by the client following a post-event walk-through inspection at the termination of contracted use of Museum facilities. Any balance of deposit remaining after deducting such costs is refundable to client. If deposit is insufficient to pay such costs, the difference must be paid by client within five (5) days after Museum notifies client in writing of costs incurred.

## PARKING

Self-parking in the Exposition Park parking lots is \$8.00 per car and \$10.00 per commercial van, limousine, or bus. Clients are welcome to pre-pay for their guests or let guests pay on their own. Valet parking can also be arranged at \$52.00 per hour plus \$8.00

per car. When pre-paying guests' parking, clients are required to provide a copy of the approved parking pass guests list to the Facilities Use Coordinator at least 48 hours before the event to ensure that their guests are not charged. Specific parking spaces cannot be reserved ahead of time.

## CLIENT FURNITURE AND EQUIPMENT

The CAAM personnel are not responsible for moving, setting up, or taking down any equipment that does not belong to the African American Museum and/or the CAAM. All client furniture and equipment must be removed immediately following the event, and within the time stated in the agreement. All rental equipment must be picked up immediately after the event or the next day, as agreed upon with the CAAM Coordinator. A storage fee of \$50.00 per day will be charged for any items left more than one day after the event.

## DECORATIONS

Nails, hooks, tacks, staples, pins or screws may not be used on any surface or furnishings in the museum. No tape or other material can be applied to walls, tables, floor or any surface unless agreed to by CAAM Coordinator. User will be held financially responsible for repair/replacement of any damages or defaced property. Nothing can be hung from the ceiling, walls, windows or doors.

No bunting, tissue paper, crepe paper or any other combustible material may be used without prior approval from CAAM Coordinator or Fire Marshall approval.

Candles, open flames are flammable device or substances are strictly prohibited without specific, prior approval from CAAM management and the Fire Marshall. No pyrotechnics are permissible in the Museum.

All décor and signs used by Client must be freestanding. Banners may be hung between the two cement pillars and must be removed at the end of the event.

No rice, glitter, sequins, snow or confetti can be used any where within the Museum.

Decorations of any kind are strictly prohibited in the exhibition galleries.

Balloons may be used for decorating, as long as they are tied securely. Otherwise, retrieval costs will be charged to Client.

## BREAKDOWN & CLEAN UP

Set up, breakdown and clean up must be completed within 15 minutes of time specified on contract. The client and its sub-contractors (caterer, decorator, musician, etc.) are responsible for removal of all personal and company property within that time. Breakdown and set up of events occurring before operational hours must be completed by 9:30 a.m. The Client and its sub-contractor's must return the event area(s) to the condition it was prior to the event with no exceptions. If it is not, Client will be assessed damage fee at final walk-through (See related information under "insurance.")

## SMOKE FREE FACILITY

The CAAM is a smoke free facility. No smoking is permitted in the building or within 20 feet of any of its entrance.

## MUSIC

Live music is allowed after the CAAM has closed to the public for the duration of the event, as agreed upon with the CAAM Coordinator, subject to sound levels that are acceptable.

## PROMOTIONAL MATERIALS

The CAAM Coordinator must approve, for technical and factual accuracy, all promotional materials mentioning the CAAM produced for your event (including invitations, programs, press releases, etc.) prior to printing or broadcast. Please allow sufficient time for this approval.

## FOOD AND BEVERAGES

Caterer must also provide a certificate from the Department of Health. Food and beverage are not allowed in the exhibit galleries. Caterers are responsible for bringing jack stands and trays to be placed outside of exhibit galleries for glassware. Propane stoves, ovens and charcoal grills cannot be used inside the Museum. They can be used on the outside of the museum in an area designated by the African American Museum. Sternos are allowed inside the African American Museum for warming food only. Caterers must bring their own trash cans/bags and remove all trash at the end of the event. Caterer must provide water, ice and tablecloths. Alcoholic beverages may be served provided that caterer obtain written proof of a one-day serving permit for each serving station from the Alcoholic Beverage Control Board (213) 897-5391. The Facilities Use Coordinator must receive a copy of the permit at least one day before your event. Client/caterer is responsible for any piece of equipment, appliance (stove, microwave, and oven), faucet, water filter, garbage disposal, refrigerator and freezer that is broken or damaged during their use. Any such item must be replaced or repaired by client/caterer.

## CLIENT RESPONSIBILITIES

Any guest management function at an event, e.g., nametags, entry restrictions, early entry, registration etc. is solely the responsibility of the client and not the responsibility of the African American Museum staff.

## OUTSIDE SECURITY FORCE

Under no circumstances is an outside company permitted to provide a security function at the CAAM. Under certain conditions, with the express written permission of the Department of Public Safety Chief in advance, individuals may be hired to perform bodyguard functions in conjunction with State DPS officers.

**ACCEPTED AND AGREED TO: (CLIENT/USER)**

**Signed** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Title** \_\_\_\_\_

**Organization** \_\_\_\_\_

**Date** \_\_\_\_\_

Please sign and return original to:

By mail or fax  
(213) 744-2050, fax

(213) 744-7535, tel

**Lfarmer@caamuseum.org**

CAAM

ATTN: LAURA FARMER, FACILITIES COORDINATOR  
600 STATE DRIVE – EXPOSITION PARK  
LOS ANGELES, CA 90037