

**San Francisco War Memorial and Performing Arts Center
VETERANS BUILDING GREEN ROOM**

Rules and Regulations

1. **ACCESS:** Hours specified in the Short Term License Agreement are the ONLY hours Licensee and/or Licensee's caterer, representatives and vendors will be granted access to the Veterans Building Green Room.
EVENT HOURS outlined in the Agreement specify when guest/patrons will be present. Events must end as designated in the Agreement, unless prior written approval has been granted by the War Memorial.
2. **SET-UP AND BREAK DOWN:** Licensee is responsible for all set-up and break-down in the Green Room, and for proper movement and storage of all equipment items. **Protection and care are required on marble and tile floors and walls, and in elevator during load-in and load-out. Carts and dollies with rubber wheels should be used to prevent scratching of floors. Dragging, rolling, or placing metal items, items with metal edges, bases, glides, etc. is not permitted.**
Operator's equipment (i.e., tables, platform, lectern, etc.) and other rental equipment left for the next-day pick-up must be moved by Licensee from Green Room to **Storage Room 226** immediately following event unless otherwise prearranged. Chairs remain in the Green Room, and must be restacked in racks of eight.
Should Licensee or caterer remove any equipment while an event is in progress, Licensee is responsible for moving guests away from the area where break-down is occurring.
Licensee shall not use tape, staples, tacks, or nails to affix any material(s) to Operator's equipment including but not limited to walls, platforms, tables, chairs, etc.
3. **ITEMS NOT PERMITTED ON PREMISES:** Include, but are not limited to, the following:
 - Bottled gas in any form
 - "Fog" or "smoke" producing equipment
 - Mylar balloons
 - Birdseed or rice for throwing
 - Keg beer
 - Confetti, glitter
 - Flower petals
4. **BAR:** Must be handled by caterer or licensed, insured provider. Bar must be matted. Only ice and liquids may be disposed of in bar sinks (no coffee grounds, foodstuffs, etc.).
5. **ICE:** Shall be delivered/moved in plastic tubs. Should leakage occur, it is Licensee's/caterer's responsibility to immediately mop spills in main lobby, elevators, 2nd floor corridors, Green Room, and loggia.
NEVER dispose of ice in toilets or restroom sinks or on lawn.
6. **KITCHEN PREP ROOM/EXTRA ROOM:** At the request of Licensee, Operator shall request on behalf of Licensee to secure an additional room on the second floor of the Veterans Building to accommodate Licensee's caterer. Should a room become available, Licensee shall be notified of the room number and the authorized hours of access.
No disposal of foodstuff, grease, coffee grounds, etc. in Prep room sinks. If carpeted areas of extra room are used for food preparation, caterer shall mat or otherwise protect carpets from spillage.
7. **POSTING OF DISPLAY MATERIALS:** Licensee will not post or allow to be posted any signs, cards or posters on the premises except as approved in advance by the Operator. Use of display areas is a non-exclusive right and all material to be posted must be approved in advance by the Operator.
8. **USAGE OF SPACE:** Licensee and Licensee's caterer may not use areas including adjacent hallways, rooms, or other areas outside of the Green Room without prior written approval of Operator.
9. **AMPLIFICATION:** We do not permit bands with amplification.
10. **MONITORING OF NOISE LEVELS:** Green Room doors must remain closed whenever music/entertainment are occurring in the Green Room and/or the Herbst Theatre. During Herbst Theatre performances, corridor noise must be kept to a minimum.

11. MONITORING OF GREEN ROOM CAPACITY: Licensee shall not permit admission of persons to the licensed premises in excess of capacity (500 standing up; 350 ticketed events).
12. FOOD AND BEVERAGES:
 - a. Providers: Only licensed caterers may provide food service in the Green Room.
 - b. Location: Food and beverages are permitted only in the Green Room and on the adjacent loggia. It is Licensee's responsibility to ensure that guests comply with this and all other regulations.
 - c. Sale: Sale of food or beverages is permitted only with prior approval from the War Memorial and requires that appropriate licenses are obtained and displayed.
 - d. Keg beer is not permitted in the building.
13. LICENSEE'S SUB-CONTRACTORS (Caterers, Florists, Musicians, etc.):
 - a. Use of Candles, Open Flames and Other Fire Producing/Heating Mechanisms: **Licensee's caterer shall not use or bring onto the premises any form of bottled gas. Use of sterno and electrical equipment must be approved in advance by Operator. Use of candles or open flame must be approved in advance by Operator. Candles may be used in the Green Room only with candleholders meeting specifications of the San Francisco Fire Code (i.e. candleholders must extend 2" above flame).**
 - b. Garbage and Other Disposables: Licensee and Licensee's caterer shall be responsible for removal of all ice and garbage from the Green Room at the conclusion of the event in accordance with Event Manager's instructions.
 - c. Catering Management: Licensee's caterer shall have a capable manager in attendance at all times when on the premises. The name of the catering manager on duty for this activity shall be provided to the Operator in advance.
 - d. Rented Items: Delivery of all items rented by Licensee or Licensee's agents for weekend events shall be completed no later than 12:00 Noon on the Friday preceding the event. In turn, any rental items left in storage at the Veterans Building by Licensee or Licensee's agents – at their own risk – following weekend events shall be picked up by 12:00 Noon on the Monday following the event. NOTE: Tableware, glassware and dishes must be thoroughly rinsed to store overnight in the Veterans Building.
 - e. Protection from Foodstuffs and Beverages: Licensee and Licensee's caterer shall provide matting beneath all extra bar areas and, if necessary, food stations in the Green Room.
14. SMOKING POLICY: By law, smoking is prohibited inside the Veterans Building. Smoking is confined to the Green Room loggia during all open-to-the-public or ticketed events.
15. RESTORATION AND CLEANING DEPOSIT REFUND: Break-down of the Green Room must be completed in accordance with these rules and regulations and with the Event Manager's instructions.

When load-out is completed, Licensee or Licensee's designated representative shall accompany Event Manager on walk-through of all areas occupied for the event, and if necessary, handle any unfinished restoration requirements to ensure that cleaning deposit will be refunded.

Cleaning deposit will be withheld if:

 - Licensee does not complete room break-down and restoration;
 - event access hours exceed those specified in the Agreement and/or if additional monies are required for rent or personnel fees and/or equipment rentals;
 - damage to facility or equipment has occurred.
16. SECURITY: The San Francisco War Memorial and Performing Arts Center is a department of the City and County of San Francisco. War Memorial Security Staff is responsible for building security. Licensee may arrange for additional event security through War Memorial booking staff.

NOTE: "Outside" security is not permitted on the premises without prior written approval from the War Memorial.