



Camron-Stanford House

Use Restrictions for Rental Events

1. User signing the Rental Agreement must be at least 21 years of age and responsible for the financial obligations of the contract.
2. User must provide damage and liability insurance coverage for the day of the event.
3. User must provide CA State licensed and bonded security for the event.
4. Caterer selected by User must sign a Caterer's Agreement no later than 30 days prior to the event. It shall be User's obligation to instruct the caterer to provide all necessary personnel, food, drinks, linens, paper goods, coat racks, tableware, flowers, and extra furnishings for the event except as provided by the User.
5. The Rental Agreement with User shall set forth the hours of use for the event. The event is considered to begin at the time listed on the contract, or when the first guest is admitted into the building, whichever is earlier, and ends at the hour stipulated in the contract or when the last guest departs and the premises are clean, whichever is later.
6. The capacity of the Camron-Stanford House shall be determined by the Oakland Fire Marshall.
7. The Rental Agreement with User shall set forth the specific areas of the House rented for the event and may include:
 - Hallway, dining room, bathroom, and kitchen on the first floor
 - Oakland Public Museum Room, Crafts Revival Room, Media Room, and bathroom on the ground floor
 - Veranda and fenced garden at the rear of the House.
 - Museum Period Rooms

User's guests, agents, and employees are restricted to the areas of the House specified in the contract. Access to the private offices on the second floor of the House is strictly prohibited.

8. Use of the Museum Period Rooms requires the services of a trained docent for educational and security purposes and rental is conditioned on the availability of a docent for the event. Furnishings in the Museum Period Rooms may not be touched, moved, or handled in any way by the User or the Users guests, agents or employees. **Food and drink are not allowed in the Museum Period Rooms.**

9. **No decorations may be hung or applied to the walls, fixtures, or furnishings inside the House.** Tape, cellophane adhesives, nails, screws, staples, tacks, and the like are prohibited inside and outside of the House, String, twist ties or ribbons may be used to attach decorations to the outside of the House. All decorations must be removed at the conclusion of the event. Decorations must not block, cover, or obstruct any exit at any time before, during or after the event.
10. Building exits may not be covered or obstructed in any way.
11. Electrical cords leading from the veranda to the garden for decorations, musical amplification, or any other application must not cause tripping or fire hazards. For proper installation, consult the Event Coordinator.
12. **No water-filled vases are allowed inside the House.** As an alternative, it is suggested that flowers be placed in a well-saturated oasis. Non-porous materials must be placed under all plants and vases, and all surfaces must be protected from marks and scratches. **The User is liable for water damage stemming from improper use of fresh flower or plant decorations.**
13. **No open flames of any kind are permitted** inside the Camron-Stanford House or on its veranda, including candles, chafing dishes, or any type of food warming apparatus.
14. **Smoking is not permitted** at any time, anywhere in, on, or around the premises or the garden areas. This regulation is strictly enforced. User is responsible for notifying all guests, caterers and employees of this regulation in advance of the event. **Evidence of smoking anywhere on the premises or in the garden areas will be cause for immediate forfeiture of the cleaning deposit.** The Event Coordinator may require violators of the no-smoking policy to leave the event.
15. **Sound equipment and amplifiers are allowed only on the veranda** or in the rear garden and must be in compliance with the City of Oakland's noise ordinances.
16. **Dancing is permitted only on a portable dance floor in the garden.** Dancing is not permitted inside the House or on the veranda. A portable dance floor must be provided by User or Caterer.
17. All parking spaces on the north side of the House are available for weekend events unless otherwise indicated by the Event Coordinator. **Weekday events are limited to one parking space for caterer's use. Use of reserved parking spaces is not authorized and subject to citation and/or tow.** User is solely responsible for notification of guests regarding weekday parking limitations.
18. To preserve the lawn, garden and pathways, guests are requested to wear low heeled shoes.

19. **Rice and confetti are strictly prohibited inside and outside the House.** Flower petals may be substituted for these traditional materials. All such material must be removed at the conclusion of the event.
20. At the conclusion of the event, the User and the Caterer will leave the house in the condition in which it was provided. All trash will be picked up and removed to the dumpster in the parking lot on the north side of the building. All table coverings, decorations, leftover food, equipment, extra furnishings, and kitchenware provided by Users, Caterers, or rented from outside sources are to be removed. Rented areas will be swept, mopped and/or vacuumed, as required. All furnishings belonging to the Camron-Stanford House will be returned to appropriate storage areas. Any spills will be cleaned up, and all kitchen surfaces will be washed. Any damage or breakage incurred will cause forfeiture of the cleaning deposit, and the User will be responsible for all repair and/or restoration costs and loss of value.
21. Any items or goods left after the event become property of the Camron-Stanford House if no arrangements have been made for their disposal or retrieval seven days (1 week) of the event date.
22. **Clean-up must be completed no later than 10:00 p.m., Sunday through Thursday, and by 11:00 p.m on Friday and Saturday.**
23. The cleaning deposit will be returned two to four (2-4) weeks after the date of the event provided User has complied with all Use Restrictions and no damage has occurred. User is liable for all damage caused by guests, agents, and employees, and will be charged for the cost of repairs or restoration of any damaged items, plus the decreases in value due to the damage. **Overtime charges incurred on the day of the event in the amount of \$300/hour shall be deducted from the cleaning deposit.**
24. Event Coordinator will be on site during all special events and shall open and close the facility. The Event Coordinator shall have authority to make decisions regarding safety, noise, and all uses of the property, including the right to close off and secure any or all portions of the house and to terminate the event. Decisions of the Event Coordinator shall be final.

In accordance with the lease between CSHPA and the City of Oakland, all events of political nature are prohibited. Special City or State permits, fees, taxes, and licenses may be required. If the purpose of the User's event is to raise funds for charitable, patriotic, or philanthropic purposes, a City of Oakland ordinance requires a permit from the Commission of Public Charities located at City Hall. The permit must be in place three weeks prior to the scheduled event. The sale of liquor or any alcoholic beverage requires a State of California Permit or Licenses. Permits may be obtained at the Alcoholic Beverage Control Department, 1111 Jackson Street in downtown Oakland.

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