



Camron-Stanford House Est. 1876

Camron-Stanford House

RENTAL AGREEMENT

This agreement is made this **DATE** by and between, **NAME and NAME**, Users, and the Camron-Stanford House Preservation Association (CSHPA), Owner. Users desire to rent space at the Camron-Stanford House Museum, 1418 Lakeside Drive, Oakland, CA 94612 for the purposes of **a ceremony and reception on DATE**, to be attended by a maximum of 175 people. The event, which includes all set-up and clean-up time, will last for **8 Hours**, with start and end time to be determined. Clean-up pursuant to Item 19 of the attached Use Restrictions shall be the responsibility Users.

A two-hour rehearsal/drop-off for this event will take place on DATE, at a time to be determined. There is no additional cost for this.

The total rental fee and damage deposit for this agreement shall be:

- **\$5,000- Standard 8 hour package**
- **One half of the total balance due, or \$2,500 (less any booking deposit received) is due at the time of contract signing.**
- **The balance of \$2,500 shall be due no later than DATE, or 60 days prior to the event.**

User agrees to provide proof of liability insurance coverage in the amount of \$1,000,000.00 per occurrence for the date of the event that names CSHPA as an additional insured. A valid credit card, or check in the amount of \$500, must be on file to cover any cleaning, damage deposit, or overtime charges. Check will be returned if the condition of the Camron-Stanford House upon completion of the event meets with the approval of the Event Coordinator.

Additional hours of use for the event may be added up to two (2) days before the event date at a rate of

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\$300 per hour and shall be covered by an addendum to this agreement. **Additional hours of use requested on the day of the event shall be charged at the overtime rate of \$400 per hour** and shall be deducted from the cleaning and damage deposit and/or billed to the User.

Events cancelled more than 6 months prior to the scheduled event date will remain responsible for payment of 50% of this contract. Refund will be provided for any amount paid in excess of 50%. Events cancelled less than 6 months prior to the event date will be held to the terms of this agreement. Refunds will not be provided, and payment is due in full despite event cancellation. In the event of cancellation due to extreme weather conditions, air quality, or public health emergency preventing large gatherings, clients may elect to choose a new date, subject to availability and approval of Event Coordinator. If an agreement on a new date cannot be reached, client will be refunded for all fees, less a \$1000 booking fee.

User hereby acknowledges receipt of Use Restrictions for Rental Events which is attached hereto and incorporated herein by reference and agrees that all guests, agents, and employees will be bound by the rules contained therein. Users agree to be responsible for all damage caused by guests, agents, or employees, and will pay the costs of repair and/or restoration as determined by the CSHPA, or its Event Coordinator.

NAME _____ Date _____

NAME _____ Date _____

CSHPA _____ Date _____

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Use Restrictions for Rental Events

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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.
4. 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 any wedding personnel are 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.
5. The capacity of the Camron-Stanford House shall be determined by the Oakland Fire Marshall.
6. The Rental Agreement with User shall include
 - Hallway, dining room, bathroom, and kitchen on the main level
 - Exhibit Galleries A and B and restroom on ground floor
 - Veranda and Victorian Garden

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 prohibited.**

7. Caterer must sign a Caterer's Acknowledgement 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, tableware, and other supplies as needed for the event except as provided by the User.
8. Use of the Museum Period Rooms requires the services of a docent for educational and security purposes. A docent will be provided upon request during your cocktail hour. 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 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 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 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

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and vases, and all surfaces must be protected from marks and scratches. **The User is liable for water damage stemming from improper use of 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. Chafing dishes and the like are allowed in the garden, at least 50 feet away from the structure of the house. Candles may be used on lawn only when enclosed within glass containers, and set on stable surfaces. **Wedding Coordinator has authority to extinguish and/or remove any candles that they deem necessary.**
14. **Smoking is not permitted at any time**, anywhere in or around the premises or the garden areas. This regulation is strictly enforced. User is responsible for notifying all guests and vendors of this regulation in advance. **Evidence of smoking anywhere on the premises or in the garden areas will be cause for cleaning and damage charges.** 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. **Portable dance floors are permitted only on the decomposed granite in the garden.** Dancing is not permitted inside the House or on the veranda. A portable dance floor will not be provided by Camron-Stanford House.
17. **CSHPA shall provide 18 parking spaces** for events and User shall provide a list of authorized persons who may use the spaces during the event.
18. To preserve the lawn, garden and restored hardwood floors, guests are encouraged to wear low heeled shoes.
19. **Rice and confetti are strictly prohibited inside and outside the House.** Flower petals are allowed. All such material must be removed at the conclusion of the event.
20. Camron-Stanford House can provide up to 125 padded white chairs, 25 48-inch round tables, and 15 6-foot rectangular tables. User is responsible for procuring any additional chairs, tables, or furniture needed for the event. Camron-Stanford House staff will return tables and chairs belonging to Camron-Stanford House to their storage locations at the end of the event.
21. Camron-Stanford House will set-up ceremony, based on plan provided by the User, at the time the rental period begins. Camron-Stanford House staff will assist with transitioning furniture between ceremony and reception, but User is responsible for designating a responsible party, such as a wedding coordinator or catering team, for this effort.
22. **Music must end, bar close and clean-up begin by 10:00 pm and be completed and premises vacated no later 11:30 p.m.**
20. At the conclusion of the event, the **User and the Caterer will leave the house in the condition**

in which it was provided. User is responsible for coordinating clean up. Camron-Stanford House will provide trash, recycle, and compost bins for use during the event. All trash will be picked up and removed to the appropriate dumpsters on the north side of the building as needed. All table coverings, decorations, leftover food, equipment, extra furnishings, and kitchenware provided by Users, Caterers, or rented from outside sources are to be removed. Any spills will be cleaned up, and all kitchen surfaces will be cleaned.

Failure to clean the house as stated above and/or any damage or breakage incurred will result in cleaning charges billed to User, 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 within seven days of the event date.
23. Credit Card on file, or \$500 check, will be released at the conclusion 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 \$400/hour shall be billed to User.**
24. Event Coordinator will be on site during all special events and shall open and close the facility. The Event Coordinator, in partnership with the Security Guard, 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.

_____ _____ **Please initial indicating receipt of Use Restrictions**

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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Use Restrictions for Rental Events COVID-19 Specific Restrictions and Responsibilities

Updated March 1, 2021

1. User agrees to comply with all state and local health recommendations, including adhering to maximum guest counts, wearing masks as required, maintaining social distancing as required, and respecting all rules impacting private gatherings and ceremonies.
2. User agrees to convey COVID-19 related expectations to all guests and vendors, including the expectations that all in attendance will wear masks while at the Camron-Stanford House, maintain social distancing between households, and not attend the event if they are feeling unwell, or have been recently exposed to COVID-19, as required and detailed in state and local health orders.
3. User agrees to meet with Wedding Coordinator 30-60 days prior to event to review current Alameda County COVID-19 guidelines and approve a final layout for ceremony and/or reception seating.
4. User agrees to maintain a list of all guests and vendors in attendance with appropriate contact information. List must be provided to Camron-Stanford House staff or county representatives, if requested, for contact tracing in the event of COVID-19 exposure.
5. Wedding Coordinator and Security have the authority to remove any guest who refuses to comply with current local health orders.
6. Wedding Coordinator and Security have the authority to halt a wedding ceremony or any other activity if guests fail to comply with current local health orders.

_____ _____ **Please initial indicating receipt of COVID-19 Restrictions**

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