



# Camron-Stanford House

## Caterer's Acknowledgement **SAMPLE**

**Great Catering** has been hired by **Jane Smith and Tom Brown** (Users) to provide catering services for a wedding to be held on, **Saturday, July 1, 2018** at the Camron-Stanford House.

As requested by Users, Caterer will provide all necessary personnel, food, drinks, linens, paper goods, tableware, flowers, and extra furnishings, except as provided by the User. All personnel for the event whether provided for by the Caterer or User shall obey instructions of the CSHPA Event Coordinator.

**The kitchen of Camron-Stanford House is not licensed, intended, or equipped for commercial use.** The kitchen may be used for the final preparations prior to serving. A stove is available for warming only. All cooking should be completed off site. Contents of the kitchen are the property of CSHPA and its tenants and are not available for Caterer's use.

**The kitchen sink is not fitted with a garbage disposal** and special care must be taken to prevent clogging the sink and/or blocking the flow of gray water from the House to the sewer line under the street with food debris and grease.

**The use of open-flame or sterno chafing dishes is strictly prohibited inside the House, on the veranda, and porches.** Use of this type of food-warming apparatus is permitted in the rear garden only.

In signing this acknowledgement Caterer agrees that in addition to a tour of the house and grounds a copy of CSHPA Use Restrictions and Cleanup Checklist have been provided. Caterer agrees to provide proof of insurance.

**PLEASE NOTE;** The contract between the Users and Camron-Stanford House determines when the venue will be available for deliveries and pick-ups. **No deliveries, dance floor installation, kitchen access, or other activity may take place except during the stipulated contract hours.** Please coordinate with your client to make sure that there is sufficient time in the contract for your activities. **ALL DELIVERIES AND PICK-UPS MUST OCCUR ON THE SAME DAY.**

\_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Camron-Stanford House Preservation Association  
1418 Lakeside Drive, Oakland, CA 94612  
Administration 510-874-7802  
Email: [aswift@cshouse.org](mailto:aswift@cshouse.org)



# Camron-Stanford House

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## 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. Caterer selected by User must visit Camron-Stanford House and sign an acknowledgement of Use Restrictions and Clean-Up requirements 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.
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 and no personnel or businesses hired by the Users shall be admitted prior to that time. The event must end by the time stipulated in the agreement including all clean-up, rental loading, etc. Excess time will be deducted from the cleaning/damage deposit at the rate of \$400 per hour.**
5. The capacity of the Camron-Stanford House shall be determined by the Oakland Fire Marshall.
6. The Rental Agreement with User includes the House, Veranda and Garden unless otherwise indicated in the agreement. **Access to the private offices on the top floor of the House is strictly prohibited.**
7. 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.**
8. **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.
9. Building exits may not be covered or obstructed in any way.
10. Electrical cords must not cause tripping or fire hazards. For proper installation, consult the Event Coordinator.

11. **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.**
12. **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.
13. **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.
14. **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.
15. **Dancing is permitted only on a portable dance floor on the decomposed granite 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.
16. **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.
17. To preserve the lawn, garden and restored hardwood floors, guests are requested to wear low heeled shoes.
18. **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.
19. 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. **Failure to clean the house as stated above and/or 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.
20. 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.
21. **Music must end, bar close and clean-up begin by 9:30 pm and be completed and premises vacated no later 11:00 p.m.**

22. 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 \$400/hour shall be deducted from the cleaning deposit.**
23. 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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# Clean-Up Checklist

1. **Tables and chairs that belong to CSHPA must be restacked inside of the house.** CSHPA provides wheeled carts to facilitate this task.
2. **Leftover food must be placed in plastic bags and put in the dumpster. All trash must be taken to our dumpster and recycling bin.** No food may be left in the garden or in the kitchen, refrigerator or freezer of Camron-Stanford House. If you spill anything in the refrigerator, clean it up.
3. **Any trash or recycling that exceeds the space in our dumpster or recycling receptacle must be carted offsite.** It is not permissible to leave extra trash or recycling in bags or boxes outside the receptacles.
3. **Kitchen surfaces (including prep table) must be cleaned (not just wiped).** Kitchen floor must be swept (mopped if necessary) so that the kitchen looks as it did when you arrived.
4. **Anything brought into the house for the event must be removed from the premises or put in the dumpster or recycling bins at the end of the evening. EVERYTHING!** In addition to paper plates, cups, etc. this includes boxes that contained wine, flowers, decorations, etc., paper used for stuffing boxes, plastic bags and hangers that were used for clothing, etc.
5. **The downstairs galleries, if used, must be swept.** It is necessary to mop them as well if there have been spills.
5. **All other areas of the house used for the event must be swept, mopped and/or vacuumed as needed.** Return the floors to the state they were in when you arrived.
6. **Rented equipment, dance floors, linens, etc. must be picked up BEFORE the end of your rental period.**
7. **Veranda and garden must be free of any type of trash.** All objects brought onto the property for the event, including trash items, must be removed.
8. **If it is not possible to turn off the lights, lock the gate and alarm the house by the end of your rental period an additional charge of \$400 per hour will apply.**