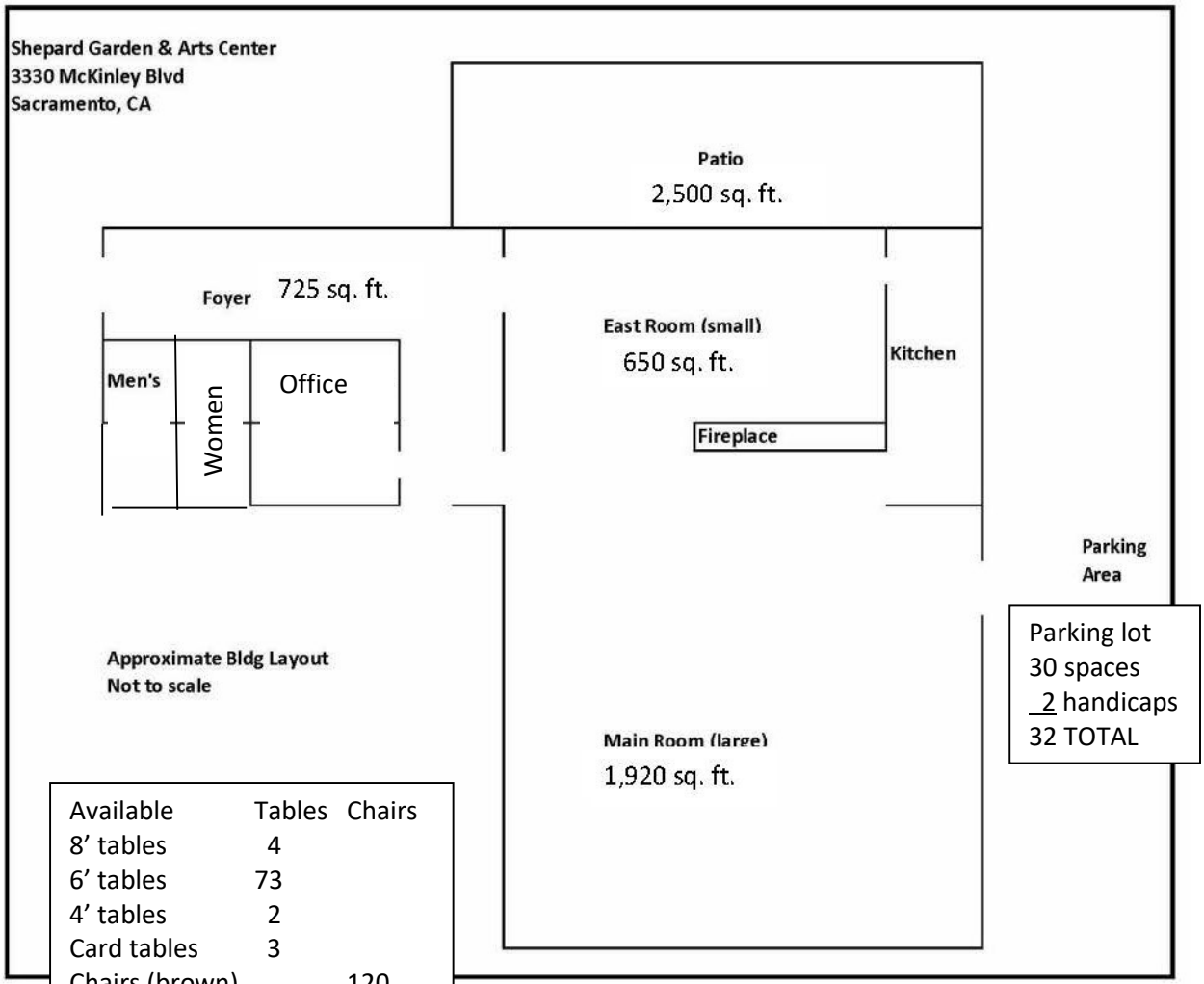
FACILITY RENTAL INFORMATION

Capacity/Floor Plan

		Seating Capacity		Cost
	Sq Ft	Banquet	Theater	
Main/Large Room	1,920	60	80	$ 90 per hour*
East Room	650	30	40	$ 60 per hour*
Foyer	725			
Entire Building	3,295			
Patio	2,500	40	60	$ 60 per hour*
Full Facility with Patio	5,795	130	180	$200 per hour*
Kitchen Use				$100 flat fee
				*4-hour minimum



Available	Tables	Chairs
8' tables	4	
6' tables	73	
4' tables	2	
Card tables	3	
Chairs (brown)		120
Chairs (gray)		13
TOTALS	**82**	**133**

FACILITY RENTAL GUIDE

Step 1: Check Facility Availability and Tour Facility

☐ Call, email, or schedule a visit with the facility.

In compliance with the Sacramento County Noise Control Program, rentals/events must end by 10 pm. Rentals ending at 10 pm must exit the facility by 11 pm after completing cleaning.

Step 2: Application Process

☐ Submit completed application to the shepardcenter@gmail.com. Attn: Scheduling Mgr. Rental applications must be submitted at least 60 days in advance. Applications submitted within 60 days of the event will be considered on a case-by-case basis depending on center availability and staffing.

☐ Provide a valid Photo ID (California ID or CDL).

☐ Provide Phone # and Email Address

☐ Sign a pending contract, payment of deposit &/or fees required.

Step 3: Payment of Deposit & Fees

☐ Deposit due with the completed application.

☐ Pay deposit &/or fees required via Stripe for CC/DC or contact shepardcenter@gmail.com for mailing address if paying by check. An invoice will be forwarded via email once completed application is received.

☐ Sign completed contract.

Step 4: Payment of Remaining Fees & Proof of Insurance

☐ Payment of remaining fees can be done via Stripe. An invoice will be forwarded via email for CC payment. A CC fee of 3% will be added to this charge.

☐ All remaining fees and additional documents due 60 days prior to the event.

☐ Should your event occur within 60 days, Full payment of rental and deposits due upon receipt of invoice.

☐ Provide proof of insurance, if required.

THINGS TO CONSIDER

Deposits/Fees

Deposits are required at the time of booking the reservation. All remaining fees are due 60 days prior to the event. Any payments made less than 30 days of event date, must be paid with a VISA, MasterCard, **Google Pay, Apple Pay or Debit Card (if allowed for on line payment)**

Room fees and deposits vary by site. Check directly with the facility for room rental rates.
*Security guard services required for alcohol events.

Cancellation Policy

All cancellations, adjustments, or rescheduling must be submitted in writing by the responsible party listed on the "Application for Facility Use" directly to **shepardcenter@gmail.com** . There is a $25 cancellation fee for all meeting rooms. If the cancellation of a meeting room is made less than 10 days prior to the activity date you will be charged an additional $25 penalty fee.

Cancellations made less than 30 days in advance of the event will forfeit all room rental fees. Cancellations made more than 30 days and up to 50 days in advance will be charged a $350 cancellation fee. Cancellations received 51, or more days in advance of the reservation date will be charged a $175 cancellation fee.

Once an application is assigned/issued a contract number then the refund/cancellation policy becomes applicable.

Refund Policy

Cleaning/damage deposits and refunds will be processed within 21 business days after the event is canceled or the event has concluded. Deposit refunds are contingent upon the facility being cleaned, repaired, and restored to its original.

Payments made by Credit Card will be returned to the original credit card processed for fees within 10 business days.

Alcohol

Serving alcohol must be listed on the Request for Facility Use. There are additional permits that are required.

An ABC license is required if you are going to sell alcohol at your event. ABC will issue one-day permits to non-profit groups who wish to sell alcohol at fundraisers. Approval for the permit must be granted by the City of Sacramento Police Department prior to going to ABC. ABC will not issue permits to private citizens or groups.
A caterer with a liquor license may serve alcoholic beverages at events held by private citizens or groups.

Alcohol may be consumed without an ABC license when there is no monetary exchange for the beverage. If alcohol is found/consumed without proper permitting/authorization, the event can be cancelled, and all deposits forfeited.

Insurance - See attached

Liability Insurance in the amount of $1 million is required for all City of Sacramento facility rentals. A certificate of insurance must be filed with the Sacramento Garden & Arts Center at **shepardcenter@gmail.com** 10 days before the event. The Sacramento Garden & Arts Center, Inc. and The City of Sacramento require all certificates of insurance to be submitted on a standard ACORD form. The Sacramento Garden & Arts Center, Inc. and The City of Sacramento must be listed as the certificate holder.

An additional insured endorsement naming the **"The Sacramento Garden & Arts Center, Inc. its officials, agents, employees and volunteers" and "The City of Sacramento, its officials, agents, employees and volunteers"** as additionally insured must accompany the certificate of insurance.
If Renter will be supplying alcoholic beverages, the general liability insurance shall include host liquor liability coverage. If Renter is using a caterer or other vendor to supply alcohol that vendor must have liquor liability coverage. If Renter intends to sell alcohol either the Renter or vendor providing the alcohol for sale must have a valid liquor sales license and liquor liability insurance covering the sale of alcohol.

If you do not have insurance, the Sacramento Garden & Arts Center's insurance broker may be able to place coverage for most events at reasonable rates. For more information, please email **shepardcenter@gmail.com** Attn: Event Insurance

Security
A security guard is required for any activity that will be attended by 75 or more people or deemed high-risk. If alcohol is permitted, an additional guard will be required. The City requires one security guard per 75 guests or portion thereof.

Security will arrive a half hour before your activity start time and stay a half hour after your guests depart. There is a four-hour minimum requirement for security. Security is contracted through the City of Sacramento **approved Security Contractors.** In some cases, the hiring of officers from the Sacramento Police Department may be required to complete your reservation.

Day of Event Staff
A Building Monitor will be on duty for the duration of your event. The **SGAAC provided Monitor** will open the facility and provide information and directions. They are not available to serve, decorate, or be involved in the event. The Building Monitor is authorized to enforce all facility use rules and regulations. If you have safety concerns or facility issues, please contact the **SGAAC monitor** on site.

Clean Up & Deposits
The renting party is responsible for the following:

- Tables must be cleared of all items such as table linens, dishes, decorations, and wiped down.
- If large trash doesn't fit in the receptacles, it must be taken to the trash dumpsters located near the building. Boxes must be broken down before being placed in the dumpster. The Building Monitor will provide additional trash liners if needed.
- Renter is responsible for proper disposal of organic waste in designated organic waste bins.
- All decorations must be removed from the facility.
- The kitchen area must be thoroughly cleaned and returned to its original level of cleanliness. This includes all work areas, ovens, stoves, refrigerators, sinks, and floors.

The facility should be free of debris and spills. If excess trash, food, or spills are left on the floor, the** fee **will be withheld to cover the cost of the extra clean up.

Decorations & Set-Up Time
The use of nails, tacks, scotch tape, staples, pins, etc. are not permitted. Painter's tape may be used but must be removed after use. Decorations, and or any type of wire or cord may not be hung, tied, or draped on any light fixture inside or outside the facility. All decorations must be taken down and removed from the facility immediately after an event. **The use of the following items is not permitted in City facilities at any time:**

- Glitter
- Metallic confetti
- Smoke machines
- Helium balloons
- Birdseeds
- Candles
- Open flames

The rental time must include all the time necessary for decorating and cleaning up.

Tables and Chairs
Tables and chairs are provided and will be set up by community center staff.

Set-up diagrams must be submitted at least one (1) week prior to the event. Tables and chairs are not to be taken outside.

Kitchen Use (when applicable)
All kitchens should only be used as a "warming" kitchen to warm pre-cooked meals. Burners, candles, or open flames are not permitted in City facilities.

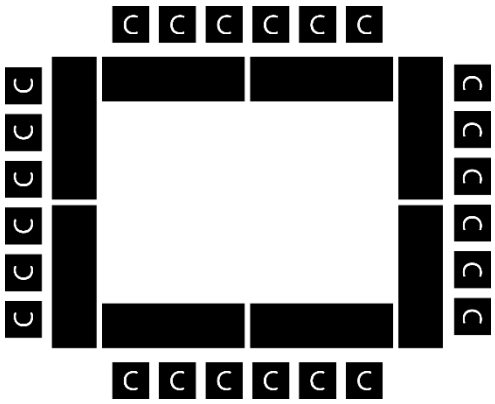
Audio/Video Equipment
A/V equipment may be available with Special Request. There will be an additional deposit of $500 required for use of A/V equipment. Contact shepardcenter@gmail.com for details and pricing.

Concerning Music... We need to let you know that, per our lease with the City of Sacramento, we are not permitted to allow any Amplified sound that can be heard outside of the building.

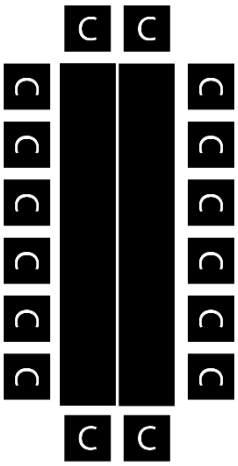
This restriction is based on the definition of "amplified sound" and the limitations on the time and volume of amplified sound in a park as outlined in Sections 12.72.010 and 12.72.110 of the City Code.

We recommend you visit the Center in advance to test the acoustics and system to confirm that the levels you want will work with the neighborhood restrictions.

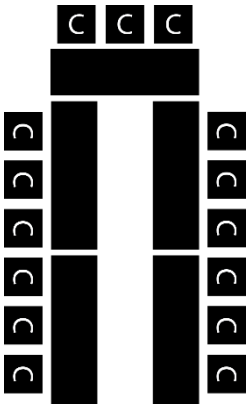
TABLE SET UP OPTIONS



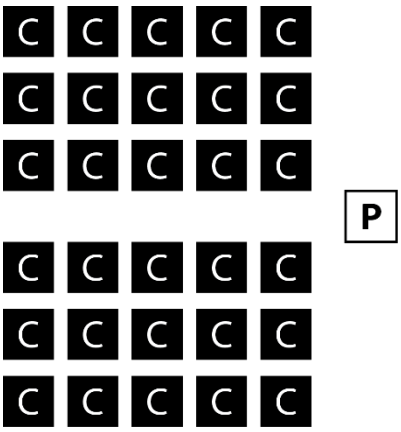
Hollow Square



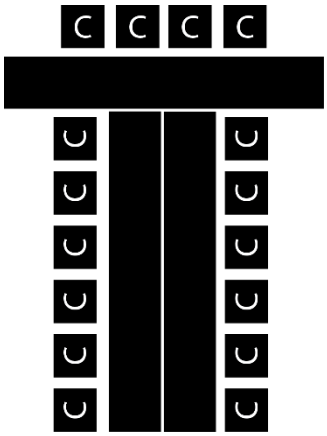
Conference Style



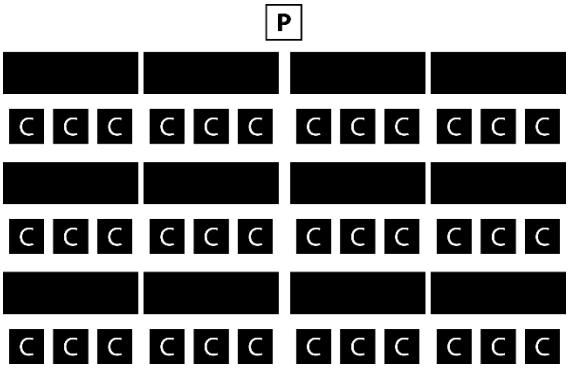
Horseshoe Style



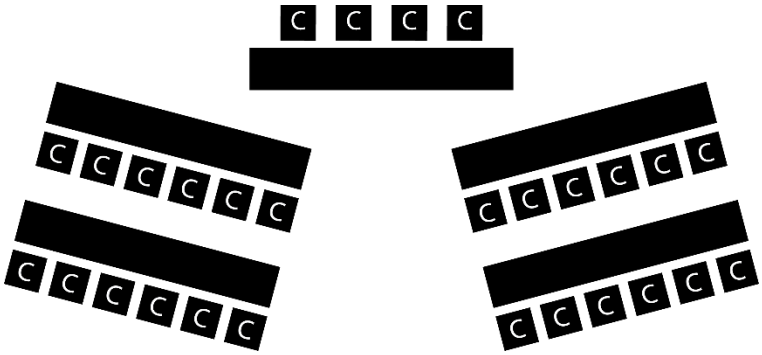
Theatre Style



T Shape



Presentation Style



Chevron Reception

C CHAIR P PODIUM RECTANGULAR TABLE ROUND TABLE

Sacramento Garden & Arts Center
Application for Facility Use

Contract Number: _____

This form is intended for community center reservations.
Contact shepardcenter@gmail.com for assistance.

Applicant(s) Information			
Name/Responsible Party			
Organization/Company Name		Is this company activity? YES ☐ NO ☐	
Address			
City, Sate, ZIP Code			
Birthdate			
Home Phone		Cell Phone:	
E-mail Address			
Tax Exempt # or EIN		Web Address:	
Alternate Contact Person		Cell Phone:	
Home Phone		Email Address:	

Activity Details			
Type of Activity:			
Date:	Day of the Week:		
Set-up Start Time:	Breakdown End Time:		
Activity Start Time:	Activity End Time:		
Facility	Room(s):		
Maximum Attendance	Adults:	Youth:	Total:
Will you need the use of a Kitchen?	YES ☐ NO ☐	Type of equipment:	
Will you need A/V equipment?	YES ☐ NO ☐	If yes, explain:	
Will you need a stage?	YES ☐ NO ☐	If yes, explain:	
Is this activity a fundraiser?	YES ☐ NO ☐	If yes, explain:	
Will alcohol be present?	YES ☐ NO ☐	If yes, explain:	
Will food be at your activity? Catered?	YES ☐ NO ☐	If yes, explain:	
Will money be charged or exchanged?	YES ☐ NO ☐	If yes, explain:	
Will there be amplified sound?	YES ☐ NO ☐	If yes, explain:	
Will your event include entertainment?	YES ☐ NO ☐	If yes, explain:	
Will your activity be open to the public?	YES ☐ NO ☐	If yes, explain:	

Rules and Regulations

Initials _____ I have received a guideline on building usage and all of the policies and procedures of facility rentals and usage.

Initials _____ In case of an emergency or for reasons beyond the SGAAC or City of Sacramento's control, the SGAAC reserves the right to cancel the scheduled activity prior to scheduled use without liability. Refunds will be made if cancellation by SGAAC is necessary.

Initials _____ Reservations may be made a maximum of one (1) year in advance and must be made a minimum of sixty (60) business days in advance.

Initials _____ I understand that my rental time is inclusive to set-up and clean-up time and will not gain access to my facility rental before said time on contract. Bring your Facility Use/Event Permit and contract to the facility with you on the day of your reservation.

Initials _____ I hereby attest that the information contained in this application is true and correct. **I understand that this is only an application and not a guarantee an activity will be allowed to commence.** If a contract is issued, I agree that: (1) if any of the information contained in the application is found to be false; or (2) should my

conduct, or the conduct of any participants or guests, not be as described in the application; or (3) should any applicable City, County, State or Federal rules, regulations, codes or laws be violated, any contract issued shall automatically become null and void and any activity associated with this reservation will immediately cease. In addition, violations of above said will result in the forfeiting of all deposits and fees.

Initials _____ I have read and understand the cancellation policy.

Initials _____ I also agree that I will: (1) be financially responsible for any costs incurred by the City for damages to City property; (2) be financially responsible to reimburse SGAAC &/or City reasonable attorney fees to enforce the provisions of any contract that is issued for the activity described in this application; (3) forfeit all fees and deposits as partial compensation to the SGAAC &/or City for any costs associated with the enforcement of the provisions of the application or reservation; (4) forfeit all fees and deposits if it is determined that I have provided false information on the application; (5) be financially responsible for any SGAAC &/or City costs that exceed fees and deposits already collected by the SGAAC &/or City for enforcement of provisions related to this application or reservation.

Initials _____

The Responsible Party agrees to fully indemnify, defend, and save harmless, the The Sacramento Garden & Arts Center, Inc and City of Sacramento, its officers, agents, employees, and volunteers from and against all actions, damages, costs, liability, claims, losses, judgments, penalties and expenses of every type and description, including, but not limited to, any fees and/or costs reasonable incurred by the Sacramento Garden & Arts Center, Inc. and City of Sacramento's staff attorneys or outside attorneys and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as "Liabilities"), to which any or all of them may be subjected, to the extent such Liabilities are caused by or result from any negligent act or omission or willful misconduct of the Responsible Party in connection with its use of City of Sacramento facilities. This shall be a continuing release
Initials _____ and shall remain in effect until revoked in writing.

All debris and trash must be bagged and removed from the indoor facility immediately and placed by the dumpster after the said activity. All expenses will be the responsibility of the applicant. When the applicant uses
Initials _____ City receptacles all rights of ownership are forfeited.

I agree to report any discrepancies, complaints, or concerns within 48 hours of facility use. Refund requests other than your deposit will not be returned if the request is made more than 48 hours after your activity. These instances can be reported by through E-mail at shepardcenter@gmail.com

Initials _____

I agree that facilities must adhere to seating and standing Fire Code restrictions. Room capacity may be reduced or increased according to your set-up instructions (SGAAC can assist you with this determination).

Initials _____

I agree that I will be responsible for the behavior, actions etc. of all the attendants at my event/activity.

Initials _____

Sacramento City Code section 12.72.135 prohibits smoking in all City facilities.

Initials _____

Amplified sound is by permit only. "Amplified sound" means speech, music or other sound projected or transmitted by electronic equipment including amplifiers, loud speakers, microphones, or similar devices or combinations of devices which are powered by electricity, battery or combustible fuel and which are intended to increase the volume, range, distance or intensity of speech, music or other sound.

Initials _____

I understand and agree that alcohol requires insurance and security. If your function does not serve or consume alcohol, you are still responsible for all members of your party who may bring their own. I understand that it is a misdemeanor to sell or give alcohol to persons under the age of 21. In addition, it is a misdemeanor to sell or furnish alcohol to an intoxicated person.

Initials _____

I agree, for the sale of alcohol at my event, that a copy of my ABC license will be submitted directly to the facility.

Initials _____ I have read and understand the insurance requirements.

Agreement and Signature	
I, the undersigned representative, have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein is complete and accurate.	
Name (printed)	
Signature	Date
Payment Information	
Amount Due	Cashier Initials
Refund Information	
Name	Organization/Company Name
Care of	Address
City, State, ZIP Code	Day/Cell Phone
Office Use Only	
Notes	

Hello, thank you for choosing the **Shepard Garden and Arts Center** for your upcoming event.
We look forward to hosting you!

As part of your rental agreement, you are required to obtain **Special Event Liability Insurance** and provide a Certificate of Insurance (COI) before your event.

Your policy must include:

- **General Liability Insurance** with limits of **$1,000,000 per occurrence / $2,000,000 aggregate**
- **Additional Insureds:**

  Sacramento Garden & Arts Center
  2533 Warrego Way, Sacramento, CA 95826

  City of Sacramento, its Officers, Officials, Employees, and Volunteers
  City Hall, 915 I Street, Sacramento, CA 95814

- **Certificate Holder:**

Shepard Garden and Arts Center
3330 McKinley Blvd.
Sacramento, CA 95816

- **Primary & Non-Contributory** endorsement
- **Waiver of Subrogation**

If alcohol will be served at your event (but not sold), please ensure your policy includes Host Liquor Liability coverage. If alcohol will be sold (cash bar, drink tickets, etc.), please get in touch with us before purchasing your insurance, as additional coverage and California ABC requirements may apply.

As a convenience, many renters purchase their insurance through **Progressive Wedding & Event Insurance**:

https://www.progressive.com/special-event-insurance/

You may use any insurance company, provided your policy meets the requirements listed above.

Once you have obtained your insurance, please email your Certificate of Insurance for review before your event to shepardcenter@gmail.com.

If you have any questions, please don't hesitate to contact us. We're happy to help and look forward to making your event a success!

Warm regards,

Sacramento Garden & Arts Center

Shepard Garden & Arts Center
Rules & Regulations

- No smoking in or around the Center
- No Pets allowed other than Certified Service Animals
- No Amplified Music that is disruptive to Park Users or Neighbors. As outlined in Sections 12.72.010 and 12.72.110 of the City Code
- Do not use any adhesive, clear tape, staples, tacks, or other types of hanging material, etc. on walls or cabinets - Blue Painters tape only
- Audio/Video System is not guaranteed to operate to your satisfaction. If SG&AC permits the use of this equipment, it is being provided as a courtesy only. Please consult a professional for any questions or concerns.
- Use of the Center is at your own risk. We recommend hiring outside Security for your event. Call 911 in case of an emergency.
- No Public Restrooms

Thank you!