

Outdoor Event Guidelines

The Jacobs Center (JCNI) would like to thank you for having your event here. Please use this packet as a basic guideline for having your outdoor event at the Jacobs Center. To insure the safety and security of your event, JCNI may require you to provide or rent items based on your event specifications. Depending on your event needs, you may have to perform further research into State, County, and City to assure compliance. By having your event here, you agree to all of our terms and conditions. Please be respectful of our space so it may be used for generations to come.

Organization Assumes the Financial Responsibility of the

following: General Operating Expenses:

- You will be required to have an event manager. If you do not have one, please provide the contact information for the person responsible. Depending on the event, JCNI may require you to hire an event manager to comply with regulations. You are responsible for setup and breakdown of the event.
- You are responsible for any rentals for the event. Preferred vendors can be provided upon request. Please note that any permission given is event specific and is non-transferable to any other event. Proof of obtaining non negotiable items needs to be submitted to JCNI.

Security and Parking Management:

- Security and Parking Management is required and contracted through JCNI at the rate of \$25.00/\$35.00 per person, per hour. Please see attached chart.
- Additional security may be required of your event as JCNI's discretion and is non-negotiable.
- If alcohol is present at your event. Security reverts from the chart to 1 security officer per 100 guests. Guest count is taken at peak attendance estimate, not overall guest count.

Security and Parking		
People	Security	Parking Attendants
0-500	5	3
501-1000	8	5
1001-1500	12	7
1501-3000	16	7

Count is estimated peak attendance level. You may be required to rent additional security outside of normal levels depending on your event specifics. JCNI reserves the right to require a certain minimum level of security for any and all groups.

Cleaning and Trash Management:

- Upon completion of your event, you are required to return the event space in the same, or better condition that in which it was found. You are responsible for all of your, as

- well as your vendor's, trash and general cleanliness of event space. If you would like JCNI to take care of after event cleaning these services can be provided and will be priced according to the work needing to be completed.
- Genesis Janitorial Service must be contracted, and they will provide restroom and trash receptacle maintenance throughout the event. The cost is based upon the expected number of guests and the duration of the event. A quote will be provided once the event details are secured. This service does not assist with post event clean-up.
- A \$1000 deposit will be taken that will be returned upon satisfactory clean up by your organization following your event,
- Trash dumpsters are required for all outdoor events. The current rate is \$250 per dumpster and is subject to change.

Restrooms:

- JCNI will require additional portable toilets be rented. 1 toilet is needed per 250 guests. Per law 10% of all bathrooms must be ADA compliant.
- If portable toilets are needed, a hand washing sink must be rented as well. This will be a separate sink from your 3 compartment food vendors (If applicable) sink.

Food and Beverage:

- The original Temporary Food Facility permit must be posted at each of your food vendor booth.
- An approved 3-compartment sink must be provided and a signed copy of the "Ware wash" Facility Agreement" provided to JCNI.
- If you plan to have alcoholic beverages available for purchase by your guests, you must contract services with a vendor that is licensed, a list of preferred vendors can be provided. You will also be required to rent a fence to separate consumption area.
- All equipment used by vendors must meet commercial industry standards
- Booths used by vendors must meet Food Safety and Fire safety guidelines.
DEH will inspect every food vendor each day of your event. If all guidelines are not met, they will not be allowed to operate.

Documents Required by JCNI:

- If providing food vendors, a copy of the Temporary Food Facility (TFF) permit through the DEH must be provided for your event and each food vendor.
- City, State and County laws may require additional permitting depending on your event specifications. It is your responsibility as the client to assure compliance with all laws.
- Proof of insurance, listing Market Creek Plaza, Jacobs Center for Neighborhood Innovation and West Side Creek LLC as covered.

Organization must provide the following: 30 Days Prior to event

- Copy of Temporary Food Facility Permit (TFF) for each food vendor, see attached.
- Copy of Warewash Facility Agreement (signed)
- Copy of vendors food handlers cards
- Event details secured with JCNI Staff

14 Days Prior to event

- Payment in full
- Confirmed diagram/layout of event space
- Schedule of the day's events

Prohibited Items:

The following items are prohibited. Under no circumstance are they allowed on JCNI or MCP land. If you have a question whether an item is permitted please contact JCNI directly.

- Open Flame- exception may be made for food vendors under certain conditions, please see JCNI for permission
- Balloons- Helium, water, air
- Carnival Rides- mechanical bulls, slides, jumpers, inflatable obstacle course etc.
- Any item that may be dangerous to local animals
- Confetti
- Silly string
- Fireworks, this includes snakes, sparklers, poppers
- Anything that could possibly cause harm to event participants

Mandatory Non- negotiable Items		
Item	Description	Cost
Event Cleaning Service	Trash pick up and restroom Maintenance (price per day)	\$ 500.00
Restrooms	1 per each 250 persons; Count is taken of overall attendance, not at the most popular time	\$ 80.00
Restrooms ADA	10% of the restrooms at your event must be ADA compliant	\$ 150.00
Restroom Sinks	One at each grouping of restrooms (Must be separate from sinks for food vendor use)	\$ 90.00
Security	Per Hour; One per 100 persons, Count taken at estimated most popular time of the day not overall attendance	\$ 35.00
3-Yard trash bin with recycle (EDCO)	Both receptacles are needed.	\$ 250.00
Insurance	COMMERCIAL GENERAL LIABILITY	
	\$1 million –Per Occurrence	
	\$2 million— General Aggregate	
	LIQUOR LIABILITY	
	Required if alcohol will be provided, sold or served at the event	
WORKERS COMPENSATION		
	\$1 million	
Cleaning Deposit	Will be returned if area used is in satisfactory condition	\$1,000.00

Failure to comply with all items in this booklet will result in inability for certain parts of your function to continue. JCNI reserves the right to allow or forbid any event activity. To assure the success of your event please give thorough detail to your coordinator. If activities that are prohibited by JCNI occur the day of the event JCNI reserves the right to cancel your event at any time with no monetary refund given.

Event Name: _____ Event Date: _____

Event Contact: _____ Date: _____

Sales Coordinator: _____ Date: _____