

Outdoor Space Guidelines

Security and Parking Requirements:

- Security Guards and Parking Attendants may be required in conjunction with this event. **
- Security can be contracted through the company found on the recommended vendor list at the rate they determine.
- Below are customary Security and Parking Guidelines, for large events and/or those that involve alcohol, additional security may be required. See table below for general guidelines.

Security and Parking Guidelines

Non-Alcohol Event			Alcohol Event		
# of Attendees	Parking Attendants	Security Guards	# of Attendees	Parking Attendants	Security Guards
0 – 100	0	0	0 – 100	0	1
101 - 200	0	1	101 – 200	0	2
201 - 300	2	2	201 – 300	2	3
301 – 400	3	3	301 – 400	3	4
401 – 500	4	4	401 – 500	4	5
501+	TBD***	TBD***	500+	TBD***	TBD***

**JCNI reserves the right to adjust the number of Security and/or Parking Management personnel based on the specific event details.

***For events over 500 attendees, parking attendants and security guards will be calculated by JCNI and local law enforcement as needed.

Insurance and Documents Required by JCNI: (Non-Negotiable)

Renter requirements Insurance

- Certificate of Liability Insurance with minimum Bodily Injury coverage of \$1 million dollars per occurrence with a \$2 million aggregate.
- If your event will include the serving or selling of any alcoholic beverages, your insurance certificate must specify that liquor liability is included.
- Failure to provide any required documents may result in cancellation of the rental contract and forfeiture of the deposit.

Vendor Requirements:

- Insurance
 - Certificate of Liability Insurance with minimum Bodily Injury coverage of \$1 million dollars per occurrence with a \$2 million aggregate.
 - If alcohol is served at the event by a vendor, that vendor’s certificate of insurance must indicate that liquor liability is included.
- A copy of any required food permits (catering permit, food handlers’ permit, etc...required by city, county, and/or Department of Environmental Health (DEH) for each food vendor used in conjunction with event.

- If alcohol is provided at the event, even if alcohol will be provided at no fee, an ABC License or one-day permit is required – no exceptions.
 - In addition, as required a responsible beverage server must remain on-site for the duration of the event.

Please note: City, State and County laws, regulations, and ordinances may require additional permitting depending on your event specifications. It is your responsibility as the renter to ensure compliance with all laws, codes, and regulations.

Event Set-Up and Breakdown

- Event window is inclusive of set-up and breakdown (**see attached addendum**)
- If additional time is needed for set-up or breakdown, it will be billed at \$100 per hour and is subject to venue availability.
- No set-up is allowed outside the designated event window without express written consent of a JCNI representative.

Rental Fees, Refunds and Cancellation Policy

- All venue rental fees are based on information provided and are subject to change based on the actual event. Fees may increase for the following (this is not an inclusive list of all circumstances that may result in additional fees:
 - Guest count exceeded original stated numbers (This will adjust cleaning fee and may incur additional security fees).
 - Event time exceeded allotted time.
- Deposits are non-refundable but can be applied to future events less any fees incurred ([See Deposit & Changes section](#))
- Refunds for cancellations will be treated as follows:
 - Cancellations at least 30 days prior to event date will receive a refund of any fees paid minus the non-refundable required deposit (required deposit is 25% of total rental fee)
 - Cancellations 15-29 days prior to event date will be charged 50% of the total rental fee.
 - Cancellations 8-14 days prior to event date will be charged 75% of the total rental fee.
 - No refunds or partial refunds for cancellations within 7 days of event date
- JCNI does everything possible to honor its venue contracts. In the event JCNI is forced to cancel your event due to an unforeseen and unavoidable circumstance, or “Force Majeure” including but not limited to: Natural Disasters, Government Intervention, Civil Unrest, or other emergencies, JCNI will, at your request, refund all monies paid within 30 days of cancellation, or apply them to a future date of your choice.

Prohibited Items:

The following items are prohibited. Under no circumstance are they allowed on any properties owned or operated by West Side Creek, LLC, JCNI and/or Market Creek Plaza LLC. If you have questions regarding permissible items, please contact JCNI directly.

- Open Flames (exception may be made for food vendors under certain circumstances, please contact JCNI for more information).
- Due to our close proximity to protected creeks and habitats, NO helium or mylar balloons are allowed on premises.

- No Carnival Rides including: mechanical bulls or mechanized rides of any kind.
- No inflatables: including: slides, jumpers, obstacle courses, etc...*
- No items that may be dangerous to any local animals or their habitats
- No Confetti, Glitter, Silly String, Hay, Scattered Flower Petals (synthetic or natural), or any other decorations or materials which would create debris that is difficult to clean and remove.
- No Fireworks of any kind including snakes, sparklers, or poppers is strictly prohibited and will result in immediate termination of event without refund.
- No items or activities are allowed that could potentially cause bodily or psychological harm to event participants.

Cleaning and Trash Management (Outdoor Events):

- You are responsible for all event trash including that generated at setup and breakdown by your representatives, guests, and vendors.
- You are required to provide trash receptacles for use in outdoor spaces
 - Recommended Vendor List is available on our website: jacobscenter.org/venues
- Acceptable trash receptacles include the following:
 - Dumpsters
 - Portable & Disposable Trash Cans with liners made of sturdy material such as corrugated cardboard (minimum 30-gallon size)
 - 30-gallon trash cans with liners
- You are responsible for arranging the removal of all trash from our property at the end of your event.
- JCNI can arrange for trash collection for an additional fee.

Event Setup and Breakdown

- Rental hours for all spaces are inclusive of event setup, actual event, and breakdown/cleanup.
 - Renter is responsible for coordinating drop off and pickup of any rental items that will be used during the event.
 - All rented items must be picked up at the end of the event.
 - No storage of rented equipment will be allowed on the premises.
 - For half day events, setup event, actual event, and breakdown/cleanup must take place within the allotted 5-hour window.
 - For full day events, setup event, actual event, and breakdown/cleanup must take place within the allotted 10-hour window.
- Recommended Vendor List is available on our website: jacobscenter.org/venues
- Failure to complete breakdown & cleanup by the event stop time will result in an hourly rate for space use billed at \$100 per hour.
- No setup is allowed outside the designated times without the express written consent of a JCNI venue representative.

Restrooms:

- Renter is responsible for providing portable toilets and hand washing sinks for all outdoor events.
 - 3-compartment sinks used by food vendors are not an acceptable replacement for the restroom hand washing sink requirements.
 - The recommended ratio of sinks to portable toilets is 1:4, however, renter is responsible for complying with all city, county, and state guidelines.
 - You are required to provide at least one (1) portable toilet per 150 guests. Attendance should be calculated at peak time.
 - By law 10% of all bathrooms must be ADA compliant and shall not be placed on an area with a slope greater than 2%.
 - If you are providing multiple restroom locations, there must be at least one ADA compliant portable toilet at each designated restroom area.
 - Recommended Vendor List is available on our website: jacobscenter.org/venues
- The use of Jacobs Center interior restrooms is not permitted during outdoor events.

Food and Beverage:

The County of San Diego states the following with regards to festivals and outdoor events:

Temporary Event Food permits are required whenever food or beverages are sold or given away to the public. Examples of where food or beverages can be sold at a temporary food event include farmers markets, street fairs, festivals, musical and artistic presentations, sporting events, ethnic celebrations, and trade shows. Temporary Event Food permits for food/beverage sales are not **Community Event** permits. Community Events that have food or beverage sales may require both a Community Event Permit, for the event and a Temporary Event Organizer permit for the food/beverage sales.

If you are organizing a Community Event that take places in Unincorporated County of San Diego, please visit sdcountyCEP.org. Events that take place in Incorporated County of San Diego, please contact your local city special event unit. All food/beverage sales or distribution during a Community Event will require a Temporary Event Food Permit.

- Renter is responsible for meeting all county requirements for food and beverage at the event.
- All booths providing food and/or beverages must meet all local city, county, and state food and beverage guidelines. For more information you can visit: <https://www.sandiegocounty.gov/content/sdc/deh/fhd/food/tempevents.html>.
 - This includes the guidelines for Temporary Food Facilities.
 - For more information on Temporary Food Facilities you can visit: https://www.sandiegocounty.gov/content/dam/sdc/deh/fhd/food/cep/tempevent_vendorreqs.pdf.
- All food vendors must have sinks and handwashing stations as required by County Department of Environmental Health (DEH), and must be separate from the restroom sinks provided by the renter.
- All equipment used by vendors must meet commercial industry standards and be in regulatory compliance.
- DEH will inspect all food vendors each day of your event. If all guidelines are not met, DEH and JCNi representatives have the right to terminate food and beverage operations

for that vendor.

- If you plan to provide or sell any alcoholic beverages, you must contract services with a vendor that is licensed, a list of preferred vendors can be found on our website: <https://jacobscenter.org/venues>.
 - Non-profits who choose to use an ABC one-day permit must meet all ABC requirements including having a designated “Responsible Beverage Server” on-site at all times while alcohol is present.
 - Non-profits are not precluded from meeting all local laws and regulations with respect to the selling or serving of alcohol.
- Renter is responsible for all costs associated with compliance and adherence to local laws and regulations surrounding alcohol at events; this includes but is not limited to the cost of fencing and additional security.
 - JCNI reserves the right to impose its own requirements with regards to the serving of alcohol on any of its premises. This includes but is not limited to the right to:
 - Designate whether fencing is required (even if not required by ordinance or municipality).
 - Designate the type of alcohol served (i.e. Beer & Wine only vs full bar status)
 - Designate the total hours alcohol is allowed to be served
 - Increase the number of security guards required for an event where alcohol is served.
 - Prohibit alcohol at an event.

Deposit, Date Changes, and Cleaning Fees

- The required deposit to secure a rental is 25% of the total rental fee.
 - Deposit is non-refundable and will be applied to contract balance.
 - Event dates can be changed at no fee with at least a 30-day notice.
 - Any changes to the event date made 15-29 days prior to event date will incur a fee of \$25 or 10% of the total rental amount, whichever is greater.
 - Any changes to the event date made 8-14 days prior to event date will incur a fee of \$75 or 25% of the rental amount, whichever is greater.
 - No changes to event date are allowed within 7 days of the event date – no refunds or partial refunds (rental fee is fully earned).
- For all outdoor events there is a non-refundable cleaning fee of \$100 per outdoor space rented.
- There is a separate, refundable cleaning deposit that must be paid for the use of outdoor spaces and will be refunded within 30 days of event completion if spaces are left in satisfactory condition. The refundable deposit due is calculated based on estimated attendance and is charged as follows for any outdoor space used:
 - **> 150 attendees = \$250**
 - **151 – 300 attendees = \$500**
 - **301 - 500 attendees = \$750**
 - **501 or more attendees = \$1,000**

Environmental Protection of Local Areas

The Jacobs Center and its outdoor spaces are located along a protected creek known as the Chollas Creek Area. This area is home to protected animal and plant habitats. Any damage or disruption to habitats is strictly prohibited.

- If any damage is caused to local habitats by renter, their agents, vendors, guests, or attendees, any cost of mitigating damages and restoring habitats will be the sole responsibility of the renter.