

SPUR URBAN CENTER
CATERER AND VENDOR RULES AND PROCEDURES
654 Mission Street, San Francisco, CA
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These Caterer and Vendor Rules and Procedures ("Rules and Procedures") are attached to and constitute part of the SPUR Urban Center Rental Agreement.

Through research, analysis, public education, and advocacy, the mission of the San Francisco Planning and Urban Research Association ("SPUR") is to promote good planning and good government. In a city dominated by single-interest politics, SPUR plays the crucial role of uniting citizens from all parts of the city to jointly craft solutions to our common problems. As the SPUR Urban Center ("Urban Center") is a space dedicated to the public first and foremost, and a special venue for events secondarily, we ask your patience, cooperation, and courtesy in staging your event here. We welcome you and will strive to help make your event successful. In order to make your event go as smoothly as possible, while promoting public safety and protecting the property of SPUR, SPUR requires all caterers, event planners and vendors using the Urban Center to observe and abide by the rules and procedures set forth below. Onsite managers of caterers or event planners must read this document before the event and ensure that event staffs are properly instructed regarding applicable requirements.

Definitions

For purposes of these Rules and Procedures, the term "vendors" means all companies or persons providing goods or services for an event at the Urban Center, whether under contract directly with Renter or Client (if applicable) or under a subcontract with caterers, event planners or other parties.

The term "RM" means the Rental Manager of the Urban Center. The term "Special Events Coordinator" means the Special Events Coordinator designated by SPUR.

Equipment

Caterers or vendors must provide the following equipment, if necessary:

(Please note: SPUR does not have any of the following equipment available)

- Mop
- Bucket
- Brooms
- Dustpans
- Dollies (rubber wheels)
- Mats of plastic (bar, prep areas, etc.)
- Gaffer's tape/(no duct tape allowed)
- Extension cords (heavy duty)
- Trash Cans/Bags
- Ladder (if necessary)

SET UP PROCEDURES

Load In Times

Caterers and vendors must adhere to the times agreed upon and outlined in the rental contract as signed by SPUR and The Renter.

Loading Docks and Preparation Areas

SPUR does not have a loading dock. Load-in and all deliveries enter the building through the main/Mission Street entrance.

SPUR does not have a kitchen; however, there is basement prep space with hand washing sink. All food prep must take place in basement prep space.

Moving Through Spaces

- Use of carts with rubber wheels is required.
- Tables and chairs must be lifted (not dragged).
- Items must not be leaned against walls or exhibits.
- When loading in and out, caterers and vendors must stay to the center of hallways and spaces to avoid scraping walls and doorways.

Deliveries

- All deliveries must be received at the designated loading area--front entrance.
- All deliveries coordinated with the Renter must be received by the caterer at the designated loading area within the time allowed.
- All deliveries must be kept compact, allow for passage by the public, and abundant access to walkways, doorways, and fire exits.
- **NO DOORS OR EXITS MAY BE BLOCKED AT ANY TIME.**
- SPUR may accept, but not unload, check or count any delivery for the event and will not be responsible for any items so accepted.

Waste Management

- All waste generated by the event must be removed and disposed of off site.
- Caterers are responsible for properly disposing of any waste left by Renter, as well as vendors.

Working While the Public Is Present

- The general public has the right-of-way at all times.
- Access to entrances, exits, doorways, exhibits, etc. must be kept free.
- All materials, equipment, etc., must be kept compact and out of traffic, so not to create a tripping hazard. All cords must be taped down to the floors along the edges of the rooms using gaffer's tape only.
- Event break down can only begin once the guests have left the venue of the event and only upon permission of the Special Events Coordinator on duty.

SPUR Staff

The following SPUR staff is on duty for each event:

- One or more Special Events Coordinator and Janitorial Staff Member. (Numbers vary depending on the size of the event.)
- The Special Events Coordinator is your main contact and the acting representative of SPUR during the event.
- The SPUR staff is not available to lift, carry, or move anything that is not SPUR property.

EVENT AREA PROCEDURES

Safety

- Public safety is of utmost importance.
- Caterers and vendors must load in directly to the area of the venue of the event. Items may NOT be staged along the way.
- All equipment and paraphernalia must be kept out of the public's way.

Tables and Chairs and Large Items

- These items must be set up as they come onto the floor. They may not be left stacked, collapsed or leaned against walls.

Waste Receptacles

- An abundance of lined and properly signed recycling, compost and trash cans at convenient and visible locations must be provided.

Decorations and Signage

- SPUR encourages the use of décor that incorporate "green," sustainable principles.
- The use of existing exhibits for "atmosphere" is encouraged, keeping added decoration to a minimum.
- Decorations and signage may **NOT** be fastened to any walls, ceilings, dioramas, exhibit cases, or any other SPUR property, inside or outside the Urban Center.
- Set up of décor and signage may not begin until the Special Events Coordinator gives clearance to proceed.

Hot and Cold Food Preparation

- All caterers are required to adhere to all current fire regulations.
- All caterers must obtain the appropriate permits prior to the event. The permit must be on-site during the event and available for inspection.
- Hot food preparation may take place in the designated areas only. Cooking in any other area is strictly prohibited. This includes, but is not limited to, the use of convection ovens, electric burners, action stations and open flame of any kind.
- Cold food preparation may take place in lower hallways with the prior permission of SED.
- Bussing must be done throughout the event to avoid accumulation of foodstuffs, trash, glassware and the breakage, spillage and other hazards that might result.

Bars

- Plastic mats must be placed under all bars, ice containers, liquid/sauce areas and carpeted preparation areas to protect the floors.
- Strained ice must be disposed of properly. (Ask the Special Events Coordinator for designated areas.)

Alcohol

SPUR strictly adheres to state and federal laws, rules and regulations regarding the serving of alcoholic beverages.

- Alcohol is not permitted in public areas prior to closing time.
- Alcohol may not be served to minors (anyone under 21 years of age) at any time.
- Catering/Bartending staff must insure that no minors are drinking alcohol by appropriate means of identification set forth by the California Department of Alcoholic Beverage Control.
- Caterer's personnel and bartenders must notify their managers when they observe a guest drinking irresponsibly and cease all alcoholic beverage service to said guest. If such a situation occurs, the Special Events Coordinator on duty should be notified immediately.

Insurance

- SPUR requires all caterers and vendors working at SPUR to provide evidence of the following insurance: (i) Commercial General Liability Insurance with limits of not less than \$2,000,000 per occurrence and annual aggregate; (ii) if alcoholic beverages will be served, Liquor Liability with limits of not less than \$1,000,000; (iii) workers' compensation insurance in accordance with applicable law, and employers' liability coverage with limits of not less than \$1,000,000; and (iv) business automobile liability insurance with limits of not less than \$1,000,000 each occurrence, including coverage for owned, non-owned and hired automobiles.
- If the caterer sub-contracts to a licensed bartending company for cocktail service, the caterer must carry liquor liability insurance if any of its employees will be engaged in the service of alcoholic beverages at the event.
- The insurance policies must name as additional insureds the Urban Center.
- The insurance policies shall: (i) be issued by companies reasonably satisfactory to SPUR; (ii) be primary to any other insurance available to the additional insureds with respect to claims covered under the policy and shall apply separately to each insured against whom a claim is made or suit is brought; (iii) include coverage of independent contractors; (iv) be written on an occurrence basis; and (v) otherwise satisfy the then current insurance requirements of SPUR. Caterers and vendors agree to provide SPUR with certificates of insurance and additional insured policy endorsements evidencing the required coverage at least fourteen (14) days prior to the event. Upon request by SPUR, caterers and vendors must immediately furnish complete copies of policies.
- SPUR, in its sole discretion, may modify or waive the foregoing insurance requirements with respect to certain vendors in connection with particular events, provided that such modification or waiver shall not be deemed a waiver of, or in any way affect, SPUR's right to insist upon strict compliance with the foregoing insurance requirements with respect to other vendors or different events.

CLOSE OUT/CLEAN UP PROCEDURES

Time Restrictions

- All waste, decor, and other items must be removed and the venue area cleaned up within the Renter's contracted time.
- An outside cleaning crew may not be hired. If assistance will be needed, prior arrangement should be made through the RM.
- A rate of \$400 per hour (or any partial hour) will be billed for:
 1. Clean up assistance.
 2. The venue area, if not completely vacated and left in the required condition within the Renter's contracted time.

NOTE: To avoid overtime charges, it is important that vendors staff the load outs with sufficient crew to get the job done in the time period allotted.

Clean Up/Load Out

- The Renter is responsible to ensure clean up of all food and organic matter spills from event areas, bars, and food stations including, but not limited to floral matter, tape, and miscellaneous materials left by the Renter, event planners, caterers, and all other vendors.
- Spot sweep and mop in any area traveled or used by staff and guests.
- Thoroughly sweep and mop in food preparation areas and building entrance.
- Waste removal (See Waste Management Section).
- All rentals and items (tables, chairs, staging, lighting, sound equipment, etc.) brought into the Urban Center for use in the event must be cleared from the venue area and removed from the Urban Center immediately following the event. Items cannot be stored overnight unless approved and arranged for in advance with the RM.
- SPUR does not provide storage facilities to Renters, caterers, event planners or vendors and is not responsible for any items left after an event.

Borrowed Items/Lost and Found

- If anything is borrowed from SPUR, it should be returned to the Special Events Coordinator.
- Any lost items found during or after the event should be turned into the Special Events Coordinator. Lost items may be claimed the following business day by contacting the RM.

Final Walkthrough

Caterers and vendors must complete a walkthrough and sign out with the Special Events Coordinator prior to leaving the Urban Center after events. This is a mandatory procedure. It is recommended that caterers not release all of their clean up staff until this walkthrough is completed.

Miscellaneous

Smoking is NOT permitted inside or around the Urban Center.

Event staff parking is not provided by SPUR.

Amendments

SPUR reserves the right to make additions or modifications to these Rules and Procedures, and caterers, event planners and vendors agree to comply with all such additions and modifications upon reasonable prior notice of such additions or modifications.