

**EXHIBIT C
CALIFORNIA ACADEMY OF SCIENCES
SPECIAL EVENTS DEPARTMENT
CATERER AND VENDOR
RULES AND PROCEDURES**

These Caterer and Vendor Rules and Procedures ("Rules and Procedures") are attached to and constitute part of the California Academy of Sciences Rental Agreement ("Rental Agreement").

The mission of the California Academy of Sciences ("Academy") is to explore, explain and protect the natural world. As the California Academy of Sciences Building ("Academy Building") is a museum 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 the Academy, the Academy requires all caterers, event planners and vendors using the Academy Building 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 staff are properly instructed regarding applicable requirements.

Definitions:

For purposes of these Rules and Procedures, the term "vendors" means all companies or persons (other than caterers) providing goods or services for an event at the Academy Building, whether under contract directly with Renter or Client (if applicable) or under a subcontract with caterers, event planners or other parties. The term "vendors" includes, without limitation, event planners, musicians, entertainers, photographers, florists, and furniture and party supply rental companies.

The term "SED" means the Special Events Department of the Academy. The term "Special Events Coordinator" means the Special Events Coordinator designated by the Academy.

Contracts/Payments:

Contracts must be signed and payments made by the Renter and Client (if applicable) who has contracted with the caterer or other vendor.

Food Service Guidelines:

Caterers working in the Academy Building are required to comply with the food service guidelines ("Food Service Guidelines") attached hereto as Schedule 1 and made a part hereof. Please note that caterers must certify their compliance with the Food Service Guidelines by signing the Food Service Guidelines where indicated. In addition, all onsite managers of caterers must read the Food Service Guidelines before working in the Academy Building.

Pre-Event Walkthrough:

At least fourteen (14) days prior to the event, the caterer, event planner (if appropriate) and a representative from the SED will conduct a walkthrough to confirm the following details:

- Loading areas and elevators to be used.
- Preparation and cooking areas to be used.
- Special power requirements (espresso machines, A/V equipment, etc.)
- Approval of decorations and entertainment by the SED.
- If not previously submitted to the Academy, then at the time of the walkthrough, the caterer or event planner will submit, for Academy approval, the final **FLOOR PLAN** of the event set up and a **LIST OF ALL VENDORS** participating in the event.

Equipment:

Caterers or vendors must provide the following equipment, if necessary, since the Academy 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/masking 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 following time schedule:

- 2:00 PM – Caterer and any vendor may begin to unload East and West Terrace areas.
- 4:00 PM – Loading dock access, requests to access dock must be made one week prior to event date.
- 5:15 PM (approx) – On the Special Events Coordinator's cue, set up on public floor may begin.
- 5:30 PM (approx) – On the Special Events Coordinator's cue, set up in Main Lobby may begin.

Loading Docks and Preparation Areas:

- The main loading dock is located on the west side of the Academy.
- Trucks may not be left in the loading dock area during normal Academy business hours. Approved drop-offs may be made during these hours, but trucks cannot remain. Trucks may be staged in loading areas during an event with the permission of the SED and clearance from Academy Security.
- During an event, vehicles must not be left parked on the East Driveway as the driveway is a fire lane
- Preparation areas are located on both the west and east sides of the Academy.
- Additional cold preparation areas are available in the lower level of the Academy with passageways to elevators. Preparation areas in this hallway may be no wider than 5 feet from the walls.
- Within the lower level hallways of the Academy, open flame is not permitted
- All prep areas in the hallways must be set up against the walls.
- The water in the barrels supporting the kitchen tents cannot be disposed of on the Academy grounds.

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. (Location to be determined by the Special Events Coordinator).

- All deliveries coordinated with the Renter and Client (if applicable) 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.**
- The Academy 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 in accordance with the requirements stated in the Food Service Guidelines.
- Caterers are responsible for properly disposing of any waste left by Renter and Client (if applicable), 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.

Academy Staff:

The following Academy staff is on duty for each event:

- One or more Special Events Coordinators, Guest Services, Security Guards, Night Custodial Manager, Biologist(s) as necessary, and Engineer. (Numbers vary depending on the size of the event.)
- The Special Events Coordinator is your main contact and the acting representative of the Academy during the event.
- The Academy staff is not available to lift, carry, or move anything that is not Academy 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.

Trash Cans:

- An abundance of lined trash cans at convenient and visible locations must be provided.

Decorations and Signage:

- The Academy encourages the use of décor that supports the Academy's mission statement by incorporating "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 Academy property, inside or outside the Academy Building. Décor must be free standing.
- Set up of décor and signage may not begin until the Special Events Coordinator gives clearance to proceed.

Drop Tables:

- Caterers must provide the appropriate number of drop tables for the size of the event, including in front of entrances to areas where food and beverages are restricted. (Ask the Special Events Coordinator for direction, if necessary.)

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, clear ice and water must be disposed of properly. (Ask the Special Events Coordinator for designated areas.)

Alcohol:

The Academy 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. If such a situation occurs, the Special Events Coordinator on duty should be notified immediately.

Insurance:

- All caterers and vendors working at the Academy Building must carry insurance in accordance with the applicable requirements set forth in Exhibit A to the Rental Agreement.

CLOSE OUT/CLEAN UP PROCEDURES

Time Restrictions:

- All refuse, decorations, and other items must be removed and the venue area cleaned up within 1-1/2 hours after the end of the event.
- An outside cleaning crew may not be hired. If assistance will be needed, prior arrangement should be made through the SED.
- A rate of \$750 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 1-1/2 hours after the event ends.

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, Client (if different from 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 loading docks.
- Garbage removal (See Waste Management Section).
- All rentals and items (tables, chairs, staging, lighting, sound equipment, etc.) brought into the Academy Building for use in the event must be cleared from the venue area and removed from the Academy Building immediately following the event. Items cannot be stored overnight.
- The Academy does not provide storage facilities to Renters, Clients, 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 the Academy, it should be returned to the Special Events Coordinator or Night Custodial Manager.
- Any lost items found during or after the event should be turned into the Special Events Coordinator or Academy Security. Lost items may be claimed the following business day by contacting the SED.

Final Walkthrough:

- Caterers and non-catering vendors must complete a walkthrough and sign out with the Special Events Coordinator prior to leaving the Academy Building after events. This is a mandatory procedure. It is recommended that caterers do not release all of their clean up staff until the final walkthrough is completed.

Miscellaneous:

Smoking is NOT permitted inside or around the Academy Building.

For technical questions, please refer to the Technical Specification Document, available from the Special Events Coordinator.

Coat check is run by the Academy Staff only.

Event staff parking is not provided by the Academy.

Amendments:

The Academy 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.

SAMPLE