



FREQUENTLY ASKED QUESTIONS

FOOD & BEVERAGES

1. CAN I BRING IN MY OWN FOOD AND BEVERAGES?

Yes. If you are bringing your own food, all food should be prepared off-site. Make sure you include delivery and set up time in your rental period. The renter must remove all food and equipment after the event – we cannot store food or equipment overnight.

Our facility does not provide cooking facilities, ice, linens, or any serving materials. All basic food preparation must take place off-site, but food may be plated in the catering prep area, and perishables and beverages may be chilled in the refrigerator and freezer. Refrigerator, freezer, sink, and countertops must be thoroughly cleaned if used.

2. CAN I USE A CATERER?

If you have a caterer for your event who has not previously catered at the CAC, they MUST meet with CAC staff before the event to be thoroughly informed about our expectations and facilities.

3. WHAT ARE THE POLICIES REGARDING ALCOHOLIC BEVERAGES?

The Carnegie Arts Center Foundation abides by all laws of the State of California concerning the use and serving of alcohol. The CAC staff reserves the right to terminate any event which violates local or state laws, or which poses an unidentified health or safety risk. Alcoholic beverages may only be consumed in the specific room or area being rented and may not be taken out of the building.

- **What if the event is open to the public, or if alcohol is “sold” at the event?**

If the event is open to the public or if alcoholic beverages are being sold (whether by the glass, by ticket, or included in the price of admission), the renter must obtain an appropriate permit (Special Daily License/Event permit) from the State of California Department of Alcoholic Beverage Control (ABC) in Stockton. The renter must provide a copy of the approved ABC permit at least 15 days before the rental date. Rules and regulations for obtaining an ABC permit can be found on the ABC website, www.abc.ca.gov. ABC permit applications must be approved by the CAC and by the City of Turlock Police Department before submitting to the ABC office. Each of these approvals can take several weeks, so renters should plan accordingly. The CAC accepts no responsibility for the renter’s failure to secure an ABC permit in a timely manner.

- **What if I, the renter, supply the alcohol-free of charge?**

The renter may supply alcohol to invited guests free of charge. Alcohol may not be “self-served” (except for a bottle of wine/champagne placed on each table). The renter must also supply non-alcoholic beverages (not including non-alcoholic beer or wine) in addition to any alcoholic beverages served.

4. Are there other special food and beverage policies?

- Food and drink service may be restricted inside the **Ferrari Gallery** at the discretion of the CAC. Applications for **Ferrari Gallery** events that include food or drink will be considered on a case-by-case basis.

- If you provide your own food or a caterer provides food on a drop-off basis (i.e., no catering staff remains on site), the renter assumes full responsibility for making sure that all used paper goods and any food remains are put in supplied trash receptacles before vacating the premises.

DECORATIONS & SIGNAGE

5. What are the policies on decorations?

- All decorations must be flame-retardant (UL approved).
- No nails, tacks, scotch tape, staples, pins, etc. The CAC can provide special tape upon request to assist with decorations in the facility.
- No wire or attachments may be hung or draped on light fixtures.
- Exterior decorations must have prior approval.
- All decorations must be taken down and removed from the facility immediately after the event.
- Rice, birdseed, glitter, confetti, and straw are not permitted. These and any similar materials may not be used or thrown inside or outside the facility.
- Mylar balloons are not allowed. Helium-filled latex balloons must be kept on weights. If balloons are released and get caught in lights, ducts, or rafters, the cost of retrieval and any damages will be taken from the deposit.

6. What are the policies on signage?

The CAC may provide limited signage for your event upon request. All banners, signs, and display materials used in connection with an event must be of a professional nature. No amateur or handmade signs, banners, etc. may be displayed.

EQUIPMENT, SERVICES & FACILITIES

7. What are the hours available for rental of the Carnegie Arts Center?

The Carnegie is available for rental to outside groups and individuals:

Monday – Sunday 6 a.m. – 12 a.m.

The closing hours must include the renter’s clean-up time. Hours for events that include outdoor music are more limited. These can be scheduled Monday – Friday 12 p.m. – 2 p.m., or Thursday – Saturday 6-9 p.m. Prior approval for outdoor music is required. Amplified music is not automatically permitted. All outdoor events must comply with the City of Turlock Noise Ordinance (City Municipal Code §9-2-300).

8. What equipment and services does the Carnegie Arts Center provide?

- The CAC can provide 60” round dining tables, 30” tall tables, 6’ and 8’ rectangular buffet tables, and chairs for your event. Non-standard equipment must be rented. The Center’s tables may not be taken outside by the renting party without prior authorization. In the event that multiple rentals are scheduled on one day, you should confirm the availability of these items before reserving the space.

- Renter must arrange for ice, table skirting, linens, and any other furniture or equipment not included in the standard set-up options. The CAC does not provide these items.
- Events in the Loft may use the CAC's theatrical lighting and sound equipment upon request. The use of theatrical lighting and/or sound system will require the services of a technical staff person. See the "Additional Fee" section for the hourly rate. You should confirm the availability of these services before reserving the space.
- The **LOFT** and **GEMPERLE GALLERY** have wireless internet capabilities, projectors to connect to renter's laptops, and projection screens. Please note that laptops are not provided by the CAC.
- Podiums, easels, and poster tripods are available upon request.

9. Who decides the layout for my event?

We can provide several different layouts from which to choose. If you would like a special layout, please attach a diagram with your rental application. We will make every attempt to accommodate you. If additional tables and chairs are required, they must be provided by the renter at their own expense.

10. Where do my guests park?

There is on-street parking along Broadway and in the parking lot behind the CAC for as many as 75 vehicles. Nearby parking is also available in City parking lots on N. Broadway in front of the Public Safety Facility, on the corner of N. Broadway & Olive Street, on Market & W. Main Streets, and in the general downtown area (see parking map on our website).

11. What are my clean-up responsibilities?

Renter clean-up time occurs during the hour following the exit time of guests from the facility. The renting party is responsible for the following cleaning duties:

- Tables must be cleared of all items such as table linens, dishes, decorations, etc.
- All trash and recyclables must be placed in the receptacles provided. CAC recycles all paper, cardboard, plastics, and aluminum. If any waste/recyclables will not fit in the receptacles, such as boxes or large items, these must be broken down and placed with the trash receptacles. CAC staff will provide additional trash liners if needed.
- All decorations must be taken down and removed from the facilities.
- The catering prep area must be thoroughly cleaned and returned to its original level of cleanliness. This includes all work areas, refrigerators, and sinks. The CAC will provide a broom, trash liners, and basic cleaning supplies.
- CAC custodial staff will clean floors and put away tables and chairs.

At the discretion of the CAC, the renter will be charged for any excessive trash in the facility, including the catering prep area, restrooms, lobby, and /or outside of doors. The renter will also be billed for any damage or abuse beyond normal wear and tear that occurs to the property.

12. Is storage available?

No, unless it is included in a wedding rental package. Normally the CAC does not provide any storage before or after an event. All decorations, props, beverage dispensers, and personal belongings must be removed at the end of the event. Rented furniture may be held for pick-up if arranged in advance.

INSURANCE & SECURITY

13. Do I need insurance for my event?

Liability insurance is mandatory for all renters. The renter needs to obtain broad form comprehensive general liability insurance, naming the **Carnegie Arts Center Foundation, Turlock, and the City of Turlock** as additional insured. Amounts of required insurance will be based on the type and size of the event with a minimum limit of coverage of \$1,000,000. The renter must agree to indemnify, defend and hold harmless the Carnegie Arts Center Foundation, Turlock, and the City of Turlock, their officers, agents, and employees against any and all claims, demands, damages, costs, expenses of whatever nature, including court costs and attorney fees arising out of or resulting from the use of CAC facilities.

If alcohol is served, the renter must purchase insurance that covers liquor liability. You must provide a certificate of insurance from your chosen agency at least 15 days before your event. If you need help locating event insurance, we can put you in touch with providers.

14. Do I need a room attendant for my event?

If your event occurs after normal operating hours a CAC staff person will be present for your event (in addition to custodial staff and security personnel, depending on your specific event requirements). The CAC staff person is available to address any needs or issues that arise during your event and has the authority to close events that do not comply with CAC policies.

15. Will I be required to provide additional security at my event?

Based on the size and type of your event, private security may be required. Security requirements are at the discretion of the CAC. The CAC staff will determine how many security personnel are required and for what duration, will hire the security personnel, and will supervise security personnel during your event. All costs related to security are the responsibility of the renter and will be included in your rental costs. Adult chaperones must be present for youth activities. The number of chaperones required is at the discretion of the CAC staff. CAC staff may request names and phone numbers for chaperones in advance of the event.

16. Can I bring in my own D.J., band, or other entertainment?

Yes. All equipment must be removed from CAC immediately after the event. The CAC cannot store equipment and is not responsible for equipment that is left, stolen, or damaged. Staff is not required to open the facility before the rental time for musicians. Any special effects must be approved by the CAC staff before the event date.

CANCELLATION & OTHER POLICIES

17. What are your cancellation policies?

All cancellations must be in writing. Cancellations of confirmed reservations will be subject to the following conditions and fees:

- ◆ If cancellation is made at least 30 days in advance of your event you will forfeit your \$50.00 application fee. CAC will promptly refund the remainder of your deposit.
- ◆ Cancellations made 29 days or less in advance of the event will result in forfeiture of your entire 50% deposit. CAC will promptly refund any payments made in excess of the 50% deposit.
- ◆ A \$50.00 per room fee may be charged for any rescheduled event.
- No refunds will be made when the event is canceled by the CAC due to the renter's noncompliance with CAC rules and regulations.
- In the extremely unlikely event that the space becomes unavailable due to unforeseen circumstances or if space is required for CAC use, the CAC reserves the right to deny or cancel an approval issued for any event or activity for its convenience and exclusive use. In the event of such a cancellation, notice will be given as far in advance as possible, and a full refund will be made.

18. What are some other, miscellaneous policies?

- Smoking is not allowed inside the facility or outside on CAC property.
- All outdoor events must comply with the City of Turlock Noise Ordinance (City Municipal Code §9-2-300)
- Live animals, except for service animals, may not be brought onto the premises.
- The renter and his/her guests are restricted to the rental area.
- The CAC will not be responsible for items left in the building before, during, or after the event.
- The CAC or its authorized representatives may enter any of the rented premises at any time and on any occasion.
- The CAC or its authorized representatives reserve the right to take photographs of rental events for its own records and for use in future promotional materials.
- The CAC may require the submission and approval of advertising materials. The CAC may require withdrawal or correction of advertising which does not meet the intent of this provision. The CAC is not liable for the expense of reprinting or altering promotional materials affected.
- If a renter or renter's agent violates a specific term, condition, or CAC policy contained herein, the CAC may withhold all or a portion of the renter's deposit.
- Any matters not herein expressly provided for shall be at the discretion of the CAC. Policies and rates are subject to change without notice.

RESERVING CARNEGIE ARTS CENTER FACILITIES

19. How do I reserve space at the Carnegie Arts Center?

An application for rental must be completed and a \$50.00 application fee paid to hold the tentative date. Upon approval of the application, a deposit of 50% of the rental fees is due within 30 days of notification to the User that their application has been accepted. User must submit the 50% deposit and completed Use Agreement to hold space on a definite basis. The application fee will be applied to the balance of the

rental fees. The remaining balance of the total fee is due no less than 15 days before the event. In order for the event to be considered a definite event, the CAC must receive the following: completed application, application fee, signed Use Agreement, and 50% deposit. If the nature of the event or the number of participants changes, the CAC must be notified **in writing** at least 15 days in advance, and if necessary, fees will be charged in accordance with applicable rates. The CAC reserves the right to disapprove of such changes or charge the renter for costs incurred as a result of changes (such as, but not limited to, changes in room configuration, etc.) No refunds will be issued for unused time or equipment. The rental period includes the time needed for set-up, decoration, and clean-up of your event. Make sure you plan your start and end times to allow for set up and clean up within the rental period. The renter may not have access to rented rooms before the scheduled time to decorate.

20. How do I pay my deposit and rental fees?

- In-person, by credit card, check, or cash.
- Over the phone, by credit card (209) 632-5761 x104.
- By check in the mail.

Send all deposit and rental fees, signed rental applications, and any related correspondence to:

Carnegie Art Center
250 N. Broadway
Turlock, CA 95380
OR
mgomes@carnegieartsturlock.org

Make all checks payable to “Carnegie Arts Center.”

21. Is my damage deposit refundable?

Your damage deposit is fully refundable unless one or more of the following occurs:

- Cleaning procedures beyond the scope of normal maintenance are required;
- Repairs or replacement are required due to facility or equipment damage; or
- The event exceeds or does not meet contractual terms (e.g., the event goes beyond contracted hours, or client or client’s vendors take more than one hour to vacate the premises at the end of the event).

The damage deposit may be used in part or in total to cover these costs. If a refund is warranted, you will receive a check from the CAC for the refundable portion of the deposit no more than 30 days after the rental date.