Event Contract

Instructions: This sheet is to assist you in preparing for your event at The Gamble House, USC. Please complete or check all areas that are applicable to your event. **The Gamble House does not book fundraising/development events, political rallies/events, or wedding receptions.**

Section 1. Event Information

Name of Event:	Locations: Select Location
Date(s) of Event:	Number of Attendees:
Event Description:	

Note: Attendees at all Gamble House events will be expected to tour the house. A tour fee is charged on top of the site rental fee. Group tours are based on the total number of guests that attend the event. There is a $15.00 charge per person. All interior tours are first floor self-guided tours unless arranged in advance otherwise.

Section 2. Event Rates and Times

Event Rates: Select Rate	Event Setup:	Event Begins:
	Event Ends:	Event Breakdown:

Section 3. Event Contact Information

Name:	**Address:**
Organization Name:	**Telephone:** - -
Cell phone: - -	**Email:**

Section 4. Booking, Cancellation, and Refunds

4.1 <u>CERTIFICATE OF LIABILITY INSURANCE</u>. All Contracts must be accompanied by a Certificate of Liability Insurance with a limit of at least $1,000,000 and listing the Gamble House, USC and the City of Pasadena as "additional insured" on each form.

4.2 <u>DEPOSIT</u>. A 50% deposit towards the event fee is due at the time of booking with balance of the payment due no later than two weeks prior to the event date. Booking deposits will be forfeited on cancellations less than 30 days prior to the event date.

4.3 **<u>REFUND</u>.** No refunds will be issued due to weather. All events are rain or shine, please prepare accordingly. No cancellations less than two weeks before event date.

Section 5. Terms and Conditions

5.1 <u>RENTAL ITEMS</u>. You,   , must sign for all deliveries, and a cell phone number is required for all deliveries. If the booking organization cannot be contacted, a voice message will be left, and a returned

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called is expected.

Rental items may be delivered no more than 24 hours prior to the event start time. If items are left overnight, it is the responsibility of the organization to have security for said items. The Gamble House, USC will not be responsible for items left overnight. All items must be picked up within 24 hours from the event end time.

Outdoor lighting is the responsibility of the booking organization. There is access to outdoor electrical circuits. Lighting placement must be approved by Gamble House staff prior to the event date.

Setup diagrams required for all events. Blank terrace and lawn maps will be provided upon request. Once you have your vendors in place please forward a list to the Gamble House.

5.2 <u>FOOD AND BEVERAGES</u>. Alcohol (beer, white wine, and sparkling wine **ONLY, no spirits**) may be served on the terrace, lawn or in the gallery. No dark or staining juices or beverages are allowed. Alcohol sales are prohibited. No open fire pits or cooking is permitted on the the grounds. The Gamble House, USC has a list of approved caterers, who are allowed to use the Gamble House kitchen. A list is available upon request.

5.3 <u>PARKING</u>. Events with more than 75 guests will be required to hire a valet parking service. A representative from the valet service is required to meet with a staff member of the Gamble House at least two hours prior to the event start time. Additional parking lot suggestions are listed on valet waiver form. No more than 20 cars are permitted to park in designated Gamble House parking on Westmoreland Place; additional street parking is available on Orange Grove Boulevard and Walnut Street.

5.4 <u>RESTROOMS</u>. All event setups are required to include portable toilets for their guests. Rentals will be placed along the east side of the Gamble House bookstore.

5.5 <u>LIVE ENTERTAINMENT</u>. Please be courteous and take into accountability that the Gamble House is in a residential area when making your entertainment choices. Gamble House staff has the right to request changes in entertainment level(s).

5.6 <u>SECURITY</u>. Security is required for events with attendance of 150 and over. The number of security agents will be determined by the size of the event. Security is required to meet with a Gamble House staff member at least two weeks prior to the event date.

5.7 <u>ADDITIONAL INFORMATION</u>.
- ☐ All interior photography is prohibited unless contracted and approved by Gamble House staff. Exterior photography is permitted.
- ☐ All event attendees entering the Gamble House **MUST** wear flat broad-heeled shoes with smooth soles. The Gamble House reserves the right to request use of protective shoe covers be worn by guest entering the House.
- ☐ Banners and event signage must be approved in advance by Gamble House staff.
- ☐ Damages to the hardscape, landscape, structure, or other is unacceptable. Any damage is the responsibility of the organization or signee below and any mitigation expense, including conservators fees, will be invoiced after the event. Please be sure to have a walk through with a staff member prior to the event, so there is no conflict after.
- ☐ **Events must end by 10pm, and all event attendees/staff/hired caterers must exit the property by no later than 10:30pm**. _____INITIALS

THE GAMBLE HOUSE, USC, 4 WESTMORELAND PLACE, PASADENA, CA 91103 PHONE; (626)793-3334 ext. 16 FAX: (626)577-7547 EMAIL: batterso@usc.edu

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Event Name: Event Date:

5.8 TABLES, CHAIRS, and TRASH CANS. The Gamble House has a limited number of tables and chairs available for use. We have three 30 gallon trash cans which may be used for events.

Will you be needing tables and chairs?	☐ Yes	☐ No
If yes, please select your options		
Round tables _Make a selection_	Plastic 6ft tables _Make a selection_	Wooden 6ft tables _Make a selection_
Black plastic chairs (45 max)	Metal chairs (50 max)	

5.9 PAYMENT INFORMATION. The Gamble House, USC accepts credit card (Visa or MasterCard) and checks as forms of payments.

A. If making a check payment, please make out checks to: **The Gamble House, USC.**

B. If making a payment by credit card, please fill out our credit card authorization form and fax to: 626-395-0904 Attention: Cindy Rice, Tour Coordinator or call 626-793-3334 ext.16 with your credit card information.

AGREEMENT SIGNATURES

This agreement is considered executed once signed. The organization acknowledges and agrees with the terms of the event contract.

Signature, Gamble House Representative	**Signature, Organization Representative**
Print Name	**Print Name**
Title	**Title**
Date	**Date**

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