Evening Rental Policies and Procedures

Use of the Lawrence Hall of Science (The Hall) is subject to approval by The Hall administration. The Hall is not available for political events. The Lawrence Hall of Science is available for rental most evenings after closing to the public. Because this is a museum, use of the Hall may be limited by certain exhibits. The exhibit schedule is subject to change, and it is not always possible to determine in advance what exhibits might be in place at the time of your event.

Hours: Rental is based on either a 5 hour or a 7 hour period, depending on the rental option selected. This rental period includes set up and clean up times. Set up can begin no earlier than 5:00 p.m. The Hall must be vacated by the renter and caterer no later than the rental option time frame to avoid additional charges. We suggest conferring with your caterer and other contractors regarding time needed to clean and remove all tables, chairs, decorations, and equipment. Additional fees will apply past the contracted rental period.

Reservations: All reservations are considered tentative until the renter returns a signed copy of the written estimate/agreement provided by The Hall and a 50% deposit of the estimated rental fee. The balance of the rental fee is due 30 days prior to the event. Any additional expenses, e.g. for damages or added cleaning, staff overtime or parking reservations will be billed after the event. Payments should be made out to UC Regents.

Cancellations: Cancellations must be received in writing. Refunds will be given according to the following schedule.

<table>
<thead>
<tr>
<th>Days prior to event date</th>
<th>Refund Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>181+ days prior to event date</td>
<td>100% of deposit minus $100 processing fee</td>
</tr>
<tr>
<td>60-180 days prior to event date</td>
<td>50% of deposit</td>
</tr>
<tr>
<td>1-59 days prior to event date</td>
<td>0</td>
</tr>
</tbody>
</table>

Date changes will be charged a $100 processing fee. If a reserved date is changed more than one time, no refund will be allowed if the reservation is cancelled, no matter how far in advance the cancellation is received.

Insurance: Proof of liability insurance is required before the date of your event. Failure to do so will result in the cancellation of your event. The Lawrence Hall of Science must receive a Certificate of Insurance naming The Regents of the University of California as an additional insured. For an additional fee, you may be able to purchase coverage through Marsh Service Center on-line at http://www.marshcampusconnexions.com/us. For questions or assistance, Marsh may be contacted at 866-838-9536. The renter and caterer assume full responsibility for theft, loss or damage to their property and equipment from the time such items are brought on to The Hall premises until removed. Damage done to the Lawrence Hall of Science property is the full responsibility of the renter.

Accommodations and Capacity: The capacity of the main level ranges from 50–500, depending on the exhibits in place at the time of the event, as well as the type of event (i.e. sit down dinner, cocktail reception, etc.). The Cafe on the lower level can seat up to 150 persons.

Exhibits: Rental of the building includes access to all exhibits on the main level, unless otherwise noted. Exhibits may not be moved or altered by the renter or their contractors. Additional fees may apply for special exhibits.

Staffing: Minimum staff charges are included in the building rental. Depending on the event, the number of guests, and exhibits, the Hall may determine that additional staff persons are required. Additional staff fees will be added to the rental fee.

Catering: Cal Catering is the in-house caterer for The Hall. Contact them at 510-643-4314 or visit their web site at http://catering.berkeley.edu to review menus, pricing and availability.

If you prefer to use a different caterer, we are more than happy to accommodate your selection. The Hall has a list of recommended caterers familiar with our site. Your chosen caterer must be fully licensed and insured. Caterers must provide The Hall with a Certificate of Liability Insurance naming The Regents of the University of California as an additional Insured. The Hall reserves the right for final approval of the caterer selected by the renter.

The renter, caterer and/or event planner/coordinator are required to meet with Hall staff prior to the event to familiarize themselves with the work space they will be using, and to jointly determine placement of bars, tables, and preparation areas.

Equipment: The Hall has a limited number of tables available for a minimal fee to use during events. Tables and chairs may also be rented from an outside vendor or through your caterer. The caterer, vendor, or renter is responsible for table and chair set-up and removal. If tables and chairs in the cafe are re-arranged, they must be returned to their original configuration by the caterer or renter. Cafe furniture may not be used in the exhibition halls on the main level.
Alcoholic Beverages: Alcoholic beverages may be served only to persons 21 years of age and over. Some circumstances may require renters to obtain a one-day liquor license from the Alcohol Beverage Commission. Alcoholic beverages may not be sold without the proper licensing and the prior consent of University of California Police. Alcoholic beverages cannot be served when the Hall is open to the public. There is no smoking allowed inside the building or in our outdoor science park exhibit. Smoking is permitted outdoors on the plaza and must be at least 20 feet from the building entrances and exits.

Smoking: The Lawrence Hall of Science is tobacco free. Smoking is strictly prohibited all indoor and outdoor spaces owned or leased by UC Berkeley.

Kitchens Facilities: The Lawrence Hall of Science has no kitchen facilities on the main level, but The Hall staff will identify available space for caterers to set-up their own cooking equipment and serving stations. Caterers must provide protection for carpets, such as rubber mats or canvas tarps. There are ample 120v outlets, but caterer must provide their own extension cords. Storage space for renter's or caterer's items is limited; LHS is not responsible for any items stored on the premises.

Lighting: The Lawrence Hall of Science's lighting system is unable to turn off individual lights as banks of lights are on specific breakers. Emergency lights may not be turned off during an event per fire regulations.

Rental Delivery/Pick-up: A Hall supervisor will accept deliveries, after prior arrangement, but is not responsible for checking or inventory of items. Delivery time and storage area must be approved by Hall staff. All rented equipment must be removed from the Hall the evening of the event. This may require the renter to make special arrangements for late evening pickups with the furniture vendor. Other arrangements for late equipment pick up may be arranged with the Hall supervisor at an additional fee. Hall staff are not available to assist with loading, unloading, or carrying equipment. Caterer and renter should provide their own carts and hand trucks. The Lawrence Hall of Science is not responsible for any items left on the premises.

Clean-up: The Lawrence Hall of Science should be cleared of all equipment, stray glasses, etc., and all debris and garbage should be bagged and put into the appropriate receptacles in the loading dock. Caterers are to supply brooms, mops, and buckets. For large parties, it is recommended that caterers supply extra trash containers. Any food or liquids on the floor should be swept or mopped up. At the end of the event, the Hall Event Manager will verify that all equipment and areas are left in the condition they were found. All garbage must be placed in the receptacles in the museum loading dock. Items to be recycled must be removed from the site by the caterer. The renter or event planner must remain on premises until all non-Hall event staff have exited the building.

Outdoor Areas: If you would like to use the outdoor areas, please be aware of the following:
- Outdoor areas, except the Hall's science park (Forces That Shape the Bay) are open to the public at all times, day and evening.
- The Plaza Fountain: We cannot permit anything to be placed in the fountain.
- Landscaping: While we make every effort to maintain the outdoor areas, we cannot guarantee the condition of outdoor lawns, shrubbery, and trees at the time of your event due to weather or other factors.
- The Plaza: Saturday Night Stargazing, a free public viewing program sponsored by the Hall and Bay Area amateur astronomers is done on the plaza every third Saturday evening of each month, weather permitting. This is open to the public and your guests are welcome to enjoy the program.

Music and Noise: Out of consideration for our local neighbors and in compliance with the City of Berkeley Noise Abatement law, outdoor music and loud noise must end no later than 10:00 p.m. This has particular relevance to events that use the Plaza or lawn areas. It might also apply to events indoors if the noise levels reach a point at which the police are called by local residents. Please contact us regarding your music arrangements as certain restrictions may apply.

Open Flames and Candles: Open flame fires or candles are not permissible inside or outside of the Lawrence Hall of Science. Weather conditions may prevent use of all candles or flames outdoors and we reserve the right to prevent use of candles or cooking equipment outdoors if we determine that conditions are not safe. Please check with Hall Event Coordinator before arranging for these with your caterer or event planner.

Parking: The Hall has 250 convenient parking spaces. The parking lots are operated by the UIC Berkeley Parking Department. Payment is done through self-service machines located near the various lots and near the entrance to Lawrence Hall of Science. Reservation of the parking lots can be made through special arrangement.

Audio/Visual Equipment: The Hall Auditorium is equipped with a large screen, portable podium and microphone and state-of-the-art auditorium.

Invitations/Press Releases/Tickets: LHS reserves the right to approve all related invitations, tickets, and press releases prior to the event.

9/13
Lawrence Hall of Science provides a unique setting for any special event.

As an operating museum we are open to the public until 5:00 PM each day and can allow evening rentals of the facility to begin after this time. Clients who rent the Hall enjoy a large, private venue with outstanding views of San Francisco Bay. Clients are responsible for arranging for catering, tables, chairs, decoration, music, etc, which all must be approved by the Hall prior to the event. Events are planned around the layout of the exhibits so your guests can enjoy your special event as well as the exhibits.

<table>
<thead>
<tr>
<th>Day of Rental</th>
<th>Fee</th>
<th>Rental Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday – Sunday</td>
<td>$4000.00 for up to 500 guests</td>
<td>5:00 PM – 12:00 AM</td>
</tr>
<tr>
<td>Holidays*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All rental hours include set-up and clean-up times by the caterer and vendors. Overtime will be charged at $400.00 per half-hour beyond 12:00 AM.

<table>
<thead>
<tr>
<th>Day of Rental</th>
<th>Fee</th>
<th>Hours For Rental</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>$2000.00 for up to 500 guests</td>
<td>5:00 PM – 10:00 PM</td>
</tr>
</tbody>
</table>

All rental hours include set-up and clean-up times by the caterer and vendors. Overtime will be charged at $400.00 per half-hour beyond 10:00 PM.

Discount of $500 for Friends of the Hall with proof of affiliation:
- UC Berkeley staff, students and alumni
- Hall members at the sponsor level
- Contact the Events Office for special pricing for UC Berkeley departments.

**Payment:** All reservations are considered tentative until the renter returns a signed copy of the rental agreement provided by the Hall and a 50% deposit of the estimated rental fee. The balance of the rental fee is due 30 days prior to the event. Any additional expenses such as staff overtime or reserved parking must be paid in advance of the event. Payments should be made out to UC Regents.

**Custodial Service:** Normal and usual custodial charges are included in rental fee. Additional custodial services will be charged to the client if it is determined that additional custodial services are needed.

**Holidays:** Additional fees may apply.

**Contact:** Emma Duran-Forbes, 510-642-2275, edf@berkeley.edu

*All fees subject to change.*