



## BOOKINGS / RENTALS

2868 Mission Street, San Francisco, CA 94110

RECEPTION (415)796-6422

EMAIL: [Rentals@missionculturalcenter.org](mailto:Rentals@missionculturalcenter.org)

MCCLA collaborates with artists, performance groups, local organizations and the communities at large, providing them access to rental space in our facilities for their events and activities.

**Events held at MCCLA must be in tune with our mission, goals and objectives. Priority is given to cultural and artistic events, and to activities that contribute to the advancement, information, and education of the public and participants.**

*\*No personal events allowed\* Ex: Birthdays, Weddings, Religious events, etc..\**

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## ROOM RENTAL POLICIES AND PROCEDURES

### OFFICE HOURS:

Tuesday – Friday 2:00 pm – 8:00 pm

### CENTER HOURS:

Monday: Closed

Tuesday – Friday 2:00 pm – 8:00 pm

Saturdays 11:00 am – 5:00 pm

Sundays 11:00 am-5:00 pm

*\*MCCLA is also available weekends and evenings outside the stated hours. Please request availability with the Bookings Coordinator in a timely manner.*

### RENTAL OPTIONS: MCCLA provides affordable space for events and activities, in three different ways:

**1. REGULAR RENTAL AGREEMENT:** Renter pays regular MCCLA rates and retains 100% of the event proceeds if tickets are sold. MCCLA offers a 10% discount of the space rental for all non-profit organizations. A request for the non-profit rate must be made at the time of application. Renter must provide a verification copy of their 501©3 document.

**2. COLLABORATION AGREEMENT:** Requests for collaborations must be submitted through a proposal. Collaborations are made at the discretion of the MCCLA, and according to our annual or current programming schedule. MCCLA and the collaborating artist / group, sign a joint work agreement, and split the ticket proceeds 50/50 percent at the end of the event / activity. Priority is given to cultural and artistic events, and to artist(s)/groups who have not participated/exhibited at MCCLA during the last calendar year.

In this option, MCCLA provides:

- Rehearsal and/or Performing space
- Graphic Design and Promotional materials
- Advertising in MCCLA's monthly calendar of events and website
- Box Office Info and Ticket Sales
- Staff, tech contractors, and volunteers for the day of the event.

**3. DONATED / NO CHARGE:** Once a month, MCCLA offers donated space to community groups. MCCLA contributes to provide an adequate forum for community dialogue, information, and cultural gathering. Space to these groups will be donated, provided the event or activity is of community relevance, open to the public, and/or free of charge. Other events such as emergency fundraisers, memorials, press conferences are also considered.

A \$160 refundable deposit is required to secure the rental space once Booking Departments confirms the date. It is advised to submit your event proposal application **at least four weeks in advance.**

### APPLICATION PROCEDURE:

1. Fill out the EVENT PROPOSAL FORM and e-mail or hand it directly to the Bookings Coordinator. Dates and space(s) are not reserved until the Bookings Department reviews the proposal and contacts the renter confirming the event.



## RENTAL PROCEDURE:

1. Once the Bookings Department has reviewed the event proposal, they will contact you within 3 to 5 business days to follow up on your booking request.
2. If space is available for the event, MCCLA will create a rental agreement along with an invoice. During that process, you will be required to pay the refundable \$160 deposit to reserve your booking.
3. Renter must submit event insurance and any additional documents required for the event prior to event
4. All fees must be paid 2 weeks prior to the event. **If we have not received any payment you will be at risk of having the event canceled.**

## RENTAL INFORMATION:

- \*Please notify the Booking Coordinator if there are any changes to your event in a timely manner \*
- All agreements are subject to MCCLA's rules, policies and regulations.
- Deposits are refundable as long as the space is left as found and contract guidelines are followed.
- Renters are responsible for promoting their events. Unless you request our website advertisement services for an extra cost (see below). Advertising is a two week promotion only.
- If you are a 501 (c) (3) non-profit organization, you are allowed to serve alcohol, provided that you obtain MCCLA's permission and provide **proof of liability insurance**. If approved, renter is responsible for obtaining its own ABC Liquor License for the day of the event.
- Renters will be responsible for providing their own staff (volunteers, setup, cleanup, etc.).
- Any materials such as decorations, ornaments, posters, etc. have to be approved prior to the event.
- Artwork is not allowed on Gallery Walls unless approved by the Booking Department. **A minimum fee of \$200 will be applied.**
- Rental space(s) must be left in the same condition as they were found. Clients must set up and put away all rented tables and chairs. Set up and clean up after the event must be completed within the scheduled time provided on Invoice. Clients will be held accountable for paying services that were not included in the written agreement.
- MCCLA will not be held liable for any injury or accidents caused by renters.
- No smoking is allowed inside the building.



## DEPOSITS:

A reservation deposit fee is mandatory when your proposal is approved. Rental spaces require a \$160 deposit fee. Deposit fees are refundable within 10 business days after your event.

*\*Day Studio rentals do not require a deposit fee unless it is being reserved for longer periods of time.\**

The deposit fee is to ensure that the space(s) will be treated with care and left in the same condition in which it was rented. Damages found due to the renter's negligence will result in the repair cost being taken from the deposit as well as any additional fees that will be billed to the renter. Also, if renters fail to remove or recycle their trash, decorations, posters, etc. a cleaning fee will be deducted from the deposit.

## Insurance of Liability Certificate:

All entertainment events and rentals are required to provide proof of insurance and/or permit. This can be 24hr insurance and/or permit for your specific event(s) or organization insurance of liability certificate. For more information visit

➤ World Events Insurance:

<https://www.worldeventsinsurance.com/>

➤ San Francisco Entertainment Commission:

<https://sf.gov/departments/city-administrator/entertainment-commission>

## CANCELLATION POLICY:

- MCCLA has the right to cancel any event if the renter has not paid the full amount **prior** to their event.
- Renter is responsible for notifying the Bookings Coordinator **in advance** if the event is to be canceled. If renter fails to contact the Bookings Coordinator, the following fees will be applied:
  - 14 + days notice: Full deposit will be given back\*\*
  - Less than a two week notice: Half deposit will be given back\*\*
  - **No notice: Full deposit and House Manager & Technician's fees will be charged if applicable\*\***

\*\*additional deductions will incur for services provided pre-event.



**EVENT PROPOSAL FORM**

PLEASE EMAIL, OR DROP OFF THIS FORM TO THE RECEPTION DESK OR BOOKINGS DEPARTMENT  
(Our Office is Closed on *Sundays* and *Mondays*)

**APPLICANT/EVENT INFORMATION:**

NAME OF APPLICANT(S): \_\_\_\_\_  
Type of Event: \_\_\_\_\_  
Today's Date: \_\_\_\_\_ Event Title: \_\_\_\_\_  
Group: \_\_\_\_\_ Non-Profit? YES/NO  
Address: \_\_\_\_\_  
Website: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone#: Day ( ) \_\_\_\_\_ Evening ( ) \_\_\_\_\_  
Fax: ( ) \_\_\_\_\_  
Email: \_\_\_\_\_

*\*MCCLA offers a discounted rate for Non-Profit entities. Entities with a 501c (3) status are eligible to receive a 10% discount off of the rental rate. A verification of the 501c (3) status must be submitted at the time of deposit.*

**1. DESCRIPTION OF EVENT**

Please describe your event in the space provided below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Important Information Required for MCCLA:**

Number of people expected: \_\_\_\_\_ Admission Price if applicable: \$ \_\_\_\_\_  
Adults(over 21): \_\_\_\_\_ Youth: \_\_\_\_\_ Seniors: \_\_\_\_\_  
Artist Participating : \_\_\_\_\_

**2. DATE(S) FOR YOUR EVENT:**

CHOICE(S)# 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_ 4) \_\_\_\_\_

**3. TIME OF YOUR EVENT:**

Total hours needed: \_\_\_\_\_  
Setup start: \_\_\_\_\_ Event start: \_\_\_\_\_ Event end: \_\_\_\_\_ Cleanup end: \_\_\_\_\_



4. SPACE(S) NEEDED: Circle all that apply

- Lobby
- Theater Only
- Theater with Light & Sound Tech
- Theater with Light & Sound Tech + Lobby
  
- Main Gallery (Large Gallery) \*
- Inti-Raymi Gallery (Small Gallery) \*
- Dance Studio A
- Dance Studio B
  
- Music Studio C
- Art studio D
- Dance Studio E

*\*Gallery is available only if approved by the Executive Director*

5. SERVICES / EQUIPMENT NEEDED (please specify quantity- see page 7)

• \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_

• \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_

6. EVENT INFORMATION (please circle your choice)

- |   |        |
|---|--------|
| a) Event limited to invites only?         | YES NO |
| b) Event is open to the public?           | YES NO |
| c) Refreshments to be served?             | YES NO |
| d) Commercial use of catering to be used? | YES NO |
| e) Wine or Beer to be served? **          | YES NO |
| f) Hard Liquor to be served **            | YES NO |

\*\*If YES either "E" or "F" above:  
How will service of alcoholic beverages be handled? \_\_\_\_\_

\*\*What will be done to assure that absolutely no minors (Under the age of 21) will be served? \_\_\_\_\_

**\*\*Liquor Sales and/or Service: Non-Profits Only**

Approval for License takes a few weeks. Contact the ABC Department promptly.

**Department of Alcoholic Beverage Control (ABC)**

**33 Montgomery, Suite 1230**

**San Francisco, CA 94105**

**(415) 356-6500**

[www.abc.ca.gov](http://www.abc.ca.gov)

**\*\* Form must be taken to the San Francisco Police Department and they can fax to ABC Office**



## RENTAL RATE SHEET \* Photos of Spaces Available Online

SPACE	MAXIMUM CAPACITY	WEEKDAY MORNING (10-4PM) PER HOUR	WEEKDAY EVENING (4:00 - 9:00) & WEEKENDS PER HOUR	WEEKENDS FULL DAY (6 -8 Hours)	DIMENSIONS Approximately
Dance Studio A*	25	\$35	\$55	\$330	24' x 26' = 624 sq. ft.
Dance Studio B*	80	\$40	\$60	\$360	50' x 42' = 2,100 sq. ft.
Music Studio C	20	\$35	\$50	\$300	16' x 17' = 272 sq. ft.
Art Workshop Studio D	25	\$40	\$55	\$330	41' x 31' = 1,271 sq. ft.
Dance Studio E*	50	\$30	\$50	\$300	20' x 35' = 700 sq. ft.
Main Gallery Use of gallery walls starting at \$200	150	\$100	\$150	\$900	3,231 sq. ft.
Inti-Raymi (Small Gallery)	50	\$50	\$100	\$600	1,469 sq. ft.
Lobby	25	\$35	\$55	\$330	33' x 19' = 627 sq. ft.
Theater**	150	\$100	\$130	\$780	47' x 46' = 2,162 sq. ft.
Theater and Lobby	---	\$120	\$185	\$1,110	---
Theater with Light + Sound Tech	---	\$130	\$175	\$1,050	---
Theater; Light + Sound Tech, & Lobby	---	\$160	\$220	\$1,320	---

SERVICES	RATE
Cleaning fee	\$50.00
Recycling fee (Landfill, Recycle, Compost included)	\$50.00
Extra garbage bags	\$15.00

STAFF	HOURLY RATES	WHOLE DAY RATES
House Manager	\$35	\$200
Light & Sound Tech	\$35	\$200
Photographer / Video	Package Deal	Package Deal



# MISSION CULTURAL CENTER FOR LATINO ARTS

PROMOTING, PRESERVING AND DEVELOPING LATINO ARTS & CULTURE!

<b>EQUIPMENT (inventory)</b>	<b>EVENT RATES</b>
Piano in Theater	\$75.00
Projector w/ Screen	\$50.00
85" TV	\$40.00
Microphones	\$15.00 per mic
Portable Sound System	\$60.00
Folding Metal Chairs	\$1.00 per chair
Mini Round Cocktail Table	\$7.00
8 foot Table	\$12.00
6 foot Table	\$10.00
4 foot Table	\$8.00
Podium (1)	\$12.00
Coat Hanger (1)	\$10.00
Extension Cords	\$5





### Frequently asked Questions:

**Q. What pages do I give to MCCLA ?**

A. Please submit the **Event Proposal Form** (pages 5 & 6)

**Q. Does MCCLA provide staff for rental events?**

A. MCCLA provides a House Manager or Sound Technician when hired for an event. If Event Staff or Support Staff is needed for your event, we can provide for an additional charge, upon availability. MCCLA does provide staff or volunteers for our collaborations at no additional cost .

**Q. Is MCCLA open on Sunday?**

A. Yes, MCCLA is open on Sundays. Arrangements could be made for Sunday rentals. Additional charges apply for the House Manager fee.

**Q. Can our Organization bring a Portable Sound System and other equipment?**

A. Yes, client is responsible for operating all equipment for their event

**Q. Can our Organization operate your Equipment?**

A. No, MCCLA does not allow renters to operate MCCLA Equipment. The theater lights or any MCCLA equipment. Only MCCLA Sound Technicians are allowed to operate MCCLA equipment during events. A Sound Technician must set up, manage equipment and put away all rental equipment. We need to monitor damages or loss.

**Q. Can anyone drop in to speak with the Bookings Department regarding a booking date?**

A. Yes! Everyone is welcome to drop in during office hours. Please contact the Booking Department at [Rentals@missionculturalcenter.org](mailto:Rentals@missionculturalcenter.org) or 415.796.6422 to schedule a visit.

**Q. Is there a Parking Garage near the Mission Cultural Center?**

A. Yes, the Mission Bartlett Garage is located at 3255 - 21st St, San Francisco, CA 94110. Location is about three blocks away. Outside of the parking garage, there is street parking.

**Q. Are there any places to eat in the area?**

A. Yes, MCCLA is located at the heart of the Mission District. There are a variety of restaurants to choose from.

**Q. Do I need proof of liability insurance?**

A. Yes, Proof of Insurance is required 14 days before the event.

**Q. How long before I receive the Deposit?**

A. Deposits are returned 10 days after the rental date is over.

**Q. Can I rent a studio space for my class for several months at a time?**

A. No, MCCLA serves the public and we provide rental space to the members of our community. However, we will consider a studio contract to rent for longer periods of time as long as it doesn't conflict with our regular programming of classes, workshops, or events.

**Q. Do clients and community members have access to MCCLA WIFI?**

A. Yes, clients do have access to MCCLA WIFI, ask our staff for assistance.

**Q. Can we store our belongings at MCCLA?**

A. No. MCCLA is not a storage unit and is not responsible for stolen or lost items.