



Location: 4060 George Sellon Circle, Santa Clara, California, 95054

The City of Santa Clara, by an Access to Historic Easement Agreement, with Oracle Corporation, provides the Agnews Auditorium and Mansion for your use and enjoyment. The following guidelines and rules have been established for limited, exclusive use of these facilities.

I. WHO CAN USE THE FACILITIES?

Residents of Santa Clara and qualifying resident groups may apply to use facilities based on the following priorities and requirements.

Facilities under management of City of Santa Clara may not be used by groups for commercial business activities, seminars, training sessions, etc.

Priority	Requirements
1	City of Santa Clara sponsored activities.
2	Santa Clara Unified School District, other school and school districts having reciprocal agreements with the City.
3	Governmental and public agencies.
4	Youth organizations that: <ul style="list-style-type: none"> • Are non-profit • Serve the City of Santa Clara • Have an organizational structure • Do not charge an admission.
5	Semi-public agencies and political organizations.
6	Non-profit community service groups, civic associations, churches and charitable organizations.
7	Other schools serving Santa Clara residents (Santa Clara University, Mitty, etc.)
8	Special interest groups serving Santa Clara (dance clubs, photo clubs, art associations, sports clubs, etc.).
9	Private Parties: (Social Activities) <ul style="list-style-type: none"> • All groups priority #1 - 8 above who wish to conduct a special activity not open to the general public. • City of Santa Clara business firms and Santa Clara based organizations conducting official company or group activities. City of Santa Clara residents conducting private, family or invitational parties, receptions, picnics, etc. (For a wedding ceremony or reception, the bride, groom, bride's parents or groom's parents must be City of Santa Clara residents. No other family member may make the reservation).
10	Fund raising activities - all priorities in categories 2-9.

II. HOW DO I APPLY

- A. Availability and fees are determined by Oracle staff. Please contact Sylvia Lopez via email at sylvia.lopez@oracle.com to check availability.
- B. Once availability and fees are determined, applications must be made at the Community Recreation Center (CRC), 969 Kiely Blvd., Santa Clara. A City of Santa Clara resident (for private or organizational event) or employee of Santa Clara based business (for non-business company events) must be present to complete permit application. No reservations will be taken by phone.
- C. Proof of City of Santa Clara residency is required. Organizations with 51% of membership Santa Clara residents must provide roster within seven working days of application, including the organization's name, the names and addresses of its members, and their phone numbers.

D. The Real Estate & Facilities staff will not accept applications submitted earlier than 3 months in advance of the day of the proposed event, nor later than 30 days in advance. If the earliest application date falls on a Sunday or a holiday, the application will be accepted the following working day. There are no exceptions to these rules.

III. FEES/CANCELLATION

See pages 2-4.

IV. FACILITY WALK THROUGH

A walk through of the facility, with Oracle staff, is necessary to determine the final rental fee schedule. To schedule a walk through, contact Sylvia Lopez at sylvia.lopez@oracle.com.

V. HOURS OF OPERATION

The Auditorium & Mansion are reserved for the exclusive use of Oracle Corporation during the week, Mon. – Fri., 9:00 AM – 5:00 PM and the third weekend of each month.

AUDITORIUM		MANSION (First Floor)	
Hours	Occupancy	Hours	Occupancy
Mon. – Thurs 7:00 PM – 11:00 PM		Mon. – Thurs. 7:00 PM – 10:00 PM	
Friday 7:00 PM – 12:00 AM	250 at tables with chairs 25 rounds (72") 25 buffet (5'x30")	Friday 7:00 PM – 10:00 PM	Library – 15 (U-shape) Drawing room (18-20) Dining room (informal setting with couches/chairs (10)
Saturday 9:00 AM – 12:00 AM		Saturday 9:00 AM – 10:00 AM	
Sunday 8:00 AM – 12:00 AM		Sunday 8:00 AM – 10:00 AM	

HOLIDAYS CLOSED:

- Martin Luther King Day (includes weekend)
- President's Day (includes weekend)
- Memorial Day (includes weekend)
- July 4th (closed the week of July 4th, includes weekend)
- Labor Day (includes weekend)
- Thanksgiving (includes day after and weekend)
- Christmas Eve- New Year's Day (includes weekend(s))

City of Santa Clara
Facility Regulations

Inside

1. Smoking or the use of tobacco products is prohibited.
2. The use of anything that creates smoke, flames or fire (i.e. Incense, candles, sternos) is prohibited. Matches are not permitted.
3. No animals except guide dogs are allowed.
4. Possession of aerosol paint is prohibited and is a misdemeanor.
5. Wine, beer and champagne only are permitted; all other alcohol (spirits) is prohibited. PLEASE NOTE: If hard liquor (or other non approved spirits) is discovered in a guest's possession at the event (either inside the building or in the historic park), the event may be shut down and all guests will be asked to leave. It is the on-site client's responsibility to ensure that all guests comply with this requirement.
6. Use of rice, birdseed, confetti, rose petals and open flames is not allowed.
7. The use of nails, thumbtacks, staples & glue is prohibited; nothing may be affixed on the interior walls.
8. All decorations must be pre-approved. All decorations & personal belongings must be removed at the end of the event prior to departure.
9. Helium balloons are prohibited INSIDE the Auditorium.
10. All fire extinguishers & related detection devices must be kept clear of any obstructions.
11. All exit doors must be kept accessible at all times with a four foot clearance.
12. If any boxes or heavy equipment are brought into the building, care must be taken to protect the floor – such as carpeting, rubber mats or an approved protective material must be put down prior to move in. If anything is removed to accommodate your equipment, it must be replaced and left as you found it.
13. The wheelchair lift is for wheelchair access only; it is not intended for moving equipment on or off the stage.
14. The facility will not be able to provide hand trucks or dollies for movement of your materials - please bring your own.
15. Bon Appetit is our exclusive caterer.
16. Jumping from the stage and sliding across the floor is prohibited.
17. Children must be under parental supervision at all times.
18. Because of safety concerns, clients may not climb ladders in order to decorate the premises. Decorations requiring ladders will be installed by the Conference Center staff. A labor charge will apply.
19. Oracle-owned equipment located in the loft area of the Auditorium may not be relocated
20. Oracle-owned auditorium furniture must either be set up in the event area or stored back stage. There is no alternate storage facility.

Outside

1. Dogs must be on a 6 foot leash; dog excrement must be removed by owner.

2. Riding of bicycles is prohibited except in designated areas.
3. Shoes or sandals must be worn at all times.
4. Climbing of trees, fences, buildings and other structures is not allowed.
5. Baseball, football, hardball, golf, power model airplanes and rockets, archery, guns, knives, skateboards, fireworks, graffiti and littering are not allowed.
6. No fires or portable barbecue grills are permitted.
7. Motor vehicles (including scooters and motorcycles) are permitted on streets only.
8. No amplified music is allowed outside without obtaining a permit from the Parks & Recreation Department.
9. No portable play apparatus or inflatable jump pits are allowed without the permission of the Parks & Recreation Department.
10. No fighting, boisterous actions; rock throwing; challenging to fight; disturbing others and the use of profane and indecent language or offensive words are permitted;
11. Alcohol is prohibited. If hard liquor (or other spirits) is discovered in a guest's possession in the historic park, the event may be shut down and all guests asked to leave. It is the on-site client's responsibility to ensure that all guests comply with this requirement;
12. No eggs or water balloons are permitted in the park area;
13. Decorations may not be nailed, stapled or adhered to the trees or plants in the park. Trees may not be used for bracing or support of objects.
14. Nothing may be staked into the ground without prior approval.
15. Equestrians are not allowed.

Damages Policy

Any damage incurred as a result of carelessness or neglect will be charged against the security deposit. Groups that do not take care of the facility will lose any opportunity to host future events or meetings at the Santa Clara Facilities.

Cancellation Policy

The Facilities are used by many City of Santa Clara groups. Once meeting space is confirmed for one customer, it is unavailable for the next requester. In the event it is necessary to cancel the confirmed space, Conference Services may not have enough time to re-book the space. Therefore, we may need to assess cancellation fees. The following schedule of fees will apply to the meeting space: Cancellations that are made 15 days before the scheduled event will be granted a full refund of deposits. If a cancellation is made between 14 and 7 days prior to the meeting or event; a 50% refund will be granted. If the meeting or event cancels within 7 days, no refunds will be granted. No refunds will be granted due to inclement weather.

All food & beverage orders, please talk with your Bon Appétit catering contact to determine the cancellation fees.

Charge Back

In an effort to maintain the integrity of the buildings and recover costs for the use of the facility, a charge back system has been established. Partial payment and deposits will be required at the time of the reservation. The balance of the payment is due twenty-one (21) days in advance of the reservation date. All payments will be made to the City of Santa Clara Parks and Recreation directly.

Auditorium

- Deposit: \$5,000
- Site Fee: \$500 per hour | Five (5) hour minimum required | Twelve (12) hour maximum
- Janitorial rate: \$35 per hour | Five (5) hour minimum required for the duration of the event & clean-up but not set-up
- Security rate: \$35 per hour | Five (5) hour minimum: required for the duration of the event & clean-up but not set-up
- Catering: Exclusive catering vendor: Bon Appetit Management Company (no outside catering allowed)

Additional Special Services: 21 days advanced noticed required

- Set-up Labor: \$50 per hour; five (5) hour minimum: applies to special decorating services if provided by the Oracle staff and stand by labor to move furniture during event. 21 days advanced notice required.
- Stage Area staffing rate: \$50 per hour; five (5) hour minimum for use of the stage for performances. Requires additional Oracle back stage staff to ensure the safety of the performers. 21 days advanced notice required.

Please note that only a DJ, Master-of-Ceremonies or video professionals will be permitted access to the front stage area. All others will not be permitted on stage.

The following items are included in the cost to rent the Auditorium:

- Set up of Oracle-owned furniture (tables and chairs) prior to the start of your rental period.
- Use of the following Oracle-owned furniture: (20) 72" Rounds, (25) 5 ft buffet tables, (250) Chairs.
- Tear down of Oracle-owned furniture after the end of your rental period.
- Event monitoring by an on-campus "Manager on Duty" who will address any facility-related malfunctions or security/safety concerns.
- Supervision of rental furniture vendor during set up/tear down of rented specialty furniture. (Set up/tear down of rented furniture will occur during the rental period. Any specialty furniture rental and labor fees will be the responsibility of the client.)
- Use of the stage by the DJ, Emcee and video professionals (use of the stage by performers will incur an additional staff charge – pricing mentioned above).

Restrictions/not included items:

- Hours of meeting must be confirmed on the application.
- Extended hours of use are not permitted.

The hourly rate begins at time of initial entry into the building.

The event must end no later than one hour prior to the end of the rental period. This last hour is reserved for the Client's clean up. If the meeting or event ends prior to the scheduled departure time, fees are not prorated.

A security deposit of \$5000 is required by the city at the time of the reservation.

All rentals of dinnerware, service items, tablecloths, other linen and special furniture are the responsibility of the Client or caterer. The rental of these items is not coordinated by Conference Center Staff.

Rental items must be delivered to and removed from the facility during the paid rental period.

One room set up is included with the cost of the facility rental. If the Client requires stand-by labor to move furniture during the event, the above mentioned "set-up labor" fee will be assessed.

Clients may not move tables or heavy equipment within the facility during their event due to the possibility of damage to the floors. Any floor damage incurred will result in the loss of the \$5000 deposit.

Mansion

- Deposit: \$5,000
- Site Fee: \$250 per hour | Five (5) hour minimum required | Twelve (12) hour maximum
- Janitorial rate: \$35 per hour | Five (5) hour minimum required for the duration of the event & clean-up but not set-up
- Security rate: \$35 per hour | Five (5) hour minimum: required for the duration of the event & clean-up but not set-up
- Catering: Exclusive catering vendor: Bon Appetit Management Company (no outside catering allowed)

Furniture

The RE&F owns (20) 72" round tables, (25) 5' buffet tables and (250) chairs that may be used by the Client at no charge. No charge will be levied for set up or tear down of this furniture. The set up and tear down will be accomplished outside of the paid rental hours. These tables and chairs may be utilized inside only. The Client must sign off on the set up configuration at least one week prior to the event.

If tables or chairs are required for any outdoor activities, they must be rented.

Set up of rental furniture will occur within the hours of the Client's paid rental. All furniture rental fees will be the responsibility of the Client. The Client may also rent tables/chairs for use inside the Auditorium with the same set of rules/regulations.

Hours of Operation

The Auditorium & Mansion are reserved for the exclusive use of Oracle Corporation during the week (Monday through Friday from 8:00 a.m. to 5:00 p.m.).

The City of Santa Clara may host meetings and events during specified weekday evenings as well as on certain weekends. The Auditorium is available from 7:00 p.m. - 11:00 p.m. Monday through Thursday; 7:00 p.m. - 12:00 a.m. on Friday; 9:00 a.m.-12:00 a.m. on Saturday and 8:00 a.m. - 12:00 a.m. on Sunday.

The historical easement property which is considered a passive park is open between the hours of 6:00 a.m. and one half hour after sunset daily. At that time, no one is allowed into the park.

NOTE: The third weekend of every month is reserved for the exclusive use of Oracle Corporation.

Updated by Oracle Corporation 10/15/13.