

CITY & COUNTY OF SAN FRANCISCO

TREASURE ISLAND DEVELOPMENT AUTHORITY
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TREASURE ISLAND DEVELOPMENT AUTHORITY RENTAL POLICY FOR SPECIAL EVENTS

The Rental Policy applies to any use of facilities on Treasure Island and Yerba Buena Island for special events. Special events are defined as gatherings of two or more persons for reserved use, public or private, of indoor or outdoor facilities which include, but are not limited to the following.

- Weddings and Domestic Ceremonies; Bar & Bat Mitzvahs; graduation, anniversary, and birthday parties
- Picnics, motorcycle rides, and marching band practices
- Corporate events: meetings, conferences, luncheons, dinners, auctions, cocktail parties, holiday events
- Fundraising walks, triathlons, bike races, and water-related sports events
- School dances, art exhibits, and trade shows
- Any public festivals, concerts, musical performances and open air markets
- City sponsored events

The Rental Policy applies to all applicants, without discrimination with regard to race, color, creed, religion, ethnicity, national origin, ancestry, age, sex, gender identity, sexual orientation, domestic partner status, marital status, HIV status, political affiliation, disability, weight, height, or any other designations prohibited by law.

Rentals shall be subject to the terms and conditions of the standard permit form, which has been approved by the Authority Board, subject to such revisions as may be agreed to by the Director of Island Operations so long as such revisions do not materially increase the burdens or materially decrease the benefits to the Authority.

I. RENTAL RATE CLASSIFICATIONS

A. STANDARD RATES

Standard rates apply to the rental of each venue and include a definitive length of time for each rental period, as well as cleaning and facilities management.

B. NEGOTIATED RATES and SHORT TERM DISCOUNTS

While the Event Venue Rate Schedule gives structure to the most common use and application of venues on Treasure Island such as weddings, picnics, and parties, a variety of miscellaneous uses are frequently requested. Many applications received for use of space or facilities cannot fit into the structured framework by which the majority of events typically produced on Treasure Island can adhere.

Rental rates will often need adjustment based on a variety of atypical circumstances such as press conferences, outdoor festivals, and races or walks utilizing streets and portions of the Island not regularly used. Often considerations in cost can lead to the event producer choosing Treasure Island as an event site over another option.

In some cases, rental rates will call for adjustment so the use of space is not cost prohibitive to a prospective client. This is often the case involving multiple venue use and multiple day use. In these instances, the adjustment in rates may lead to a discount.

Discounts may occasionally be necessary in the case of a request for a rental reservation within a short term time period. Typically, any request for use of space within any current two month period is considered a short term request. These types of short term requests are typically for press conferences, corporate retreats and meetings, and memorial services. The ability to offer a discounted rate for use of a venue that would otherwise generate no revenue on the specific requested date will lead to an increase in overall revenue.

The Director of Island Operations shall evaluate any infrequent and atypical event proposals, as well as any requests for venues within a short term period, and shall decide what discounts (if any) will apply, with a view to maximizing overall revenue. The Director of Island Operations shall, on no less than a quarterly basis, report to the Authority Board on rental rate considerations or discounts granted as part of the Director's Report at regularly scheduled meetings.

C. AT-COST RATES

All available properties on Treasure Island and Yerba Buena Island that have been leased to the Treasure Island Development Authority by the United States Navy can be subleased to eligible organizations and entities on an At-Cost Rate. At-Cost refers to the calculated actual cost to provide the facility for use. Each venue will be assigned a predetermined At-Cost Rate based on calculations set forth below.

Calculation of At-Cost Rate:

At-Cost Rate is based on the actual cost of the following services.

- Janitorial service to clean the venue before and after use
- Garbage disposal and pick up from venue
- Landscape services for upkeep around venue
- Onsite event staff assignments
- Building maintenance and service as provided by DPW
- Cost of utilities as provided by PUC
- Cost of Project Staff time and materials, including such cost of City Attorney's office, other City departments, contractor, or consultant, as necessary

Eligibility:

Organizations will be eligible to receive the At-Cost Rate only if the requested use is for the direct benefit of the residents, students, and tenants of Treasure Island. The At-Cost Rate will not apply to private events for individuals. A formal, detailed event proposal will be required for submittal, specifying the purpose and benefit of the use.

Eligible Organizations:

Treasure Island Development Authority (TIDA)
Departments of the City and County of San Francisco (CCSF)
State and Federal Government Agencies

Treasure Island Homeless Development Initiative (TIHDI)

Members of TIHDI including:

Catholic Charities
Community Housing Partnership
Swords to Plowshares
HealthRIGHT 360
Rubicon Programs
Toolworks
Boys & Girls Club

Treasure Island Job Corps
Delancey Street-Life Learning Academy

YMCA-Treasure Island
Treasure Island Sailing Center
Treasure Island Community Associations Including:
Treasure Island Community (TIC)
Treasure Island Health Network (TIHN)
Community Watch
Treasure Island Citizens' Advisory Board
San Francisco Little League
San Francisco Gaelic Athletic Association
San Francisco Golden Gate Rugby Association
United States Navy-Caretaker Site Office (CSO)
Restoration Advisory Board (RAB)
John Stewart Company-Villages at Treasure Island
Treasure Island Museum Association
Led By Faith Ministries

D. WAIVER OF STANDARD RATES

Frequently, Project Staff receives requests for a waiver of rental fees. These requests are proposed for various purposes, including the use of facilities for the purposes of public service or the direct benefit of Island residents and the City of San Francisco. Examples include the Treasure Island Community Picnic, the Navy's RAB meetings for residents, a corporate sponsored volunteer clean up day, City sponsored press conferences, and the Treasure Island Job Corps's use of the Chapel for a memorial service.

Organizations which meet the same eligibility requirements necessary to be considered for the At-Cost Rate, may be issued a Use Permit with a waiver of rates **if no profit is generated or anticipated from the event.**

The Director of Island Operations shall use his/her reasonable discretion to waive rental fees as appropriate for instances as they arise. The Director of Island Operations shall, on no less than a quarterly basis, report on any such rental rate waivers granted to the Authority Board as part of the Director's Report at each regularly scheduled meeting, and report such waivers and discounts to the Board of Supervisors consistent with City policy. The Director of Island Operations shall not waive Event Venue Rates in excess of \$7,500.00 without the approval of the Authority Board.

E. PROMOTIONAL RATES

In support of the overall goal to increase use of the venues so as to boost the revenue generated from Special Events, Project Staff often schedules promotional events in the venues. These promotional events range from a prearranged bus tour of the various venues, an informal lunch and tour, or to a larger scale dinner event and tour attended by event industry professionals. This type of outreach to professionals in the event industry allows Treasure Island to develop a larger base of wedding and event planners who can become familiarized with the venues and experience what Treasure Island has to offer. These planners may then recommend Treasure Island venues to their clients and work to promote Treasure Island.

The Director of Island Operations shall review each promotional opportunity and decide if the At- Cost Rate or Waiver of Standard Rates is appropriate. An example of a promotional event which would merit the At Cost Rate is the Hospitality Industry Association Gala. An example of a promotional event which would merit a Waiver of Standard Rates is a TIDA sponsored luncheon and tour of the venues.

F. FILM AND PHOTO SHOOT RATES

A Use Permit for Film Production and Related Activities is issued for any film or photo shoots that take place on Treasure or Yerba Buena Islands. The two main rate classifications are: 1) Still Photo Shoot; and, 2) Film Shoot. Within each classification, the type of shoot is further distinguished as a Major Shoot or Minor Shoot.

Minor film and photo shoots are those that require very few to no support functions, such as the photographer and the subject only, with minimal equipment.

Major film and photo shoots are those that require substantial support, such as a film crew, prop, vehicles, generators, lighting, and road closures.

Rates for film and photo shoots are included on the Event Venue Rate Schedule attached as Exhibit A. For use of a facility or event venue, at no time shall the fee charged for a film or photo shoot be less than the rental rate as specified under the Event Venue Rate Schedule for that premises.

II. ADDITIONAL FEES

Those events that are common and can conform to the structure that has been established for the rental process will often include event components that require additional rental time incorporated into a rental reservation. Therefore, additional fees are available to allow for such various circumstances. For example, a provision for cleaning fees may be added for an event where such a fee is deemed to be necessary.

A. EXTRA HOURS

Each event contains certain variables that may cause the need for hours of use outside of the standard base rental for each facility. Common variables that may require extra hours of use are elaborate décor designs, lighting installations, catering needs, tent installation and removal, and extensive clean up requirements. Thus, additional time is offered to meet these needs which can be purchased per hour.

The extra hours allow for individual events to modify the rental period so that the desired level of décor/set up can be achieved. This flexibility in price structure benefits those events that may require extra hours, as well as those that do not.

B. SET-UP AND BREAKDOWN DAY FEES

Often an event décor design is so elaborate and extensive that an entire day may be used for set up and/or breakdown of stages, tents, lighting, and exhibits. The Authority recognizes that many events involve pre-event and post-event activities such as these and therefore accommodates additional days at a lower rental fee than the actual event day itself. In the instance that a full day (equivalent to the base rental period of the facility) is required for set up or breakdown, 50% of the base Rate Schedule will be charged.

C. REHEARSALS

Weddings and domestic ceremonies often request use of a facility for a ceremony rehearsal. Thus, rehearsal requests are accommodated, per hour, at the standard Extra Hour Rate.

D. PARKING LOT RATES

For each venue rental, a designated number of parking spots is included in the base rental structure. Often, an event will require use of additional parking lots for one of two reasons: 1) additional parking needs; or 2) additional event space, such as for tents, a car show, or an outdoor festival. The rates incurred for the additional lots requested are structured to accommodate the two types of uses.

- i. Parking Lot Rates for additional parking needs will be calculated between \$.05 and \$.25 per square foot per month, depending on criteria such as whether the lot is paved or has lighting.
- ii. Parking Lot Rates for additional event space needs will be calculated at \$500 for any lot under 30,000 square feet , \$1,000 for any lot between 30,000 square feet and 100,000 square feet, and \$1,500 for any lot over 100,000 square feet.

III. SPECIAL EVENT APPLICATION SUBMITTAL, REVIEW AND APPROVAL

All Special Events held on the Islands must possess a Special Event Use Permit (heretofore referred to as a “Use Permit”) issued by the Treasure Island Development Authority for use of facilities and grounds on Treasure Island. To initiate the Use Permit application and venue reservation process, the Event Producer shall complete and submit to the Authority in a time period of no later than 150 days prior to the proposed Event Date, unless otherwise notified by the Authority:

- **A Treasure Island Development Authority Special Event Application** (Heretofore referred to as the “Application”, a copy of which is included in this packet). Event Producers shall complete all sections of the Application including the proposed on-Island Venue for the Special Event; a clear, complete and truthful description of the entire scope of the Special Event, including dates of all Special Event set-up and take-down activities preceding and following the Special Event itself.
- **A check, cashier’s check or money order equal to 50% of the total Venue Use Fee payable to “Treasure Island Development Authority”**. Cash and credit/debit card payments are not accepted.

Application review will not begin until both the completed Application and check are received. Incomplete Applications or lack of appropriate level of detail on the Application shall delay Authority review. Upon receipt of the Application, Authority staff shall review the information contained in the Application, conduct due-diligence on the Event Producer, and identify additional regulatory reviews and permits from other relevant City agencies which will be required for the Event. If requested by the Authority, Event Producers shall provide professional references or any other additional information about the proposed Special Event in a timely manner. Authority staff shall request any additional information required within 10 working days of receiving an Application. The Authority shall reserve the right to request review of the Application by other pertinent agencies of the City and County of San Francisco or State of California. Event Producer shall provide all additional information requested by the Authority as a result of these additional reviews.

Upon completion of Application review, the Authority shall notify the Event Producer of the approval or rejection of the Application in writing. If an Application is approved, this notification shall also indicate additional regulatory reviews and permits required of the Special Event and Event Producer. If an Application is rejected, the Authority shall send the Event Promoter a letter denying the Application. Event Promoters may appeal any such rejection directly to the Director of Island Operations.

An approval notification does not represent a final approval of the Special Event nor issuance of a Special Event Use Permit, it is strictly a confirmation of exclusive reservation of the Venue. A Special Event Use Permit is not issued until all Special Event requirements are fulfilled by the Event Producer.

Reservation of Venue and Payment of Venue Use Fee and Security Deposit:

Upon approval of the Application, the submitted check shall be deposited and will serve to establish a formal reservation of the Event Venue by the Authority. This amount shall be credited toward the total Venue Use Fee for the Special Event owed by the Event Producer. Except in extenuating circumstances, this initial 50% payment is non-refundable, regardless of future cancellation of the Event by the Sponsor or Producer. The balance of the Venue Use Fee shall be due to the Authority no later than forty-five (45) working days prior to the Special Event move-in day at the Venue.

The Event Sponsor or Producer shall also be required to pay the Authority a separate Venue Security Deposit on the venue equal to 50% of the total Venue Use Fee, payable by check or cashiers check to "Treasure Island Development Authority". The Venue Security Deposit shall be due to the Authority no later than forty-five (45) working days prior to the Special Event move-in day at the Venue. The Authority shall deposit and hold this payment until after the Special Event is completed and the Venue is completely vacated by the Event Producer. At such time the Authority will inspect the Venue and deduct from the Security Deposit any amounts required to repair damage caused to the Venue or surrounding area by the Event Producer. The full Security Deposit amount, or portion thereof, will be refunded to the Event Producer within 4 to 6 weeks of the Event Producer vacating the Venue.

Treasure Island Special Event Use Permit:

Upon approval of the Special Event Application and deposit of the 50% payment of the Use Fee, the Authority shall draft a Treasure Island Special Event Use Permit (referred to as the “Use Permit”) between the Authority and the Event Promoter. The Use Permit document is the formal contract allowing for use of the Venue and it sets forth the business terms and conditions between the Authority and the Event Producer for the use of the Venue. The Use Permit document shall dictate all terms, conditions and restrictions under which the Special Event shall be held, including additional Permits and requirements imposed by other pertinent agencies. All Special Events held on Treasure Island require a Use Permit document regardless of the size or duration of the Special Event.

Use Permits are only considered valid upon execution by the Event Producer, the Office of the San Francisco City Attorney, and the Director of Island Operations. Upon full execution of the Use Permit, one original copy shall be issued to the Event Producer and one copy shall be filed at the Authority office. Failure of Event Producers to comply with all Use Permit requirements, including but not limited to failure to secure additional required permits from other City departments, failure to secure appropriate insurance and failure to make full payment to the Authority of the Use Fee and Security Deposit, is considered cause for the Director of Island Operations to withhold execution of a Use Permit. The Authority may revoke a fully executed Special Event Use Permit at any time before or during the term of the Use Permit, including during the Special Event itself, should the Event Producer fail to adhere to any of the terms and conditions of the Use Permit.

Securing Additional Regulatory Permits and City Agency Reviews:

Upon reservation of venue and receipt of confirmation of Application approval from the Authority, Event Producers shall be responsible for securing all regulatory reviews, approvals or permits that may be required by other City agencies as specified by the Authority in the Application approval letter. Event sponsors will be responsible for coordinating additional approvals and permits from other City Departments, as well as fulfilling any required conditions of these approvals and permits.

Depending on size, location and type of event, additional permits that **may** be required include, (but are not limited to), the following:

- Department of Building Inspection Temporary Building Permit for construction of temporary structures and staging.
- Treasure Island Dig Permit for any breaking of ground, excavation or tent staking.
- San Francisco Fire Department Open Flame Permit; Public Assembly Permit; Flammable Material Storage Permit; including possible Bureau of Fire Prevention staffing requirement for event.
- San Francisco Police Department approval of Transportation Plan and Special Event security staffing; including possible SFPD 10B Event Officer staffing requirement for event;
- San Francisco Entertainment Commission Itinerant Show Permit; Loudspeaker Permit; Mechanical Contrivance Permit; One Night Event Permit.
- San Francisco Department of Emergency Management approval of Event Medical Plan.
- San Francisco Department of Public Health Temporary Event Permit for food service.

- CalTrans Encroachment Permit for closure of traffic lane on San Francisco-Oakland Bay Bridge (if requested by Event Producer).
- California State Athletic Commission approval and assigned staffing.

IV. SECURITY DEPOSITS

A. SECURITY DEPOSIT REQUIREMENT

Applicants or event sponsors are required to submit a security deposit to accompany the Special Event Application. The required deposit is 50% of the base Standard Rate Schedule of the venue requested regardless if a discount is applied. This deposit is fully refundable and is required by the Treasure Island Development Authority to provide reasonable assurance that the facilities will be treated with care and that any damages will be repaired at the applicant's expense. Deposits will be refunded no later than 45 business days after the event, provided the facilities are left in the same condition in which they were rented. Events that have been approved At-Cost or with a Waiver of Standard Rates do not require a security deposit.

Any organization requesting consideration for the At - Cost Rate must follow all standard procedures for event rentals. A Special Event Application must be completed and submitted with a minimum refundable deposit of \$500. Additionally, a formal written proposal must be submitted with the Application detailing the type of use and the benefit that will serve the Treasure Island community. All Rules and Regulations, Policies and Procedures set forth in the Event Application Packet will apply.

B. SECURITY DEPOSIT RETURN

Once the event has taken place, if no damage has occurred and no extra hours were used, then the full deposit is returned to the Permittee within 4 to 6 weeks of the Event Producer vacating the Venue.

If any damage to the facility has occurred, the Authority staff will notify the Permittee in writing and estimate the repair cost within 30 days of the event. The Special Events staff will refund the security deposit after receipts of the actual repair cost are provided and fees are deducted from the security deposit, no later than 60 days after the event date.

If the Permittee has occupied the venue for extended hours over those specified in the Use Permit, the standard extra hour fee is deducted from the security deposit. Extra hours are not prorated and any increment of extra time will automatically incur an extra hour charge.

C. CANCELLATIONS AND CHANGES POLICY

Cancellations, postponements, and changes of date or venue must be received in writing in order to receive a deposit refund. Any postponement of date or change of date or venue will be considered a cancellation of the current reservation and a request for a new reservation. Thus, the Cancellation and Changes Policy will apply to any request for postponement and/or change of date or venue.

The minimum cancellation fee is \$250 per venue. Cancellations, postponements, or changes of date or venue, made fewer than 30 days prior to an event will receive no deposit refund.

Security deposits, less a cancellation fee, will be refunded if the Authority receives written notice of cancellation, postponement, or change of date or venue at least 30 days prior to the scheduled event. The

minimum cancellation fee of \$250 will apply to each venue. If notice of cancellation, postponement, or change of date or venue is received fewer than 150 days prior to the scheduled event, security deposits will be refunded according to the following schedule:

CANCELLATION, POSTPONEMENT, CHANGE OF DATE OR VENUE	CANCELLATION FEE	REFUND AMOUNT
(days before event)	(percentage of deposit)	(percentage of deposit)
150 days or more	\$500	100% less \$500
149-120 days	20%	80%
119-90 days	40%	60%
89-60 days	60%	40%
59-30 days	80%	20%
29 days and fewer	100%	0

V. SECURITY AND PERMITS

The Permittee shall provide, at its expense, any and all additional security and police officers required for the event as determined by the San Francisco Police Department, as well as, any medical life safety personnel or vehicles during the hours of operation of the event, as determined necessary by the San Francisco Fire Department.

The Permittee shall obtain approval from the San Francisco Police Department for alcohol sales and must obtain a one day liquor license from the California Department of Alcoholic Beverage Control.

The approval and application of an At Cost Rate will not preclude the Permittee from obtaining any necessary and required permit or regulation from City departments.

VI. INSURANCE

Special Event Insurance Requirements:

In addition to issuance of a Use Permit, Event Producers are required to carry adequate liability insurance coverage for all Special Events held on Treasure Island. Minimum insurance requirements are listed below, but these requirements may be modified or increased depending on the nature of the event:

- Workers Compensation insurance with limits not less than \$1 million;
- Employers' Liability Coverage with limits of not less than \$1,000,000 for each accident or occurrence, Comprehensive or Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate for bodily injury, property damage, contractual liability, personal injury, products and completed operations.
- Automobile Liability insurance with limits not less than \$1 million.

A Certificate of Insurance confirming coverage and an Endorsement for Additional Insureds form (known as a "Form CG 20" or equivalent) are both required. The following entities must be endorsed as Additional Insureds on all policies required of the Event Producer: *"Treasure Island Development*

Authority, City and County of San Francisco, United States of America, acting by and through the Department of the Navy, and their officers, directors, employees and agents”.

One-Day Special Event General Liability Insurance coverage is available for purchase through TIDA on a sliding fee scale based on the nature of the Special Event and the number of participants. Event Promoters may request more information from the Authority regarding the availability of this coverage if they do not carry Liability Insurance themselves.

Any and all organizations approved for any discounted rates, including the At - Cost Rate and Waiver of Standard Rates will be required to provide General Liability Insurance coverage that meets the requirements specified in the Use Permit. If the agency is self - insured, written documentation of such self insurance is required.

VII. ANNUAL REVIEW OF RATES

The rates for each venue shall be reviewed at least annually, and adjusted as deemed necessary after a market survey. Any changes to the Event Venue Rate Schedule shall be presented to the Authority Board for adoption.

VIII. SUSTAINABILITY

Resource Conservation and Sustainability. Authority is committed to managing the Premises in as sustainable a manner as possible. In addition to Permittee's compliance with the requirements of Section 32 below, Permittee shall use its best efforts to conduct its operations in accordance with sustainable practices and shall conduct its operations in accordance with all applicable environmental laws.

California State Bill, AB 2176 (Montanez, Chapter 879, Statutes of 2004) and the San Francisco Environment Code require all operators of large events to maximize recycling and minimize waste in order to achieve high rates of landfill diversion. If Permittee's use of the Premises will host over 1,000 people, Permittee shall comply with the following requirements not later than thirty (30) days prior to the scheduled event:

- A. Submit a recycling and waste reduction plan to the Treasure Island Event Coordinator.
- B. Provide proof of attendance at an event recycling workshop or hire an approved event recycling crew. Contact the SF Department of the Environment's recycling program at 355-3754 for more information on workshops and approved recycling services.
- C. Submit proof of recycling, trash and composting (if applicable) collection services. Proof of service can be obtained from the permitted refuse hauler, Golden Gate Disposal and Recycling (www.sfrecycling.com or 330-1300).

Fish and Game Code Section 5652 makes it unlawful to deposit, pass into, or place where it can pass into the waters of the state, or to abandon, dispose of, or throw away, within 150 feet of the high water mark of the waters of the state, any cans, bottles, garbage, motor vehicle or parts thereof, rubbish, litter, refuse, waste, debris, or the viscera or carcass of any dead mammal, or the carcass of any dead bird. Permittee shall comply with the provisions of this

Section, including but not limited to, prohibiting the release of balloons or any other material that is consistent with this provision.

Zero Waste. The Authority's goal is a policy for Zero Waste at Special Events and Activities held on Treasure Island and prohibits permittees from the following activities:

- The sale, use and distribution of single-use plastic water bottles.
The Event Organizer will provide "water filling stations" supplied either by the San Francisco Public Utilities Commission or a vendor approved by the Authority
- The sale, use and distribution of single-use plastic bags.
The Event Organizer must use alternatives to single-use plastic bags such as Recyclable paper, compostable plastic (preferably marine degradable) and/or reusable bags as those terms defined in the City's Plastic Bag Reduction Ordinance, Environment Code, Chapter 17.
- Avoid the use of disposable plastic packaging.