

# *We the People Legal Foundation*

200 Harrison Street • Oakland, CA 94607

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## **Guidelines for Receptions, Meetings, and Seminars**

Thank you for choosing We the People Auditorium (hereafter known as WTPA) for your event. To better aide in your preparation, here are the guidelines for using our facility:

1. A completed and signed copy of the Tentative Rental Contract is required (by fax, e-mail, or hand delivery) before an auditorium reservation can be made.
2. **The maximum capacity for WTPA is 500 people.** The assigned WTP event coordinator will work with your group in arranging the best accommodations for your event.
3. **The hours of operation for the WTPA are 8 AM to 12 AM (midnight).** These hours are inclusive of move-ins, event time, and move-out. Move-out is reserved as the last contractor hour. **There is an additional charge of \$100 for every hour in addition to the contracted time.** All evening events have a curfew of 11:00 PM for all guests to vacate the facility.
4. Tables and chairs are free for use during your event. They must be placed back in their storage location at the end of the event.
5. **WTPA does not provide decorations of any kind.** This includes table clothes, banners, etc. All decorations are your responsibility. Please refer to the decorations policy below for more detailed information.
6. If you have minors (children) attending your event, **NO ALCOHOL IS ALLOWED.**
7. **Post-event cleanup is your responsibility.** You must pack out your own garbage or arrange for its disposal, the auditorium must be swept and / or mopped if it is dirty or if there are spills.
8. Your damage / cleaning deposit will be made available for return **three business days** after your event as long as there is no excessive damage or clean-up. Excessive damage includes but is not limited to: any damage done to the facility during move-in, the duration of the event, or move-out. Excessive clean-up is when garbage has not been removed, the restrooms have not been cleaned, helium balloons are on the ceiling, etc. A WTP designated attendant will monitor and stock the bathroom as needed. You may be responsible for additional charges in addition to your damage deposit depending on the serverity of the damage or clean-up.
9. Your group must designate one person to take responsibility for letting all other persons into the WTPA by way of the **Second Street entrance.** This person will be allowed entry via the 200 Harrison Street entrance by the WTP designated attendant.

10. WTP keeps a sign-in sheet inside the auditorium so that visitor may receive information and literature about the We the People Legal Foundation, its activities, and events. Please let us know if this is inappropriate for your event.

## **WTPA Decoration Policy**

1. There is **NO SMOKING** permitted in the building.
2. Any banners displayed (no larger than 4' x 26') must be tied, not taped, to the walls. Please consult with your designated WTP attendant before installing any banners.
3. Small paper signs may be attached to the walls with '**LOW TACK**', a tape that will not remove the paint. All signs must be removed by the client at the end of the event as part of clean-up.
4. WTP does not provide any ladders, carts, electric cables, nor similar items.
5. WTP does not provide skirts for food or beverage tables. Additionally, WTP does not provide linens of any sort.
6. Please do not place feminine products or diapers in the toilets.

**Please consult with your WTP event coordinator before you decorate.** You will be responsible for all the damage you cause. Thank you for your kind cooperation.

**I have read and understand the We the People Legal Foundation guidelines for events and decoration procedures.**

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**Signature [Lessee]**

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**Date**

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**Signature [WTP Staff]**

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**Date**