

ROOM RENTAL INFORMATION

Room rental rates include tables, chairs, folding screens and audio visual equipment as noted.

GALLERIA MAIN FLOOR

5,400 Sq Ft Capacity

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Rental Rates Half Full Day

Mon.-Thurs. \$950 \$1,175 Fri. & Sun. \$1,150 \$1,500 Saturday \$1,950 \$2,500

Half Day = Up to 5 hrs. Full Day = Up to 9 hrs.

Hourly rates apply after contracted hours: Main Floor \$175/hr; Balcony \$50/hr; \$500 refundable cleaning deposit.

Designer Drape Backdrop

25 – 40′	\$120/day
	\$100/day
	\$60/dav

• EVENT SECURITY •

Guard fees\$30/hr (per guard)

Officers arrive ½ hour before event and depart ½ hour after.

GALLERIA BALCONY •

Balcony rental available only with main floor rental.

3,000 Sq Ft Capacity

Banquet Reception	90
Standup Reception	150

Rental Rates Half Full Day Mon.–Thurs. \$300 \$450

Fri. & Sun. \$450 \$650 Saturday \$500 \$800

• EAST & WEST MEETING ROOMS •

1,600 Sq Ft Each Capacity

Banquet Seating	70
Theatre	120
Classroom	50
Conference	50

Rental Rates

Half Day (4hrs)	\$300
Full Day (8am-5pm)	\$400
Evening (5-11pm)	\$400
24-Hour Hold	\$425

A refundable cleaning deposit may apply. Old Foyer included with meeting room rental.

A/V RENTAL INFORMATION •

Projection Equipment

8' projection screen	\$45/day
LCD projector\$	185/day
LCD projector (built-in)	\$50/day
Remote clicker	\$25/day
Mac to VGA converter	\$25/day

A built-in motorized projection screen is included in the rental of all rooms.

Audio Equipment

Rental of the Galleria main floor or meeting rooms includes complimentary use of a built-in sound system and one microphone per rental space. Free Wi-fi.

Additional microphones may be rented as follows:

Wireless w/stand	\$40/day
Lapel microphone	\$40/day
Corded w/stand	\$20/day
Conference phone	\$50/day

Presentation Materials

Easels	No Charge
Lectern (1/Room)	No Charge
White board with pens	\$15/ea
Flip chart on easel	\$15/ea
Stage	\$100/day

All rates subject to change. Tsakopoulos Library Galleria rentals help support the Sacramento Public Library.



AUTHORIZED CATERERS

Galleria caterers provide a distinctive range of food and beverage services, from simple box lunches to extravagantly themed events with regional and specialty cuisine.

The following caterers are authorized to provide service for events at the Tsakopoulos Library Galleria.

All Seasons All Reasons Catering & Event Design (916) 925-1905 Creating tasteful events for over 25 years. www.allseasonsallreasons.net asarcateringevents@gmail.com

Ambrosia Fine Food* (916) 929-3068 Distinctive catering; specialty baking for every occasion! An event should reflect your style, your vision, your dream. One of Sacramento's most requested catering and event planning companies, we are fully dedicated to our quality of food, service and your satisfaction.

www.ambrosiafinefood.com

Beth Sogaard Catering (209) 245-3968 Food is our passion at Beth Sogaard Catering. A beautiful selection of dishes will turn the ordinary into the extraordinary. Our focus is on quality ingredients, custom menus, event design, impeccably trained staff and unsurpassed detail. If you can imagine it, we can create it!

Classique Catering (916) 446-1215 Classique Catering, 12-time winner of Sacramento's "Best Caterer" award providing you with: Chef's exceptional cuisine, custom menu design for all occasions, professional event staff, complete bar and beverage service, and total event coordination.

www.classiquecatering.com

Elaine Bell Catering (707) 603-1400 Well-known for supporting their local farms and markets, Elaine Bell Catering provides fresh, innovative food and professional service. Elaine Bell Catering is a full service catering company that prides itself on attention to detail and creativity, which will transform your special event into an everlasting memory. www.elainebellcatering.com

Fat's Catering* (916) 441-7966 Serving family and friends since 1939, we cater anything from breakfast to box lunches to extravagant weddings! In the words of the late Frank Fat, "Give them plenty of good, tasty food and they will be happy!" www.fatsrestaurants.com

Griselda's Catering (916) 443-7313
Famous for her Tex-Mex and Latin cuisine, Griselda's passion for food has expanded to include European, Pacific Rim and Asian cuisine. With a motto of personalized service for every affair, let our culinary experts create cutting edge cuisine for you. We would be honored to do your next event.

www.griseldascatering.com

Hannibals Catering & Events

(916) 638-4363 We're committed to providing you with exceptional food and services at unmatched prices. For the past 28 years, we have been recognized as a leader in our industry; creating long

lasting relationships is our goal. We listen to your vision and are passionate about the details to make your day unique and impressive. Let's create something fabulous together! www.hannibalscatering.com

Randy Peters Catering and
Event Planning (916) 726-2339
Serving the Sacramento Valley for over
22 years, we specialize in partnering with
the vision and passion of our clients to
create a lasting memorable experience.
Whether it is a wedding, corporate
gathering or other special occasion, we
are committed to providing impeccable
service and hand-prepared cuisine. We
offer a wide variety of delicious menu
options complimented by our servant's
heart and experienced staff. Life is a
party, and we throw the best!
www.randypeterscatering.com

Splendid Gourmet Catering* (916) 726-6788

Splendid Gourmet prides itself on presenting the best of California's fresh produce and meats. Our love of food and exceptional presentation are only matched by our passion for extraordinary service. Specializing in superb catering events, Splendid Gourmet has mastered the details! With precision, we bring together spectacular food, artistic presentation and impeccable service. Visit our website for our seasonal menus, box lunches, small plate selections and breakfast options. www.splendidgourmet.com

* Limited Service Caterers are authorized to provide service for groups up to 100 persons.

WEDDING CEREMONY & RECEPTION PACKAGES

WEDDING RECEPTIONS

The Tsakopoulos Library Galleria is the perfect location for your wedding reception. Rental rates include the following:

- A full nine (9) hour rental period for your reception
- Use of the Old Foyer circular staircase for photographs prior to or during the reception
- · Tables and chairs included
- Wireless microphone for introductions, toasts and announcements
- Selection of authorized caterers and bar services suited to your taste
- Galleria event staff to assist during the reception
- Free Wi-fi

Use of the Main Floor only

Maximum capacity	250
Saturday	
Sunday - Friday	\$1,500
Security Guard	\$270

Use of the Main Floor & Balcony

340
\$3,000
\$1,950
\$450

CEREMONY & RECEPTIONS

The Tsakopoulos Library Galleria offers two very special packages for brides who wish to hold both their wedding ceremony and reception in the facility. The wedding packages include the following:

- A full nine (9) hour rental to allow time for decorations, photography, the ceremony and reception
- Changing room for the bride and bridesmaids with mirror, clothes rack, tables and chairs
- Use of the Old Foyer circular staircase for photographs prior to and after the ceremony
- Tables and chairs included
- Sound system with microphones for the officiant, bride and groom
- Wedding rehearsal prior to the ceremony at an agreed-upon date and time, subject to availability one month prior to event
- Galleria event staff to assist during the ceremony and reception
- Free Wi-fi

PACKAGE A

Use of Main Floor Only

Maximum Number of G	Guests150
Saturday	\$2,900
Sunday - Friday	\$1,900
Security Guard	\$270

You will be provided with a formal ceremony area with staging and theatre-style seating and a separate banquet area for the reception. The two areas are sectioned off by screens. Galleria staff will remove the theatre-style seating after the ceremony to accommodate a spacious dance floor.

• PACKAGE B •

Use of Main Floor & Balcony

Maximum Number of Guests	340
Saturday	\$3,400
Sunday - Friday	\$2,350
Security Guards	\$450

Enjoy the use of the main floor and balcony of the Galleria for your ceremony, followed by your reception. You may choose to have the ceremony on the balcony with the reception on the main floor, or if you wish to design a special seating arrangement for your ceremony and reception, the Galleria staff will be happy to work with you.

Designer Drape Backdrop

25 - 40'	\$120/day
17 – 24'	\$100/day
16' & under	\$60/day
Stage	\$100/dav

Hourly rates apply after contracted hours: Galleria \$175 | Balcony \$50 A refundable cleaning deposit applies for all packages: \$500

PROMS & SENIOR BALLS

• RENTAL FEES •

•	Galleria Main Floor	Friday / Saturday
	& Galleria Foyer for 5 hours	\$1,150 / \$1,950
•	Balcony for 5 hours	
•	East Meeting Room and Old Foyer for photographs	\$400 / \$400
•	Library Lobby as an entrance	\$100 / \$100

• GENERAL POLICIES •

- All proms and senior balls held at the Tsakopoulos Library Galleria must be school sanctioned.
- A school representative must accompany students on tours, or when reserving the Galleria for a function.
- Only an authorized representative of the school can request and sign the Galleria contract.
- It is required that all adult staff be on hand 30 minutes prior to the event to review policies with Galleria staff.
- The school must provide a minimum of six (6) adults, either teachers or advisors, at the event.
- A male and female adult must monitor men's and women's restrooms respectively <u>at all times</u> <u>during the event.</u>
- The school or school district must issue the required insurance certificate for the event.
- Galleria policies specify that students may not re-enter the facility once they have left.
- If there is any evidence of alcohol or drugs on the premises, we will close down the event immediately.

SETUP AND DECORATION

- The following items may not be used in any part of the Library Galleria complex, Central Library, or on the library grounds:
 - » Glitter, rice, confetti or birdseed
 - » Helium balloons
 - » Bubble solution/bubble machines
 - » Fog/haze machines
 - » Nails, screws, staples, tacks
 - » Hooks, wire, gum, putty, tape
 - » Adhesive name tags
 - » Candles
- <u>Tablecloths must be used on all tables.</u> They
 may be rented through a caterer or the school
 or students may provide them, but <u>no paper</u>
 or plastic covers are to be used. Fabric only.
- Boxes and decorations brought in by the school or students must be removed at the end of the evening.

• FOOD AND BEVERAGES •

- All food and beverages for proms and senior balls at the Galleria must be provided by one of the Galleria authorized caterers (see list enclosed with General Policies).
- No red beverages, strawberries or chocolate allowed on the balcony or in the meeting rooms.

You will be assessed additional fees for violated policies.

• SECURITY FEES •

Number of guards to be determined by Galleria management.

• Security guards \$180 per guard



• QUINCEAÑERA RECEPTIONS •

Dramatic and distinctive, the Tsakopoulos Library Galleria is a unique and beautiful event space in which to celebrate your quinceañera and hold your reception.

By having your big day at the Galleria, you support the Sacramento Public Library – a major educational and literary institution – while enjoying a marvelous event!

• RENTAL FEES •

Full-day (9 hours)

•	Galleria main floor only
	Saturday \$2,900
	Friday or Sunday
•	Galleria main floor and balcony
	Saturday
	Friday or Sunday

• CAPACITY •

•	Galleria main floor onlyDining with dance floor270Security\$270
•	Galleria main floor and balcony
	Dining with dance floor
	Security\$450

• RECEPTION INCLUDES •

- A nine-hour rental to allow time for decorations, photography and the reception
- Large changing room for court of honor or chambelan with mirror, clothes rack, tables and chairs

- Use of the Old Foyer circular staircase for photographs
- Tables and chairs included
- Sound system with microphones
- Galleria event staff to assist during the reception
- Free Wi-fi

CHANGING / PREP ROOMS

The Galleria complex also includes two rooms that are ideal for smaller groups of 20 to 140 people. These carpeted rooms may be rented independently or in conjunction with the Galleria main floor activities for changing rooms, kids' rooms, courts of honor, and more.

ATTENTIVE, SERVICE-ORIENTED STAFF

We help coordinate your event and bring your vision to life. Individualized attention includes a personalized floor plan, close collaboration with all of your vendors, and on-site staff on the day of your quinceañera.

YOUR EXCLUSIVE CATERERS

Choose from among several of the Sacramento region's premiere caterers, who provide outstanding cuisine artfully presented.



1. RESERVATION

In order for Renter's event to be guaranteed on the Tsakopoulos Library Galleria ("Galleria") master calendar, Galleria management must receive Renter's signed rental agreement, at least 50% of the total rental fee, and any required cleaning deposit.

2. RENTAL FEE

- 2.1 Method of Payment. The Galleria accepts only checks, Master Card and Visa. Renter must make all checks payable to the Tsakopoulos Library Galleria. Checks returned for insufficient funds will be subject to a \$25 service charge and all subsequent payments must be in the form of cashier's check or money order. The Galleria does not accept cash.
- **2.2 Timing of Payment.** The balance of the rental fee is due at least 30 days prior to the event. If the rental fee is not paid on or before the specified date, the rental agreement shall be void automatically and without additional notice to the renter.
- **2.3 Cleaning Deposit.** The cleaning deposit is fully refundable unless one or more of the following occurs: cleaning procedures beyond the scope of normal Galleria maintenance are required; repairs or replacement are required due to facility or equipment damage; the event exceeds or does not meet contractual terms (e.g., event goes beyond contracted hours, or client or client's vendors take more than one hour to vacate the premises at the end of the event). All or part of the cleaning deposit may be used to cover circumstances noted in the above paragraphs. The renter will receive a check from the Library Authority for the refundable portion of the cleaning deposit approximately three weeks after the rental date(s).

3. GALLERIA ADDRESS

Renter must send all deposit and rental fees, this signed rental agreement, and any related correspondence to:

Tsakopoulos Library Galleria 828 I Street Sacramento, CA 95814-2589

4. CANCELLATION

- **4.1 Cancellation less than 30 days prior to an event.** If an event is canceled or postponed by the renter less than 30 days prior to the event date, the renter will forfeit all rental fees.
- **4.2 Cancellation more than 30 days prior to an event.** If an event is canceled or postponed by the renter more than 30 days, but less than 6 months, prior to the event date, the Galleria will retain 50% of the total rental fees. If an event is canceled or postponed by the renter more than 6 months prior to the event date, the Galleria will retain 25% of the total rental fees.
- **4.3 Cancellation due to noncompliance with rules and regulations.** No refund will be made if the event is cancelled by Galleria management due to the renter's noncompliance with Galleria rules and regulations.

4.4 Cancellation by Galleria.

(A) Conflicting events. Even if an event reservation has been confirmed, it may be cancelled by Galleria management due to the booking of a major Sacramento Public Library event. Written notice of the cancellation will be given to the renter no later than six months prior to the event via registered mail, and all rental fees will be refunded.

(B) Policy violations. If a renter or renter's agent violates this agreement, the Galleria may withhold all or a portion of the renter's deposit and may cancel the reservation/rental agreement.

5. EQUIPMENT, SERVICES

& FACILITIES

- **5.1 Galleria services.** The Library Galleria will provide services for cleaning, set-up and break-down, tables and chairs, lectern, easels, and directional signage. A Galleria staff person will be on duty for all evening events and all events with food service.
- **5.2 Galleria equipment.** A built-in sound system, plus one microphone, will be available in the Galleria and in meeting rooms at no additional charge. These are not available for use by DJs and bands. Galleria staff will set up all equipment provided by the Galleria for renter's event. Complimentary services and equipment include:
- Wireless microphones with a superior sound system
- High-speed, low-latency, fiberoptic-based Internet
- Free Wi-Fi Internet access
- Large drop-down projection screens (in meeting rooms)
- Conveniently located electrical outlets
- Upholstered chairs and rectangle and round tables
- Lecterns

5.3 Outside equipment. Outside equipment brought onto the premises for an event, such as a sound system or theatrical lighting, must be set up in accordance with the safety and health regulations of the City of Sacramento (http://www.qcode.us/codes/sacramento/).



5.4 Floor plan. The Galleria staff will work with the renter, caterer and any other persons designated by the renter to establish a written floor plan. Galleria staff will provide floor plans drawn to scale for renter's event. The renter shall meet with the Galleria staff to decide which entrance is best for an event, based on the number of guests, the date, time of day, parking accessibility and other factors. This designated entrance should be clearly identified on all event press releases, invitations and other promotional materials.

6. PARKING

The Galleria is part of the Central Library, which faces I Street between 8th and 9th Streets. The block has metered parking on all sides, with time limits from 30-60 minutes. Meters are patrolled by City of Sacramento enforcement staff from 8 a.m. to 6 p.m., Monday through Saturday. The nearest parking structure is Standard Garage. The vehicle entrance is in the alley off of | Street, between 8th and 9th streets. The renter is responsible for contacting the management of this parking facility at (916) 442-2217 to discuss hours and special fees for groups.

7. INSURANCE

The renter shall obtain liability insurance for the event if the Galleria main floor is rented, or if alcohol is served during an event. Unless expressly waived by Galleria management, the renter shall furnish at his or her sole cost and expense a public liability insurance policy or a certificate of insurance evidencing public liability coverage. The amount of coverage shall be for bodily injury and property damage combined

single limit, a single dollar limit that applies to any combination of bodily injury and property damage liability claims. Galleria management has sole discretion to specify the minimum amount of coverage required for Renter's event.

8. INDEMNITY AND WAIVER

The renter accepts full responsibility and liability for the actions of all persons invited to the event, including guests and renter's paid personnel, such as musicians, florists, etc. The renter agrees to defend, indemnify and hold harmless the Sacramento Public Library Authority, its officers and employees, against any claims, actions, damages, costs (including reasonable attorney fees) or other liabilities of any kind arising from renter or renter's agents or employees' violation of this agreement or negligence. The renter will not hold the Galleria responsible for damages or loss due to fire, theft, act of God, or any other event beyond the Galleria's control.

9. SECURITY

If the Galleria main floor is rented, or if alcoholic beverages are served during an event, security guards must be present. Security guards also may be required at the sole discretion of Galleria management for any rental event. The number of security guards required for an event is based on the space rented and the number of guests. Security guards must be on duty at least 30 minutes before guests are scheduled to arrive. Galleria management may require that security be on site several hours before the doors open on specified occasions. A minimum of one security guard must remain on duty until all of the renter's guests, employees and

agents (i.e., caterer, musicians, etc.) have left the Galleria premises. For the renter's convenience, the security guard will be scheduled by the Galleria and billed as part of the rental agreement.

10. FOOD & BEVERAGE

10.1 Authorized caterers. All food and beverages must be purchased from, brought onto the premises by, and served by one of the Galleria's authorized caterers. Wedding cakes must be provided by and delivered by a professional bakery or wedding cake vendor. The renter must arrange for water service, table skirting, and linens through an authorized Galleria caterer. The Galleria does not provide these items.

10.2 Prohibited items. No paper, plastic or Styrofoam products are allowed in the Galleria or on the Galleria balcony. These items are allowed in meeting rooms with written authorization. Drop-off food service is not allowed in the Galleria or on the Galleria balcony, but may be permitted in meeting rooms with written authorization.

10.3 Alcohol policy. Alcohol may be purchased from an authorized Galleria caterer or bar service company that maintains required liquor licenses from Alcoholic Beverage Control (ABC). If the event is open to the public, or, if alcohol is "sold" at the event, all alcoholic beverages must be purchased from an authorized Galleria caterer or bar service company. If hard alcohol is served at the event, all alcoholic beverages must be purchased from an authorized Galleria caterer or bar service company. If unauthorized hard alcohol is brought into the facility during the event, the hard alcohol will be removed from the facility by security.



Clients may supply their own BEER, WINE, and CHAMPAGNE ONLY under the following conditions:

- **(A) Private Event.** It is a private event (not open to the public);
- **(B) No hard alcohol.** No hard alcohol (vodka, gin, etc.) is served
- **(C) Fully hosted.** All alcohol is fully hosted (no sale of alcohol during the event). The "sale" of alcohol includes cash bars, ticket bars or admission fees that include alcoholic beverages.

10.4 Additional Fees for Alcohol.

The Galleria charges a fee for alcohol based on the number of guests:

Up to 150 guests	\$100
150 to 250 guests	\$200
250 to 350 guests	\$300
350 to 500 guests	\$400
Over 500 guests	\$500

This surcharge applies to all events with alcohol, whether the alcohol is purchased or donated. This fee will be added to the rental agreement or will be invoiced at a later date. The caterer for the event may also charge a corkage fee and/or service fee(s) on renter-supplied alcohol. All renter-supplied alcohol must be delivered to the Galleria.

10.5 No alcohol service to minors.

All guests must be 21 years of age and possess valid identification to be served alcoholic beverages at any event.

11. DECORATIONS & SIGNAGE

- **11.1 Prohibited items.** The following items may not be used in any part of the Library Galleria complex, Central Library, or on the library grounds:
- Glitter, rice, confetti or birdseed
- Helium balloons
- Bubble solution/bubble machines
- Fog/haze machines
- Nails, screws, staples, tacks

- Hooks, wire, gum, putty, tape
- Adhesive name tags

If any of the above items are used during an event, a cleaning fee will be assessed.

- **11.2 Candles.** Candles are allowed but must be enclosed in votive holders or hurricane lamps. Floating candles are acceptable.
- **11.3 No obstruction.** No portion of the Library grounds, sidewalks, entries, halls, elevators, stairways or access to public utilities shall be obstructed by the renter. All decorations and signage should be nonflammable or flame-retardant, per the safety standards set forth by the City of Sacramento Fire Marshal. The Galleria balcony railing may not be draped, covered or obstructed.
- **11.4 Hanging material.** Galleriasupplied "painter's tape" must be used for any signage or decorations to be hung on the meeting room walls. If any other material is used on the walls, a minimum \$100 cleaning fee may be assessed.
- **11.5 Galleria signage.** The Galleria provides limited signage for your event, including directional signs at the various entrances. Contact Galleria staff for further information.

12. ENTERTAINMENT

The renter may choose the entertainment for the event. The following policies apply to all entertainment in the Library Galleria:

12.1 Amplified sound. If the entertainment will use amplified sound when the Central Library is open to the public, a sound check will be required before the event begins to ensure that volume levels will not disturb Library patrons. The renter will be responsible for adjusting volume at the direction of Galleria staff.

12.2 Equipment. Entertainers and musicians must supply their own extension cords, electrical and sound equipment.

13. ADDITIONAL REQUIREMENTS

- **13.1 Smoking prohibited.** Smoking is not allowed in the Central Library or Galleria complex.
- **13.2 No animals.** Live animals, fish or birds may not be brought onto the premises, service animals excepted.

13.3 Restriction to rental area.

The renter and his/her guests are restricted to the rental area. Renter and guests may not enter the Central Library books and material areas when the library is closed to the general public.

- **13.4 Galleria not responsible for belongings.** Galleria management will not be responsible for items left in the building before, during or after an event
- **13.5** Galleria management reserved rights. Galleria management or its authorized representatives may enter any of the rented premises at any time and on any occasion. Galleria management reserves the right to take photographs of rental events for its own records and for use in future promotional materials.
- **13.6 Attorney's fees.** The renter agrees to pay reasonable attorney's fees on any part of the Galleria rental or service charge that may be collected by suit or by attorney after same is past due.

13.7 Advertisement restrictions.

Galleria management may require submission and approval of advertising materials to assure "truth in advertising" and good taste. Whenever the Galleria is referred to in advertising, it shall be identified as the "Tsakopoulos Library



Galleria." The Galleria manager may require withdrawal or correction of advertising not approved by him/her, which in his/her opinion does not meet the intent of this provision. The Galleria is not liable for the expense of reprinting or altering promotional materials affected.

13.8 Possessory interest. The renter's rental agreement may create a possessory interest subject to

property taxation. The renter shall be responsible for paying any possessory interest tax levied by the County of Sacramento. (A taxable possessory interest may exist whenever there is a private, beneficial use of publicly owned, non-taxable real property. Such interests are typically found when private individuals, companies or corporations lease, rent or use federal, state or local government

owned facilities and/or land for their own beneficial use.)

13.9 Galleria management discretion. Any matters not herein expressly provided for shall be decided at the sole discretion of Galleria management.

I have read and understood all of the requirements outlined above and agree to the terms.		
Name (printed):		
Signature:	Date:	