



EVENT POLICIES AND PROCEDURES

Our Space

- The EcoCenter at Heron's Head Park is a center for education and public access focusing on green building design, sustainability, and the San Francisco Bay environment. The EcoCenter space is only available for rental for community meetings and as an assembly space for purposes related to the educational mission.
- The EcoCenter offers scenic views of a vibrant urban wetland, a beautiful, naturally lit 550 square foot indoor event space which opens to another 550 square foot outdoor patio.
- Guests who rent the space will be given a tour by one of our staff.
- Maximum occupancy: 49 persons (indoor use only), and 125 persons (indoor and outdoor).

Event Scheduling:

- Please contact the EcoCenter staff at least 3 weeks (21 days) in advance to reserve the EcoCenter.
- Clients are suggested to meet with EcoCenter staff for a walk-through prior to completing a rental contract.
- Restrooms at the EcoCenter are to remain accessible to the public during normal operating hours (Wednesdays through Saturdays, 9:30 am to 3:30 pm).
- Event rentals include one-half hour prior to event start time for set up and one-half hour after the event time for breakdown.

Event Charges:

- For Bayview Hunters Point Community and local government organizations:
 - During normal hours (Wednesdays through Saturdays, 9:30 am to 3:30 pm). Free
 - Donations are graciously accepted but not required.
 - Outside normal hours. \$50 per hour
 - Overtime fee if your event runs over contracted time. \$50 per ½ hour
 - Audio/visual equipment rental fee. Free
- For all other organizations
 - During normal hours (Wednesdays through Saturdays, 9:30 am to 3:30 pm). \$50 per hour
 - Outside normal hours. \$100 per hour
 - Overtime fee if your event runs over contracted time. \$50 per ½ hour
 - Audio/visual equipment rental fee. \$50
 - Non-refundable deposit fee to secure the event date. \$100
- There is a two-hour minimum for event rentals.
- Rental contracts are due 3 weeks (21 days) prior to the event date.
- Full payment is due 2 weeks (14 days) prior to the event date.
- The EcoCenter is not available for rent on Thanksgiving, Christmas, New Year's Eve, or New Year's day.

Cancellation Policy:

- All deposits are non-refundable.
- Contact the EcoCenter staff at least 2 weeks (14 days) prior to the event date to cancel.
- After receipt of full payment, there are no refunds for cancellations.

Zero Waste and the EcoCenter

- The EcoCenter is a zero waste facility. All waste is disposed of through composting and recycling, sending nothing to landfill or an incinerator.
- The following items are available for use with assistance from the EcoCenter staff:
 - Reusable plates, cups, cutlery and cloth napkins for parties of less than 40 persons.

- Table linens
- Please refrain from bringing bottled water.
- For larger groups, please use sustainably harvested compostable and recyclable materials
- Contact the EcoCenter staff for assistance in choosing the most eco-friendly and affordable items.
- Clients are responsible for cleanup. EcoCenter staff will assist clients with set-up, cleanup, composting, and recycling.

Catering:

- There are no cooking facilities available at the EcoCenter but clients are welcome to use the microwave oven, toaster oven, electric kettle, coffee maker, and kitchen sink.
- The EcoCenter has a list of preferred caterers to choose from (see below). These caterers have gone through a strict screening process and are familiar with EcoCenter policies and green guidelines.
- If you choose your own caterer, please ensure that they:
 - abide by EcoCenter event policies and procedures and are familiar with the sensitive nature of the EcoCenter and Heron's Head Park,
 - are a professional catering company,
 - comply with all food service and zero waste guidelines outlined by the EcoCenter, and
 - provide proof of insurance of at least \$1,000,000.
- Clients must provide the EcoCenter staff with the name of the chosen caterer 3 weeks in advance of the event date.

Alcohol:

The EcoCenter does not have its own liquor license. However, we have partnered with various beverage catering companies that hold State required insurance for events at the EcoCenter. The use of alcohol during an event is subject to written approval by the EcoCenter staff. The sales of alcohol at the EcoCenter or Heron's Head Park is strictly prohibited at all times.

Deliveries:

- Clients must receive all event deliveries during the scheduled event time.
- The EcoCenter staff must be notified in advance of any deliveries.
- The EcoCenter does not have the capacity to receive or store event delivery items prior to an event.

Event Supplies:

- (7) 6'x3' and (3) 10'x3' fold-up tables and 40 fold-up chairs are included with the rental.
- Clients are responsible for providing their own party supplies (e.g. batteries, scissors, paper, tape, markers, etc.) including office supplies and decor.

Decorations

- To help safeguard our coastal waters, balloons are not permitted as decorations at the EcoCenter.
- Only blue painter's tape can be used as an adhesive.
- Prior approval is required before any materials, decorations or paper can be affixed to the walls, windows, or furniture.
- The use of confetti or glitter is strictly prohibited.

AV/Miscellaneous Equipment Rental:

- The EcoCenter has minimal audio/visual equipment available to rent. The following items are available for use with assistance from the EcoCenter staff:
 - LCD projector (1)
 - Projection screen (1)
 - Laptop PC computer (1)
 - Speakers (1)
 - Chalkboard (1)

Music and Entertainment:

- The EcoCenter is located in a natural area inhabited by sensitive and endangered species. Sound systems and live music are prohibited at the EcoCenter.
- Clients must provide their own music outlet (e.g. MP3/computer speakers), subject to approval by the EcoCenter staff.
- Please ask the EcoCenter staff for more information on alternative options.

Security:

- There are no security guards present at the EcoCenter.
- Should security be required clients are subject to a security service fee. Please contact the EcoCenter staff for more information.

Publicity:

- The EcoCenter staff must be notified before a contract is signed if any media publicity and/or advertisement is to be issued for your event.
- Clients may be required to meet with an EcoCenter Public Relations and Communications representative prior to the completion of a rental contract. Please ask the EcoCenter staff for more information.

Parking and Transportation:

- Free parking is available in the Heron's Head Park parking lot.
- The EcoCenter is accessible by public transportation:
 - MUNI #19 and #44, located two blocks away on Evans Avenue and Jennings Street, and
 - T line, located on 3rd Street and Cargo Way.
- Use the SF Bike Planner to arrive by bicycle at <http://amarpai.com/bikemap/>
- Bicycle racks are located near the parking lot and in the picnic area just east of the EcoCenter.

Please Remember:

- Guests must conduct themselves in an orderly manner, in compliance with all applicable laws, ordinances and regulations.
- You will be responsible for any damage caused during your event.
 - Damages incurred will result in a financial assessment and will be collected from client.
- Per California law, smoking is not permitted in the EcoCenter facility.
- The EcoCenter reserves the right to end the event early if guests do not comply with all applicable laws, ordinances and regulations without refunding any portion of the event payment.

PREFERRED CATERING LIST

FOOD CATERING

Boudin Catering
Contact: Christina Sanchez
Phone: 415.286.6007
Email: chsanchez@boudinbakery.com
Website: www.boudinbakery.com

Checkers Catering and Special Events
Contact: Fred Kotrozo or Sandee Munroe
Phone: 925.968.1121
Email: fred@checkerscatering.com
sandee@checkerscatering.com
Website: www.checkerscatering.com

Peninsula Catering
Phone: 415.821.7786
Email: info@peninsulacatering.net
Website: www.peninsulacatering.net

Miraglia Catering
Contact: Cheryl Miraglia
Phone: 800.992.2837
Email: karen@cateringandmore.com
Website: www.cateringandmore.com

Piazza Market
Phone: 415.981.9881
Email: catering@piazзамarket.com
Website: www.piazзамarket.com

Small Potatoes Catering & Events
Phone: 415.896.1296
Website: www.tinyspuds.com

BEVERAGE CATERING

Best Beverage Catering
Contact: Meghan Ford
Phone: 415.642.2410 x 115
Email: meghan@bestbeverage.com
Website: www.bestbeverage.com

Tonic Beverage Catering
Phone: 415.350.4614
Email: tonicbev catering@gmail.com
Website: www.tonicbevereragecatering.com

The EcoCenter staff must be notified of the catering company hired 3 weeks in advance of the day of your event.

Non-preferred caterers must:

- Abide by EcoCenter rules, regulations and sustainability guidelines, and must be familiar with the sensitive nature of the EcoCenter facility and Heron's Head Park,
- Be a professional catering company,
- Comply with all food service and sustainability guideline outlined by the EcoCenter, and
- Provide proof of insurance of at least \$1,000,000.