

MARIN CENTER FAIRGROUNDS AND LAGOON PARK RULES AND REGULATIONS

Electrical Service

Staff is responsible for all electrical service. Special panels are available for hookups at \$35 per panel plus Stage Technician labor fees. Arrangements need to be made in advance of the event with the Technical Coordinator, Tony Taubert, at 415.499.6399.

Decorative Materials and Signage

Signs or decorations of any kind may not be attached to any Marin Center building, kiosk, light pole, trees or bushes with nails, tacks, pins, staples or tape. If signs are taped on any fairgrounds kiosk, light pole or building the user will be charged a minimum fee of \$75 per area damaged to re-paint and restore Marin Center's facilities.

Tenting

Placement and material of tenting must be approved prior to installation by the Technical Coordinator and the San Rafael Fire Marshall at 415.485.3304. The San Rafael Fire Department requires a formal inspection permit and fee fourteen (14) working days in advance of tent installation. Any damage to the Fairgrounds, Lagoon Park, planting, subterranean water or electrical lines caused by tent installation will be the charged to and paid for by the user.

Dumpster Services

Users will provide a ten (10) yard dumpster from Marin Sanitary Service, at 415.456.2601, to be placed at a site approved by the Senior Events Coordinator, Christian Gutt, at 415.499.6760. The user is responsible for ordering the dumpster and paying Marin Sanitary Service directly.

Larger or multiple dumpsters may be required for major or multiple day events and will be located at sites approved by the Senior Events Coordinator.

Exhibit Plans

Exhibit or staging plans, including layouts of all booths, displays, staging, registration, tables, etc., must be discussed with the Senior Events Coordinator at 415.499.6760 and Technical Coordinator at 415.499.6399 prior to submitting plans. All plans must be finalized twenty-one (21) days prior to event.

Equipment Inventory

50	50-gallon Trash Barrels.	No charge
1	Portable Stage, per day.	\$200.00
1	Portable Public Address System, per day.	\$150.00

Plus stage technician labor fees

Equipment must be requested at least twenty-one (21) days in advance of the event date, and is available on a first-requested, first-served basis.

Parking

There are three (3) main parking lots serving Marin Center and additional parking is available on Civic Center Drive and nearby streets. Parking is free to event attendees and the general public. Users may not charge a parking fee to event attendees or the public.

Exhibitors and/or loading vehicles parked within twenty-five (25) feet of the Exhibit Hall or Showcase Theatre doors will be towed at the vehicle owner's expense.

Since events are often scheduled concurrently in the buildings and fairgrounds, event attendees may share the parking lots with patrons from other events.

Overnight Parking

A limited area of the fairgrounds is available for overnight parking by exhibitors or staff of users who have rented the Exhibit Hall and/or Fairgrounds.

Overnight parking: The users will be charged \$20 per each vehicle per night.

Users are responsible for making arrangements with the Marin Center office to obtain overnight parking permits and dispersing the permits to their vendors. Please be sure to put the last date on which you plan to stay overnight on the line, "Void After". The permit must be visible to Sheriff's deputies in the front windshield of the vehicle.

Recreational vehicles, trailers and exhibitor trucks may only be parked on the grounds during setup and event days. Limited electrical hookups are provided on the grounds; fresh water, sewage and trash dumping facilities are not provided.

All parking fees will be invoiced to the user or deducted from the user's financial settlement. Unused permits should be turned into the Senior Events Coordinator or to the Senior Secretary at the Marin Center office on the last day of the event.

Food and Beverage Concession Sales

Fairgrounds

The Epicurean Group, the food and beverage concessionaire sells food and beverages during all public events at Marin Center on the Fairgrounds. Their hours of operation are the time period when the show is open to the public. Their standard menu offers beer and wine, a selection of healthy beverages, sandwiches, salads, snacks and desserts. If you would like concessionaire services for your event, please call Marion Boyd, Deputy Director at 415.499.6397.

Lagoon Park

Users may provide their own food and beverage concessionaire(s) by paying fees of fifteen percent (15%) of the event's admission fees, deductible from the box office receipts at the time of settlement.

Catering is permitted by users and qualified catering firms for non-public events. Such events are defined as those where food and beverages are served, not sold.

Beverages may not be sold in glass containers or in cans at any time.

Show Equipment Delivery and Removal

The delivery and removal of show equipment is to be completed within the specified rental time periods for the Fairgrounds and Lagoon Park. Special requests for delivery and/or pickup of show equipment and/or rental equipment must be approved in advance by the Deputy Director or the Technical Coordinator.

Security of Equipment

Marin Center is not responsible for theft or damage to any equipment, merchandise, displays or similar items left on the Fairgrounds or Lagoon Park. There is a \$150 per night fee to keep overhead parking lot lights or Fairgrounds lights on for security and/or parking purposes after 12 midnight. Additional fees may also be required for any other special, overnight exterior lighting on the Fairgrounds.

Overtime

The rental time period for the Fairgrounds and/or Lagoon Park runs from 8am-8pm. If the user needs to set up prior to 8am the fee is \$200 per half hour, or any fraction thereof. Overtime fees will be included in the license agreement with the user for their event or billed after the event.

Signage and Placement

All signs and posters placed on the Fairgrounds or Lagoon Park must be approved in advance by the Senior Events Coordinator. All signs need to be removed by the user immediately following the event.

A network of signs that directs patrons to available parking in area lots may be required of users. Plans for the size, lettering and placement of directional signs will be reviewed and approved by the Senior Events Coordinator.

Parking Lot Availability - Lagoon Park

The parking area adjacent to the Lagoon Park has 380 spaces. This lot is only available for the public events from Monday through Friday after 5pm and all day on weekends.

Sound Systems

Amplified sound levels may not exceed a level that intrudes upon the surrounding community.

Sound systems must be set-up and designed so that sound is directed north or northwest and away from the adjacent National Guard Armory. Sound baffles may be required to be placed around the speakers to reduce backflow of sound to nearby residences.

Amplified sound is permitted from 11am - 6pm only. Amplification levels of all portable sound systems may not exceed 80 decibels and are subject to the approval of the Technical Coordinator.

Damage Deposit

Marin Center may withhold three thousand dollars (\$3,000) from the Box Office settlement of the user in order to insure that the property is restored and cleaned at the conclusion of the event.

Marin Center may require that a performance bond in the amount of three thousand dollars (\$3,000) be posted if the event is free to the public. This performance bond shall be in the form of a cashier's check payable to the County of Marin. The performance bond shall be returned after the event as soon as it is determined that every area has been cleaned and restored to the same or equivalent condition that existed immediately prior to the event.

Portable Restrooms

The user is required to provide an ample number of portable restrooms consistent with the size of the crowd expected at the event. All events need to provide restrooms for persons with disabilities; at least fifteen percent (15%) of the portable restrooms need to be accessible for persons with disabilities to meet Americans with Disabilities Act (ADA) requirements.

Turf Protection

Standard scheduling policy is to allow at least ten (10) working days between each major event. Spacing of events is required to allow for recovery of the turf.

No stake, post, rod or other such item may be driven, dug or placed in the ground without the prior written approval of Marin Center or Landscape Services staff.

Any user, vendor, contractor or their agents, in violation of this policy, will be responsible for all costs related to repairing damage resulting from their activities.

Grounds Maintenance and Custodial Service

Marin Center will provide a maximum of fifty (50) trash barrels and two (2) staff persons to remove trash from the cans to the dumpsters only during public event hours. The user needs to provide any additional barrels and staff for trash removal.

The user is responsible for the removal of litter and trash from the grounds to the barrels or dumpsters prior to, during and after the event. The user is also responsible for the cleaning and restoring of the grounds and Lagoon Park in the same or equivalent condition that existed immediately prior to the event.

Site Capacity

Ticket sales or event attendance may not exceed 6,000. The site only has sufficient parking spaces for this number of attendees.

Transportation Management

For concert events with an anticipated attendance of 5,000 or more, staff may consult with the San Rafael Police Department regarding traffic control on Civic Center Drive. Marin Center reserves the right to require the hiring of officers from the San Rafael Police Department or the Marin County Sheriff's Department to direct traffic prior to, during and following major outdoor concerts in the Lagoon Park. The user will be completely responsible for the costs incurred in the hiring these officers.

On Site Concert Security

Marin Center will review all plans for the hiring of event security guards. Marin Center reserves the right to require the hiring of deputies from the Marin County Sheriff's Department for security for major, outdoor events. The user will be completely responsible for the costs incurred in the hiring of these deputies.

Exclusion Period

Due to the set-up and construction of the Marin County Fair held over the July 4th weekend, the Fairgrounds and Lagoon Park are not ordinarily available from mid-June until three (3) weeks following the conclusion of the Fair. Please consult with the Deputy Director to determine the exact six (6) week closure period in each calendar year.

Carnival and Mechanical Rides

Users are not permitted to install and operate any portable carnival, mechanical rides or amusement devices on any lawn area of the Fairgrounds or Lagoon Park.

Event Staffing

In order to insure public comfort, safety and convenience, Marin Center requires the user to furnish and pay for the following staffing for any event, to include:

- Stage technicians are hired from Local #16, International Alliance of Theatrical Stage Employees I.A.T.S.E. Contact the Technical Coordinator at 415.499.6399 to review stage labor costs and services.
- Gate and crowd security guards.
- First Aid staff and services.
- Gate attendants, ticket takers and ushers.

Box Office Services

All ticketed events are required to use the services of the Marin Center Box Office. Regular Box Office hours are Monday through Friday, 11am - 5pm and one (1) hour before the start of events. The main Box Office is located on the south side of the Marin Veterans' Memorial Auditorium. Ticket kiosks for outdoor events are located next to the Auditorium and at the main entrance to the Lagoon Park, off Civic Center Drive. Call the Box Office manager at 415.499.6800, to review fees and services. If needed, a portable box office kiosk is available at an additional fee.

Gate Policy

In order to insure the safety, comfort, convenience and welfare of those attending events at the Fairgrounds or Lagoon Park, Marin Center will require of its rental clients reasonable conditions for gate policies. These policies may include, but are not limited to, restrictions on pets, bicycles, cans, bottles, coolers, lawn chairs, foods and beverages brought onto the Marin Center grounds.

Multiple Events

Since Marin Center is a multi-use facility, several events are often scheduled concurrently. Entryways, roads, parking lots and other public areas of the facility may have to be shared by patrons of more than one event.

Additional Fees

Any violations of the rules and regulations noted above will result in additional fees to the user.

Telephone Numbers – Marin Center

Marin Center Office:	415.499.6400
Deputy Director:	415.499.6397
Technical Coordinator:	415.499.6399
Senior Events Coordinator:	415.499.6760
Senior Secretary	415.499.3762
Marin Center Box Office:	415.499.6800