

Yerba Buena Gardens Event Guidelines



Yerba Buena Gardens

Table of Contents

Introduction, Corporate Event Guidelines

- I. Event Restrictions
- II. Submittals
- III. Operations
 - III a. Environmental Procedures
- IV. Logistical Requirements
 - IV a. ADA Requirements
- V. Personnel and Costs
- VI. Photo shoot and Film permitting procedures



Corporate Event Guidelines

Yerba Buena Gardens was created for the enjoyment of the public. Accordingly, private events in the Gardens must be carefully planned and carried out in order to achieve maximum public benefit and to minimize potential negative impacts on the public's use of the Gardens.

The Gardens Management office issues permits for Garden events, pursuant to a contract with the Office of Community Investment & Infrastructure (OCII). The use of the Gardens is governed by the Park Code, which was applied to Yerba Buena Gardens by the Board of Supervisors' Ordinance 119-94-001, and the Permit and Reservation Regulations adopted by Redevelopment Agency Resolution 182-95 in November 1994. All permitting is done by the General Manager of the Gardens, as stated in the Code by the Board of Supervisors.

The following guidelines provide additional direction for private corporate events within the Gardens:

1. In addition to paying all direct costs associated with the logistical support of an event, private event sponsors pay a market-rate, per-day fee which supports public events in the Gardens.
2. Events will be assigned specific venues within the Gardens which are appropriate to the size and nature of the event and which impose the least impact on the Gardens or the public's use of the Gardens.
3. Public access will be maintained through the Gardens and to as many areas within the Gardens as possible.
4. To the greatest extent possible, the event will allow the public to hear, see or otherwise enjoy the event.
5. To the greatest extent possible, event support structures and furnishings will be located on hardscape areas and will be selected and arranged with a high regard for the visual and aesthetic quality of the Gardens.
6. Advertising or promotional signs, including corporate logos, are prohibited.
7. Evening events are encouraged, in order to avoid high public use hours.
8. Daytime events that close significant portions of the Gardens for private use generally will be limited to four events per block per year and three days per event.

Section I - Event Restrictions

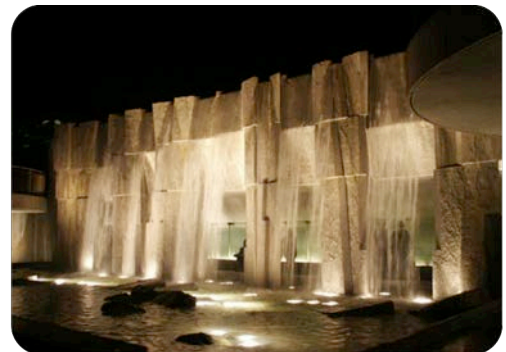
Yerba Buena Gardens will not permit events involving skateboarding, roller blading, animal acts, petting zoos, carnival rides, hot air balloons, helicopter landings and vehicle access to specified areas of the Gardens. These activities have been discovered to cause damage to the site and to interfere with the programmed activities and the operation of the other organizations in the Gardens. Therefore, Yerba Buena Gardens does not permit events that include the above mentioned activities.

The Martin Luther King Jr. Memorial is the second largest memorial dedicated to Martin Luther King Jr. in the world. More than 4 million people visit the Martin Luther King Jr. Memorial at Yerba Buena Gardens every year. The following items will not be permitted in front of or around the Martin Luther King Memorial:

- **No signage, banners, or commercial branding is allowed**
- **Nothing that will obstruct the view of the Memorial tablets**

Celebratory activities, such as music, dance, and theater, are allowed by permit only. The following restrictions apply.

- **There shall not be any obstruction of the Memorial Tablets**
- **Passage to view the Memorial must remain open until program begins.**



Section II – Submittals required for permit

1. Application for YBG Permit in order to hold space. This should be provided to the Yerba Buena Gardens Management Office following client's first inquiry regarding use of YBG space.

Once space has been approved to be put on "hold", steps may be taken to complete the application for permit.

2. The Completed Application for YBG permit for outdoor events should include the following:
 - (a) Traffic plans: Permitted parking for streets surrounding the Gardens, load in and load out schedule, entrances and exits that may require monitoring.
 - (b) Insurance: Naming the relevant Yerba Buena Gardens operating facility (ies), the Office of Community Investment & Infrastructure (OCII), MJM Management Group, the City and County of San Francisco and their officers, agents and employees.
3. Copies of Health and Fire Permits must be submitted to Gardens Management if required for the event.
4. Site Plan for the event including: placement of equipment, tables, chairs, booths, tents and bars. This site plan also includes ADA requirements- *see section IV.a.*
5. Power Requirements: AC (Amps or Voltage), power usage beyond site, additional lighting and cabling.
6. Water Requirements: Access to water source to be provided by Gardens Management.
7. Telecommunications: CCTV, telephones or computers to be used during the event.
8. Signage: Printed samples, including sizes, requested locations and means of installation that are relevant to the event including banners, flags and promotional installations.
9. Sound Permit: Requirement to be determined by Gardens Management and the Yerba Buena Event Coordinator. Sound permits will not be issued for later than 9:00 PM.
10. First Aid Station: Must be provided when the event has over 500 in attendance and must be staffed with certified first aid providers.
11. Décor: Props, lighting, and et cetera must be submitted for approval.

Section III – Operations

YBG Engineers: required to monitor set-up of all events, power hook-ups, telecommunications, signage, banner placement and must approve placement of all equipment on site.

YBG Janitorial:

1. Food Related Events
 - a) Events exceeding 500 in attendance will require an additional janitor for a minimum 6 hour shift.
 - b) For every additional 1,000 an additional janitor will be required for a minimum of 4 hours.
2. Non-food Events
 - a) Will require an additional janitor for every 1,500 people.
 - b) For every additional janitor, the required shift will be a minimum of 4 hours.

YBG Security:

1. Extra security to be required for a standard event exceeding 750 people.
2. Extra security to be determined by Gardens Management Contractor and the Yerba Buena Event Coordinator for non-standard events.
3. Garden closures for events require a guard to be posted at each entrance. In addition a minimum of 2 off duty uniform officers from S.F.P.D. must be scheduled by the event for all Garden closures.

Landscaping:

1. Aeration and fertilization is required after all medium (1,000 – 4,500 persons) to large (over 4,500 persons) scale events.
2. A landscaping restoration fee will be charged in accordance to the nature and the scope of the event.

Section III a. – YBG: Environmental Procedures

Yerba Buena Gardens Green Program

OVERVIEW

Yerba Buena Gardens has a 100% green waste and Re-cycling program that encompasses paper recycling, food composting, all living materials, landscape materials, garden clippings, and paper products. In addition, materials such as wood and metal and are processed so that the material can be re-used.



SPECIAL EVENT AND GREEN PROGRAM

Plastic or Styrofoam materials are not allowed at any of the special events.

All food materials must be composted. We request that all materials used in food distribution be 100% compostable or recyclable, including utensils.

To accommodate the influx of recycled and compostable materials, the Gardens provide additional recycling and composting bins for special events. The janitorial staff monitors and further sorts the containers to ensure that the recycling and composting materials are sorted properly.

As part of the special event program, the Gardens sets up recycling centers with information about the Green Program for event attendees.

Large events can bring up to 20,000 visitors for one event. After a large event, all recycling materials are meticulously sorted by gardens staff to ensure that 100% recycling is achieved.

DAILY OPERATIONS:

As part of daily operations, the Gardens provide recycling bins for the general public's use. When the bins are full, the staff further sorts and separates the recycled products, composting, glass, aluminum and cardboard.

Composting

Tenants at Yerba Buena Gardens participate in the composting program. Tenants use dedicated "Green Compost Bin". Janitorial staff picks up composting materials from tenants on a daily basis.

Cooking Oil

Cooking oil from food retailers are collected to be processed as bio-fuel. This program has been extremely successful and we are looking to expand to every food retailer on the project.

Landscaping

Yerba Buena Gardens landscaping program operates with a zero pesticides and toxic-free policy. The Garden's donates plant material to the community's schools. Plants that are approaching the end of their life cycle are replaced with new plants. Older plants are then donated to schools and community centers to be enjoyed and used as a learning experience for the students and seniors of the community.

Closing the Loop

As part of the Garden's endeavor to close the recycling loop, materials such as wood, are chipped and reused as mulch for landscaping. Metal and like materials are donated to vendors who then recycle or reuse the materials.

In response to our Green Program, Yerba Buena Gardens has been recognized by the following organizations:

San Francisco Beautiful Award
2007

Environmental Improvement of the Decade
2005

Excellence in the Urban Environment
The Rudy Bruner Award Gold Medal
1999-Present

Large Commercial Maintenance Achievement Award
California Landscape Contractors Association
1999

City of San Francisco Environmental Achievement Award
City of San Francisco Green Ribbon Panel
1997

Large Commercial Maintenance First Place
California Landscape Contractors Association
1996

Environmental Improvement Grand Award
Associated Landscape Contractors of America
1995

Section IV – logistical Requirements

1. Yerba Buena Gardens prohibits staking of tents. Tents must be anchored by water barrels only.
2. Yerba Buena Gardens prohibits securing tents to the trees, light poles or any other garden structure.
3. Large tents on grass must be weighted by lifted water barrels to anchor. Concrete blocks are not permitted. Gardens Management will assist by providing 2 x 4s.
4. Tents to house guests or attendees must be equal to or greater than 10 feet x 20 feet and must have a floor installed.
5. Fork lifts are not permitted on the YBG premises. Other Load-In/Out equipment (i.e., palette jack; scissor lifts; etc.) must be submitted for approval in advance. Specific equipment or staging may require a Wet Stamp or other operational criteria.
6. Gardens Management recommends that the opening of the tent be located no further than 3 feet from the paved area. Tent locations other than the above referenced specifications must be approved by Gardens Management.
7. Copies of approved permits for fire and health must be submitted to Gardens Management for tents having indoor lights, heating and food services.
8. Non-commercial events will not be permitted to use fuel, i.e. butane, propane or any gas fuel or charcoal.
9. Events involving commercial catering must provide copies of approved fire and health permits to Gardens Management and will be exempt from non-commercial policy.
10. Barbecues must be placed on non-flammable materials to protect the site. Only professional caterers will be permitted to use barbecues. Natural gas is preferred.
11. All cooking appliances must be located on hardscape surfaces.
12. Loading and unloading is allowed by way of the appropriate entrance
13. It is preferred that indoor events load and unload at the appropriate loading area.
14. Security will assist with loading and unloading at the appropriate entrances by monitoring the areas where Gardens Management determines that vehicles or carts might endanger pedestrians in the Gardens.
15. All entrances have been designed for pedestrian use only. It is requested that vehicles operate with extreme caution.
16. In extreme situations, such as multiple events scheduled concurrently, Gardens Management will work with the Yerba Buena Event Coordinator to design a plan that will alleviate congestion by designating the use of other entrances.

Section IVa. – ADA Requirements for Events in Yerba Buena Gardens

During all events in Yerba Buena Gardens where tents and other structures are being erected, the following is required:

1. Barricades

Both for set-up and break-down, events are required to have barricades to prevent access by the public to those areas where structures are being built. These barricades will be placed in a way so the public cannot walk through any area where there is construction in the Gardens.

At any time when the event load-in/load-out blocks the normal path of travel in the Gardens, additional barricading should be provided so that the public is not crossing the path of incoming equipment.

A barricading plan will be developed to protect the general public and to protect those with disabilities from any unexpected hazards as they transit the Gardens.



Barricading should:

- a) Keep the public away from all tent structures and supports.
- b) Keep the public away from all wires, cords and other equipment.
- c) Provide a clear separation between pathways and event areas.

2. Way-finding Signage

When large tents or other structures are being set up in the Gardens and access for regular routes through the Gardens are temporarily blocked by these structures, way-finding signage is necessary to indicate the direction to other accessible entry points and routes.

The standard signage program includes 24" w by 36" h posters informing the public of the available path of travel. These signs should contain:

- a) The blue and white international symbol for accessibility (ISA wheelchair symbol).
- b) Directional arrows.
- c) Text that indicates the path of travel and the amenities available to park users on other side of the event space.
- d) The Yerba Buena Gardens Logo.

Signage should be placed at the six ramp entry points to the Gardens at any time that the pathways are blocked by either the set-up/break-down, and during the event itself.

A sample of signage is attached, as well as a map of the entry ramps to the Gardens.

Section V – Personnel and Costs (See Attachment for Current Rates)

Gardens Management will provide service fees in a timely manner prior to an event. Gardens Management will bill directly the Yerba Buena Event Coordinator for all services necessary for an event. Fees can be charged for the following items:

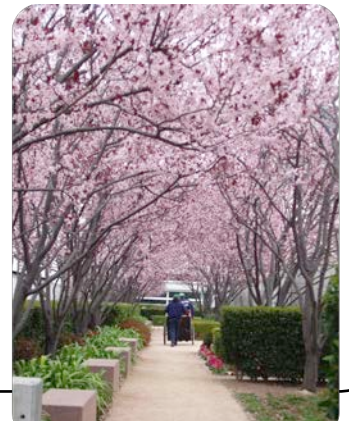
1. Personnel:

- a) Janitorial
- b) Security
- c) S.F.P.D.
- d) Engineers
- e) Landscapers
- f) Administrative
- g) Event Managers

2. Additional Costs:

- a) Garbage Removal
- b) Landscape Restoration
- c) Materials and supplies (property protective materials)
- d) Equipment Rental

Section I.



Section VI – Yerba Buena Gardens Photo Shoot and Film Permitting Procedures

The following items are needed to complete an application for approval:

1. Completed Application submitted by a Yerba Buena Event Coordinator.
2. Completed Certificate of Insurance naming the coordinating Yerba Buena Entity, MJM Management Group, the Office of Community Investment & Infrastructure (OCII), the City and County of San Francisco and its officers, agents and employees as also insured's.
3. A traffic plan that includes Permitted parking for streets that surround the Gardens with requested locations and times to be reserved.
4. A load-in and load-out schedule.
5. Size of on-site cast and crew.
6. A site plan that includes catering area, photo or film shooting areas and equipment locations (Please note that the Gardens can only support 100 pounds per square foot. As a result the Gardens will provide material that will spread the load to offset any weight problems).

The following restrictions apply:

1. No photo or film shoots that include skateboarding, roller blading, animals and commercial cars.
2. No closing of public entrances and exits.
3. The above activities have been discovered to cause damage to the site and interfere with the programmed activities in the Gardens.

