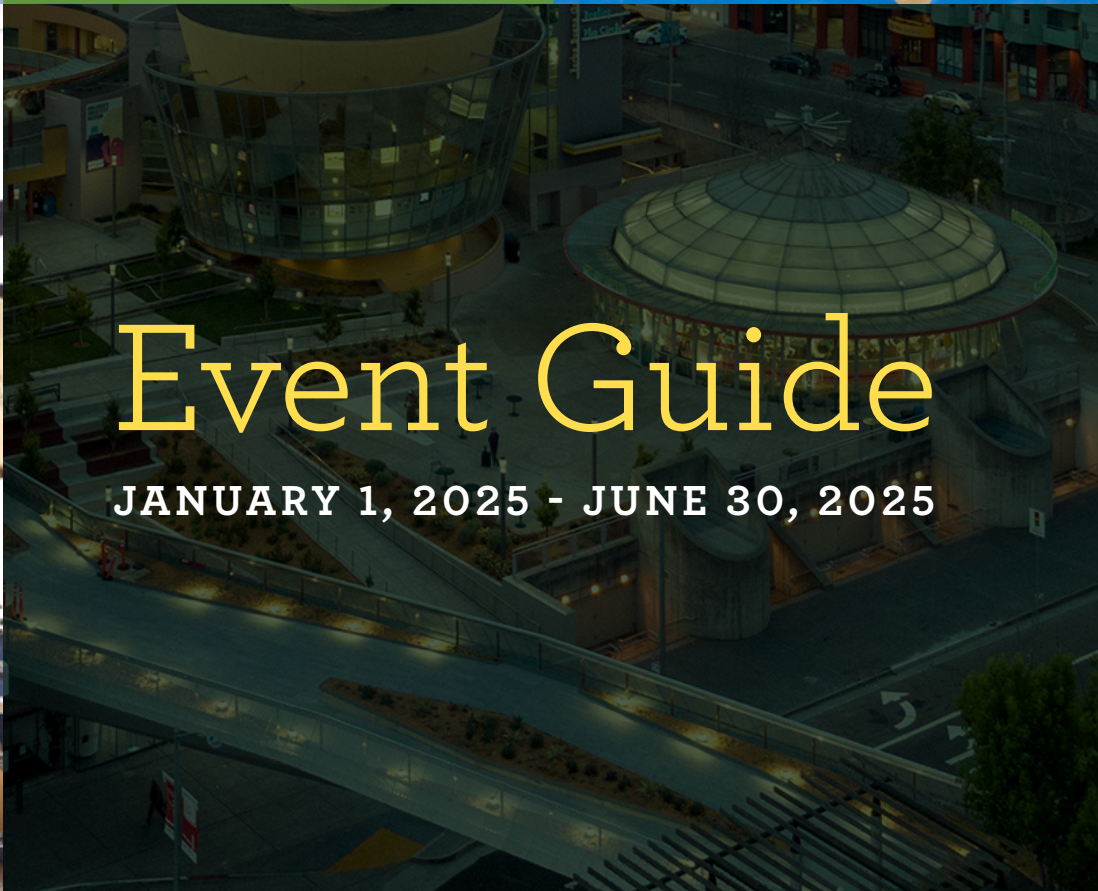




YERBA  
BUENA  
GARDENS  
CONSERVANCY



# Event Guide

JANUARY 1, 2025 - JUNE 30, 2025



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Yerba Buena Gardens is 87 acres in San Francisco's South of Market district – a vibrant cultural community and downtown destination. With a mix of open green spaces, museums and cultural facilities, playgrounds, small businesses, and the second largest convention center in the state, Yerba Buena Gardens is both the cultural hub of San Francisco and a destination for business travelers.

An award-winning rooftop garden, the Gardens offers city residents and visitors a respite amid the hardscape of downtown – with public gardens alongside the energy and bustle of dozens of museums and galleries.

Availability permitting, a variety of spaces within Yerba Buena Gardens are available for rental events. The following guidelines offer a framework for how to host a successful event on site. The most challenging part may be deciding which plaza, walkway, lawn, or architecturally significant facility to choose.

All rentals in the Gardens support the non-profit organizations that provide excellent, outdoor, free-to-the-public programs, as well as ongoing Gardens cleaning, safety, beautification, and long-term capital improvements.

## EVENT GUIDELINES



Yerba Buena Gardens includes both public (cultural facilities, performance and recreational venues, and significant amounts of public open space) and private use (commercial retail properties) spaces and structures in a landscaped, picturesque setting. Combined integrally with the Moscone Convention Center, Yerba Buena Gardens is a unique, beloved oasis for City residents and visitors.

**Yerba Buena Gardens Conservancy (YBGC)** was created to sustain the integrity and interconnectedness of Yerba Buena Gardens on behalf of the City and County of San Francisco. YBGC operates and maintains the Gardens as a vibrant and accessible public space in the heart of downtown. YBGC is the permit authority for the Gardens, and must review, approve, and provide permits for all activities that occur on Gardens property.

Events within the Gardens must be carefully planned and executed to achieve maximum public benefit, and to minimize potential negative impacts to the property and to the public's use. On behalf of YBGC, events are facilitated and managed by

**Yerba Buena Arts & Events (YBA&E)**, an independent non-profit performing arts presenting organization dedicated to enhancing the vitality and quality of life in the open spaces of the Gardens.

YBGC **welcomes events and activities** including, but not limited to: performances featuring the work of music, theater, and literary artists; runs; celebrations and festivals; receptions; picnics; film shoots and ceremonies; placemaking activities; community, civic San Francisco, and other public events; “non-performing” art activations (ie: large/small art installations); holiday events; markets; reoccurring work out classes; Gardens history tours, lectures, and/or other outdoor education/classroom activities; and any activities of the general public that require a permit under the Park Code. Spaces within Yerba Buena Gardens are also available for private and corporate events.

Yerba Buena Gardens is governed by **San Francisco Park Code**, and the following guidelines have been customized to fit events hosted within the property. San Francisco Park Code, Article 7 Permits, attached herein.

# PERMITS

YBGC is the permit authority for the Gardens and must review, approve, and provide permits for all activities that occur on Gardens property. YBGC provides a permit to a person, association, organization, or corporation (“Permittee” or “Event Client”) to grant official authorization for specific use of a Yerba Buena Gardens location. This permitting process is intended to ensure as many people and groups as possible can use and enjoy the Gardens in a safe manner, while protecting and maintaining the property.

## Required Permit Documentation

Event Applicant to provide YBGC’s event agent, YBA&E, with the following items at least 30 days before event; 72 hours for commercial shoots:

- Event and Permit Applications with event details including:
  - » dates, start and end time, load-in and load-out plan (time, transport equipment, locations), event description, list of equipment/FFE, event partners, etc.
- Event Plan, Layout, and Map(s).
- Gardens Access Plan (hedging, barricading, wayfinding signage, ADA access plans, etc.).
- Event Production Schedule (include load-in, production, event, and load-out schedules).
- Event Staffing Plan.
- Required Health and Fire Permits.
  - » San Francisco Department of Public Health permit required for all commercial catering and/or food related events.
  - » San Francisco Fire Department operational permit required for all events with lighting, open flame, and/or heaters inside tents.
  - » Covid-19 event protocol plan presented, as appropriate when required by San Francisco Department of Public Health.
- Insurance Certificate.
  - » See detailed insurance requirements outlined herein.

Assessed event fees are determined on a case-by-case basis following the Yerba Buena Gardens Event Fee Structure. Fees include but are not limited to:

- **Venue Fees:** venue rental fees which directly support the seasonal free arts programming curated by YBA&E.
- **Impact Permit Fees:** 100% of fees directly support the maintenance and care of the Gardens landscaping, facilities, public spaces, and amenities.
- **Service Fees:** fees to cover additional property services and/or event labor.
- **Branding Impact Fee:** fees based on impact to the Gardens and public which are determined by location, size, quantity of signs, and logos or messaging.
- **Yerba Buena Preferred Catering Requirement:** as part of the Conservancy’s commitment to supporting our area’s economic recovery, event clients are encouraged to utilize caterers/restaurants located within the Yerba Buena neighborhood. Event clients that use caterers/restaurants outside these boundaries will be assessed a Catering Impact Fee, equal to 10% of the gross food and beverage catering sales.
- Payment of all fees are required prior to the first day of load in. YBGC and YBA&E accept checks, ACH, and bank or wire transfers. Credit cards are not accepted.





## Event Location

YBA&E will work with the Event Applicant to identify the optimal Gardens location(s) to host the event.

Considerations:

- Locations that impose the least impact to the property and to the public, and allow the public to see, hear, and enjoy the events.
- Maintain public access to as many areas within the Gardens as possible; and
- Daytime events that close significant portions of the Gardens for private use will be limited.
  - » Privatization of The Great Lawn, Terrace, Crepe Myrtle Garden, and/or Loggia are permitted with a Privatization Impact Fee. (See Privatization details in Other Gardens Events Policies and Procedures).

## Permits cannot be issued under the following circumstances

The proposed activity is prohibited by law.

The applicant refuses or fails to comply with procedures and/or conditions established by YBGC that are reasonably imposed on approval of the permit to ensure that the comfort, convenience, safety, and welfare of the public are not disturbed, and the property is not damaged.

The applicant refuses or fails to provide insurance as required to do so by YBGC.

The applicant fails to obtain necessary approvals, permits, or licenses from other governmental departments or agencies.

YBGC has cause to conclude that the applicant or any person or persons participating in the proposed activity will cause physical injury to any person or substantial damage to Gardens property or would unduly disturb adjacent neighbors.

An event encroaches on a Gardens partner organization and its business operations and/or its events.

A prior application for the same space and time has been permitted.

The activity is not allowed in public parks, or includes skateboarding, roller blading, animal acts, petting zoos, carnival rides, hot air balloons, and helicopter landings.

The application contains misrepresentation of material fact.

The applicant refuses or fails to pay a permit fee or reimbursable expense, or both.

## Permit Conditions

Permits may impose reasonable Conditions to allow:

- The comfort, convenience, safety, and welfare of the public is not disturbed.
- Permit-holders an opportunity to fully exercise the rights conferred upon them by the permit without unreasonably interfering with the rights of other members of the public to use the Gardens and adjacent areas, or to engage in First Amendment activities.
- To ensure that the property is not damaged.

Private and corporate YBA&E Event Clients are always guided to leave substantial spaces open to the public. A client may request a “non-activation buyout” which reserves a specific Gardens location so no other client may use the location, but it allows continuing public access to that specific location.

With payment of a deposit, an “advance courtesy hold” may be placed on a specific Gardens area. Note, a reservation of a specific Gardens location is not confirmed until a contract is executed.

The YBGC Event Permit is issued once the contract is executed and all are paid.

# GARDENS EVENT EXPENSES & FEES



Event planning and execution requires the participation and support of YBGC and YBA&E to ensure the Gardens are maintained and protected. YBGC and/or YBA&E, at their sole discretion, may require an Event Client to hire additional support staff. Additional event staffing to be provided by Event Client. Fees for additional event staffing, and other event needs as defined below, will be assessed and charged to the Event Client once all event applications, supporting documentation, and pre-event requirements are shared with YBA&E, and a preliminary walkthrough is completed.

All event plans must be approved by YBGC and YBA&E prior to the start of the event.

## Engineering

Provided by Event Client.

As needed based on event activities.

- Required for all large event pre-planning, as well as property utility connections that require direct water and/or power connection. For all other water and power connections, see below.

YBGC Engineers are required to facilitate the power connection to property power at the East Monument and the Dr. Martin Luther King, Jr. Memorial and Fountain and light poles throughout.

YBGC Engineers support requires a two-hour minimum.

## Security

Provided by the Event Client.

As needed based on event activities.

For events with 1 to 999 attendees/participants - one (1) Security Guard is required.

For events 1,000+ attendees - two (2) Security Guards are required.

Events above 2,500 attendees/participants require a written staffing plan provided by the Event Client to YBA&E and approved by YBGC at least two (2) weeks prior to the event. Plan must include:

- Roles and responsibilities.
- Staffing schedules with list of all guard names, titles, phone #, guard card # (all Event Client provided Security guards must be licensed and have an active guard card).
- Event site map.
- Guard post order.
- Event Security Manager/Supervisor contact(s).
- YBGC Services Manager (SM) required to be the liaison between the property and Event Client's Security Manager, and paid for by the Event Client. The SM will roam the Gardens surrounding event areas to ensure the safety of the public and property. Four-hour minimum required.

All event Security pre-production, planning, and walkthroughs will be billed to Event Client.

### SFPD 10B Officers:

- Provided by the Event Client.
- Events of 2,500 attendees/participants and above require the support of a 10B Officer.
- As needed based on event activities.
- YBGC and/or YB&AE may at their discretion require the Event Client to hire SFPD 10B Officers.



## Janitorial

Provided by YBGC's vendor.

As needed based on event activities.

Four-hour minimum required.

Event Clients have the option to provide cleaning and trash removal by their staff and/or volunteers to bring the event locations back to their original conditions prior to the start of the event. A cleaning deposit will be assessed and charged on a case-by-case basis.

For events with 1 to 500 attendees/participants - one (1) Janitor is required.

For every additional 500 attendees, one (1) additional Janitor is required per group of 500 attendees.

Events above 2,500 attendees/participants require one (1) Janitorial Foreman, in addition to the required Janitor count above, as well as a written janitorial plan provided by the Event Client to YBA&E and approved by YBGC at least two weeks prior to the event. Plan must include:

- Roles & Responsibilities.
- Event site map showing Janitorial routes.
- Event Janitorial Foreman/Supervisor contact(s).
- YBGC Services Manager (SM) required to be the liaison between the property and Event Client's Security Manager, and paid for by the Event Client. The SM will roam the Gardens surrounding event areas to ensure the safety of the public and property. Four-hour minimum required.

## Pressure Washing

Provided by YBGC.

As needed based on event activities.

Four-hour minimum required.

All Gardens locations are pressure washed once a week. Should an Event Client desire pre-event pressure washing, it must be requested in advance.

Pressure washing required for all food related events.

## Landscape Restoration

Landscape restoration will be assessed on a case-by-case basis.

Landscape restoration (raking, aeration, fertilization, watering, sod and/or plant replacement, etc.) will be conducted post-event according to the nature, scope, and potential physical impact of the event. For all events with 500+ attendees/participants, Landscape Restoration service charges will automatically be applied.

## Waste Management & Sorting

As needed based on event activities.

Required for all medium and large food related events.

Waste Busters (YBGC's vendor) and Green Mary are approved event location Zero Waste Facilitators.

On a case-by-case basis, YBGC and/or YBA&E will require the support of Waste Busters for end waste-stream sorting in Gardens loading dock. Four-hour minimum required.

The Gardens loading dock can accommodate up to one (1) additional waste dumpster, not to exceed 20 cubic yards.

## Event Fees

Assessed event fees are determined on a case-by-case basis following the Yerba Buena Gardens Event Fee Structure.

## Post-Event Cleaning and/or Repair:

Event Client is required to conduct a post-event final walk through with YBA&E of all event locations to inspect property conditions and damage.

Event Client is required to ensure event locations are cleaned immediately after the conclusion of the event, and that all event locations are restored to the same condition that existed prior to the event.

Should damage to the Gardens result from event activities including but not limited to those listed herein, repairs will be billed to the Event Client at a rate of cost plus 25%, or 15% for Non-Profit events.

# OTHER GARDENS EVENT POLICIES & PROCEDURES

## As-Is Condition

Yerba Buena Gardens is provided in as-is condition. The Gardens is 30+ years old and does have deferred maintenance. Should an Event Client desire additional cleaning or repairs prior to an event, all cleaning and repairs will be billed back to the Event Client.

## Public Access

All Gardens Entrances have been designed for pedestrian access.

If a Gardens Entrance is requested to be blocked, the Event Client must provide an alternate Gardens access route. Route to be approved by YBGC and YBA&E.

Event Client is required to provide a Gardens Access Plan, which includes barricading and/or hedging, wayfinding signage, and ADA plans as outlined below.

## Public Artwork

Events cannot obstruct the public view and enjoyment of any Gardens permanent public artwork, including the Dr. Martin Luther King, Jr. Memorial and Fountain and adjacent walls.

Signage or projections of any kind are prohibited on all Gardens public artwork

## Privatization

Privatization is defined as closing off a Gardens location from use by the public. Should an Event Client desire The Great Lawn, Crepe Myrtle Garden, Terrace, and/or Loggia to be privatized, a Privatization fee will apply. Privatization of the Loggia requires a direct buyout contract and corresponding fees with each Gardens Café (B Restaurant + Bar and Joyride Pizza).

## Public Safety:

The Permittee and Event Client are required to ensure the safety and security of the public and event attendees during event operations. To accomplish this, the Event Client must create a public safety plan if/when using barricades, hedges, stanchions, etc. to protect the public from injury and/or harm during: load-ins and load-outs, set-up and break-down, equipment builds, electric wiring and/or cabling, and provide a clear path of travel around the event location.

A successful public safety plan must be developed to safely guide the public around the event to other Gardens locations. At any time when the event blocks the normal path of travel, additional wayfinding signage and barricading, hedging, or stanchions are required. The plan must be approved prior to the event by YBGC and YBA&E.

If using barricades, when moving them, they must be lifted and moved. Barricades must not be pushed or dragged across landscaping or hardscapes; this will cause damage to the Gardens. Any damage to the property because of the use of barricades will be billed to the Event Client.

Use of caution tape is prohibited.

## Wayfinding Signage

Signage is encouraged for medium and large-scale events. When large tents or other structures are being installed in the Gardens and access to regular routes is temporarily blocked, wayfinding signs are required to guide the public to other Gardens locations.

Signage should be placed at all entrances and ADA accessible ramps when these areas are blocked.

YBGC and/or YBA&E may advise on signage design, size, quantity, and location based on event layout. Signage must be approved by YBGC and YBA&E prior to the event.

The standard ADA sign program includes 24"x36" posters, and should include:

- Directional arrow.
- The blue and white international symbol for ADA accessibility, when applicable.
- Text that indicates the path of travel and Gardens amenities available to the public on the other side of the event area.
- The Yerba Buena Gardens Conservancy logo at 15% of total size of sign.

**Event ambassadors:** In addition to wayfinding signage, large scale event clients must provide event ambassadors / staff to assist event attendees and the public find their way around the event areas. The event ambassadors must be well versed on Gardens amenities, surrounding streets, and neighborhood businesses.

## ADA Accessibility

Event Client is responsible to ensure ADA signage exists for event layout. YBA&E will provide ADA signs to existing pathways. If an event requires additional signage, the event client will provide the additional signage.

ADA accessibility plan is required for all events closing areas to the Gardens that would otherwise be accessible to the public. This plan should implement the signage requirements stated above. Where event needs require a specific area or path to be temporarily obstructed during load-in, set-up, event days, break-down, and load-out, an alternate safe route must be provided along with signs alerting the public of the detour and staff assisting blind and/or mobility impaired individuals.

- Accessible route must be at least 48" wide from the edge of the event area to the opposite path edge. Path must be kept open, clean, and clear of any obstructions.

## Public Restrooms

There are two sets of public restrooms:

- **Central Block 2**, located in the south half of the East Walkway, adjacent to YBCA.
  - » Two separate restrooms:
    - › North side – 9 stalls and 5 sinks.
    - › South side – 4 stalls, 5 urinals, and 5 sinks.
  - » Open Daily 10a-4p.
  - » Event use of the restroom requires:
    - › One dedicated restroom Janitor.
    - › Labor and supply costs to be billed to the Event Client.
    - › Cannot be privatized for event use only, must remain accessible to the public when open.
- **Central Block 3**, located adjacent to the Bowling Center.
  - » Two separate unisex restrooms.
  - » Open Daily 9a-6p.

- » Event use of the restroom requires:
  - › One dedicated restroom Janitor.
  - › Labor and supply costs to be billed to the Event Client.
  - › Cannot be privatized for event use only, must remain accessible to the public when open.

- **Portable restroom trailers:**

- » Portable restroom trailers will be permitted on a case-by-case basis, in the South Mission Street White Zone (761 Mission Street) or adjacent to the Central Block 2 public restrooms in the East Walkway.

## Green Room

A reservation is possible if availability permits.

The Green Room is approximately: 23' 11"W x 25' 8"L

Max Occupancy: 55

- With tables and chairs: 25

The Green Room is equipped with two separate restrooms, two separate dressing rooms with showers, and a first aid kit.

The room can be accessed via the Dr. Martin Luther King, Jr. Memorial and Fountain and from the East Walkway.

The room requires one dedicated Janitor to clean before, during, and after the event.

To access the Green Room, an Event Client may check out a key from the Conservancy's security office. The Event Client must provide a valid driver's license or ID to obtain a key. The key must be returned to the Conservancy's security office at the conclusion of each event day. If a key is lost or stolen, a replacement cost will be charged to the Event Client.

Green Room user acknowledges that the Yerba Buena Gardens Conservancy, Yerba Buena Arts & Events, Yerba Buena Gardens Festival, and the City and County of San Francisco are not responsible for any lost, stolen, or damaged personal property. Security of Green Room User's personal property is the sole responsibility of the Green Room user.



## Community Room

*This on-site gathering space can be made available for community use. Non-community use is extremely limited.*

A reservation is possible if availability permits.

The room is approximately: 21' 8"W x 23' 9"L

Max Occupancy: 40

The room is equipped with:

- Wi-Fi
- Two separate gender inclusive restrooms and a first aid kit
- AV set up for meeting capabilities
- Mobile tables and chairs
- Small waste receptacles

The room requires one dedicated Janitor to clean post event.

Community Room User acknowledges that the Yerba Buena Gardens Conservancy, Yerba Buena Arts & Events, Yerba Buena Gardens Festival, and the City and County of San Francisco are not responsible for any lost, stolen, or damaged personal property. Security of the Community Room User's personal property is the sole responsibility of the Community Room User.

## Elevators

Elevators are primarily for passengers but can be used for light-weight transport of goods. See vehicle provisions above.

- **West Elevator:** located between the YBA&E office and Joyride Pizza, accessible from Terrace or Howard St. levels. Weight capacity: 2,500lbs
- **East Elevator:** located adjacent to the YBCA Theater, accessible from Terrace or Howard St. levels. Weight capacity: 2,500lbs
- **Folsom Elevator:** located adjacent to the Yerba Buena Ice Skating Center, accessible from the Gardens Level, Ice Rink Terrace, and Folsom Street levels. Weight capacity: 4,000lbs

Note: Event Clients are asked NOT to hold or prop the elevator doors open as this will cause the elevator to shut down.

Should an elevator be shut down or damaged due to event load-ins and load-outs, the KONE Elevator service call and elevator repairs will be billed back to the Event Client.



## Gardens Bridge

The Gardens Bridge is the main public access thoroughfare between Central Block 2 and Central Block 3, and must remain open at all times. Limited bridge access may be permitted on a case-by-case basis.

## Load In & Load Out

Gardens Load In and Load Out access points are:

- **Central Block 2:**
  - » Mission Street Staircase
  - » Mission Street & West Walkway
  - » Mission Street & East Walkway
  - » 3rd Street Ramp
  - » Howard Street & East Walkway
  - » East & West ADA Ramps
  - » East & West Elevators  
(see Elevators for more detail)
- **Central Block 3:**
  - » Carousel Driveway
  - » Carousel Plaza Ramp
  - » Folsom Street Staircase
  - » Folsom Street Elevator  
(see Elevators for more detail)

## Gardens Protection

### Gardens Weight Loads:

- Live Load: 100 lbs/square foot
- Point (Stationary) Load: permitted on a case-by-case basis

### Hardscapes:

- Vehicle access:
  - » Vehicles (carts, motorized dollies, pallet jacks, electric pallet jacks, golf carts, trucks, etc.) are permitted on a case-by-case basis, solely at the discretion of YBA&E and/or YBGC.
  - » All rows of green pavers located in walkways must be covered by 3/4" of plywood during load-in, load-out, and under any vehicle access at all times. Plywood is not required to be laid for movement over cement.

### Landscapes:

Event Client must take great care when working on or near lawns and landscaped areas. No dragging and pushing any equipment or furniture across the lawns.

Vehicles access on lawns will be permitted on a case-by-case basis.

To load in and out heavy event equipment and FFE, the use of a hand-dolly or cart and laying a plywood path are required on the lawns to limit damage.

## Tents & Event Structures

No staking of tents in landscape or to trees, or attaching to any Gardens furniture, light post, bench, etc.

Commercial tents should be anchored by 50lb cement block weights, or an alternate method approved by YBGC.

- Block weights must be tightly secured to and transported via hand dolly or hand truck.
- 3/4" plywood must be placed over all Gardens green pavers, as well as lawns, during path-of-travel. If weight exceeds thresholds listed below, then 1 1/4" plywood must be used. For transport across lawns, the plywood must overlap to prevent slippage.
- Once the cement block is at the desired location, a plywood-square no larger than the cement block dimensions must be placed underneath to displace the weight and protect the property.

Commercial tents on grass greater than 30'x30' must be built with a raised floor. Size of both the tent and floor must be approved by YBGC.

Large event structures such as food service tents that take up large areas of the Gardens will require a wet stamp from a Structural Engineer specifying that the property can withstand the weight of the structure. Structural Engineer provided and paid for by the Event Client.

### • Structural Engineer Referrals:

- » Ryan Joyce Structural Design: 415-509-6645
- » Simpson Gumpertz & Heger (SGH): 415-343-3078
- » DCI: 415-781-1505



## Bike Parking

Alternative forms of transportation are highly encouraged. The Gardens has several bike parking locations, see attached map for bike rack locations.

## Vehicle Parking

South Mission Street White Zone - 761 Mission Street

- For all Yerba Buena Gardens Festival public programming, parking reservations are free.
  - » Submit a parking request directly to YBGF.
- For all rental events, parking
  - » 3rd Street Metered Parking
  - » 4th Street Metered Parking
  - » Howard Street, load in/out only
  - » Fifth and Mission Garage, paid parking

## Wi-Fi

Free public WiFi provided in the following locations:

- **Central Block 2:**
  - » The Great Lawn
  - » Terrace
  - » Loggia
  - » Loggia Overlook
  - » Green Room
- **Central Block 3:**
  - » Courtyard
  - » Amphitheatre
  - » Play Circle

## Power & Water Connections

### Power:

- **Central Block 2:**
  - » 20 amp available at various green light poles throughout the Gardens (all light poles do not have power. See YBA&E for more detail.)
  - » East Monument:
    - › Two 200 amp, cam locks
  - » MLK Jr. Memorial and Fountain:
    - › One 400 amp, cam lock
    - › One 200 amp, cam lock
  - » Crepe Myrtle Garden
    - › One 15 amp
- **Central Block 3:**
  - » 20 amp available at various gray light poles, 3 circuits available.
- One YBGC Engineer is required to connect to property direct power sources at the East Monument and the Dr. Martin Luther King, Jr. Memorial and Fountain.

### Water:

- **Central Block 2:**
  - » The Great Lawn
  - » Crepe Myrtle Gardens
- **Central Block 3:**
  - » Courtyard (3)
  - » Carousel Plaza (2)
  - » Play Circle (2)
- A YBA&E event manager will check out a water connector from YBGC Security to access these connection locations.
- If a YBGC water connector is damaged or missing the Event Client will be charged for replacement.



## Equipment

YBGC owns event equipment available for use at no additional cost.

It is the responsibility of YBA&E and the Event Client to transport and maintain equipment used during the event. At the conclusion of the event, it is the responsibility of YBA&E and the Event Client to clean (if needed), return, and organize all equipment back to its original storage location.

- **Staging:**
  - » Stage Right staging equipment (stage sections, poles, ME locators, stands, railings, ramps, stairs, softscape protector, canvas skirting), available for use.
    - › Stage Right section size: 4' x 8'
    - › Stage Right sample built size: 32' x 48'
    - › Sico stage riser size: 6' x 8'
    - › Sico riser stage sample built sizes: 6' x 8' / 16' x 24'
- **Seating:**
  - » White plastic stacking chairs: 200 (approx.)
- **Barricades:**
  - » Green lightweight barricades: 20
- **Plywood & Masonite:**
  - » Plywood: 56
    - › 1/3-inch: 33
    - › 1 inch: 23
  - » 1/4-inch Masonite: 104

## Generators

Generators will be permitted on a case-by-case basis. Generators that produce excessive noise or exhaust will not be permitted.

Example of a permitted generator:

- Honda EU2200iTAG (2200watt 120V Inverter Generator w/Co-Minder)
- Engine: Honda GXR120
- Dry Weight: 47lbs
- Dimensions (LxWxH): 20" x 11.4" x 16.7"
- Noise Level: 57dB(A) @ rated load; 48 dB(A) @ ¼ load

## Balloons

Mylar or helium filled balloons are not permitted.

Air-filled balloons tightly anchored/secured to free-standing structures/frames are permitted. A balloon anchoring plan must be provided to YBA&E and approved by YBGC prior to the event.

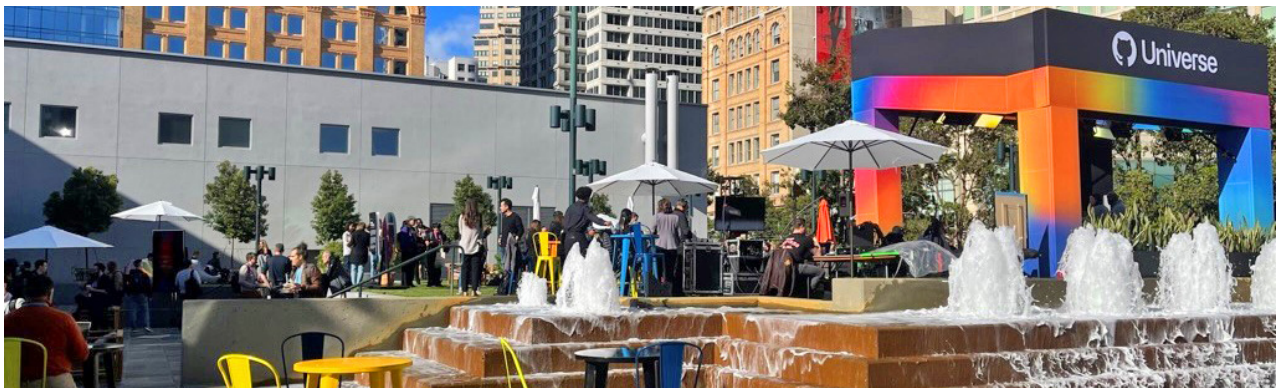
Event Client must always maintain control of balloons.

No balloons may be left in the Gardens.

## Animals

Events with animals will be permitted on a case-by-case basis.

Additional cleaning and/or landscape restoration fees will be assessed.



## Amplified Sound

Per the San Francisco Police Code - Outdoor Amplified Sound, Ordinance No. 163-17: "Amplified Sound equipment is defined as any machine or device, including but not limited to a loudspeaker, for the reproduction or amplification of the human voice, music, or other sound. Amplified sound equipment shall not include: warning devices like horns, sirens, or pedestrian operated bullhorns."

Amplified Sound level is allowed with a permit.

- Daily: 9:00a - 10:00p
- Max decibel: 85

If an event includes outdoor amplified sound, the event application, plan, and permit shall also include:

- the location of the amplified sound equipment,
- the hours and dates during which sound will be amplified,
- description of the amplification system and the type of sound to be amplified,
- a statement certifying the event client shall comply with maximum noise level as established under the police and health codes, and
- a statement whether the activity will take place within 300 feet of a hospital, school, house of worship, courthouse, public library, or mortuary during normal hours of use of said facilities.

The volume of outdoor sound shall be controlled so that it will not be audible from a distance in excess of 250 feet from Gardens property line or from the periphery of the attendee audience.

Event Client shall immediately reduce sound level to a volume requested by YBGC, YBA&E, or law enforcement.

## Commercial Photography, Filming, Recording

A permit is required for professional photography and film shoots. Permits provide the photographer videographer access to all Gardens areas. Shoots that include amplified sound will require an Amplified Sound Permit. Approval is subject to other events and/or Gardens activities already using amplified sound.

## Drones – Unmanned Aerial Systems (UAS)

Permits are required for any drone flight that is operated on, from, within, and over City property. YBGC follows the guidelines as outlined by the San Francisco Film Commission.

- All drone permits require a licensed pilot as well as a \$2M General Liability Insurance policy naming the entities listed in the Insurance section attached as additional insured.
- When permitted, drones may only be flown in a straight up-and-down flight pattern.
- Drones cannot operate over roadways, buildings, or people.
- In addition, use of drones for a film or photo permit requires a privatized Gardens area as well as staffing of a Security Guard. Event Clients that desire to use drones for artwork light shows will be assessed on a case-by-case basis.



## Corporate & Event Branding

YBGC must review all sign designs viewable within the Gardens to ensure the public's enjoyment of and experience at the property site is not negatively impacted.

Event sign plan with design rendering, sign quantity, and desired location(s) must be presented to YBGC and YBA&E for approval prior to sign production.

Branding will be permitted on a case-by-case basis depending on the scope, concept, and scale of the event; and cannot inhibit the public's enjoyment of the Gardens.

Branding and signs must be connected to an event taking place in Yerba Buena Gardens or with a Yerba Buena Gardens tenant. Branded signs may only be on display for the duration of the event.

Yerba Buena Gardens institutional partnerships and sponsorships may be determined separately.

### • Branding Fees:

- » Branding Impact Permit Fees apply and will be assessed based on the location of the signs and total square footage of signage.
- » **Fees by Locations:**
  - › Each location within the Gardens has different size standards and maximums. Signs must match their specific site (for example, a corporate branded sign at one of the restaurants should not be larger than the restaurant's sign itself).
  - › Below rates are discounted \$2.50/foot/day during this covid rebuilding period
    - The Great Lawn, Children's Garden, Carousel Plaza: \$15/day
      - Discount: \$12.50
    - Loggia, B Restaurant & Bar, Joyride Pizza: \$10/day
      - Discount: \$7.50
    - Terrace, Crepe Myrtle Garden, YBCA Exterior, Metreon Exterior: \$12.50/day
      - Discount: \$10.00
  - › Branding fees will not apply to event related merchandise. (i.e. t-shirts, brochures, cups, napkins, hand-held umbrellas, etc.)

### • Additional Guidelines:

- » Creative colors, fonts, graphics welcome!
- » Design, tone, scale, and color must also be appropriate for the Gardens so as not to diminish the public's Gardens experience.
- » Company or event logo max size: 25% of total square footage of signage, no larger than 32 square foot sign.
- » Signs may not limit public right-of-way and ADA access.
- » Signage cannot be illuminated, back lit, neon, or include moving images. Signage will not be permitted on Loggia Overlook facing Moscone Convention Center.

### • Included Signage Bundle – at no additional cost:

- » All events are offered a complimentary sign bundle. The signs must match the following parameters and may not be substituted for other signs.
  - › (1) Welcome Sign (approx. 3' x 5' at entrance of event only)
  - › (2) Wayfinding/Directional signs (approx. 2' x 7')
  - › Logo size max: 15% of total size of sign

### • Branding Fees Explained:

- » **No Branding Fee:** If branded sign (with company name, logo, or advertising) faces internal to event area only. OR a non-branded sign (no company name, logo, or advertising) faces outward into Gardens public open spaces. Use of event title/ name, theme, graphics, color are encouraged!
- » **Branding Fee:** A sign includes a company name, logo, or advertising and is viewable in Gardens public open spaces.





## Catering & Preferred Caterer Requirement

All catering setups require ground covering such as plywood, Masonite, or AstroTurf to be placed under food preparation areas to protect the Gardens from food and oil damage. Other ground cover materials are welcomed and will be permitted on a case-by-case basis. All ground covering must be ADA compliant.

**Yerba Buena Preferred Catering Requirement:** As part of the Conservancy's commitment to supporting our area's economic recovery, event clients are encouraged to utilize caterers/restaurants located within the **Yerba Buena neighborhood**, as defined in the attached Yerba Buena boundaries map.

Yerba Buena neighborhood corresponds with the following:

- Yerba Buena Boundaries:
  - » 2nd Street to 5th Street
  - » Market Street to Harrison Street
- Restaurants/caterers:
  - » SAVOR within Moscone Convention Center
  - » Joyride Pizza
  - » B Restaurant + Bar,
  - » Restaurants on Yerba Buena Lane,
  - » Restaurants within Metreon, Marriott Marquis, The St. Regis San Francisco, Four Seasons Hotel San Francisco

Event clients that use caterers/restaurants outside these boundaries will be assessed a Catering Impact Fee, equal to 10% of the event's gross food and beverage catering sales. The Catering Impact Permit Fee will be assessed against the gross total of food and beverage sales only, and that total should not include any state or local taxes imposed to Event Client. Event client must submit a FINAL catering gross sales report to YBGC within 30 days of the event. YBGC will send an invoice to the event client payable within 30 days of the invoice.



There are several exceptions to the Catering Impact Fee:

- Nonprofit programming partner events with Yerba Buena Gardens Festival, Yerba Buena Center for the Arts, Children's Creativity Museum, South of Market Child Care Center, Yerba Buena Ice Skating and Bowling Center. Additional community partner events will be exempt, and these exceptions will be reviewed by YBGC on a case-by-case basis.
- Restaurants and caterers that provide sharply discounted or low-cost catering to cultural events. Examples include: Pistahan, Indigenous Peoples Day, Chinese Progressive Association.
- Food truck vendors may provide event catering at the set Impact Permit Fee of \$250/day, per truck.
- When an event is primarily within a building site and merely the event's catering service/set-up is outside of the building site.

### Picnics:

Picnicking in the Gardens is encouraged.

- Picnics or gatherings of 25 or more people require a permit.
- A cleaning and/or damage deposit may be required.
- Lightweight folding tables and chairs are welcomed.

### Cooking:

Cooking will be permitted on a case-by-case basis.

Event Client must provide proof of all required health and fire department permits.

Event Client must provide and use YBGC-approved groundcover under all cooking, food booths, tents, and preparation areas to protect the property from food and oil damage.

## Food Trucks

Approved locations:

- East Walkway nook
- East Plaza
- Forum South Wall

YBGC-approved ground cover is required under all vehicles to protect the Gardens from damage.

Food vendors must provide their own waste bins near food trucks and are responsible for taking this waste with them off property at the conclusion of the event. All ground covering must be ADA compliant.

Mobile Food Truck Permit for South Mission Street White Zone:

- Event Client to contact DPW Bureau of Street Use and Mapping
- DPW only accepts electronic permit applications. Go to:
  - » [Bsm.sfdpw.org](http://Bsm.sfdpw.org)
  - » Select, “Apply Street-Use Permits”
  - » Follow the instructions to create a log-in and apply
  - » For further assistance contact DPW directly at: 628-271-2000 or email [bsmpermitdivision@sfdpw.org](mailto:bsmpermitdivision@sfdpw.org)
- Should an Event Client require a parking approval letter from YBGC, the Event Client should contact the YBA&E Event Manager.

## Alcohol

Alcohol consumption will be permitted on a case-by-case basis.

The Event Client must obtain and provide proof of an ABC License from the Department of Alcoholic Beverage Control and provide it to YBA&E prior to the start of the event.

The Event Client must work with YBA&E to plan an alcohol consumption zone, this zone is to be privatized from the other event areas. Alcohol may only be consumed in the identified zone.

Event Client is required to hire a Security Guard to monitor the alcohol consumption zone for the duration of the event.

## Use of Recyclable & Compostable Food Service Ware

San Francisco’s Food Service Waste Reduction Ordinance, Chapter 16 of SF Environment Code, “Prohibits the use of polystyrene foam disposable food service ware and requires the use of recyclable or compostable food service ware.” For more information regarding acceptable food service ware please visit: [sfenvironment.org/reduceplastic](http://sfenvironment.org/reduceplastic) or call 415-355-3700.

Expanded Polystyrene” Styrofoam” for food service ware is prohibited.

Only food service ware that is accepted in San Francisco’s recycling and composting program is permitted.



## Restrictions on Food Vendors

Food & beverage vendors may no longer provide single-use plastic accessories including spill plugs, cocktail sticks, stirrers, or toothpicks. Acceptable straws include single-use paper or other natural fiber straws or reusable straws, such as silicon or metal. Single-use plastic straws may be available upon request for people with disabilities or medical needs. Businesses should wait for a person to request a plastic straw before providing one. Compliant beverage accessories can only be made available upon request or at a self-service station. This includes straws, cups lids, cup sleeves, stirrers, spill plugs, napkins, condiment packs, and utensils. All food vendors must use only BPI Certified Compostable products (plastic recyclable containers are still permissible). For more information, visit: [products.bpiworld.org](http://products.bpiworld.org)

For more information regarding acceptable food service ware, visit: [sfenvironment.org/reduceplastic](http://sfenvironment.org/reduceplastic) or call 415-355-3700.

No glass service ware on landscape areas.

Food vendors using glass beverage bottles must pour the beverage into a non-glass reusable cup for the consumer.

## Reusable Cup Requirement for Events on City Property and City Streets:

Event producers with more than 100 attendees and prepared beverages are required to seek to have 10% of attendees use reusable cups. Event promoters can meet this requirement by one of the following:

- Promote or incentivize attendees to bring their own reusable beverage cup;
- Lend out reusable cups to event attendees using a deposit system; or
- Provide or sell reusable beverage cups to event attendees.



## Oil & Food Leftovers

All leftovers (oil, food, ice, etc.) must be hauled away. No leftovers are to be poured down gutters or storm drains. Steamed water and/or ice are not to be poured on any landscaping or hardscapes.

Event clients may pour water and/or ice into the mop-sink in the CB2 Restrooms. Event Client must gain access from YBA&E personnel.

Clean ice, melted down with clean water, may be disposed of into large drains in the middle of the The Great Lawn and in the Crepe Myrtle Garden.

## Recycling & Composting Requirements

Chapter 19 of the Environment Code, San Francisco's Mandatory Recycling and Composting Ordinance, requires all events to maintain appropriate, color-coded (**blue** for recyclables, **green** for compostable materials, and **black** for trash), labeled containers in convenient locations, and educate vendors, volunteers, contractors, and clean-up crews, on how to properly separate materials.

Any event that will host more than 1,000 people, and/or vendors with significant amounts of food must:

- Develop a waste production processing plan, utilizing waste sorting services and waste dumpster(s) through YBGC's service provider. A plan should include a map of recycling stations in the event area and a written description of how the event plans to maximize recycling and composting.
- Submit a certificate of completion of a zero-waste event workshop or hire an approved recycling crew.



## Compliance with Minimum Wage Laws

Event Client is required to ensure that all workers in connection with the event (either directly or through a contractor or subcontractor) who perform services within the geographic boundaries of the City of San Francisco are paid at least the San Francisco Minimum Wage in effect on the date of the event. For more details, please visit the Office of Labor Standards Enforcement: [www.sf.gov/information/prevailing-wage-non-construction-workers](http://www.sf.gov/information/prevailing-wage-non-construction-workers)

## Prevailing Wage

Pursuant to the San Francisco Administrative Code Chapter 21C, unless excepted, Contracts, Leases, Franchises, Permits, and Agreements issued or granted by the City for the use of City property shall require payment of not less than the Prevailing Rate of Wages to any individual engaged in theatrical or technical services related to, but not limited to:

- Janitorial Services (21C.2)
- Theatrical Workers (21C.4)
- Exhibit, Display, or Trade Show Work at a Special Event (21C.8)
- Broadcast Services (21C.9)
- Loading or unloading materials, goods, or products into or from a Commercial Vehicle on City property (21C.10)
- Security Guard Services (21C.11)

"SEC. 102.1. STANDARD PROVISIONS GOVERNING THE PREVAILING RATE OF WAGES, WORKER RETENTION, AND USE OF EMPLOYEES FOR WORK UNDER CITY CONTRACTS FOR CERTAIN SERVICES. (4) Enforcement of Prevailing Wage Rate Requirements. Where the Contracting Officer or the Labor Standards Enforcement Officer determines that a Contractor or a Subcontractor may have violated the prevailing wage rate requirements of this Section, the Contracting Officer or Labor Standards Enforcement Officer shall send written notice to the Contractor of the possible violation (a "violation notice"). In addition to and without prejudice to any other remedy available, the Contracting Officer may terminate the Contract, in which case the Contractor shall not be entitled to any additional payment thereon unless within thirty (30) days of receipt of the violation notice the Contractor has either (i) cured the violation or (ii) established by

documentary evidence, including but not limited to payroll records, the truth and accuracy of which is attested to by affidavit, proof of compliance with the provisions of this Section. For purposes of this Section, where a Contractor or Subcontractor fails to pay at least the Prevailing Rate of Wages to Individuals as required by this Section, the Contractor shall have "cured the violation" once the Contractor or Subcontractor reimburses such Individuals by paying each individual the balance of what he or she should have earned in accordance with the requirements of this Section, plus an annualized rate of interest of ten percent (10%). In addition to, or instead of terminating the Contract, if the Contracting Officer or the Labor Standards Enforcement Officer finds that the Contractor has willfully violated the requirements of this Section, the Contracting Officer or the Labor Standards Enforcement Officer, shall assess a penalty (a "willful violation penalty") of not more than ten (10%) percent of the dollar amount of the Contract, such sums to be deposited in the fund out of which the Contract is awarded or, if none exists, the General Fund. The Contracting Officer or Labor Standards Enforcement Officer may impose such willful violation penalty regardless of whether the Contractor has cured the violation." - City and County of San Francisco Administration Code

## Cancellation Policy

### Weather Cancellation:

- A weather cancellation that occurs within (7) seven days of the start of an event for rain, unexpected extreme weather, or smoke cancellation – defined as temperatures more than 100 degrees, severe weather warning issued by government entity, air quality index 150+ – will not incur Impact Permit Fees. In this occurrence, an available alternative date or (1) one year venue rental credit will be provided.
- With weather cancellations 72 hours or fewer before an event, direct (labor) costs will be charged.

### Fee Payment and Cancellation Policy:

- All cancellation requests must be in writing provided to YBA&E.
- Cancellation requests made 60 calendar days or more prior to the start of the event will be assessed a Cancellation Fee of 50% of the event invoice total.
- Cancellation requests at or within 60 calendar days of the event start date will not be issued a refund.

# INSURANCE REQUIREMENTS

Activities and events will not be permitted without insurance. The Event Client must provide adequate levels of insurance as well as name the following Conservancy entities as additional insureds:

**YERBA BUENA ARTS & EVENTS AND ITS OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS; THE YERBA BUENA GARDENS CONSERVANCY AND ITS OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS; AND THE CITY AND COUNTY OF SAN FRANCISCO AND ITS OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS.**

## Insurance coverage minimums:

- **Commercial General Liability** on an occurrence form with limits of liability not less than:
  - » \$1,000,000 each occurrence (combined single limit for bodily injury and property damage)
  - » \$1,000,000 for personal injury liability
  - » \$2,000,000 aggregate for products-completed operations
  - » \$2,000,000 general aggregate
- **Umbrella Policy Insurance** with coverage \$2,000,000 per occurrence/\$2,000,000 aggregate
- **Professional Liability Insurance** with limits not less than \$1,000,000 each claim and \$2,000,000 in the aggregate, with respect to all professional services. (If applicable)
- **Automobile Liability insurance**, including non-owned and hired vehicle coverage with limits of liability of not less than \$1,000,000 combined single limit per occurrence and in the aggregate. (If applicable.)
- **Workers' Compensation and Employers Liability Insurance.** Workers' Compensation insurance shall be provided as required by any applicable law or regulation. Employer's Liability insurance shall be provided in amounts not less than:
  - » \$1,000,000 each accident for bodily injury by accident
  - » \$1,000,000 policy limit for bodily injury by disease
    - › \$1,000,000 each employee for bodily injury by disease
    - › A waiver of subrogation endorsement is required
  - » **For vendors with Food and Beverage:**
    - › Liquor Liability Insurance coverage not less than \$1,000,000 each claim and \$1,000,000 aggregate (If applicable)



# SITE MAP



## THE FUN ZONE

1. Amphitheater
2. Bowling Center
3. Creativity Museum
4. Ice Arena
5. Learning & Sensory Garden
6. LeRoy King Carousel
7. Play Circle
8. South of Market Child Care (SOMACC)
9. Tot Lot

## ARTS & CULTURE

10. Blue Shield of California Theater at YBCA
11. Creativity Theater
12. Community Murals
13. Martin Luther King Jr. Memorial
14. Yerba Buena Center for the Arts (YBCA) Galleries & Forum
15. Yerba Buena Gardens Festival Stage

## CONVENTION CENTER

16. Moscone Esplanade Ballroom
17. Moscone Convention Center South

## THE GARDENS

18. Cho-En / Butterfly Garden
19. Barklet
20. Crepe Myrtle Garden
21. Gingko Grove
22. Great Lawn
23. Oche Wat Te Ou – Reflections
24. Redwoods
25. Sister Cities Garden
26. Upper Terrace

## RESTAURANTS

27. B Restaurant & Bar
28. Joyride Pizza
29. Metreon AMC Theater & Food Courts
30. Veranda

## ADMIN

31. Community Room
32. Yerba Buena Gardens Festival Office
33. Yerba Buena Gardens Office
34. Yerba Buena Partnership



Elevators



First Aid



Restrooms



Water Fountain



Bike Parking





*All rentals in the Gardens support the non-profit organizations that provide excellent, outdoor, free-to-the-public artistic programs, as well as ongoing Gardens cleaning, safety, beautification, and long-term capital improvements. Fees below are inclusive of venue rental & impact permit fees.*

YERBA BUENA GARDENS EVENTS FEES <i>(Venue &amp; Impact Permit Fees)</i>	FOR PROFIT RENTALS	NON PROFIT & COMMUNITY RENTALS	CCM, SOMACC, YBAE, YBCA ARTISTIC PROGRAMS
<b>CB2</b>			
Esplanade (Inc StoneStage)	\$17,100	\$11,925	\$0
East Plaza	\$3,875	\$2,781	\$0
East Garden - Lower Level	\$4,438	\$3,203	\$0
East Garden - Upper Level	\$3,875	\$2,781	\$0
East Garden - 3rd Street Ramp (load-in/out use only)	\$250	\$125	\$0
East Walkway - North	\$1,425	\$1,275	\$0
East Walkway - South	\$1,425	\$1,275	\$0
Forum South Wall	\$3,013	\$2,209	\$0
Gardens Bridge (east side closure only)	\$14,700	\$10,725	\$0
MLK Memorial Fountain Plaza	\$700	\$350	\$0
Loggia	\$1,900	\$1,325	\$0
Loggia Overlook	\$2,750	\$1,938	\$0
Stone Stage, only no Esplanade	\$1,525	\$763	\$0
Terrace	\$8,750	\$6,063	\$0
Green Room (includes 4hr-janitor and supplies)	\$1,309	\$939	\$0
Community Room (includes 4hr-janitor and supplies)	\$718	\$494	\$0
CB2 Restrooms (Includes 4hr-janitor and supplies)	\$1,894	\$594	\$0
<b>CB3</b>			
Amphitheater	\$9,700	\$350	\$0
Courtyard	\$1,625	\$250	\$0
Lawn Circle	\$913	\$175	\$0
FUTURE: Picnic Tables	tbd	tbd	tbd
<b>YBCA PLAZAS</b>			
Mission St Plaza	<i>Contact YBCA</i>	<i>Contact YBCA</i>	<i>Contact YBCA</i>
Theater Plaza	<i>Contact YBCA</i>	<i>Contact YBCA</i>	<i>Contact YBCA</i>



<b>CB1</b>			
Jessie Square (Plaza)	Contact Millenium	Contact Millenium	Contact Millenium
Jessie Square (Lawn)	Contact Millenium	Contact Millenium	Contact Millenium
<b>PRIVATIZATION (no Public Access / Requires public request process) -- In addition to location fees above</b>			
Esplanade Closure	\$23,500	\$23,500	n/a
East Garden - Upper & Lower Closure	\$9,250	\$7,563	n/a
Terrace Closure	\$11,250	\$9,563	n/a
<b>BRANDING / SIGNAGE -- Per day. No installation labor provided.</b>			
See Branding / Signage Fee Structure	quote	quote	quote
<b>CATERING &amp; PREFERED CATERER REQUIREMENT</b>			
See Event Guideline for details			
<b>OTHER</b>			
Amplified Sound Permit	\$350	\$175	\$0
Photoshoot Permit	TBD	TBD	\$0
Supplies and Materials*	quote	quote	quote
Waste Dumpster*	quote	quote	quote
Landscape Restoration (\$/square ft)*	quote	quote	quote
Food Truck (per truck, per day)	\$500	\$250	\$0
Food Cart (per cart, per day)	\$500	\$200	\$0
<b>AVAILABLE AT NO COST</b>			
Barricades	\$0	\$0	\$0
Masonite/Plywood	\$0	\$0	\$0
Seating	\$0	\$0	\$0
Staging (equipment only)	\$0	\$0	\$0
<b>PERSONNEL (4-hr mins. Janitorial &amp; Pressure Washing hourly rates subject to change per union bargaining agreements.)</b>			
Engineering	\$119	\$109	\$95
Janitorial	\$67	\$62	\$59
Powerwashing	\$73	\$67	\$64
Landscaping	\$63	\$58	\$55
Security Guard	Hire Direct	Hire Direct	Hire Direct
Security Manager	Hire Direct	Hire Direct	Hire Direct
SFPD 10-B (6a-6p)	Hire Direct	Hire Direct	Hire Direct
SFPD 10-B (6p-6a)	Hire Direct	Hire Direct	Hire Direct
Waste Sorting	\$82	\$75	\$72
Structural Engineer Wet Stamp	Hire Direct	Hire Direct	Hire Direct
<b>PARKING CUT-OUTS</b>			
North Mission	Contact Millenium	Contact Millenium	Contact Millenium
North Howard Street	Contact YBCA	Contact YBCA	Contact YBCA
Folsom Street	Contact SOMACC	Contact SOMACC	Contact SOMACC