

City Hall Events Department
City Hall Building Rules and Regulations

Special Events in City Hall License Areas

The Rules and Regulations listed below have been created by the City Hall Building Manager to help preserve and protect City Hall before, during and after an event. It is crucial that all vendors working in this important, historic building understand the importance of safeguarding City Hall and leaving it in the manner in which they found it.

Any vendor company doing business in City Hall must comply with the following Rules and Regulations, and with any additional requirements imposed by the City on or prior to the date of the Event. The Licensee may make copies of this form or may request copies from the City Hall Events Department. **All vendors are required to sign on the line provided below and return to:** Events Department, City Hall, Room 495, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102. Failure to do so will result in denial of entrance into the building. The Licensee shall be billed for any damages to City Hall as a result of the vendor's negligence or failure to comply with these Rules and Regulations.

1. Prohibited Items or Actions.

Events may not create any fire or other hazard or impose any hardship or safety risk on the City, City property, or the occupants thereof. City Hall Security may deny access to any person who would create a prohibitive safety risk, and will not hold or store any prohibited or hazardous items. In addition, the below listed items and activities are **expressly prohibited** in the interior and exterior areas of City Hall, including but not limited to, the License Areas and any exterior entrance areas, steps, and grounds:

- a. City Hall is a secure facility. No person other than San Francisco Sheriffs may open secured entryways, and no person may enter the building without first being screened by San Francisco Sheriffs.
- b. City Hall is a smoke and vapor free facility. No smoking or vaping inside the building or within twenty (20) feet of entrances and exits.
- c. Helium and helium filled balloons.
- d. Any and all types of drones (inside the building as well as in the immediate outdoor vicinity).
- e. Pyrotechnics, fireworks, or other similar items inside City Hall or anywhere on the City Hall premises, including but not limited to, the exterior grounds or steps.
- f. Any open flame or torch other than those required for sternos and permitted candles or votives that comply with San Francisco Fire Department requirements.
- g. Confetti or ticker tape of any kind.
- h. Decorations or props that will damage building surfaces. This includes any type of paint, stickers, nails, fasteners, glues or other adhesives.
- i. Floral arrangements on the Mayor's Balcony or 4th Floor North Gallery may not exceed three (3) feet from bottom of the container to the top of the arrangement.
- j. Space heaters.
- k. Smoke, fog, or snow (including simulated snow, foam, bubbles, or confetti) generating devices.
- l. No knives that are spring-loaded, switchblade or with blades measuring four (4) inches or longer.
- m. Any act, device, object or decoration that may cause injury, illness or death, or is a violation of any

City Hall Events Department
City Hall Building Rules and Regulations
applicable health or safety law or regulation, including but not limited to OSHA and the Penal Code.

- n. Opening, making connection to, altering or energizing/de-energizing any or all electrical over current protection devices, electrical distribution panels or electrical systems.
- o. Any decoration or prop consisting of a water fountain or waterfall with still or running water.
- p. The use of zip wire for lighting installation.
- q. Use of liquid nitrogen or compressed gas for any purpose, with the exception of use for cornelius kegs no larger than five (5) gallons in size (see Section 6.e. for more information).
- r. The provision of alcohol without any substantial food at the Event (City reserves right to request menu and timeline for Event in advance).
- s. Building guests will refrain from: standing on or leaning against any of the Rotunda ledges, balcony railings or radiators; standing or sitting on window sills; sitting, posing or otherwise blocking movement on stairwells; blocking doors or other modes of ingress or egress in doorways or hallways; climbing the interior or exterior portions of City Hall.
- t. Leaving vehicles unattended when not parked in a legal parking space, or double-parking in a manner that impedes the flow of vehicular traffic.

The following activities or items are prohibited unless the Licensee obtains advance written permission from the City:

- u. Affixing to a building exterior any prop, wiring, lighting fixture, signage, banner, flag, emblem, scaffold, covering, paint or decoration. If permission is granted by the City for such activity, such activity must be conducted under the direct supervision of a City Hall Engineer.
- v. Altering, disassembling, attaching to or adding to any scaffold, support, temporary construction or permanent structure. If permission is granted by the City for such activity, such activity must be conducted under the direct supervision of a City Hall Engineer.
- w. Removing, changing or installing signs, notices, announcements or directional or safety indicators. If permission is granted by the City for such activity, such activity must be conducted under the direct supervision of a City Hall Engineer.
- x. Changing, covering, altering or fastening anything to any lighting fixture or its wiring or appurtenances. If permission is granted by the City for such activity, such activity must be conducted under the direct supervision of a City Hall Engineer.
- y. Entering into any storage area, office, mechanical space, roof, balcony or any other restricted or non-public area.
- z. Use of the McAllister Street ramp areas for parking, off-loading, storage, catering services, placement of props, or as a film set.
- aa. Carrying into a building any explosive, flammable, toxic or hazardous material, firearm or weapon. Only officers of a state or federally recognized law enforcement agency may carry firearms into the building.
- bb. Hanging of signs, notices or banners must be conducted under the direct supervision of a City Hall Engineer. Should approval be granted, signs must be posted using low tack painters tape so as not to leave adhesive residue on walls or surfaces.

City Hall Events Department
City Hall Building Rules and Regulations

- aa. Allowing the entry into a building of any animal, other than service animals.
- bb. Failing to provide a dance floor in carpeted areas of the North Light Court and South Light Court for any event involving live entertainment, a DJ, or dancing.
- cc. Placement of any decor on the grand staircase in City Hall that impedes egress.
- dd. Carpet on the Rotunda staircase and staircase landing.

2. Film and Photography.

Organizations or persons desiring to use City Hall for film production activities must enter into a use agreement, in accordance with Chapter 57 of the Administrative Code, which shall incorporate provisions consistent with this policy for the use of City Hall. City must approve all such use agreements and permits may be required by the San Francisco Film Commission.

In addition, photographers and their subjects must comply with the following rules:

- a. Lighting equipment must be battery-operated.
- b. Commercial photography or videography, film production and related commercial activity in or of City Hall is prohibited without proper permits from the San Francisco Film Commission.
- c. Flash equipment that causes a significant visual disturbance shall not be used in City Hall.
- d. Professional photography equipment (e.g., umbrella lights, flash photography equipment, zoom lenses or cameras larger than the size of one's hand) is prohibited in the Office of the County Clerk (City Hall rooms 162 and 168) and must not obstruct or otherwise impede ingress and egress through the hallways and corridors leading into the Office.
- e. Photographers are prohibited from taking pictures of the San Francisco City Hall Events Calendar displayed in the Office of the County Clerk.
- f. Photography subjects will refrain from: standing on or leaning against any of the Rotunda ledges, balcony railings or radiators; standing or sitting on window sills; sitting, posing or otherwise blocking movement on stairwells; blocking doors or other modes of ingress or egress in doorways or hallways; climbing the interior or exterior portions of City Hall.

3. Sales/Contributions/Donations - Restrictions on Fundraising and Political Campaign Events.

Use of City Hall for an event involving an admission charge, or the sale of any item, or the solicitation or request of any kind of contribution for any cause of purpose, is strictly prohibited unless the Licensee is a government agency or is qualified as a not-for-profit, tax-exempt organization under section 501(c)(3) of the Internal Revenue Code.

To avoid the appearance of the City's involvement in favoring or opposing candidates for public office, ballot measures or political parties, political campaign events inside City Hall are strictly prohibited. For the purpose of this regulation, a "political campaign event" is an event conducted for the purpose of (1) supporting or opposing any pending or proposed candidate for local, state, or federal office or any pending or proposed ballot measure; or (2) soliciting, accepting, or rewarding donors for contributions of, any funds that the person or organization soliciting or accepting the funds will use, directly or indirectly, to support or oppose any local, state, or federal candidate or any pending or proposed ballot measure.

City Hall Events Department
City Hall Building Rules and Regulations

4. Building Access

- a. Use of License Area. Entry into the Rotunda and/or 2nd Floor for event set-up is not permitted until 4:00 PM; and the Catering Manager for the event must have consent from the City. For evening rentals, the South Light Court may be set up only after 4:00 PM and North Light Court may be set up only after 2:00 PM.
- b. Access for Load-in/Load-Out. Loading times must be pre-arranged through City Hall Event Staff for each event. City Hall will inform vendors whether to use the Grove Street or the Van Ness Street entrance to load or unload equipment. Loading times for Grove are from 2:00PM – 2:00AM on the day of the event. The Van Ness entrance is available for load-in during times specified in the Short Term License Agreement only, and work must be supervised by a City Hall Event Manager. Vendors must provide adequate staff to unload within the specified load-in and load-out times indicated for the event. Additional fees or charges may apply if load-in or load-out times exceed the times indicated on the Licensee's contract. Load-in or load-out exceeding the times indicated in the contract MUST be communicated and approved by the Licensee as well as the City Hall Events Department.
- c. Load-in/Load-Out Security. City Hall Events Department must provide security throughout the entire span of the load in/out. Each entrance must be monitored by at least one sheriff; if additional entrances are required, Licensee will be billed accordingly.
- d. Multi-use Building. Licensees and Vendors must be respectful of any other City business occurring in the building, including, but not limited to, hearings, press conferences, security needs, office hours, etc. In particular, event loading and set-ups happening Monday through Friday, between 8:00 am and 5:00 pm, must take care to preserve open access to the three (3) office entrances to the Assessor-Recorder's Office located near the Van Ness Entrance, the Rotunda and off the North Light Court.
- e. Minimum Lighting Level. Building lighting must be maintained at a level appropriate to allow monitoring of all activities by City Hall building staff. Such level will be determined by City Hall Engineers in coordination with San Francisco Sheriff's Deputies.
- f. Sober Work Environment. Vendors and their staff may not consume alcohol immediately prior to, or during, an Event. Recreational or illegal drugs of any kind are not permitted on site. Violators may be subject to removal from the building and possibly arrest.
- g. Emergency Medical Technician. An emergency medical technician is required for events with eight-hundred (800) or more guests.

5. Equipment Loading, Rigging and Electrical

If a Licensee hires a vendor to install equipment in City Hall, such vendor shall (1) provide a written statement containing proof of expertise and training in handling such equipment installation and (2) obtain prior written approval for such installation from the City. In addition, Licensees and their vendors must comply with the following rules:

City Hall Events Department
City Hall Building Rules and Regulations

- a. Use of Freight Elevators. Vendors must use freight elevators for all items that they are not carrying up the stairs, and must provide no less than two (2) personnel to operate freight elevators. Before gaining access to the freight elevators all vendors must receive elevator-operating instructions from one of the City Hall Engineers or Event Managers. Vendors may go to Room 008 to ask for assistance. Freight elevator dimensions are: 7' wide x 53" long x 83" tall. The elevator door openings are approximately 35". Vendors with equipment that does not fit in the freight elevators may use the Van Ness Street entrance to load and unload. Freight elevator doors must be treated with care and used properly. Exterior freight elevator doors must be hold open manually until all items are loaded or unloaded. Do not force the interior accordion doors of the freight elevator, as they open and close automatically. Costs related to repairing damage to freight elevators may be billed to Licensee.
- b. Transporting Equipment. Vendors must bring all items on wheels or they must be carried through the building. Dragging, pulling, or shoving items is prohibited throughout the building. Large round tables with vinyl edges may be rolled into the building. City Hall does not provide carts, hand trucks, dollies, ladders, lifts, etc. Leaning of tables and other equipment against any walls is strictly prohibited. All equipment must remain at least six (6) inches away from walls and allow for a minimum egress of forty-four (44) inches.
- c. Lifts and Pallets. Operators of lifts must receive operating instructions from a City Hall Engineer prior to beginning work. Wooden pallets may not be used in City Hall. Plastic pallets may be transported across marble floors in City Hall. Loads of no more than 1,000 lbs. may be transported on individual jacks or lifts. All moving devices must have plastic, rubber or neoprene wheels (no metal wheels or wheels that will damage the marble floors). When using scissor lifts, cherry pickers, or equipment of this type, Masonite sheets of no less than 3/16" in thickness must be laid under the wheels while equipment is being transported or operated on marble floors in City Hall. Ramps must be used to "bridge" over thresholds when rolling carts or equipment over thresholds into the North Light Court or South Light Court (ADA cable ramps are approved for use in this capacity).
- d. Taping. City Hall requires the use of low tack cloth gaffers tape ONLY (must not leave residue). Vendors are responsible for bringing their own supply of tape. Permission is still required to hang or affix any object on the walls or fixtures in City Hall.
- e. Suspended Equipment. Any apparatus or equipment suspended from a truss or the ceiling must have a secondary seismic support, such as safety straps or a tie-off.
- f. Electrical. Introduction of electrical conductors into any building through any door or window from the outside and without elevation of the conductors to a safe and reasonable height over any sidewalk, entrance or other public passageway into or around the building. All electrical conductors must be placed against walls and elevated when crossing any open doorway and hallway where guests or staff have access.
- g. Lighting Interior Dome. Lighting of the interior dome requires the actual technician(s) performing the work to sign a "Consent, Waiver and Assumption of Work" form prior to commencing work. A fee of five-hundred dollars (\$500) is required to light the interior dome.
- h. Lighting Exterior Dome. Lighting the exterior dome requires approval in advance by the Mayor's Office and a fee of five-thousand dollars (\$5,000).
- i. Change Orders. Electrical plans and requests are due for final approval by the City Hall Electrician no less than five (5) business days prior to the event date or load-in date, whichever comes earlier.

City Hall Events Department
City Hall Building Rules and Regulations

Any changes to the electrical plans after such date may incur a fee of two-hundred fifty dollars (\$250.00).

- j. Displays. Caution must be used at all times to preserve and protect all art, displays, banners, sculptures and busts.

6. Food & Beverage

In addition to the rules above, Licensees and their vendors must comply with the following rules:

- a. Site Visit. If Licensee is serving food or beverage, a Catering Manager for the event must contact the City Hall Event Manager no later than one (1) month prior to the event date. Caterers who have not catered an event at City Hall within the last twelve months must attend a site walk-through with a representative from the City Hall Events Office no later than one (1) month prior to the event date.
- b. Post-event Check-out. On the day of the event, the Catering Manager must check out with the City Hall Event Manager before leaving the building to ensure all equipment has been removed and all areas have been left clean and free of trash/debris.
- c. Access. The vendor's Catering Manager must obtain the City's approval for access to the building for load-in and load-out per Section 4 above.
- d. Alcoholic Beverages. Serving alcohol requires having appropriate liquor licenses. Alcohol may only be served to people 21 years of age and older. Bartenders and servers may not serve alcohol to anyone who is visibly inebriated. Last call for beverage service must be announced to event guests no less than thirty (30) minutes prior to the guest event end time, and no beverages may be served less than fifteen (15) minutes prior to the guest event end time.
- e. Kegs. Standard kegs are not permitted in City Hall. Cornelius kegs no larger than five (5) gallons are permitted for use, but may not be kept in containers of ice, may not be rolled across floors, and may not be placed directly onto floors or the bars in the North Light Court. Protection must always be placed beneath kegs when they are placed on any surface in City Hall.
- f. Packaged Water. The Bottled and Package-Free Water Ordinance (City and County of San Francisco Ordinance 009-17) prohibits the sale or distribution of drinking water in a sealed box, bag, can, glass bottle, rigid plastic bottle, or other container, intended primarily for single service use, and having a capacity of less than one (1) liter. "Water" includes: natural spring or well water; water taken from municipal or private utility systems or other sources; distilled, deionized, filtered, or other purified water; or any of the foregoing to which chemicals may be added. "Water" does not include: mineral water; carbonated or sparkling water; soda, seltzer, or tonic water; or flavored water, also marketed as fitness water, vitamin water, enhanced water, energy water, or other similar products.
- g. Bussing and Cleaning. Catering vendors must provide adequate staff to bus dishes and glasses during an event. If you are expecting a large amount of waste to be produced at your event, you must provide additional trash receptacles for all event areas. Caterers are responsible for sweeping, mopping, and wiping down all service areas inside and outside the building and for removing all garbage generated by the Event immediately after the Event. Caterers must furnish their own cleaning supplies, including brooms, mops, rags and any cleaning solutions.
- h. Cooking. There is no cooking inside City Hall. City Hall does not allow the use of convection ovens, electric stove tops, butane or propane inside the building. City Hall does not allow open

City Hall Events Department
City Hall Building Rules and Regulations

grilling, barbecue, or use of charcoal or wood (including in tandoori or naan ovens) inside or outside the building. **Regulated open flame (e.g., butane or propane) on a deep fryer or flat-top grill in an exterior uncovered cooking area is allowed with prior approval from City Hall and acquisition of the necessary fire permits (see Section 6.i. below). A Fire Marshall must be on site to inspect the cooking equipment and to monitor cooking activity prior to it commencing.** The ground under the cooking area must be covered by mats, tarp, and protective covering to prevent staining or soiling of the concrete areas of City Hall's grounds. When deep frying, a "Type K" fire extinguisher in good working order must be kept at the deep frying station. Gas cooking devices must utilize UL approved gas lines in good working order.

- i. Kitchen Tents. City Hall does not have a hot kitchen onsite (see Section 6.h. above). All onsite hot food preparation must occur in an exterior cooking area and food preparation tent in the Grove Street well. Approved open flame cooking devices should be operated in the exterior cooking area, but not inside the kitchen tent. The tent may be set up at the Grove Street entrance, but should not block the loading dock or driveway or any other entrance. Access to the Grove Street Entrance begins no earlier one (1) hour prior to interior building access noted in the license agreement. The ground under the tent must be covered by mats, tarp, and protective covering to prevent staining or soiling of the concrete areas of City Hall's grounds. The food preparation tent may be any size that fits the caterer's needs up to a maximum dimension of 10' x 30'. The tent must have a top and side panel to protect the adjacent wall. See Section 6.h. above regarding Cooking for more information.
- j. Fire Permits and Hot Boxes. **Caterers are required to obtain a fire permit for all events with open flame (i.e. candles, sternos, stoves, grills and gas). IMPORTANT: CATERERS ARE REQUIRED TO OBTAIN A FIRE PERMIT AT LEAST FIVE (5) WORKING DAYS PRIOR TO THE EVENT DATE.** A FIRE INSPECTOR IS REQUIRED IN THE BUILDING IF THE EVENT WILL HAVE FIVE-HUNDRED (500) OR MORE GUESTS, IF IT WILL INCLUDE A SEATED DINNER, OR IF THERE WILL BE STERNOS OR HOTBOXES IN THE BUILDING. Hot boxes with open flame (sternos) are not allowed inside the building without a permit. Hot boxes may not be moved inside the building without the presence of a Fire Marshal. Prior to moving hot boxes, sternos shall be extinguished. No flame-lit devices are allowed in the elevators or to be transported while still lit. Caterers must provide at least one fire extinguisher per food station where a heating source is being used. See Section 7 below for additional information.
- k. North Light Court Catering Prep Room. The catering prep room in the North Light Court must be left clean and clear of trash/debris, including cleaning all counters, sinks and sweeping/mopping the floor.
- l. North Light Court Counter Space. The Licensee and his or her vendors may use the counter space in the NLC during the event but such areas must be cleaned and cleared of debris immediately after the event. Any items moved for the event must be returned to the original location and conditions. Counters must be lined with plastic prior to use.
- m. Torchieres. When setting bars or food service stations at Rotunda torchieres, the torchiere bases should be wrapped in plastic to protect them from spills and/or bumping.
- n. Life Safety System. City Hall has an extensive life safety system which is extremely sensitive to heat and smoke. If the fire alarms are set off due to a caterer's negligence, there will be a minimum fine of \$5000.00 added to the Licensee's Final Invoice.

7. Floor Plan Approvals and SF Fire Department Permits

City Hall Events Department
City Hall Building Rules and Regulations

Floor plans and San Francisco Fire Department (SFFD) certifications and approvals are required for all Events, with the exception of one-hour and two-hour wedding packages. Floor plans and SFFD certifications and approvals are not required for wedding packages unless specifically requested by the City in its sole discretion.

Floor plans must be submitted to the Events Department for approval no later than two (2) weeks prior to the date of the Event. Only three (3) versions of a floor plan will be accepted for review for any one event. The City may charge a fee of two-hundred fifty dollars (\$250) for floor plans that do not meet the submission deadline. Floor plans shall describe the following information regarding the Event:

- (1) The location of all furnishings and equipment to be brought into City Hall.
- (2) All areas that are to be accessible to those attending the Event and the devices or methods by which this is to be enforced.
- (3) All areas required to be accessible to those organizing the Event, ceremony or display, and the special identification or badges that will identify such persons. Licensees shall be fully responsible and prepared to identify invitees to insure that no unauthorized guests are allowed to enter.
- (4) The City will determine delivery and pick-up areas.
- (5) All equipment, furnishings and décor must be placed at least six (6) inches away from walls and allow for a minimum egress of forty-four (44) inches.

The required SFFD certifications and approvals are as follows:

- (1) The Fire Department's stamped, approved floor plans for the Event
- (2) Proof of open flame permits for the Event
- (3) Proof of fire watch for the Event, where applicable
- (4) Proof of flame retardant certificate as necessary for any flammable materials brought inside the building.
- (5) Any other certifications or approvals required by the Fire Department.

City Hall is not responsible for obtaining permits (e.g., fire, candle, alcohol) for the Event. Licensee and/or their vendors are required to obtain all necessary permits and must provide proof thereof upon City Hall's request.

City Hall Events Department
City Hall Building Rules and Regulations

8. Security.

All persons entering City Hall shall be required to stop at the security desk located at any entrance to City Hall and allow the deputy sheriffs posted at such security desk to perform security procedures, including, without limitation, inspecting bags, purses and briefcases, and requiring entrants to pass through metal detectors. Sheriffs have the right to inspect any items brought into the City Hall building, systematically or at random. No exterior doors or entrances may be opened unless they are staffed and being monitored by Sheriff's Department personnel.

9. Insurance

Licensees conducting weddings at City Hall must obtain general liability insurance. This insurance is already included in all wedding packages. Licensees conducting weddings who have not purchased a wedding package must either (1) purchase general liability insurance from the City at a cost of \$3/guest (\$100 minimum), or (2) obtain their own general liability insurance, provided, however, that (i) such insurance must have a limit of not less than \$1,000,000 per occurrence and must cover bodily injury, property damage, contractual liability, personal injury, advertising liability, liquor liability (if alcoholic beverages will be served), independent contractors, broad form property damage, products liability, and completed operations; and (ii) the City reserves the right to require Licensees to purchase insurance from the City if the City determines in its sole discretion that Licensee's proposed insurance is insufficient.

Licensees renting City Hall for events other than weddings, and vendors serving all types of events (including weddings and wedding packages) must obtain the following types of insurance:

- (1) Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including coverage for Contractual Liability, Personal Injury, Advertising Liability, Liquor Liability (if alcoholic beverages will be served), Independent Contractors, Broad Form Property Damage, Products Liability and Completed Operations.
- (2) Worker's Compensation Insurance, including Employers' Liability with limits not less than \$1,000,000 each accident.
- (3) Business Automobile Liability Insurance with limits not less than \$1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including coverage for Owned, Non-owned and Hired automobiles, as applicable;

Vendors shall be required to provide the City Hall Event's Office and the City Risk Manager proof of insurance that complies with the requirements of this license and any other City requirements. All required insurance shall remain in force during the full term of the License, provided, however, that if any of the required insurance is provided under a claims-made form, coverage shall be maintained continuously throughout the term of this License Agreement, and, without lapse, for one year beyond the Agreement expiration, to the effect that, should occurrences during the Agreement term give rise to claims made after expiration of the Agreement, such claims shall be covered by such claims-made policies.

Should any of the required insurance be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such annual aggregate limit, such annual aggregate limit shall be not less than double the occurrence limits specified above.

Liability policies shall name as Additional Insureds the City and County of San Francisco, its officers, employees, agents and members of commissions.

In addition, all policies shall provide the following:

City Hall Events Department
City Hall Building Rules and Regulations

- (1) Ten (10) days prior written notice to City of cancellation, intended non-renewal or reduction, by endorsement, of coverage or limits, mailed or faxed to the following address:

City Hall Events Office
City Hall, Room 495
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Phone: 415-554-6079

Fax: 415-554-7446

- (2) That such insurance is primary to any other insurance available to the Additional Insureds with respect to claims covered under the policy and that such insurance applies separately to each insured against whom claim is made or suit is brought, but the inclusion of more than one insured shall not operate to increase the insurer's limit of liability

10. Suspension of Vendor Access

Vendors working in City Hall or on its grounds must comply with all Rules and Regulations, and conduct themselves in a professional manner at all times. Failure to do so may result in suspension or loss of status as a City Hall Events Qualified Vendor.

- a. Minor Infractions. Vendors who fail to comply with all Rules and Regulations, to follow directions of City Hall staff, or to attend required final walkthroughs twice for any event, will be given a written warning from the City Hall Events Director. Any vendor who has received three (3) written warnings may be removed from the City Hall Events Qualified Vendors List and not permitted to work in City Hall or on its grounds for a period of two (2) years. Vendors will be required to apply for reinstatement at the expiration of the two (2) year period.
- b. Major Infractions. Any vendor that commits a single major infraction, including, but not limited to, damaging City Hall or its equipment, violating City Hall policy or staff member instructions in a manner that results in bodily injury to a building occupant, or treating a City Hall staff member or building occupant in a disrespectful or harassing manner, may be removed from the City Hall Events Qualified Vendor List and not permitted to work in City Hall or on its grounds for a period of two (2) years. Vendors will be required to apply for reinstatement at the expiration of the two (2) year period.

If, based on the above, the City Hall Events Director determines there is cause to suspend a vendor's status as a City Hall Events Qualified Vendor, City Hall Events staff will promptly schedule a hearing prior to such suspension. At the hearing, the vendor will have the opportunity to explain to a hearing officer that is unconnected to the matter, why the vendor believes the proposed suspension should be withdrawn or modified. The vendor will have fifteen (15) minutes to present its case, unless the hearing officer determines that more time is required. The City Hall Events Director will have fifteen (15) minutes to present his or her case unless the hearing officer determines that more time is required. The vendor will then receive five (5) minutes for rebuttal. The hearing officer will base his or her determination exclusively on the information and evidence provided in the hearing. Generally, the vendor will receive an oral ruling at the end of the hearing which will be confirmed in writing.

THE CITY AND COUNTY OF SAN FRANCISCO IS NOT RESPONSIBLE FOR ANY DAMAGES INCLUDING, BUT NOT LIMITED TO, LOST PROFITS ARISING OUT OF, OR IN CONNECTION WITH, THE VENDOR'S SUSPENSION AS A CITY HALL EVENTS QUALIFIED VENDOR.

City Hall Events Department
City Hall Building Rules and Regulations

Name of Company

Name of Representative

Title of Representative

Signature of Representative

Date