



Mission Cultural Center FOR LATINO ARTS

A Unique Cultural Experience!

2868 Mission Street, San Francisco, CA 94110

BOOKINGS (415) 643-2776 • OFFICE (415) 821-1155 • FAX (415) 648-0933

bookings@missionculturalcenter.org

MCCLA collaborates with artists, performance groups, local organizations and the community at large, providing them use and rental space in our facilities for their events. Events held at MCCLA must be in tune with our mission, goals and objectives. Priority is given to cultural and artistic events and to activities that contribute to the advancement and education of the public and participants.

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ROOM RENTAL POLICIES AND PROCEDURES

OFFICE HOURS:

Tuesday – Friday: 9:30am – 5:30pm

CENTER HOURS:

Monday: 5:00pm – 9:30pm

Tuesday – Friday: 9:00am – 10:00pm

Saturday: 10:00am – 5:30pm

Sunday: Closed*

*MCCLA is available for events outside the stated hours. Please call (415) 643-2776 for further information.

MCCLA WILL BE CLOSED ON THE FOLLOWING DAYS FOR THE YEAR OF 2013:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day and the following day
- Winter Recess (December 7th- January 1st)
- Día de los Muertos (November 2nd)

RENTAL OPTIONS:

1. Regular Rental Agreement

Renter pays regular MCCLA rates and retains 100% of the event proceeds. MCCLA offers a 10% discount off the space rental for all non-profit organizations. A request for the non-profit rate must be made at the time of application. Renter must provide a verification copy of their 501©3 document. A deposit is required.

2. 50%-50% Rental Agreement These types of collaborations are made at the discretion of the MCCLA. Collaborator retains 50% of event proceeds and MCCLA retains 50%. For collaboration projects please contact our Event/Media Coordinator Pedro Reyes at (415) 643-2796 or at events@missionculturalcenter.org

APPLICATION PROCEDURE:

1. Download or pick up an EVENT PROPOSAL FORM at our office and fax or mail to the address above. Dates and space(s) are not reserved until the Bookings Department has gone over the proposal and has contacted the renter confirming their event.

RENTAL PROCEDURE:

1. As soon as the Bookings Department has reviewed the proposal, we will contact you.
2. Once reviewed your needs, we will make out a contract along with an invoice. During that process, you will be required to pay the deposit.
3. All fees must be paid 2 weeks prior to your event. If we have not received any payment you will run the risk of having your event cancelled.

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RENTAL INFORMATION:

- All agreements are subject to MCCLA's rules and regulations
- Deposits are refundable as long as the space is left as found and contract guidelines were followed.
- Renters are responsible for promoting their events. Unless hiring our website services for advertising your event for an extra cost (see below).
- If you are a 501 (c) (3) non-profit organization, you are allowed to serve alcohol, provided that you obtain MCCLA's permission, and provide us proof of liability insurance. If approved, renter is responsible for obtaining its own ABC Liquor License for the day of the event.
- Renters will be responsible for providing their own staff (volunteers, setup, cleanup, etc.).
- Any materials such as decorations, ornaments, posters, etc. have to be approved prior to event.
- Renters are responsible for bringing in their own supplies.
- Rental space(s) must be left in the same condition as they were found. You will be held accountable for paying services that were not included in written agreement.
- MCCLA will not be held liable for any injury or accidents caused by renters.
- No smoking inside the building.

DEPOSITS:

A reservation deposit fee is mandatory when your proposal has been approved. Rental spaces require a \$160.00 or \$360.00 depending on the inquired space. Deposit fee for the Gallery may vary upon exhibition. Deposit fees are refundable within 10 business days after your event.

The deposit fee is to ensure that the space(s) will be treated with care and left in the same condition in which it was rented. Damages found due to the renter's negligence will result in the repair cost being taken from the deposit as well as any additional fees that will be billed to the renter. Also, if renter fails to remove their trash, decorations, posters, etc. A cleaning fee will be deducted from the deposit.

WEBSITE:

If the renter wants to advertise their event on our website there will be an extra charge of \$25.00. After submitting the required information it will take up to 10 business days for your event to be on our website. You will need to submit a picture for your event with no text on it, and a word document with the necessary and correct information.

CANCELLATION POLICY:

- MCCLA has the right to cancel any event if the renter has not paid the full amount 2 weeks prior to their event.
- Renter is responsible for notifying the Bookings Coordinator 10 days in advance if the event is to be late or cancelled. If renter fails to contact the Bookings Coordinator, you will be subject to the following fees:

Two week notice: Full deposit will be given back

One week notice: Half deposit will be given back

No notice: Full deposit and House Manager & Technician's fees will be charged if required



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EVENT PROPOSAL FORM

PLEASE FAX, EMAIL, OR DROP OFF THIS FORM TO THE RECEPTION DESK

APPLICANT/EVENT INFORMATION:

1. NAME OF APPLICANT(S): _____

Type of Event: _____

Today's Date: _____ Event Title: _____

Group: _____ Non-Profit? YES*/NO

Address: _____

Website: _____

Contact Name: _____

Phone#: Day () _____ Evening () _____

Fax: () _____

Email: _____

**MCCLA offers a discounted rate for Non-Profit entities. Entities with a 501c (3) status are eligible to receive a 10% discount off of the total bill. A verification of the 501c(3) status must be submitted at the time of deposit.*

2. DESCRIPTION OF EVENT

Please describe your event in the space provided below:

Number of people expected: _____ Admission Price if applicable: \$ _____

Adults(over21): _____ Youth: _____ Seniors: _____ Artist Participating : _____

DATE(S) FOR YOUR EVENT:

CHOICE(S)# 1) _____ 2) _____ 3) _____ 4) _____

TIME OF YOUR EVENT:

Total hours needed: _____

Date: _____ Setup start: _____ Event start: _____ Event end: _____ Cleanup end: _____

Date: _____ Setup start: _____ Event start: _____ Event end: _____ Cleanup end: _____



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3. SPACE(S) NEEDED

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Lobby | <input type="checkbox"/> Theatre Only | <input type="checkbox"/> Theatre with Light & Sound Tech. | <input type="checkbox"/> Theatre with Light & Sound Tech., and Lobby |
| <input type="checkbox"/> La Salita (Meeting Room) | <input type="checkbox"/> Main Gallery (Large Gallery)* | <input type="checkbox"/> Inti-Raymi Gallery (Small Gallery)* | <input type="checkbox"/> Dance Studio A |
| <input type="checkbox"/> Dance Studio B | <input type="checkbox"/> Music Studio C | <input type="checkbox"/> Art Studio D | <input type="checkbox"/> Dance Studio E |

**Gallery is available only if approved by the Gallery Coordinator*

4. EQUIPMENT NEEDED (please specify quantity)

- | | | | |
|--|--|--|--------------------------------------|
| <input type="checkbox"/> Tables | <input type="checkbox"/> Cocktail Tables | <input type="checkbox"/> Chairs* | <input type="checkbox"/> Projector |
| <input type="checkbox"/> Portable Screen | <input type="checkbox"/> DVD | <input type="checkbox"/> Portable Sound System | <input type="checkbox"/> Microphones |

**Equipment already included with theatre*

5. EVENT INFORMATION

- | | YES | NO |
|---|--------------------------|--------------------------|
| a) Event limited to invites only? | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Event open to public? | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Refreshments to be served? | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Commercial use of catering to be used? | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Wine or beer to be served? | <input type="checkbox"/> | <input type="checkbox"/> |
| f) Hard liquor to be served? | <input type="checkbox"/> | <input type="checkbox"/> |

If YES either "E" or "F" above:

How will service of alcoholic beverages be handled? _____

What will be done to assure that absolutely no minors (Under the age of 21) will be served? _____

Liquor Sales and/or Service

Department of Alcoholic Beverage Control (ABC)
71 Stevenson Street, Suite 1500
San Francisco, CA 94105
(415) 356-6500
www.abc.ca.gov

Would you like to receive our Monthly Calendar of Event? Yes No

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E-Mail: _____

CUSTOMER SATISFATION QUESTIONNAIRE

We hope you enjoyed your affair at the MCCLA. To help us better serve you, please take a moment to help us improve your experience at the MCCLA. Thank you!

Name: _____ E-mail: _____

Address: _____ Phone: _____

City, State, ZIP Code: _____

Event Title: _____

Date of Event: _____

Was this your first time holding a rental with MCCLA? YES NO

Date of Previous Event: _____

Name of Previous Event: _____

On a scale of 1-5, check the number reflecting your satisfaction.

1. Overall, how satisfied were you with the services you received?
 1 2 3 4 5 (1= Very Dissatisfied, 5= Very Satisfied)

2. How did you find the friendliness and helpfulness of the staff?
 1 2 3 4 5 (1=Not at all, 5=Very)

3. Would you consider our establishment again for future rentals?
 1 2 3 4 5 (1= Definitely Not, 5= Most Definitely)

	5	4	3	2	1
	Very Satisfied				Very Dissatisfied
Pricing was accommodating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility of terms and agreements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing your needs/requests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleanliness of studio/theatre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. How did you hear about our center?
 Newspaper Word-of-mouth Internet Other _____



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6. Any other comments? _____

2014-15 RATE SHEET

SPACE	MAXIMUM CAPACITY	WEEKDAY MORNING (10-4PM) PER HOUR	WEEKDAY EVENING & WEEKENDS PER HOUR	Per Day (6 -8 Hours)	DIMENSIONS
Dance Studio A*	50	\$22.00	\$45.00	\$270.00	24' x 26'
Dance Studio B*	80	\$25.00	\$50.00	\$300.00	42' x 50'
Music Studio C	20	\$20.00	\$40.00	\$240.00	17' x 16'
Art Studio D	50	\$22.00	\$45.00	\$270.00	41' x 31'
Dance Studio E*	15	\$20.00	\$40.00	\$240.00	20' x 35'
La Salita (Meeting Room)	25	\$20.00	\$40.00	\$240.00	--
Large Gallery w bar	150	\$65.00	\$95.00	\$550.00	3,231 Sq. Ft.
Inti-Raymi (Small Gallery) w bar	50	\$40.00	\$85.00	\$360.00	1,469 Sq. Ft
Lobby	50	\$22.00	\$45.00	\$270.00	50' x 19'
Theater**	150	\$70.00	\$120.00	\$720.00	47' x 16'
Theater and Lobby	--	\$92.00	\$165.00	\$990.00	---
Theater with Light and Sound Tech	---	\$105.00	\$155.00	\$930.00	---
Theatre, Light and Sound Tech, and Lobby	---	\$127.00	\$200.00	\$1200.00	---

*Studios A, B and E are only for dance purposes only.

**Please explain on the Event Proposal Sheet the nature of the lobby purpose

SERVICE	EVENT RATE	
Website Advertisement	\$25	
EQUIPMENT (inventory)	EVENT RATES	
Projector	\$35.00	
Portable Screen	\$15.00	
Microphones	\$15.00	
DVD Player	\$15.00	
Portable Sound System	\$60.00	
Folding Metal Chairs (40)	\$1.00	
Mini Round Cocktail Table (8)	\$7.00	
8 foot Table (3)	\$12.00	
6 foot Table (4)	\$10.00	
4 foot Table (3)	\$8.00	
5 foot Round Table (1)	\$10.00	
Podium	\$12.00	
Coat Hanger	\$12.00	
Platform	\$15.00	
STAFF	HOURLY RATES	WHOLE DAY RATES
House Manager	\$35.00	\$180.00

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Light and Sound Tech	\$35.00	\$180.00
** House tech consultant fee	\$120.00 per rental	

ALL STUDIOS on THIRD FLOOR. (Elevator access available)

<p>Studio A (Approx. dimensions: 24ft X 26ft):</p> <p>***One of the larger <i>dance</i> rooms.</p> <p>Four walls, one covered with a full length mirror.</p> <p>NEW Hardwood flooring. Electrical outlets available.</p> <p>Sun window. Electrical outlets available.</p> <p>High ceilings. Bright lights.</p> <p>Sounds available. Capacity 20</p>	<p>Studio B (Approx. dimensions: 42ft X 50ft):</p> <p>***Our other large <i>dance</i> room.</p> <p>Four walls, two covered with a full length mirrors.</p> <p>NEW Hardwood flooring. (soft shoes are required)</p> <p>Sun window. Electrical outlets available.</p> <p>High ceilings. Bright lights.</p> <p>Sounds available. Capacity 50</p> <p>Two additional changing rooms within the studio.</p>
<p>Studio C (Approx. dimensions: 17ft X 16ft):</p> <p>Smaller setting.</p> <p>Four walls all the way around.</p> <p>One window looking in the room from the hallway.</p> <p>Carpeted flooring. Sound available. Capacity 10</p> <p>Chairs available. Tables/ desks are moveable on request.</p> <p>***Typically used for <i>music</i> classes.</p>	<p>Studio D (Approx. dimensions: 41ft X 31ft):</p> <p>***Generally used for <i>art</i> classes.</p> <p>Lofty looking. Large room for bigger classes.</p> <p>Also can be split into 2 rooms for smaller classes..</p> <p>Tables/chairs/ desk are all available. Capacity 50</p> <p>No sounds /speaker system available for this room.</p>
<p>Studio E (Approx. dimensions: 20ft X 35ft):</p> <p>***Medium size room great for <i>salsa/ flamenco/ tap</i> type dance.</p> <p>Low ceiling. Dance bars available.</p> <p>Three large windows. Sound available in this room.</p> <p>One full length mirror. 3 full walls. Capacity 20</p> <p>***All rooms maybe used for other purposes than noted.</p> <p>**Chairs / tables/ desk are moveable upon request</p>	



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GALLERIES AND MEETING ROOM ON SECOND FLOOR

<p>Gallery—Large: (3,231 Feet)</p> <p>Large and spacious. <i>Art gallery</i> setting.</p> <p>Hardwood flooring. Built in walls.</p> <p>Track lighting. White walls. Ceiling hooks.</p> <p>Electrical outlets available. Main focus on entrance.</p> <p>Close to exit and entrance. Studio type setting.</p> <p>May split into rooms. Tables and chairs upon request.</p>	<p>Inti-Raymi: (1,469 Feet)</p> <p>Smaller <i>gallery</i> type room. Hardwood flooring.</p> <p>Track lighting. White walls. Can be split into two rooms.</p> <p>Two levels separated by two steps. Spacious.</p> <p>Electrical outlets are available. Tables and chairs are moveable.</p> <p>Bench located on second level of the room.</p>
<p>Cafe de la Muerte:</p> <p><i>Reception set</i> área. Dining table available.</p> <p>Bar and refrigerator. Hardwood flooring.</p> <p>Tables and chairs are all moveable.</p> <p>Two full walls. Lighting. Electrical outlets available</p>	<p>La Salita Meeting Room:</p> <p>Large <i>meeting</i> room. Can be separated in to two rooms.</p> <p>Four walls. No windows.</p> <p>A glass walls within the room.</p> <p>Table/chairs/desk moveable on request.</p> <p>White board available within conference room</p> <p>Electrical outlets available. Capacity 40</p>

THEATER AND LOBBY on the FIRST FLOOR

<p>Theater: Theater: (Approx. dimensions: 47ft X 46ft)</p> <p>Capacity 150, Large <i>Theater</i> setting area. Black walls.</p> <p>Black flooring. <i>Stadium</i> set up of chairs.</p> <p>Stage has masonite surface, two dress rooms and one</p> <p>Restroom w/ shower available backstage</p> <p>White screen for projections, Electrical outlets,</p> <p>sound and lighting available. Capacity 150 theater</p>	<p>Lobby: (Approx. dimensions: 50ft X 19ft)</p> <p><i>Lobby</i> area. Tile flooring. Three walls make up room.</p> <p>Box office and large window looking out to the street.</p>
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