



**ALCOHOL & SERVICE:** ALCOHOL MUST BE SERVED BY VAB’S PREFERRED CATERER’S OR ALCOHOL BEVERAGE SERVICE COMPANY WITH TABC LICENSED BARTENDERS.

**ANIMALS/SERVICE ANIMALS:** TENANT AND EVENT ATTENDEES ARE PROHIBITED FROM BRINGING OR KEEPING ANY ANIMALS OR PETS UPON THE LEASED PREMISES WITHOUT THE WRITTEN APPROVAL OF VAB MANAGEMENT. SERVICE ANIMALS MAY BE BROUGHT INSIDE THE LEASED PREMISES PROVIDED THEY ARE BEING USED AS SERVICE ANIMALS OF GUESTS WITH DISABILITIES. SERVICE ANIMALS MUST REMAIN ON A LEASH OR IN A HARNESS AT ALL TIMES.

**AUDIO VISUAL AND RENTALS:** TENANT MUST USE VAB’S PREFERRED RENTAL AND A/V COMPANY WHO CARRIES THE PROPER INSURANCE AND IS AWARE OF ALL OF THE LOAD LIMITS AND ELECTRICAL CAPACITIES OF THE BUILDING IN ADDITION TO HAVING APPROPRIATE ACCESS TO THE BUILDING. CONTACT INFORMATION IS AVAILABLE ON OUR WEBSITE UNDER PREFERRED VENDORS.

**CANCELLATIONS:** TENANT CAN REQUEST A DATE CHANGE WITHOUT FORFEITING RENTAL DEPOSIT. HOWEVER, A DATE CHANGE INSISTED UPON BY THE TENANT WHICH CONFLICTS WITH A PREVIOUSLY SCHEDULED CONTRACT AT VAB WILL BE CONSTRUED AS A CANCELLATION AND THE DEPOSIT FORFEITED. IF FOR ANY REASON VAB HAS TO CANCEL YOUR DATE A FULL REFUND WILL BE SENT TO TENANT.

**CANDLES/OPEN FLAMES:** THERE IS A “NO OPEN FLAME” POLICY IN EFFECT INSIDE VAB. WE SUGGEST USING LED LIGHTS VERSUS ANY TYPE OF CANDLES. ANY FIRE MUST BE PREAPPROVED BY VAB AND FOLLOW THE CITY OF SAN ANTONIO’S FIRE ORDINANCE.

**CATERERS:** TENANT MUST USE THE EXCLUSIVE CATERERS OF VAB WHO CARRY THE PROPER INSURANCE AND ARE AWARE OF ALL OF THE RULES AND REGULATIONS INCLUDING SET UPS OF THE BUILDING IN ADDITION TO HAVING APPROPRIATE ACCESS TO THE BUILDING. A LIST OF OUR PREFERRED CATERERS AND CONTACTS ARE LISTED ON OUR WEBSITE UNDER PREFERRED VENDORS.

**CITY NOISE ORDINANCE:** ALL ENTERTAINMENT AND VENDORS MUST COMPLY WITH THE SAN ANTONIO CITY NOISE ORDINANCE. THE TENANT UNDERSTANDS THAT ALL SOUND AND EQUIPMENT SET-UP WILL BE REGULATED BY THE VAB ON-SITE MANAGER AND SECURITY. THE TENANT MUST COMPLY IF ASKED TO TURN THEIR MUSIC DOWN.

**CLEANING:** VAB OUTSOURCES CLEANING AND TENANT WILL BE RESPONSIBLE FOR PAYMENT OF THE CLEANING BASED ON NUMBER OF PEOPLE. BELOW WILL OUTLINE THE GENERAL COSTS OF EVENT CLEANING; HOWEVER THE VAB COORDINATOR WILL DETERMINE FINAL COSTS BASED ON TYPE/LENGTH OF EVENT.

EVENT ATTENDEES	0-250	250-500	500-750	750-1000	1000+
CLEANING COST	\$150.00	\$200.00	\$250	\$450	\$600
DURING EVENT/ON SITE CLEANING MANDATORY			\$250	\$250	\$400

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NAME. A COPY OF PROMOTIONAL MATERIALS NEEDS TO BE PROVIDED TO VAB PRIOR TO PUBLICATION. (I.E. TICKETS, PRESS RELEASES, POSTERS, INVITATIONS).

**DÉCOR RESTRICTIONS:** THE USE OF BUBBLES, RICE, CONFETTI, SILK PETALS, GLITTER POTPOURRI OR ANYTHING SIMILAR IS PROHIBITED. TENANT WILL BE CHARGED ADDITIONAL CLEAN UP FEES IF THESE ITEMS ARE USED/LEFT IN THE BUILDING. NO DÉCOR WILL BE ALLOWED TO BE ADHERED TO ANY WALLS OR FIXTURES.

**INSURANCE REQUIREMENTS:** TO RESERVE A SPECIFIC DATE TENANT WILL NEED TO PROVIDE A CERTIFICATE OF INSURANCE (COI) NAMING OUTSIDE THE BOX PRODUCTIONS AND CPS ENERGY AS ADDITIONAL INSURED. IF YOU DO NOT CARRY INSURANCE, YOU CAN PURCHASE A ONE-TIME EVENT INSURANCE POLICY – WE CAN PROVIDE THAT INFORMATION IF YOU NEED IT. REQUIREMENTS ARE AS FOLLOWS:

COMMERCIAL GENERAL LIABILITY INSURANCE – INCLUDING CONTRACTUAL LIABILITY AND PERSONAL INJURY, BODILY INJURY, DEATH, OR PROPERTY DAMAGE WITH THE FOLLOWING LIMITS OF LIABILITY:

- BODILY INJURY AND PROPERTY DAMAGE LIABILITY – EACH OCCURRENCE \$1,000,000
- AGGREGATE - \$1,000,000

**PARKING:** PARKING IS NOT AVAILABLE AT VILLITA ASSEMBLY BUILDING (VAB). HOWEVER, AS A TENANT OF VILLITA ASSEMBLY BUILDING, YOU ARE INVITED TO TAKE ADVANTAGE OF SPECIAL PARKING GARAGES AND RATES AT ONE OF SP+ PARKING FACILITIES CONVENIENTLY LOCATED IF THEY ARE AVAILABLE. WE ADVISE WORKING WITH THEM IMMEDIATELY OR PRIOR TO SIGNING THE CONTRACT. THE SP+ PARKING LOT OPERATING HOURS ARE AS FOLLOWS:

MONDAY – FRIDAY:	6:00PM-MIDNIGHT ONLY
SATURDAY – SUNDAY:	6:00AM-MIDNIGHT

- AN ORGANIZATION MUST PRE-PAY FOR FIFTY (50) TICKETS TO UTILIZE ONE OF THESE PARKING FACILITIES EVEN IF YOU WOULD LIKE YOUR GUESTS TO PAY ON THEIR OWN (YOU CAN USE THESE TICKETS FOR YOUR STAFF, VIP'S, VENDORS OR HOWEVER YOU SEE FIT).
- COSTS VARY BASED ON WEEKDAYS, WEEKENDS, HOLIDAYS AND SPECIAL EVENTS BUT CAN START AS LOW AS \$7. PLEASE CALL FOR CURRENT SPECIAL RATES – YOU MUST TELL THEM YOU ARE A TENANT OF VAB AND THE DATE AND TIME OF YOUR EVENT.
- WITH 50 PRE-PAID TICKETS, A PARKING ATTENDANT WILL BE ON DUTY, FOR UP TO FOUR (4) HOURS, TO ADMIT EVENT ATTENDEES INTO THE PARKING AREA.
- PARKING LOT WILL NOT OPEN IF 50 TICKETS HAVE NOT BEEN PURCHASED. TICKETS CAN BE PURCHASED UP TO ONE (1) WEEK BEFORE THE EVENT DATE.
- EVENT ATTENDEES, WHO DO NOT HAVE A PRE-PAID PARKING TICKET ALSO HAVE ACCESS TO PARKING BUT WILL BE REQUIRED TO PAY AT THE GATE TO ENTER THE PARKING AREA.
- TICKETS CANNOT BE RESOLD FOR A PROFIT, BUT YOUR ATTENDEES MAY REIMBURSE YOU FOR THE COST OF PARKING AT FACE VALUE. OR THE COST OF THE TICKET CAN BE INCLUDED WITH THE PRICE OF THE EVENT TICKET.

**PARKING ARRANGEMENTS CAN BE REQUESTED BY CONTACTING SP+ PARKING AT 210-223-5401 X 13.**

**REHEARSALS:** IF YOU WILL NEED A REHEARSAL ON THE LEASED PREMISES, VAB WILL WORK WITH YOU TO SET UP A DAY AND TIME FOR THAT. THE TENANT WILL BE RESPONSIBLE FOR PAYING FOR THIS TIME AND THE APPROPRIATE FEES WILL BE INCLUDED IN THE AGREEMENT.

**RENTAL FEE & DEPOSIT:** THE TENANT IS REQUIRED TO PAY HALF THE RENTAL FEE TO RESERVE A DATE. PLEASE NOTE THAT ONCE CONTRACTS HAVE BEEN SIGNED, THIS RENTAL DEPOSIT IS NON-REFUNDABLE AS THE DATE HAS BEEN RESERVED FOR YOU AND PULLED OFF OUR PUBLIC CALENDARS.

**RIVER WALK ACCESS:** VILLITA ASSEMBLY BUILDING’S PATIO HAS TWO STAIRWAYS THAT ACCESS THE RIVER WALK. TENANT MAY ARRANGE TO HAVE THE GATES OPEN TO EITHER STAIRWAY. ARRANGEMENTS MUST BE MADE AT LEAST THIRTY (30) DAYS PRIOR TO THE EVENT DATE AND ADDITIONAL SECURITY WILL BE REQUIRED.

**SECURITY:** VAB USES OFF DUTY SAPD FOR SECURITY. TENANT IS RESPONSIBLE FOR ALL PAYMENTS TO SECURITY PER THE GUIDELINES BELOW. YOUR VAB COORDINATOR WILL WORK WITH YOU TO ESTABLISH THE CORRECT NUMBER AND WILL INCLUDE THE FEES IN YOUR FINAL RENTAL BALANCE.

EVENT ATTENDEES- NO ALCOHOL	0-500	501-750	751-1,000	1001-1500	1501-2000
OFFICERS NEEDED	2	3	4	5	6

EVENT ATTENDEES- ALCOHOL SERVED	0-250	251-500	501-750	751-1,000	1,001- 1500	1,501- 2000
OFFICERS NEEDED	3	4	6	8	10	12

**SITE VISITS:** TENANT WILL BE ALLOWED TO COME TO ANY OPEN HOUSES THAT ARE REGULARLY SCHEDULED (CHECK OUR CALENDAR OF EVENTS ON OUR WEBSITE FOR CURRENT SCHEDULE) AND MAY BRING THEIR APPROVED VENDORS TO THESE SITE VISITS. ANY OTHER SITE VISITS WILL BE BY APPOINTMENT ONLY.

**SMOKING:** CPSE RECOGNIZES THE RIGHT TO A HEALTHY AND SAFE WORK ENVIRONMENT AND IN COMPLIANCE WITH CHAPTER 36 OF THE CITY CODE OF SAN ANTONIO ORDINANCE 97895 WILL MAINTAIN A TOTALLY SMOKE-FREE WORKPLACE ENVIRONMENT. THERE IS NO SMOKING PERMITTED INSIDE THE FACILITY. A DESIGNATED SMOKING AREA IS OUTSIDE THE MAIN DOORS - PLEASE DIRECT SMOKERS TO THIS AREA.

**TICKETS** - TICKETS MAY BE SOLD ON THE VAB PREMISES PROVIDED THE TENANT HAS THE MAXIMUM INSURANCE COVERAGE, APPROPRIATE NUMBER OF STAFF AND SET UP AND ADDITIONAL SECURITY TO GUARD ANY CASH TRANSACTIONS.

**VEHICLES:** DISPLAY VEHICLES MAY BE BROUGHT ON SITE IF TENANT NOTIFIES VAB SIXTY (60) DAYS PRIOR TO THE EVENT DATE AND UNDER THE FOLLOWING CONDITIONS:

- THE GUIDELINES ESTABLISHED BY THE CITY OF SAN ANTONIO FIRE MARSHAL ARE FOLLOWED.
- ANY FEES ASSOCIATED REQUIRED BY THE FIRE MARSHAL WILL BE THE SOLE RESPONSIBILITY OF TENANT.
- THE VEHICLE WILL NOT EXCEED THE POINT LOAD LIMIT OF 2,500 LBS PER 12" X 12" AREA (PLEASE SEE LOAD LIMITS)

**VILLITA STREET** - THE STREET IN FRONT OF THE MAIN DOORS OF VAB IS VILLITA STREET AND IS PART OF LAVILLITA. IF YOU NEED ACCESS TO THIS STREET FOR YOUR EVENT, YOU MAY ARRANGE TO HAVE THE STREET OPEN FOR VEHICULAR TRAFFIC. THERE IS A NOMINAL FEE FOR THIS SERVICE. TO ARRANGE DETAILS, PLEASE CONTACT LAVILLITA MANAGEMENT OFFICE AT 210-207-8612.