

# TSAKOPOULOS LIBRARY GALLERIA

## • ROOM RENTAL INFORMATION •

### • GALLERIA MAIN FLOOR •

5,400 sq. ft. capacity  
Classroom seating: 100  
Banquet seating: 250  
Theatre seating: 340  
Standup reception: 340

#### Rates

Mon. – Thurs. (half day) ..... \$1,000  
Mon. – Thurs. (full day) ..... \$1,500  
Fri. & Sun. (half day) ..... \$1,300  
Fri. & Sun. (full day) ..... \$2,000  
Saturday (half day) ..... \$2,300  
Saturday (full day)..... \$3,000

Half day = up to 5 hours  
Full day = up to 9 hours

#### Additional Rentals

Outdoor patio ..... \$500  
Extended rental ..... \$200/hr  
Refundable cleaning deposit..... \$500

#### Designer drape backdrop

24 – 40' ..... \$120/day  
17 – 24' ..... \$100/day  
16' and under ..... \$60/day  
Partition wall ..... \$50

### • GALLERIA BALCONY •

**Available only with main floor rental.**

3,000 sq. ft. capacity  
Banquet seating: 90  
Standup reception: 150  
Balcony rental: ..... \$500

### • EAST & WEST MEETING ROOMS •

1,600 square foot capacity, each  
Classroom seating: 50  
Banquet seating: 70  
Theatre seating: 100  
Standup Reception: 100

#### Rental Rates

Half day (up to 4 hours) ..... \$400  
Full day (up to 9 hours)..... \$600  
Evening (after 6 p.m.)..... \$600

**A refundable cleaning deposit may apply. Old Foyer entrance included with meeting room rental.**

### • GENERAL RENTAL FEES •

"Day of" set up changes ..... \$250  
Security guards..... \$30/hr/guard

**Security guards arrive ½ hour before event and depart ½ hour after.**

### • A/V INFORMATION •

**All Galleria and meeting room rentals include high speed internet, Wi-Fi, tables, chairs, and a built-in motorized projection screen. Additional audio/visual equipment noted below.**

#### Projection Equipment

LCD projector and screen  
Galleria ..... \$185/day  
Meeting Rooms ..... \$50/day

#### Audio Equipment

**Rental of the Galleria main floor or meeting rooms includes complimentary use of a drop-down projection screen and one microphone per rental space.**

#### Additional microphone rentals

Wireless w/stand ..... \$40/day  
Lapel microphone ..... \$40/day  
Cordec w/stand ..... \$20/day  
Conference phone ..... \$50/day

#### Presentation Materials

Easels ..... no charge  
Lectern w/wired mic ..... \$30/day  
Whiteboard w/pens ..... \$15/ea  
Flip chart on easel ..... \$15/ea  
Stage ..... \$200/day

**All rates subject to change. Tsakopoulos Library Galleria rentals help support Sacramento Public Library.**

**The Galleria does not charge tax, service fees or gratuities.**

828 I Street • Sacramento, CA 95814 • tel: 916.264.2800 • [librarygalleria.com](http://librarygalleria.com)

• ADDITIONAL TERMS AND CONDITIONS •

## 1. RESERVATION

In order for Renter's event to be guaranteed on the Tsakopoulos Library Galleria ("Galleria") master calendar, Galleria management must receive Renter's signed rental agreement, at least 50% of the total rental fee, and any required cleaning deposit.

## 2. RENTAL FEE

**2.1 Method of Payment.** The Galleria accepts only checks, Master Card and Visa. Renter must make all checks payable to the Tsakopoulos Library Galleria. Checks returned for insufficient funds will be subject to a \$30 service charge and all subsequent payments must be in the form of cashier's check or money order. The Galleria does not accept cash.

**2.2 Timing of Payment.** The balance of the rental fee is due at least 30 days prior to the event. If the rental fee is not paid on or before the specified date, the rental agreement shall be void automatically and without additional notice to the renter.

**2.3 Cleaning Deposit.** The cleaning deposit is fully refundable unless one or more of the following occurs: cleaning procedures beyond the scope of normal Galleria maintenance are required; repairs or replacement are required due to facility or equipment damage; the event exceeds or does not meet contractual terms (e.g., event goes beyond contracted hours, or client or client's vendors take more than one hour to vacate the premises at the end of the event). All items, including rentals must be removed at the end of the event. All or part of the cleaning deposit may be used to cover circumstances noted in the above paragraphs. The renter will receive a check from the Library Authority for the refundable portion of the cleaning

deposit approximately three weeks after the rental date(s).

## 3. GALLERIA ADDRESS

Renter must send all deposit and rental fees, this signed rental agreement, and any related correspondence to:

**Tsakopoulos Library Galleria**  
828 I Street  
Sacramento, CA 95814-2589

## 4. CANCELLATION

**4.1 Cancellation less than 30 days prior to an event.** If an event is canceled or postponed by the renter less than 30 days prior to the event date, the renter will forfeit all rental fees.

**4.2 Cancellation more than 30 days prior to an event.** If an event is canceled or postponed by the renter more than 30 days, but less than 6 months, prior to the event date, the Galleria will retain 50% of the total rental fees. If an event is canceled or postponed by the renter more than 6 months prior to the event date, the Galleria will retain 25% of the total rental fees.

**4.3 Cancellation due to noncompliance with rules and regulations.** No refund will be made if the event is cancelled by Galleria management due to the renter's noncompliance with Galleria rules and regulations.

### 4.4 Cancellation by Galleria.

**(A) Conflicting events.** Even if an event reservation has been confirmed, it may be cancelled by Galleria management due to the booking of a major Sacramento Public Library event. Written notice of the cancellation will be given to the renter

no later than six months prior to the event via registered mail, and all rental fees will be refunded.

**(B) Policy violations.** If a renter or renter's agent violates this agreement, the Galleria may withhold all or a portion of the renter's deposit and may cancel the reservation/rental agreement.

## 5. EQUIPMENT, SERVICES & FACILITIES

**5.1 Galleria services.** The Library Galleria will provide services for cleaning, set-up and break-down, tables and chairs, lectern, easels, and directional signage. A Galleria staff person will be on duty for all evening events and all events with food service.

**5.2 Galleria equipment.** A built-in sound system, plus one microphone, will be available in all rooms at no additional charge. These are not available for use by DJs and bands. Galleria staff will set up all equipment provided by the Galleria for renter's event. Complimentary services and equipment include:

- Wireless microphones with a superior sound system
- High-speed, low-latency, fiber-optic-based Internet
- Free Wi-Fi
- Large drop-down projection screens (in meeting rooms)
- Conveniently located electrical outlets
- Upholstered chairs and rectangle and round tables
- Lecterns

**5.3 Outside equipment.** Outside equipment brought onto the premises for an event, such as a sound system or theatrical lighting, must be set up in accordance with the safety and health regulations of the City of

• ADDITIONAL TERMS AND CONDITIONS •

Sacramento (<http://www.qcode.us/codes/sacramento/>).

**5.4 Floor plan.** The Galleria staff will work with the renter, caterer and any other persons designated by the renter to establish a written floor plan. Galleria staff will provide floor plans drawn to scale for renter's event. The renter shall meet with the Galleria staff to decide which entrance is best for an event, based on the number of guests, the date, time of day, parking accessibility and other factors. This designated entrance should be clearly identified on all event press releases, invitations and other promotional materials.

## 6. PARKING

The Galleria is part of the Central Library, which faces I Street between 8th and 9th Streets. The block has metered parking on all sides, with time limits from 30-60 minutes. Meters are patrolled by City of Sacramento enforcement staff from 8 a.m. to 10 p.m., Monday through Saturday. The nearest parking structure is located at 849 J Street. The vehicle entrance is in the alley off of J Street, between 8th and 9th streets. The renter is responsible for contacting the management of this parking facility at (916) 442-2217 to discuss hours and fees.

## 7. INSURANCE

The renter is required to furnish at his or her sole cost and expense a public liability insurance policy or certificate of insurance evidencing public liability coverage in the amount of no less than \$1,000,000.00 for private and/or corporate events, for bodily injury and property damage combined single limit.

The Sacramento Public Library

requires that the renter's insurance policy be endorsed with the following:

"It is agreed that the City of Sacramento and the Sacramento Public Library Authority along with their officers, directors, agents, volunteers and staff are added as additional insured's as respects the named insured's use of premises furnished by the Sacramento Public Library Authority."

Please indicate the date of the event on the Certificate of Insurance. The contract and Certificate of Insurance should be in the same name with the same address. If you need a revised contract please contact the Galleria office. Endorsement pages are required.

## 8. INDEMNITY AND WAIVER

The renter accepts full responsibility and liability for the actions of all persons invited to the event, including guests and renter's paid personnel, such as musicians, florists, etc. The renter agrees to defend, indemnify and hold harmless the Sacramento Public Library Authority, its officers and employees, against any claims, actions, damages, costs (including reasonable attorney fees) or other liabilities of any kind arising from renter or renter's agents or employees' violation of this agreement or negligence. The renter will not hold the Galleria responsible for damages or loss due to fire, theft, act of God, or any other event beyond the Galleria's control.

## 9. SECURITY

If the Galleria main floor is rented, or if alcoholic beverages are served during an event, security guards must be present. Security guards also may be required at the sole

discretion of Galleria management for any rental event. The number of security guards required for an event is based on the space rented and the number of guests. Security guards must be on duty at least 30 minutes before guests are scheduled to arrive. Galleria management may require that security be on site several hours before the doors open on specified occasions. A minimum of one security guard must remain on duty until all of the renter's guests, employees and agents (i.e., caterer, musicians, etc.) have left the Galleria premises. For the renter's convenience, the security guard will be scheduled by the Galleria and billed as part of the rental agreement.

## 10. FOOD & BEVERAGE

**10.1 Authorized caterers.** All food and beverages must be purchased from, brought onto the premises by, and served by one of the Galleria's authorized caterers. The renter must arrange for water service, table skirting, and linens through an authorized Galleria caterer. All tables require linens except meeting room tables. The Galleria does not provide these items.

**10.2 Prohibited items.** No paper, plastic or Styrofoam products are allowed in the Galleria or on the Galleria balcony. These items are allowed in meeting rooms with written authorization. Drop-off food service is not allowed in the Galleria or on the Galleria balcony, but may be permitted in meeting rooms with written authorization.

**10.3 Alcohol policy.** Alcohol may be purchased from an authorized Galleria caterer or bar service company that maintains required liquor licenses from Alcoholic Beverage Control (ABC). If the event is open to the public, or, if alcohol

• ADDITIONAL TERMS AND CONDITIONS •

is “sold” at the event, all alcoholic beverages must be purchased from an authorized Galleria caterer or bar service company. If hard alcohol is served at the event, all alcoholic beverages must be purchased from an authorized Galleria caterer or bar service company. If unauthorized hard alcohol is brought into the facility during the event, the hard alcohol will be removed from the facility by security.

Clients may supply their own BEER, WINE, and CHAMPAGNE ONLY under the following conditions:

**(A) Private Event.** It is a private event (not open to the public);

**(B) No hard alcohol.** No hard alcohol (vodka, gin, etc.) is served

**(C) Fully hosted.** All alcohol is fully hosted (no sale of alcohol during the event). The “sale” of alcohol includes cash bars, ticket bars or admission fees that include alcoholic beverages.

#### 10.4 Additional Fees for Alcohol.

The Galleria charges a fee for alcohol based on the number of guests:

|                        |       |
|------------------------|-------|
| Up to 150 guests.....  | \$100 |
| 150 to 250 guests..... | \$200 |
| 250 to 350 guests..... | \$300 |
| 350 to 500 guests..... | \$400 |
| Over 500 guests.....   | \$500 |

This surcharge applies to all events with alcohol, whether the alcohol is purchased or donated. This fee will be added to the rental agreement or will be invoiced at a later date. The caterer for the event may also charge a corkage fee and/or service fee(s) on renter-supplied alcohol. All renter-supplied alcohol must be delivered to the Galleria.

#### 10.5 No alcohol service to minors.

All guests must be 21 years of age and possess valid identification to be served alcoholic beverages at any event.

**10.6 Wine bottles and kegs.** Wine bottles on guest tables and beer kegs are not allowed.

### 11. DECORATIONS & SIGNAGE

**11.1 Prohibited items.** The following items may not be used in any part of the Library Galleria complex, Central Library, or on the library grounds:

- Glitter, rice, confetti or birdseed
- Helium balloons
- Bubble solution/bubble machines
- Fog/haze machines
- Nails, screws, staples, tacks
- Hooks, wire, gum, putty, tape, command hooks
- Sparklers (Fire marshal)
- Adhesive name tags
- Rose petals (silk ok)
- Drones

If any of the above items are used during an event, a cleaning fee will be assessed.

**11.2 Candles.** Only battery operated candles are allowed.

**11.3 No obstruction.** No portion of the Library grounds, sidewalks, entries, halls, elevators, stairways or access to public utilities shall be obstructed by the renter. All decorations and signage should be nonflammable or flame-retardant, per the safety standards set forth by the City of Sacramento Fire Marshal. The Galleria balcony railing may not be draped, covered or obstructed.

**11.4 Hanging material.** Galleria-supplied “painter’s tape” must be used for any signage or decorations to be hung on the meeting room walls. If any other material is used on the walls, a minimum \$100 cleaning fee may be assessed. Nothing can be attached to the Galleria walls.

**11.5 Galleria signage.** The Galleria provides limited signage for your

event, including directional signs at the various entrances. Contact Galleria staff for further information.

### 12. ENTERTAINMENT

The renter may choose the entertainment for the event. The following policies apply to all entertainment in the Library Galleria:

**12.1 Amplified sound.** If the entertainment will use amplified sound when the Central Library is open to the public, a sound check will be required before the event begins to ensure that volume levels will not disturb Library patrons. The renter will be responsible for adjusting volume at the direction of Galleria staff.

**12.2 Equipment.** Entertainers and musicians must supply their own extension cords, electrical, sound equipment, and gaffer’s tape. No other tape is allowed.

### 13. ADDITIONAL REQUIREMENTS

**13.1 Smoking prohibited.** Smoking is not allowed in the Central Library or Galleria complex.

**13.2 No animals.** Live animals, fish or birds may not be brought onto the premises, service animals excepted.

#### 13.3 Restriction to rental area.

The renter and his/her guests are restricted to the rental area. Renter and guests may not enter the Central Library books and material areas when the library is closed to the general public.

**13.4 Galleria not responsible for belongings.** Galleria management will not be responsible for items left in the building before, during or after an event.

**13.5 Galleria management reserved rights.** Galleria management or its

---

• ADDITIONAL TERMS AND CONDITIONS •

---

authorized representatives may enter any of the rented premises at any time and on any occasion. Galleria management reserves the right to take photographs of rental events for its own records and for use in future promotional materials.

**13.6 Attorney's fees.** The renter agrees to pay reasonable attorney's fees on any part of the Galleria rental or service charge that may be collected by suit or by attorney after same is past due.

**13.7 Advertisement restrictions.** Galleria management may require submission and approval of advertising materials to assure "truth in advertising" and good

taste. Whenever the Galleria is referred to in advertising, it shall be identified as the "Tsakopoulos Library Galleria." The Galleria manager may require withdrawal or correction of advertising not approved by him/her, which in his/her opinion does not meet the intent of this provision. The Galleria is not liable for the expense of reprinting or altering promotional materials affected.

**13.8 Possessory interest.** The renter's rental agreement may create a possessory interest subject to property taxation. The renter shall be responsible for paying any possessory interest tax levied by the County of Sacramento. (A taxable possessory

interest may exist whenever there is a private, beneficial use of publicly owned, non-taxable real property. Such interests are typically found when private individuals, companies or corporations lease, rent or use federal, state or local government owned facilities and/or land for their own beneficial use.)

**13.9 Galleria management discretion.** Any matters not herein expressly provided for shall be decided at the sole discretion of Galleria management.

## **AUTHORIZED CATERERS**

### **All Seasons Fine Catering (916) 925-1905**

Personalized menus feature delicious, locally sourced food. Professional and knowledgeable staff provide for all of your event needs, including design and production.

### **Balance Me Out (209) 712-2299**

Offering a unique menu to impress your guests. Small batch pastries and handcrafted drinks with award winning espresso, ceremonial grade matcha and organic chai.

### **Cilantro's Mexican Restaurant (916) 441-4300**

Since 2004, Cilantro's has been a downtown fixture, proudly serving up authentic Mexican cuisine as a family-owned business. Catering services are available for events of any size. When it comes to food, we've got something for everyone, ensuring that every guest leaves satisfied. Experience the tradition, flavor and hospitality that has made Cilantro's a downtown favorite for over two decades.

### **Crest Café (916) 444-2722**

Crest Café is a popular Mediterranean Restaurant in Downtown Sacramento! For over 9 years Crest Café has been known as a woman-owned business that offers mouthwatering halal food using fresh farm-to-fork ingredients.

### **Crisp Catering (916) 552-7477**

There is one thing about events that is a certainty-your guests will always remember the food. That's why Crisp Catering takes such care to ensure we use the freshest ingredients, the most professional staff, bartenders when needed and constantly stay up to date on the latest food trends. You want to hire a company whose sole mission is catering.

### **Elaine Bell Catering (707) 603-1400**

For 40+ years Elaine Bell Catering has maintained a reputation as a leading name in the events industry. Believing passionately in attention to detail, exquisite service and exceptional food for weddings and corporate events. Let us make your event one of the most memorable days of your life. Something that will make you smile in years to come.

## **AUTHORIZED CATERERS**

### **Elena's Kitchen & Catering (916) 750-5036**

Specializing in Eastern European cuisine, our recipes always use fresh, high-quality ingredients. From family recipes, comfort food or customized menus, whatever the occasion, our food and professional staff will truly make it a memorable event.

### **Five Course Provision (510) 333-0155**

Five Course Provision is your premier private Chef Catering Company. Every menu we create is unique, meticulously customized to suit your palate, and we proudly accommodate all dietary restrictions.

### **Griselda's Catering (916) 443-7313**

Famous for her Tex-Mex and Latin cuisine, Griselda's passion for food has expanded to include European, Pacific Rim and Asian cuisine. Let our culinary experts create cutting edge cuisine for you. We would be honored to do your next event.

### **Hannibal's Catering (916) 638-4363**

Committed to providing exceptional food and service at unmatched prices. Innovative menus and food styling, professional event planning staff and décor design.

### **Jackson Catering (916) 483-7300**

Specializing in comfort food classics with a modern, elegant spin. We are committed to providing exceptional service for all of your event planning and catering needs. Our commitment to service & quality will make your experience a memorable one.

### **Ludy's BBQ & Catering (530) 666-4400**

Ludy's Catering has been making special memories for the last 30 years. We are committed to making your momentous occasions extraordinary! Whether you're organizing an event, planning your dream wedding, or celebrating a significant milestone, our team ensures your catering experience is unmatched. We offer BBQ, Italian, Mexican and more!

### **Lunch Box Express/LBE Occasions (916) 442-7106**

As a leading local caterer for corporate and social events since 2007 we provide fresh, made from scratch menus and on-site banquet staff to fit your catering needs for events of all shapes and sizes.

## **AUTHORIZED CATERERS**

### **Mehran Catering (510) 668-1111**

With over 35 years of experience, we offer authentic Pakistani food and catering services. Our promise: fresh, hot food for any size event. Let us take you on a culinary journey to the streets of Pakistan.

### **Randy Peters Catering (916) 726-2339**

Great food and beverages, unique styling, event planning, party rentals and exceptional service to fit any event or budget! Life is a party, and we throw the best!

### **Ruchi Indian Restaurant/Folsom (916) 983-2871**

Ruchi Indian Cuisine is a cornerstone in the Folsom community and has been recognized for its outstanding Indian cuisine, excellent service and friendly staff. Our Indian restaurant is known for its modern interpretation of classic dishes and its insistence on only using high quality fresh ingredients.

## **Meeting Room Drop-Off Allowed from These Restaurants**

**Subway (8<sup>th</sup> & J Streets only)**

**Panera Bread (No Door Dash)**

**Noah's Bagels (No Door Dash)**

## **AUTHORIZED BARTENDING SERVICES**

### **ABC Bartending Services (916) 923-3548**

We provide experienced, trained, fun, efficient bartenders. Whatever your refreshment menu is we are here to guide you through all your planning steps and help ensure a wonderfully smooth running and stress-free event.

### **On Point Mobile Bartending (209) 498-8911 [onpointmobilebartending.com](http://onpointmobilebartending.com)**

Welcome to On Point Mobile Bartending, where craftsmanship meets creativity. Our bartending service embodies professionalism, excellence and creating genuine connections. From cozy gatherings to grand events, our mixologists craft every cocktail with detail and care to create a one of a kind moment for each guest. If you are searching for a stress-free experience with a mobile bar service that is as genuine as they are professional, you found it.

### **Primo Bar (916) 934-8293**

Primo Bar LLC, provides professional mobile bartending and beverage catering to the entire Sacramento Region and surrounding counties. We provide the highest level of customer satisfaction possible at competitive rates. Our professionally trained and experienced bartenders specialize in providing exceptional cocktails and beverage service for any occasion. Primo Bar LLC can provide all-inclusive services and is licensed and fully insured.

### **Zebra Club (916) 442-3972**

The Zebra Club has been beverage catering for the past 30 plus years. From weddings to just friends having a great time. We offer full bar services with trained bartenders for all your libation needs. If you are looking for professional and prompt service the Zebra Club is here to make your special event the best time you'll ever have. Cheers from our family to yours!

**Some of our Authorized Caterer's offer bar service in conjunction with their catering.**