



Event Policies and Procedures

To assure your event functions smoothly at Arizona Science Center (ASC), please review the following policies and procedures. Once a client's contract has been signed and the Center's Events Department has received a deposit, and Event Manager will handle scheduling and be the liaison between the client and the Science Center. By signing the Contract, you are acknowledging your agreement with these policies and procedures.

REQUESTS:

Requests to reserve space for a special event at Arizona Science Center may be accepted up to two years in advance of the event date. Only two holds per potential client are allowed at any one time. A potential client's requested date will be held for 10 business days, by the end of which time Arizona Science Center requires a signed contract and deposit. If a signed contract and deposit have not been received within 10 business days, the date will be released to others by Arizona Science Center. If a definite request from a second potential client has been received for a date on hold prior to the expiration of the 10 day period, the Science Center will contact the potential client with the hold to make a final decision, sign a contract and make the deposit within three business days.

RATES:

Rental rates include event space and Arizona Science Center standard staffing as applicable (determined by the Science Center's Event Manager) – an event manager and floor staff. Rental of the IMAX Theater includes theater staff. The time period for an event is four hours. Additional time will be charged on a per hour basis and will be included in the contract. Two hours of set-up time and one hour of teardown time are complementary.

DEPOSITS AND FINAL PAYMENTS:

A 50% deposit, credit towards the total rental cost, is required with the signed contract to secure an event date. In the event that this Agreement is canceled by User, or for User's failure to provide the required Certificate of Insurance or pay the Balance of the Total Amount Payable when due, Arizona Science Center will experience significant monetary losses that will be difficult to calculate due to the uncertainty and cost of obtaining replacement business. Therefore, in such circumstances, Client agrees that Client will be obligated to pay Arizona Science Center the following cancellation charges (but in no event less than \$1,000):

No. of Months Prior to Event Date ASC Receives Cancellation Notice	Cancellation Charge Payable by User to ASC
One month or less	75% of the Total Amount Payable
At least one month, but less than two months	50% of the Total Amount Payable
At least two months, but less than six months	25% of the Total Amount Payable
Six months or more	\$1,000.00

If Arizona Science Center is prevented from making the Facilities available to User as scheduled by an act of God, fire, labor difficulties, or any other cause beyond the reasonable control of Arizona Science Center (excluding financial inability), ASC may refund all payments made by User and cancel this Agreement without penalty.

Final payment is due 10 business days before the event to prevent cancellation of your booking and is non refundable. You are liable for any vendor costs associated with your event's cancellation or date change.

NOTIFICATIONS:

If the need to cancel your event should arise, the Event Services Office requests immediate written notification, regardless of any refund opportunity.

START/END TIMES:

Events in the main visitor circulation or gallery spaces of the Science Center are available for rent from 5:00 P.M. to 2:00 A.M. and from 7:00 A.M. to 9:00 A.M. in most cases. The Center's outdoor terraces are available for rent from 7:00 A.M. to 2:00 A.M.

AVAILABLE FURNITURE AND EQUIPMENT:

The Arizona Science Center has furniture and equipment that will be available on a first come, first served basis for your event. Such equipment includes tables, chairs, easels, and A/V equipment. Contact our Event Manager to obtain a list of possible equipment. Arizona Science Center can not be held responsible for equipment malfunction, damage, or non-availability on the day of your event. Any additional event equipment brought into the building must be done so through one of our approved equipment vendors.

INSURANCE:

All clients are required to provide a certificate of public liability and property damage insurance in the amount of \$1,000,000 (one million dollars), naming the Arizona Science Center and the City of Phoenix as additional insured for the term of your event (including setup, event and teardown time). Evidence of your insurance coverage must be submitted to the Center's Event Manager at least two weeks before your event date or your event will be cancelled.

LIABILITIES:

By signing the contract, clients agree to pay the cost of repair, restoration, replacement of damage done by client, client's subcontractors, vendors, agents or invitees to Arizona Science Center, its equipment or exhibits. Arizona Science Center shall be held harmless for all claims arising out of use of the Arizona Science Center and ASC's property. Client assumes full responsibility for theft, loss or damage to any property and equipment brought to Arizona Science Center by client, client's subcontractors, vendors, agents or invitees. Contracts made directly with client's vendors are solely between client and vendors. Clients are to ensure that all vendors review and agree to comply with all requirements established by Arizona Science Center.

FIRE CODE:

Client is responsible for abiding by all fire codes set forth by the City of Phoenix Fire Department. By signing the contract client acknowledges that Arizona Science Center is not responsible for policing fire code adherence and is not responsible for the refunding of rental fees due to the closure of an event by a Fire Marshall.

LOSS OR DAMAGE:

Arizona Science Center is not responsible for any damage or loss of articles placed or left in Arizona Science Center prior to, during or following an event.

EXCLUSIONS:

The facility rental fees do not include the following services: parking, live science demonstrations, IMAX film screenings, Planetarium presentations, food or beverage service, special tour requests, décor, more than three event walkthroughs, linens, radios or a Fire Marshall's time. All of the above services will be called out individually in a clients' contract if provided. Services may not always be available.

PAYMENT:

A deposit, in the amount of 50% of the amount estimated on the contract is due with the signed contract no more than 10 business days after contract has been issued. The balance is due no later than 10 business days prior to the event. Payments can be made with Visa, MasterCard, American Express, check or money order payable to Arizona Science Center. All charges incurred during the event, i.e. damage, event overtime, rentals, etc. will be billed after the event and are due within 15 business days. A service charge of 1.5% per month will be billed on all accounts over 30 days.

CHECKS RETURNED FOR INSUFFICIENT FUNDS:

The Science Center will charge a \$20 processing fee for any check returned for insufficient funds. If two checks are returned, a cashier's check or credit card payment is required.

PARKING:

Parking for Arizona Science Center is in the Heritage and Science Park Garage, located at 5th St and Monroe. For parking rates, information or to make arrangements please contact Julie Thompson with AMPCO at 602-261-7650.

EXHIBITS:

Arizona Science Center strives for 100% exhibit operation, but some exhibits are routinely removed or shut down for scheduled maintenance based on attendance and/or use. The Traveling Exhibit Gallery also closes periodically for varied amounts of time to remove and replace traveling exhibits. No discounts or refunds will be made for these closures.

MATERIAL EQUIPMENT:

Arizona Science Center personnel are not responsible for moving, setting up, or taking down any equipment that does not belong to the Science Center with the exception of banners. All requests for movement of Science Center owned furniture and equipment must go through the Event Manager. All non-Science Center items must be removed immediately following the event.

SET-UP & STAGING:

Two hours is allotted for set-up and staging which is specified in your contract. The Center will not be available for setup prior to the time noted on the contract. If additional time is needed, it may be purchased through the Event Manager.

TEARDOWN & CLEAN UP:

Teardown and clean up must be completed within one hour after the event ends. The client and its subcontractors (caterer, event company, décor company, musicians, etc.) are responsible for removal of all personal and company property within that time unless other arrangements are made in advance with the Arizona Science Center's Event Manager. Teardown and clean up for events occurring before operational hours must be completed by 9:30 A.M. The client and its subcontractors responsibilities for teardown and clean up include: returning the event area(s) to the condition immediately prior to the event, removal of all trash from the Science Center property (including catering trash), removal of any carpet or furniture stains (including any necessary replacement of carpet tiles which must be done by the Science Center at the client's expense) and repair any damage. See related information under "insurance".

DECORATIONS:

No candles or open flames are permitted inside the Science Center unless a permit from the Fire Marshall is submitted to the Event Manger prior to the event. Absolutely no pins, nails, staples or tapes or any kind are permitted on any walls, ceilings or floors on the Science Center property. No pyrotechnics are permissible on Science Center property. No helium balloons (air-filled OK) are permissible inside the Science Center. No objects can be hung from the ceiling without express prior permission and assistance from the Science Center's Events Department (additional fees may apply). Glitter, sequins, confetti, fake snow, etc. are not permitted on Science Center property. Decorations are not allowed in the exhibit galleries. The client is responsible for removing all decorations immediately following the event.

Only the Science Center's staff can hang banners. The Science Center will hang two (2) banners for free. Additional banners will be hung for \$50 per banner. In most cases, banners will not be taken down immediately after the event. If banners need to be returned, it is the client's responsibility to arrange for pick up of banners the following day. Any banner left for more than two business days after an event will be discarded.

SMOKE FREE FACILITY:

Arizona Science Center is a smoke free facility. No smoking is permitted in this building, on our terraces, in our courtyards or within 20 feet of building entrances.

MUSIC:

Live music is allowed after Arizona Science Center has closed to the public. Recorded music is permitted on the Terraces during normal operating hours. All music must comply with the City of Phoenix Noise Ordinance. More information can be obtained by speaking with the Event Manager.

ACTS OF GOD CLAUSE:

Arizona Science Center is not responsible for weather or road conditions (including traffic), power outages, acts of God, criminal activities, economic downturns, political changes, or any other activity, event or condition beyond its control. There will be no refunds or allowances resulting from these conditions.

PROMOTIONAL MATERIALS:

It is required that the Events Department approve, for the technical and factual accuracy, all promotional materials mentioning Arizona Science Center produced for your event (including

invitations, programs, press releases, etc.) prior to printing or broadcast. Please allow sufficient time for this approval.

MAXIMUM CAPACITY:

The maximum number of guests allowed inside the Science Center during a private event is 2,500. Guests will be click-counted if the number of estimated guests is near capacity.

CATERING / BAR SERVICE:

All food must be prepared and served by a caterer from Arizona Science Center's approved catering list. Alcoholic beverages must be purchased through Arizona Science Center only. No alcoholic beverages may be brought onto the premises. Open alcohol containers may not be removed from the area rented by Client, guests or subcontractors. No glass containers are allowed. ASC reserves the right to deny alcoholic beverages to anyone ASC deems to be intoxicated. No alcohol may be served to minors.

RENTAL EQUIPMENT:

Any additional equipment rental must be obtained by one of Arizona Science Center's approved equipment vendors. This includes and is not limited to tables, chairs, linens, dance floors etc.

ON-SITE EVENT WALKTHROUGH:

Once the contract has been signed, the Science Center's Event Manager will arrange an on-site event walkthrough with the client and any caterer to discuss plans, policies, procedures and any equipment or materials necessary for your event. Outside vendors will also be invited to attend. A final walkthrough is required no later than two (2) weeks prior to the event and must include your caterer. All event walkthroughs are scheduled by the Science Center's Event Manager during weekday business hours and by appointment only. There will be an additional charge of \$50 per event walkthrough over three. Please consult the Science Center's Event Manager if more than three event walkthroughs are anticipated.

DELIVERIES / LOADING DOCK:

The Science Center does not take responsibility for deliveries or storage of materials and equipment. Any delivery to the Science Center must be met by a representative of the client and arranged in advance with the Science Center's Event Manager. The client is responsible for bringing their own cart or hand-truck to transport materials or equipment from the loading dock to the event area if necessary. Any overnight storage of materials or equipment is based strictly on available space. Arizona Science Center will not be liable for any materials or equipment stored on its premises.

CLIENT RESPONSIBILITIES:

Any guest management function at an event, e.g. nametags, entry restrictions, early entry, registration, etc. is solely the responsibility of the client and not the responsibility of Arizona Science Center staff. While the Event Manager will inform the client when the event is approaching the end of the contracted time, it is the client's responsibility to make sure all guests leave the Science Center by the end of the contracted event time. Clients will be required to sign an overtime contract if guest are in the Center more than 15 minutes past the end of the contracted event time. Overtime will be billed on a net-15 basis.

OUTSIDE SECURITY:

Under no circumstances is an outside company permitted to provide a security function on Arizona Science Center property. Arizona Science Center reserves the right to require off-duty Phoenix Police Officers to ensure the safety of guests. The Science Center will handle all arrangements with the Police Department and will add the cost to the event contract. The Client is not permitted to make arrangement for hiring off-duty police.

WALKIE-TALKIES:

Clients and vendors are not permitted to use Arizona Science Center walkie-talkies or radios. See the Event Manager for suggested companies that can provide this equipment.

SELECT EXHIBIT PARTICIPATION REQUIREMENTS AND REGULATIONS:

Do to the nature of some of our permanent exhibitions, basic requirements and guidelines have been set in place for private events to ensure the safety and security of our guests. Proper climbing attire (pants/shorts and secure shoes, no flip flops or dresses/skirts) shall be worn to experience our Rock Wall. For private events with alcohol service, no patron having consumed an alcoholic beverage shall be permitted to experience the Sky Cycle.

MULTIPLE EVENTS:

Do to the availability of separate entrances and rest room facilities on the first and third floors, ASC reserves the right to host multiple events in one evening. ASC will ensure there is no co-mingling between the parties.

WEATHER:

Some event spaces are outdoor areas. In the event of inclement weather, space allowing, ASC make every effort to accommodate the User and move the event indoors. ASC has no liability or expense for inclement weather that affects the User's event.