

THE GAMBLE HOUSE
ARCHITECTURE AS A FINE ART

Event Agreement

THE GAMBLE HOUSE
4 WESTMORELAND PLACE, PASADENA, CA 91103 (626)793-3334 ext. 16 or jenniferm@gamblehouse.org

The Gamble House does not book fundraising/development events, political rallies/events, and personal family celebrations.

Section 1. Event Information

Name of Event: Scripps Reception

Locations: Rear Terrace or basement

Date of Event: Sunday, January 7, 2024

Number of Attendees: 40

Event Description: check-in front terrace, enter front door, self-guided tour of 1st floor, exit rear terrace for bar, high top tables and scattered chairs, greetings and mixer.

Caterer: TBD

Section 2. Event Rates and Times

Site Rental Fee: \$1800.00 for 5 hours

Set-up Begins: 1:00pm

Event Begins: 2:00pm

Doors of house opened for self-guided tour of first floor begins: 2:00pm

Event Ends: 5:00pm

Event Breakdown: 5:00pm to 6:00pm

Section 3. Event Contact Information

Name: Nailea Castillo, Assistant Director of Alumnae Engagement

Address: 1030 Columbia Ave., Claremont, CA 91711

Organization Name: Scripps College

Telephone: 909-607-1969

Cell phone:

Email: ncastill@scrippscollege.edu

Section 4. Booking, Cancellation, and Refunds

4.1 CERTIFICATE OF LIABILITY INSURANCE. All Contracts must be accompanied by a Certificate of Liability Insurance with a limit of at least \$1,000,000.00 and listing The Gamble House Conservancy and the City of Pasadena as "additional insured" on each form.

4.2 REFUND. No refunds will be issued due to weather. All events are rain or shine, please prepare accordingly. Basement area can be used in lieu of terrace in case of bad weather.

No cancellations less than one week from event date.

Section 5. Terms and Conditions

5.1 RENTAL ITEMS. A Gamble House or Organizing Event representative must sign for all deliveries, and a cell phone number is required. Rental items may be delivered up to twenty-four (24) hours prior to the event start time. If items are left overnight, it is the responsibility of the organization to have security for said items. The Gamble House will not be responsible for items left overnight. All items must be picked up within forty-eight (48) hours from the event end time. Outdoor lighting is the responsibility of the booking organization. There is access to outdoor electrical circuits. Lighting placement must be approved by Gamble House staff prior to the event date. Setup diagrams required for all lawn events. Once you have your vendors in place please forward a list to Jennifer Michel, Tour and Education Manager at The Gamble House, jmichel@gamblehouse.org.

5.2 FOOD AND BEVERAGES. Alcohol may be served on the terrace or lawn. Alcohol sales are prohibited. No open firepits or cooking is permitted on the grounds.

INITIALS _____

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5.3 PARKING. Events with more than 75 guests will be asked to hire a valet parking service. A representative from the valet service is required to meet with a staff member of The Gamble House at least one hour prior to the event start time. Additional parking lot suggestions are listed on valet waiver form. No more than twenty (20) cars are permitted to park in designated Gamble House parking on Westmoreland Place; additional street parking is available on Orange Grove Boulevard and Walnut Street. Parking is available in front of Westmoreland Academy on weekends, which provides for an additional 15 to 20 cars.

5.4 RESTROOMS. All event setups are required to include portable toilet rentals for their guests. Rentals to be placed on Westmoreland Place, near to driveways are ideal.

5.5 LIVE ENTERTAINMENT. Please be courteous and take into accountability that The Gamble House is in a residential area when making your entertainment choices. Gamble House staff has the right to request changes in entertainment level(s).

5.6 SECURITY. Security is required for events with attendance of 150 and over. The number of security agents will be determined by the size of the event. Security is required to meet with a Gamble House staff member at least two weeks prior to the event date.

5.7 ADDITIONAL INFORMATION.

- All event attendees entering The Gamble House **MUST** wear flat broad-heeled shoes.
- Banners and event signage are prohibited unless otherwise approved by Gamble House Staff.
- Damages to the hardscape, landscape, structure, or other is the responsibility of the signee below and the organization will be invoiced after the event. Please be sure to have a walk through with a staff member prior to the event, so there is no conflict after.
- Events must end by 10pm, and all event attendees/staff/hired caterers must exit the property by no later than 10:30pm.

5.8 TABLES, CHAIRS, and TRASHCANS. The Gamble House will provide 6 high top cocktail tables, 20 to 30 black folding chairs two 6' folding tables, one to two 4' tables and chairs for check-in, black linens for each table and 6 light green small toppers, two 30 gallon trash cans with liners and black covers.

5.9 PAYMENT INFORMATION. Please make checks out to *The Gamble House Conservancy* which can be mailed to:
4 Westmoreland Place, Pasadena, CA 91103, Attn: Jennifer Michel

AGREEMENT SIGNATURES

This agreement is considered executed once signed. The organization acknowledges and agrees with the terms of the event contract.

Signature, Gamble House Representative

Signature, Organization Representative

Print Name

Print Name

Title

Date

Title

Date

SAMPLE