



At History San Jose, we believe in increasing community events and creating unforgettable experiences for everyone. We have developed a specialized approach inside the Office of Events in order for events to achieve exceptional results while keeping everyone involved informed and coordinated. With that in mind, we strongly advise anyone interested in using History San Jose to adhere to these standards and event processes to the letter in order to ensure the success of both yourself and the events team.

## **Event Process**

### **1. Facility Use Application**

When it comes to booking events, the Facility Use Application is crucial. This form **must be completed** before we can receive your event request. The PDF version of this form can be found on the HSJ website under rentals, then Facility Use Application.

### **2. Event Overview**

During the event planning process, the Event Overview, like our Facility Use Application, is critical. This form includes additional detailed information about the event, such as pre-setup planning, security if necessary, catering, and so on. **No events** can proceed further until the event overview is submitted.

### **3. Zoom Meeting**

Following submission of the event overview, the manager of events will contact you to arrange a virtual meeting to discuss pricing, dates, and any other questions you or the manager of events may have. Within HSJ, we do provide on-site walk-throughs; however, the event overview **must be completed first** in order for the manager of events to understand the basis of the event and ensure that it runs successfully.

### **4. In-Person Walk-Through**

For anyone interested in renting at History San Jose, an in-person walk-through is **required**. The client and the event manager will schedule this walk-through.

### **5. Event Quote + Event Map**

The events manager will email you a copy of the quote based on the facilities and services that you've requested within **2-3 days** post zoom meeting. A map of the HSJ grounds will be included in that quote for you to indicate where you would like specific amenities to be put. This map must be submitted at least **two weeks before the event**.



## 6. Facility Use Agreement

All clients must sign the Facility Use Agreement, which is our formal contract. It ensures that **all rules and regulations** governing the use of the facility are followed.

## 7. Security Deposit

To reserve your event's date, you'll need to pay an initial security deposit. This deposit **must be provided** in order for your event to be confirmed.

## Policy

- For any and all HSJ events, an in-person walk-through is required. To schedule one, please contact the manager of events prior.
- **ALL** events no matter the type, must be sent at least **3-4 weeks** in advance with the following documents.
  1. Facility Use Application
  2. Event Overview

### **No exceptions**

- Clients must give written notice of their cancellation of the Event. When the Client gives HSJ written notification of the Event cancellation, the Client **must pay** HSJ a cancellation charge equivalent to the percentage of the Facility Fee Worksheet paid to date as per the Facility Use agreement's chart. Event cancellation notice, must be sent out 3 weeks in advance
- Any and all photography, videos or other recorded media may be used by History San Jose for the purposes of marketing or advertising without any payment or compensation being offered and without any request being made to featured parties
- History San Jose requires a map of your event set up **two weeks** before the event date. This is to ensure that the event management is informed of the event's intended flow and appearance.
- No tents will be allowed to be placed on the road in front of the hotel, from the Renzel Room to O'brien's Ice Cream Parlor. The Plaza side of the hotel will still be allowed,

## History San José



Preserving Our Heritage

- All documentation, including copies of permits and licenses, is required **thirty (30) days** before the event at the Facilities Rental office. The Event will be canceled if the relevant permits and/or papers are not provided
- In the event of any damages caused by event participants to History San Jose property or equipment used from HSJ, except by fair wear and tear, the client will be **charged** the full replacement cost. Any and all damages must be reported to a member of the HSJ staff
- Full payment for rentals **must be paid 2 weeks prior to the event start date**. No exceptions.