



Junior Achievement of San Diego & Imperial Counties Facilities Rental Policy & Procedures

Event Contact Information:

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Facility Description: JA BizTown is a 10,000 square foot mini-city in which kids discover how free enterprise really works. There are 19 life-size businesses, a non-profit organization and a city hall. Every day, 150 new students become business owners, make financial decisions, explore philanthropy and pay taxes. At JA BizTown, the students are in charge!! Students work in a life-sized interactive city that is designed to reflect San Diego in the businesses, landscape, and architecture.

Site Venue Options:

JA BizTown: 300 occupancy (cocktail reception) 150 occupancy (seated dinner). BizTown is an ideal venue for a cocktail reception and/or dinner. Inside JA BizTown, the mini-San Diego city will wow your guests. This is a one of a kind location to host an event. JA BizTown's overall dimension is 3556 square feet. There is also access to a small catering kitchen downstairs.

Todd & Mari Gutschow Foyer: 75 occupancy*. The Todd & Mari Gutschow Foyer offers a state of the art flat screen HD TV, a great entrance to greet your guests.

JA BizTown Training Room: 50 occupancy*. The JA BizTown Training Room incorporates San Diego's skyline as the backdrop for a training or meeting.

Board Room: 60 occupancy*. The Board Room is a perfect fit for trainings and workshops. This room is lined with floor to ceiling glass windows with a breath-taking view of San Diego's vistas and valleys.

*All capacities are dependent upon set-up style.

Guest count cannot exceed occupancy maximum.

See attached for breakdown of individual room measurements and amenities.

Events must be conducted entirely within the Junior Achievement building.

Availability:

Reservations

A minimum of one month notice is required for all events. Reserved dates are not secure until agreement and deposit have been received. Facility is closed on selected holidays.

Event Hours

Hours vary depending on venue.

JA BizTown: 8 a.m. – 10 p.m. (Monday – Thursday)
10 a.m. – midnight (Friday – Saturday)

Todd& Mari Gutschow Foyer: 8 a.m. – 10 p.m. (Monday – Thursday)
10 a.m. – midnight (Friday – Saturday)

JA BizTown Training Room: 8 a.m. – 4 p.m.
(Evening times available with rental of BizTown)

Bank of America Board Room: 8 a.m. – 6 p.m.

Fees:

Security Deposit

A security deposit is required and refunded when room is returned clean and undamaged. This will be held via credit card. Your credit card will not be charged unless there are costs related to damages, etc. If the cost of repairs/damage exceeds the deposit amount, the renter will be charged via the credit card or invoice and the deposit will not be returned.

Deposit

An initial deposit is required to guarantee your event and must be received in full at the time the Facility Rental Agreement contract is received. Payment can be made by cash, check, or credit card, is non-refundable, and will be applied to the total cost of the room rental. If payment is not received at the time the contract is signed the reservation is subject to release.

Cancellation

Junior Achievement has the right to cancel an event at any time, if the venue proves to be unsuitable in our judgment. In the event of such cancellation, the Renter will not be liable for payment of fees, nor will Junior Achievement have any further liability or obligations with regard to the canceled event. Junior Achievement will use its best efforts to offer the Renter, appropriate time(s) for rescheduling.

It is the Renter’s responsibility to observe and execute all the procedures and policies set forth in this policies and procedure agreement. Failure to comply will result in the forfeiture of all fees paid and the right to terminate the contract completely.

If the Renter should cancel the reservation or function within one week of the reserved date, Junior Achievement shall be entitled to collect 50% of the invoiced amount.

Additional fees, such as moving furniture and late fees will be discussed with your Junior Achievement Event Coordinator.

Catering:

Selection of a Caterer

To ensure the success of your event, Junior Achievement provides a list of preferred caterers and vendors (see attached) who are familiar with the policies and procedures of Junior Achievement. We reserve the right to approve all vendors and caterers who are not on our preferred vendor list.

Alcoholic Beverages

If alcoholic beverages are served proof of bartender registration/ certificate must be provided to Junior Achievement at least 14 days prior to the event. Renter and their vendors, suppliers, and caterers hereby agree that any service of alcoholic beverages shall be in accord with Federal and California regulations. Alcoholic beverages shall not be consumed by anyone under twenty-one (21) years of age.

Dumpsters

Caterers are responsible for removing all trash generated from the event. All trash must be disposed of in the dumpsters; dumpsters are available next to the parking lot.

Invitations and Printed Materials:

Junior Achievement must approve the content of all event-related materials, including invitations, programs, press releases, and advertisements. Please allow two weeks for approval. A final sample must be provided to Junior Achievement to keep on file. Limited use of Junior Achievement logos will be permitted with prior arrangement and the logo will be provided.

Signage, Décor and Equipment:

The Renter is responsible for removing all event equipment and décor from the premises at the end of the event.

Signage and Decor

All signage must be free standing. No decorations, posters, or other items shall be attached to the facility walls. Nails and staples cannot be used. Tape can be used in select areas. Banners, awnings, and signs may not be placed outside the building without the permission of Junior Achievement.

Confetti, glitter, sequins, and fake snow are not allowed.

All décor must comply with local fire department regulations; no lit candles may be used.

Equipment & Rentals

For the BizTown Training Room and the Board Room arrangements and set-up of tables and chairs must be planned and confirmed 2 weeks in advance and approved by Junior Achievement BizTown Special Event staff.

BizTown, Todd & Mari Gutschow Foyer, and the upstairs lobby do not have tables and chairs. We prefer you contract with your caterer for these items. Junior Achievement requires a copy of the signed contract from all vendors prior to your event.

Additional lighting may be brought after advance approval.

Loading and Unloading:

Loading arrangements must be made through the BizTown Special Events Department.

All deliveries and pick-up must be scheduled in advance through the BizTown Special Events Department and are full responsibility of the renter. Junior Achievement shall have no responsibility for deliveries.

Parking:

Parking is limited; 50 parking spaces and a turn around in the lot are available. For additional needs Junior Achievement will work with you to best accommodate those requests.

General Policies:

A walk through with the Junior Achievement contact person, caterers, and renter/client must be held at least two weeks in advance.

All Junior Achievement facilities are non-smoking.

If Police, Fire Department, security, or medical services are required or used for the event, it is the Renters responsibility to pay for all such related costs.

The facility must be returned to the condition in which it was found. Failure to do so will result in a fee deduction from the deposit.

Junior Achievement will not be responsible for any damages or loss of articles left in the facility prior to, during or after your event.

Junior Achievement reserves the option to rent out unused spaces the same night of any event. If the Renter would like to be the sole event, an additional fee may be incurred.

Insurance:

Renter and their vendors, suppliers, caterers, shall, at their own expense procure and maintain adequate liability and property damage. We require all companies and organizations wishing to use the facility to obtain their own insurance. A Certificate of Insurance must be submitted for approval by Junior Achievement no less than 14 days of the event. Liability and Property damage insurance for protection against all liabilities related to the use and occupancy of the space and operations incidental there to, with a minimum combined single limit of liability of not less than \$1,000,000 per occurrence combined single limit is required. The ONLY exception is daytime (7am- 5pm) meetings or trainings held in the Board Room or BizTown Training Room. Insurance is however, always required any time alcohol will be on the premises, with no exceptions.