

HURON SUBSTATION

ADENDUM A - HOUSE RULES

Our business, community and our neighbors are very important to us, therefore we require the following from our clients, their vendors, and their guests:

GENERAL:

- The blocking of our neighbor's driveways while unloading (not even for 10 seconds) is not allowed. In particular, the driveway just to the right of the front yard.
- Vendors may not drink alcohol while working.
- Do not double-park on any of the streets surrounding the HURON SUBSTATION while loading or unloading.
- Floor plans must be received 2 weeks prior to the event or floor plans will be provided by management.
- Street parking is not allowed for clients, guests, and vendors. A minimal valet staff must arrive at time client or vendors arrive (at beginning of rental) and then increase in staff 30 minutes prior to invite time. Vendors vehicles, once unloaded will be parked by valet. NO Exceptions.
- Side gate must not be left open and unattended.
- Note that the side gate is for loading and unloading only.
- All guests must enter through the front of the building (not the side gate).
- The side gate must remain clear at all times and may not be blocked by anything including furniture, displays, DJs, lighting, or any other type of equipment.
- The sliding door to the kitchen must remain closed at all times and

may not be blocked by anything including furniture, displays, DJs, lighting, or any other type of equipment.

- Only caterer and catering staff are allowed in the kitchen. No guests are allowed in the kitchen at any time.
- The Huron Substation requires that All vendors be licensed, and insured.
- In accordance with our contract with our clients: ALL vendors must read, acknowledge, and sign the Huron Substation House rules. All documentation must be provided at pre-meeting. Should these documents not be provided, the Huron Substation has the right to deny entry.
- If a friend or client is performing tasks usually reserved for a professional vendors, their plan must be well-detailed and approved by HURON SUBSTATION prior to the date of the event. They must still sign the rules and provide insurance.
- Children must not be left unattended ever. especially near the fountain, stairs, or chicken coop.
- No one is to climb on to or place/throw/drop foreign objects into the fountain.
- Floating candles and other decor items are not allowed into the fountain.
- Fires are strictly prohibited.
- Candles are only allowed with a fire permit from the city of Los Angeles.
- Fireworks, luminaries, and sparklers are not allowed on the premises.
- Do not feed the chickens or enter/climb into the chicken coop.
- Caterers/Staffing companies must staff appropriately for the number of guests, style of service, and the entire duration of the event, including clean up. HURON SUBSTATION may require additional staff should we determine they that not enough has been contracted, at a cost to the client.

- Serving staff, bartending staff and wedding coordinator must stay until the end of the event. All are required to assist in cleaning to the site-manager's specifications.
 - Please note that once the bartending staff has left no alcohol will be served or accessed by guests. Should there be an incident where alcohol becomes available after bar service has left, you are subject to a \$1000.00 fine and / or event shutdown.
- All staff must be hired through an insured caterer or staffing company.
- Confetti is not allowed at HURON SUBSTATION.
- Silk Petals may be used with a \$75 additional cleaning fee.
- HURON SUBSTATION may require a professional babysitting service be utilized or an additional Site Manager be contracted at the cost of the client if there are more than 3 children under 10.
- Sidewalks may not be blocked by guest or event activity for any duration of time.
- Beverages must not be emptied into plants as it burns them. All liquid dumping must be in the proper receptacles.
- Food trucks are not allowed for HURON SUBSTATION events.

KITCHEN:

- The countertop in the middle of the kitchen is made of soft redwood that dents and scratches easily. We will place a protective covering over it. Please do not let things bump or drag against it.
- Do not drag coolers, equipment, etc. across the floor. We will place runners across strategic areas, but are unable to cover the entire floor.
- Caterers are required to bring a minimum of 3 floor mats to protect the kitchen floors and to help prevent slip and falls.
- Caterers are required and expected to bring their own pots/pans, glasses, plates, silverware, etc. We do not provide any of this.
- The refrigerator located outside is available for caterers to use. The refrigerator inside the kitchen is private and unavailable for use. Please ask the site rep if you have questions or need assistance.

- Do not bump or lean carts/racks etc., up against any kitchen furniture, i.e., cabinets, refrigerator, etc.
- Kitchen must be left clean and mopped.
- Do not blow out pilot lights on stove.
- All caterers must be approved by HURON SUBSTATION if they are not on our Preferred Vendors list prior to contracting with them. They must also be licensed and insured and provide a copy of proof of insurance (Certificate of Insurance should list both Huron SubStation Corp. and Meike Kopp as additional insureds).
- Grills, fryers, and any other large cooking equipment being brought in must be approved by HURON SUBSTATION as well as the LA City Fire Department. LAFD rules must be followed strictly for the usage of such equipment and a \$250 large equipment fee will be charged to the client.

MAIN ROOM:

- All furniture items are to be moved with the supervision of site rep. No furniture is to be dragged, it must be safely picked up and moved.
- HURON SUBSTATION is an historic landmark. Client shall not hammer, drill, tape, or otherwise put nails or any kind of anchors in walls.
- Any items affixed to wooden railings, beams etc, should have padding that protects said objects from dents, scuff marks, etc..
- Smoking is not allowed in building or within 10' of any eating/drinking areas (per Los Angeles municipal ordinance 41:50 B 18)
- Any furniture, lights and/or equipment which is moved or borrowed (with prior approval), must be, both returned and put in its original place, prior to the end of the event.
- TAPE MAY NOT BE USED ON ANY SURFACES OR ON CONCRETE FLOOR. Any kind of tape, even painters tape, causes considerable damage to the finish on our concrete floor and may result in damage costs being incurred. Therefore we require the use of mats to protect or hold down wires and cords.

PHOTOGRAPHY:

HURON SUBSTATION is located in a residential neighborhood and the following rules must be followed. We have had a number of photographers show a lack of respect for our neighbors and their property, therefore these rules must be followed or may result in our site rep asking them to leave or their not being allowed to return to HURON SUBSTATION:

- Photography is prohibited in any of the neighbor's yards or driveways. Neither you, the photographer, nor the guests may enter onto anyone else's property. Please note that the gated driveway to the right of HURON SUBSTATION is private property that is not associated with HURON SUBSTATION. Should any photography occur in or on neighbor's property, the photographer will be asked to leave.
- Neither you, the photographer, nor the guests may lean, sit, climb onto, or otherwise touch any cars parked near the substation.
- Neither you, the photographer, nor the guests may climb any trees, fences, or walls.
- Photographs may not be taken from inside the chicken coop.

AUDIO/VISUAL:

- NO TAPE is to be used on floors of any kind! Any kind of tape (including paper tape) damages finish on concrete floors and any use of tape may result in significant damages being incurred. Please use mats to protect cords.
- The sound level will be monitored by the site manager. The site manager will establish a safe range of decibels with DJ prior to event.
- Use of the projection system must be arranged in advance and tested during an on site AV meeting.
- No music is to be amplified in the outdoor area after the ceremony.

- House Sound system, if moved, shall be returned to its original place and original wiring. If not, a \$75 fee will be incurred. Sound system may not be moved to upstairs mezzanine.
- Only the site manager is to touch the controls on the House Sound system. Any tampering by client, vendors, or guests may result in a fee.
- House Sound System is for iphone or laptop use only. DJ should provide own equipment.

BAR & SERVICE OF ALCOHOL POLICIES

- All bar tending services must be insured for liquor service/liability, provide a certificate of insurance and sign Huron Substation House Rules.
- All ice/chill tubs should be wrapped with a plastic liner to prevent condensation from puddling on the floor. All tubs, if placed on base of bar, must have linen placed below, to avoid scratching the bar.
- Any liquid spillage, garbage, napkins, broken glass, or food must be cleaned right away by caterers and/or bartenders to prevent slips and falls.

Host Bar (private, invitation only event with free drinks (i.e., not for sale):

- In all instances, anyone working behind the bar must be 21 years old or older.
- In order to insure the safety of our clients and monitor the alcohol consumption of each guest, no alcohol can be brought on site that is not being served and monitored by the bar (i.e. no private bottles of alcohol in bridal suite or elsewhere). In addition, no drinks can be served to guests that are getting drinks for other guests. Any guests that are ordering drinks for other guests, will no longer be served.
- Any and all staff hired to work the bar must be covered under the umbrella of liquor liability insurance with minimum coverage of \$1,000,000 (with Meike Kopp and Huron SubStation listed as additional insured).

- It is the bar staff's job to ensure that guests drinking alcohol are monitored for inebriation, at least 21 years of age, and will request proof of age (in the form of a picture id) from anyone in question of being underage.
- Any staff hired to work the bar must sign the attached rules.
- Caterer providing bar staff is responsible for any and all documentation, permits, licensing, and following all laws pertaining to liquor service and is fully responsible for such service.
- Under no circumstances may alcohol be allowed to be self served by guests (i.e., placing wine bottles on tables). This can result in the event being shutdown.

No Host Bar (sales of alcohol on site)

Any sales of alcohol on site must be approved in advance by HURON SUBSTATION and all requisite permits, licenses must be obtained.

CLEANING:

- Decor and all personal items should be removed at end of rental period.
- We do encourage recycling and allow all recycling to be separated and placed into the appropriate bins and left at HURON SUBSTATION.
- All trash must be double-bagged and left behind the wine wall or removed from the premises.
- Boxes must be broken down completely.
- Left over clean ice should be dumped in the sink, never in landscaping or on street.
- It is the client's responsibility to leave HURON SUBSTATION in equal or better condition than prior to event.
- All floors must be clean of debris, garbage, food, or waste before the captain of the service staff leaves.
- The site manager will not assist in cleaning, however, will guide vendors as to what areas may need special attention.
- All captains and managers must check out with the site manager before

leaving.

SITE MANAGER:

- The site manager does not act as your coordinator and does not perform coordination duties. The responsibility of the site manager is to unlock the doors, assist in building function (i.e., doors, gates, lights), monitor appropriate use of the space, assist with building queries, work the A/V equipment, attend to the restrooms, assist in any emergencies, and approve the condition of the space at the end of the evening before clients/caterers/vendors/coordinators depart.
- The site manager is not responsible for setting up or moving and of any furniture supplied by or otherwise rented from an outside vendor including decor items.
- The site manager and HURON SUBSTATION does not provide tools, tape, extension cords, scissors, knives, or other items for cooking or setup with the exception of one ladder that will be the responsibility of the client and their vendors to move and replace as needed. All tools must be brought in by client and/or vendors.
- The site manager reserves the right to ask a rowdy or inappropriate guest or vendor to leave if they are acting in a destructive manner to the building, grounds, or other guests or are not obiding by the rules set forth in this agreement.
- The site manager has the right to stop bar service at any time if underaged persons are being served alcohol or if overconsumption is not being properly monitored.
- The site manager has the right to stop any activity, decor item or setup that they deem dangerous or harmful to HURON SUBSTATION, a guest, or vendor at any time.

VALET PARKING:

- The Huron Substation has one required vendor: EH Valet Services.

- Valet service contract must be reviewed and approved by HURON SUBSTATION management.
- Vendors and guests are not allowed to park on the street for the duration of the event.

- I have received and read Addendum A - Huron SubStation Rules. I understand that should rules not be followed, penalties may include fines, halting of services rendered, and/or removal from the premises.

DATE OF EVENT: _____

Name _____ Date _____

Company _____

Signature _____