

School of Arts & Culture

Mexican Heritage Plaza

Reception & Ceremony Packages

Thank you for considering the School of Arts and Culture at the Mexican Heritage Plaza as the venue to host your special event.

Your special event can help manifest our vision: To create a vibrant place of learning, culture and community that nurtures the soul and brings joy, skill building and a sense of belonging to children, families and all who participate.

The Mexican Heritage Plaza is a beautiful and serene oasis in San José, the capital of Silicon Valley – a landmark where you can host a private, community and/or non-profit event. Established in 1999, the Mexican Heritage Plaza / Centro Cultural de San José, officially opened its doors to the residents of East San José and its surrounding communities on September 9, 1999.

On July of 2011, the Mexican Heritage Plaza became the home of the School of Arts & Culture rooted in the Mexican experience and inclusive of multicultural perspectives – a place of education, culture and celebration of our rich and diverse community. The School makes learning in the arts – dance, music, theater and visual arts – accessible to the entire community, especially our children.

The facilities included in these packages are:

- **The Plaza:** A centrally located open courtyard.
- **The Chinampa Gardens:** The tall palm trees in the Garden set a dramatic scene for wedding ceremonies, cocktail receptions and outdoor luncheons.
- **The Pavilion:** Nestled among fruit trees and flowers, this banquet hall epitomizes an indoor-outdoor space.

Enclosed you will find:

- Facility Rental Price Sheet
- Facility Layouts
- Insurance Requirements
- Required Documents List
- Approved Caterers' List
- Facility Use Application

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Pavilion Reception:

Reception packages include the use of the Pavilion, Kitchen, and Restrooms. Included in the rental is 60" round tables and chairs for up to 300 guests, and we include 6' banquet tables, 8' banquet tables, and 36" cocktail/café tables. Equipment is subject to inventory.

Reception Package 1	\$4,600.00	Security Deposit: \$1,000.00
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Up to 8 hours use of the Pavilion and Kitchen. Reservation hours include and should accommodate the necessary time for the client's personal set-up, event duration and the removal of all personal items such as decorations, linens, etc.) One additional hour is given to vacate the space after event ends.

Reception Package 2	\$6,200.00	Security Deposit: \$1,000.00
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Up to 12 hours use of the Pavilion and the Kitchen. Reservation hours include and should accommodate the necessary time for the client's personal set-up, event duration and the removal of all personal items such as decorations, linens, etc.

Plaza Reception:

Reception packages include the use of the Plaza (open middle courtyard), Kitchen, and Restrooms. Included in the rental is 60" round tables and chairs for up to 300 guests, and we include 6' banquet tables, 8' banquet tables, and 36" cocktail/café tables. Equipment is subject to inventory.

Reception Package 1	\$3,900.00	Security Deposit: \$1,000.00
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Up to 8 hours use of the Plaza and Kitchen. Reservation hours include and should accommodate the necessary time for the client's personal set-up, event duration and the removal of all personal items such as decorations, linens, etc. One additional hour is given to vacate the space after event ends.

Reception Package 2	\$5,600.00	Security Deposit: \$1,000.00
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Up to 12 hours use of the Plaza and Kitchen. Reservation hours include and should accommodate the necessary time for the client's personal set-up, event duration and the removal of all personal items such as decorations, linens, etc.

Important Information:

- Events must stop serving alcohol by 11:30pm and event end by 12am
- Space must be vacated by 1am or additional hours will be charged

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Garden Ceremony:

The garden ceremony add on includes seating for all guests (subject to capacity limit) and a raised platform for a wedding altar. This add on can only be applied with a pavilion or plaza reception package.

Garden Ceremony Add On	\$1,000.00	Security Deposit: \$500.00
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This rental is applied with a pavilion or plaza reception package and will allow for the use of the Gardens. The reservation hours will be dependent on the hours from the pavilion or plaza reception package.

Garden Reception:

Reception packages include the use of the Garden, Kitchen, and Restrooms. Included in the rental is 60" round tables and chairs for up to 120 guests, and we include 6' banquet tables, 8' banquet tables, and 36" cocktail/café tables. Equipment is subject to inventory.

Only applicable Monday – Friday.

Reception Package 1	\$2,000.00	Security Deposit: \$500.00
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Up to 8 hours use of the Garden and Kitchen. Reservation hours include and should accommodate the necessary time for the client's personal set-up, event duration and the removal of all personal items such as decorations, linens, etc. One additional hour is given to vacate the space after event ends.

Reception Package 2	\$2,800.00	Security Deposit: \$500.00
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Up to 12 hours use of the Garden and Kitchen. Reservation hours include and should accommodate the necessary time for the client's personal set-up, event duration and the removal of all personal items such as decorations, linens, etc.

Additional charges for Reception & Ceremony Packages:

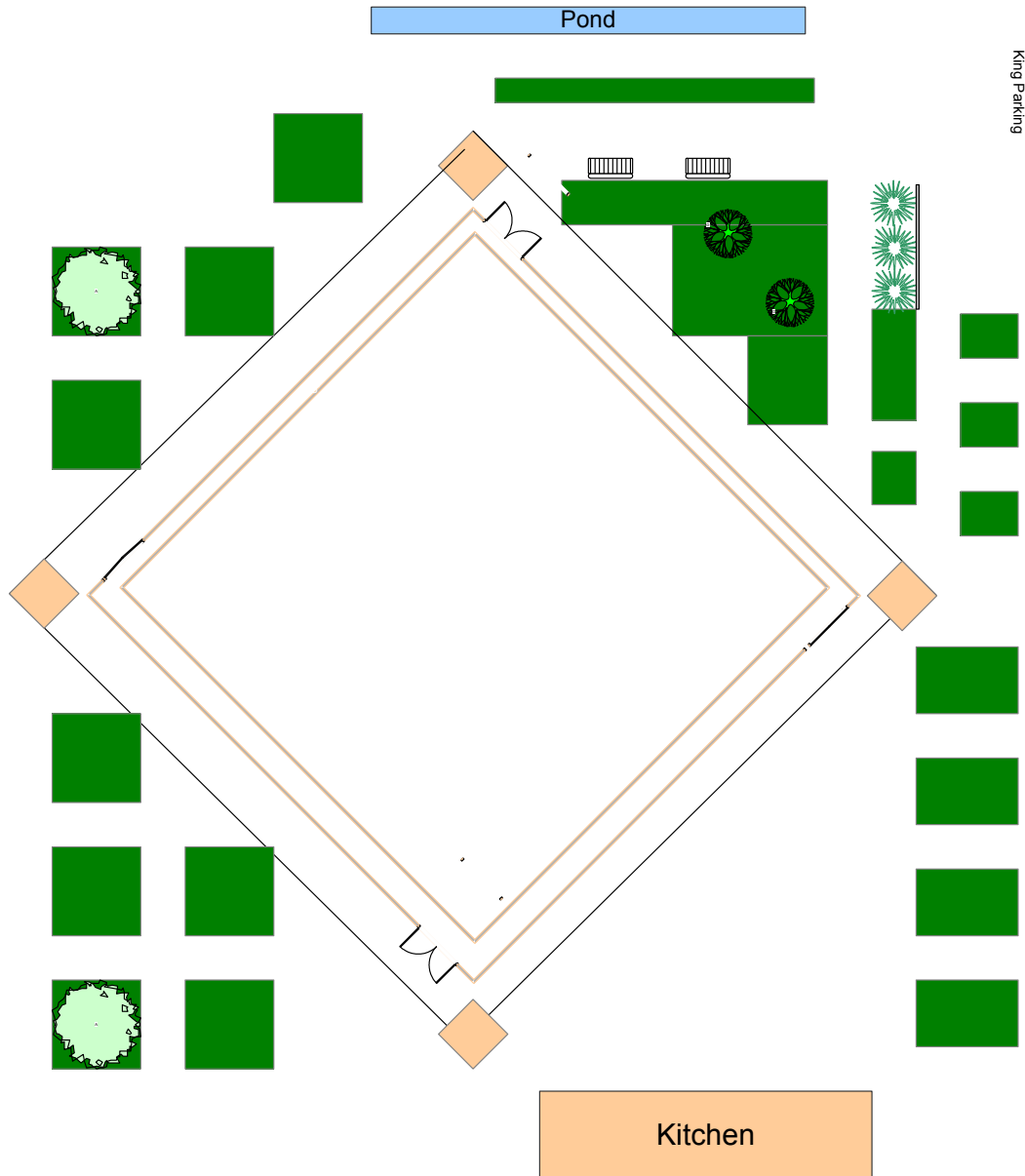
- ☐ **Event Captain Services** (event supervision applicable to all events)
- ☐ **Event Security Services** (applicable to all events)
- ☐ **SJPD Services** (applicable only for events with alcohol)
- ☐ **Additional event hours** (\$200.00 per hour will be charged for each additional hour)
- ☐ **Event Setup + Breakdown**
- ☐ **Post Event Clean-up**
- ☐ **Event Insurance** (applicable to all events)

Savings Opportunity:

- 10% off for Low Season Events (November – April)
- 10% off for Off Peak Day Events (Sunday – Thursday)

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60" Tables: _____
 8' Tables: _____
 6' Tables: _____
 36" Cocktail Tables: _____
 36" Café Tables: _____
 Black Chairs: _____
 White Chairs: _____
 Glass Walls: Open or Closed _____
 8' x 4' Platform Panels: _____

Actual event set up may vary from this drawing.

Event: _____
Event Date: _____
Load-in: _____
Event Start: _____

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INSURANCE REQUIREMENTS

Prior to commencing any event activity on public property, the Sponsor shall obtain and maintain for the duration of the event (including setup and dismantling times) insurance against claims for injuries to persons or damages to property which may arise from or in connection with the event and related work performed by the Sponsor, his/her agents, representatives, employees or subcontractors; products and completed operations of the Sponsor; premises owned, leased or used by the Sponsor; or automobiles owned, leased, hired or borrowed by the Sponsor. The cost of such insurance shall be the responsibility of the Sponsor.

INSURANCE

The Sponsor shall furnish Risk Management a Certificate of Insurance showing there is in force the following valid Policy showing the Sponsor as insured and showing:

- **Commercial General Liability:** minimum \$1,000,000 combined single limit per occurrence for bodily injury and property damage including products and completed operations;

ENDORSEMENTS

Commercial General Liability Certificate must be accompanied by the following endorsements:

- "School of Arts and Culture at MHP, 1st Act Silicon Valley, its officers, employees, agents and contractors are named as additional insured."
- Ten (10) day Notice of Cancellation or changes of coverage shall be given to the School of Arts and Culture at MHP, 1st Act Silicon Valley.
- The insurance is primary insurance as respects the School, 1st Act Silicon Valley, its officials, employees, agents and contractors. Any other insurance the School, 1st Act Silicon Valley may have shall be considered excess insurance only.
- Coverage shall state that the Sponsor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

SUBCONTRACTORS

The Sponsor shall include all subcontractors as insureds under its policies or shall obtain separate Certificates of Insurance and Endorsements for each subcontractor.

VERIFICATION OF COVERAGE

Prior to commencement of the event, the Sponsor shall furnish the School of Arts and Culture at the Mexican Heritage Plaza, 1st Act Silicon Valley with the Certificates of Insurance and Endorsements.

School of Arts and Culture at MHP
1700 Alum Rock Ave.
San Jose, CA 95116

These requirements are subject to amendment or waiver if so approved in writing by the Director.

1700 Alum Rock Avenue, San Jose CA 95116 tel. (408)794-6240 fax (408)272-9920

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Required Documentation for your event EXHIBIT B

Required Document	Information and Due Dates
Signed Contract, Deposits and Payments.	See payment schedule on your contract
General Liability Insurance - Required by the City.	See exhibit A of your contract: Due 10 days prior to the event.
Secondary Employment Application and Contract - Required by the City - SEU Contract attached for events serving alcohol.	Required Police and/or Traffic Officers: The appropriate application is due the day in which the contract is signed. Payment for officers is due to each individual officer the day of the event.
Facility Layouts and Requests for equipment, audio visual and Theater equipment and services.	The event layouts and all requests are due to the event manager no later than 30 days prior to the event. Request within 30 days may not be able to be fulfilled.
Catering Application - If you are using an unapproved caterer, they must complete the required application and provide the School of Arts and Culture at MHP with all the required documentation no later than 90 days prior to the event.	Caterer must call and schedule a venue walk-through with the event manager prior to the event. Application and all documentation are due in the event office 90 days prior to the event.

All items checked on this form are documents, permits and/or licenses that you will need to obtain and supply prior to your event. Failure to meet these requirements will result in the cancellation of your event. The required documentation can be mailed, emailed, hand delivered or faxed to School of Arts and Culture at MHP.

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The School of Arts and Culture at MHP requires a fully licensed food caterer to serve food in our facilities.

You can choose from one of the below-pre-approved caterers or use a restaurant/catering company of your choice (unapproved caterer).

Unapproved caterers must complete the required application and provide the School of Arts and Culture at MHP with all the required documentation no later than 30 days from the date of the event. **The person renting the venue will also be asked to pay a catering buy-out fee of \$1.00 per guest serve**

Bloom Catering Contact: Benjamin Lee bloomcatering@acwp.org www.bloomcateringusa.org (408) 210-5946 Location: Santa Clara	Greenfish Catering Contact: Mina Park info@greenfishcatering.com www.greenfishcatering.com (408) 432-1182 Location: Santa Clara	Phu Lam Cater Contact: Kim Chung Phulam888@yahoo.com www.phulamcater.com (408) 600-4552 Location: San Jose
Café Primavera Contact: Erika Garcia erika@cafeprimavera.com www.cafeprimavera.com (408) 885-8800 (408) 781-9276 Location: Campbell	Handheld Catering Contact: Dan Figone info@handheldcatering.com www.handheldcatering.com (408) 692-4782 Location: Santa Clara	Catering for All Occasions Contact: Claudia Castañeda cateringforoccasions@yahoo.com www.cateringalloccasions.com (408) 855-8611 Location: Santa Clara
Golden Harvest Contact: John Nguyen Goldenharvestcateringsanjose@gmail.com www.goldenharvestcatering.com (408) 573-7226 Location: San Jose	Silver Spoon Contact: Shreyas Murthy silverspoonindia@gmail.com www.silverspoongourmet.com (408) 645-1840 Location: San Jose	Catered Too! Contact: Karen Walters Karen@cateredtoo.com www.cateredtoo.com (650) 240-2300 Location: East Palo Alto
Il Fornaio Catering Contact: Kimberly Mata/Sergio Lopez SLopez@ilfo.com Kmata@ilfo.com www.ilfornaio.com (408) 271-3350 Location: San Jose	Tony Caters Contact: Tani Fletcher info@tonycaterstoyou.com www.tonymcaterstoyou.com (408) 263-4366 Location: San Jose	Elma's Catering & Events Contact: Elizabeth Medina/Maria Elmascateringandevents@yahoo.com www.elmascateringandevents.com (408) 561-4565 (408) 375-0538 Location: San Jose
The Unique Cuisine Contact: Jaclyn Nguyen theuniquecuisine@gmail.com www.theuniquecuisine.com (408) 896-5444 Location: San Jose	Mezcal Restaurant and Catering Contact: Adolfo Gomez adolfo@mezcalrestaurantsj.com www.mezcalrestaurantsj.com (408) 806-1491 Location: San Jose	Vasquez Catering Contact: Rocio Vasquez vasquezcatering@yahoo.com (408) 332-9827 Location: San Jose

PLEASE NOTE: This list is not an endorsement of the above businesses and/or their services.

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Facility Use Application

Section A

Name of Renter or Organization _____	Today's Date _____
Organization Type <input type="checkbox"/> Private <input type="checkbox"/> Commercial <input type="checkbox"/> Non-profit (501(c) 3)* <input type="checkbox"/> Other <input type="checkbox"/> Community/Neighborhood Association	* Proof of non-profit status required.
Event Contact _____ Address _____ _____ _____	Home Phone _____ Work Phone _____ Cell Phone _____ Fax # _____
Email _____	

Event Title _____	Co-Sponsors _____
Facilities Requested <input type="checkbox"/> Pavilion <input type="checkbox"/> Plaza <input type="checkbox"/> Garden <input type="checkbox"/> Theater <input type="checkbox"/> Courtyard <input type="checkbox"/> Green Room <input type="checkbox"/> Dressing Room A <input type="checkbox"/> Dressing Room B <input type="checkbox"/> Dressing Room C <input type="checkbox"/> Dressing Room D <input type="checkbox"/> Theater Lobby <input type="checkbox"/> Gallery <input type="checkbox"/> Studio <input type="checkbox"/> Classroom #1 <input type="checkbox"/> Classroom #2 <input type="checkbox"/> Classroom #3 <input type="checkbox"/> Classroom #4 <input type="checkbox"/> Classroom #5 <input type="checkbox"/> Kitchen <input type="checkbox"/> Gravel Lot <input type="checkbox"/> Other: _____	
Event Type _____	Estimated Attendance (including staff) _____
Start Date _____	End Date _____
Event Time (s) Move-in time _____ Event end time _____	Event/Meeting Start Time _____ Time the space will be vacated _____
Event Description _____ Attach additional pages if necessary _____ _____ _____	

DECLARATION	
As the authorized representative of the applicant, I hereby declare that:	
The information contained in this <i>Facility Rentals Application</i> and attachment(s) is true, complete and correct to the best of my knowledge.	
I hereby release and agree to hold harmless the School of Arts and Culture at MHP, its employees, its agents, and contractors for and from liability and responsibility for any claim, loss or injury connected with the proposed event, except for loss or injury or death caused through the intentional acts or willful misconduct of the School, its employees, agents and contractors.	
Signature: _____	Date: _____
Print Name: _____	Date: _____

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Section B

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Is the event open to the public?
<input type="checkbox"/>	<input type="checkbox"/>	Is the event ticketed <input type="checkbox"/> or by invitation <input type="checkbox"/> ?
<input type="checkbox"/>	<input type="checkbox"/>	Will there be an admission fee?
<input type="checkbox"/>	<input type="checkbox"/>	Admission price per person: \$
<input type="checkbox"/>	<input type="checkbox"/>	Will there be any food prepared, sold or served at the event? Note: Approved caterers required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Pre-prepared <input type="checkbox"/> Prepared on site
<input type="checkbox"/>	<input type="checkbox"/>	Will a caterer be used? Only approved caterers may provide food and beverage.
<input type="checkbox"/>	<input type="checkbox"/>	Caterer: _____ Contact Person: _____ Telephone # _____
<input type="checkbox"/>	<input type="checkbox"/>	Will there be any non-alcoholic beverages sold or distributed at the event?
<input type="checkbox"/>	<input type="checkbox"/>	Describe serving container: _____
<input type="checkbox"/>	<input type="checkbox"/>	Will there be any alcoholic beverages (beer, wine or spirits), sold or distributed at the event?
<input type="checkbox"/>	<input type="checkbox"/>	Describe serving container: _____
<input type="checkbox"/>	<input type="checkbox"/>	Will a beverage caterer be used?
<input type="checkbox"/>	<input type="checkbox"/>	Beverage Caterer name: _____ Telephone # _____
<input type="checkbox"/>	<input type="checkbox"/>	Will there be any equipment delivery/unloading for the event? You must be present to receive deliveries.

Please check equipment and fill in the estimated amounts that you would like to rent. All equipment is rented at a fee that includes setup cost. (Dependent on Availability)

<input type="checkbox"/> Tables – 60" rounds #	<input type="checkbox"/> Platforms/Risers – 8' x 4' section #
<input type="checkbox"/> Tables – 8' banquet #	<input type="checkbox"/> Sound System (requires sound operator) #
<input type="checkbox"/> Tables – 6' banquet #	<input type="checkbox"/> Podium #
<input type="checkbox"/> Tables – 36" rounds #	<input type="checkbox"/> Temporary Power (Plaza only) #
<input type="checkbox"/> Chairs - Black #	<input type="checkbox"/> Need WiFi Access?
<input type="checkbox"/> Chairs – White Folding #	

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Will you be setting up other equipment?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Booths (size/quantity) <input type="checkbox"/> Tents (size/quantity)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Portable restrooms <input type="checkbox"/> Canopy (size/quantity)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Other, explain _____
<input type="checkbox"/>	<input type="checkbox"/>	Will there be amplified sound (PA system or other noise generator) at the event?
<input type="checkbox"/>	<input type="checkbox"/>	Will there be music at the event? <input type="checkbox"/> Live <input type="checkbox"/> Recorded
<input type="checkbox"/>	<input type="checkbox"/>	Will there be open flames related with this event (candles, barbecues, propane fueled equipment)
<input type="checkbox"/>	<input type="checkbox"/>	Will there be sales of any kind?
<input type="checkbox"/>	<input type="checkbox"/>	Will there be special parking arrangements associated with this event?
<input type="checkbox"/>	<input type="checkbox"/>	Describe: _____
<input type="checkbox"/>	<input type="checkbox"/>	Will there be a street closure associated with this event?
<input type="checkbox"/>	<input type="checkbox"/>	Will there be traffic control associated with this event?
<input type="checkbox"/>	<input type="checkbox"/>	Do you require any IT Services (internet)?
<input type="checkbox"/>	<input type="checkbox"/>	Will there be any other activity connected to the event?
		(For example: Live animal display, carnival rides, etc.) Describe activity: _____