



Special Events



SPECIAL EVENTS AND MEETING ROOMS

Looking for a unique space for your next banquet, meeting, or party? The Robert and Margrit Mondavi Center for the Performing Arts offers several elegant settings ideal for conferences, meetings, or parties. For more information, please call 530.754.8672 or 530.752.2813.

Barbara K. and W. Turrentine Jackson Hall

1,800-seat state of the art performance hall. The performance hall can stage full orchestra and theatrical productions or be used for a lecture as part of a plenary session.

Vanderhoef Studio Theatre

The Studio Theatre is a flexible 3,000 square foot performance and meeting space. A perfect space for guest lectures, presentations, and dining events. In a theatrical configuration the theater seats 200, and seats a maximum of 200 for dining.

Yocha Dehe Grand Lobby

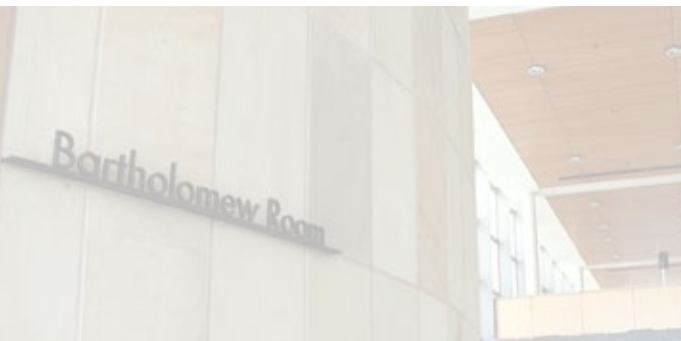
Margaret Deterding Grand Tier Lobby

The Yocha Dehe Grand Lobby is ideal for reception events prior to or after a scheduled performance. The lobby offers views into the entry park and the areas surrounding the Center. Reception capacities differ by lobby location.

Bartholomew Room

An intimate hospitality room for donors and dignitaries, the private lounge is located on the second level of the theatre lobby. The oval shaped room has views to The Sacramento Bee Plaza, the entry park, and the Corin Courtyard below. The room comes equipped with a small serving bar operated by Sodexo.

Maximum occupancy 49.



For rental information:

mcrentals@ucdavis.edu
530.754.8672 | 530.754.5412 (FAX)

Mailing Address:

Mondavi Center, UC Davis
One Shields Ave.
Davis, CA 95616-8543

MondaviArts.org
530.754.2787
866.754.2787 (toll-free)



ROBERT AND MARGRIT
MONDAVI CENTER
FOR THE PERFORMING ARTS
UC DAVIS

Guidelines for Use of the Special Events Rooms

Thank you for your interest in the Robert and Margrit Mondavi Center for the Performing Arts. The staff at the Center is dedicated to making every effort to ensure the success of each event held in our facilities. The guidelines have been developed to assist you in planning your event. An extensive set of campus guidelines for event planning can be found at <http://www.cevs.ucdavis.edu/epe/index.cfm>.



GENERAL RULES AND REGULATIONS

Authorized Areas: Client will have access to authorized areas as specified in the Rental Contract. Client or responsible party identified on the Rental Contract must be present for the entire reservation and will accept full financial responsibility for damage and/or missing property.

Alcohol: The sale of alcohol is permitted only under the following conditions: Client must arrange for alcohol service by separate contract with Sodexo: 530.752.6952 One Shields Avenue, Memorial Union, Davis, CA 95616. Caterer, client and guests are not permitted to bring alcohol of any kind on to premises without proper permits. Information on alcohol service on campus and the required request form can be obtained from <http://www.cevs.ucdavis.edu/epe/index.cfm>.

Smoking: For a healthier community and cleaner environment, UC Davis will be smoke and tobacco free effective Jan. 1, 2014. The use of cigarettes, smokeless tobacco and unregulated "e-cigarette" nicotine products will be prohibited indoors and out.



Center Policies: Client is responsible for informing all guests, caterer, DJ, etc. about Center policies.

THE EVENT

Required Personnel: Staffing is determined by Facility Management and charged on an hourly basis per agreement.

Catering Services: If Client wants to serve alcohol with their event we suggest Sodexo to provide both alcohol and catering service. Food/beverages, table linen, place settings and decorations are not included in the rental of Mondavi Center facilities. Client must contract separately with an outside caterer or rental company for these items. Information on catering an event at UC Davis can be found at <http://www.cevs.ucdavis.edu/epe/index.cfm>. For a list of approved campus caterers, please visit http://www.cevs.ucdavis.edu/dept_cont/caterers.

Security Staff may be required at the expense of the Client when deemed necessary by Center Management.

Deadline for Event Information: At least 30 days prior to the scheduled event, Client must provide the Robert and Margrit Mondavi Center with final and completed information about set-up specifications, schedule of activities, equipment and/or services required for the contracted event. This information can either be submitted in written form, and/or by scheduling a "walk-through" with Mondavi Center event staff.

It is also recommended that caterer, decorator, and entertainment contracted by User make an appointment with Robert and Margrit Mondavi Center staff to see facilities prior to the event.

Set-up: Robert and Margrit Mondavi Center will have tables, chairs and other equipment designated in the contract in place prior to Client's arrival time designated in the contract. Client set-up must be completed within the approved reservation time. Notification of caterer, decorator and other representatives of set-up time is the responsibility of the Client. The appropriate additional hourly fee (to the 1/2 hour) will be charged if any representative arrives prior to scheduled reservation time.

Storage of Client's Property: Client, caterer, decorator, florist or entertainment property cannot be stored overnight, either prior to or following rental period. In addition, deliveries will not be accepted prior to the scheduled time specified in the contract.

Concessions: No sales, authorization of sales, or distribution of food items, merchandise, or special services are allowed without prior written approval from Robert and Margrit Mondavi Center Management. A 20% commission on gross sales may be applied to all items approved for sale on the premises.

Animals: No live animals are to be brought into the facility without the express prior written authorization of the Facility Manager.

DECORATIONS

Nails, hooks, tacks or screws may not be used on any surface or furnishing in the authorized areas. No tape or other material may be applied to walls, tables or any surface. Client will be held financially responsible for repair/replacement of any damages or defaced property.

No bunting, tissue paper, crepe paper or any other combustible material may be used without prior approval from Mondavi Center Management.

The use of any flammable device or substance (i.e. candles) is strictly prohibited without specific, prior approval from Mondavi Center Management and proper permit. Information on obtaining fire permits can be obtained at <http://fire.ucdavis.edu/ucdfire/UCDFDfirenet16.htm>.

No rice, glitter or confetti may be used anywhere within the Center.

Helium filled balloons are prohibited in the Mondavi Center. Non-Helium filled balloons may be used for decorative purposes.

ADVERTISING – INVITATIONS

No advertising materials may be displayed on interior, exterior or in any part of the Center without specific authorization/content approval from Center Management—without exception.

TICKETS

Any Client desiring to charge an admission fee and/or distribute tickets must use the Mondavi Center Ticket Office (located in the Mondavi Center). Only numerically marked tickets distributed by M.C.T.O. will be accepted for admission to the event.

For purposes of crowd control, Mondavi Center tickets are required for all performances, fundraising events, and/or other special activities expecting a maximum capacity. For such events, each person attending, regardless of age, must have a ticket. It is the responsibility of the Client to ensure that all special guests, participants, performers, etc. are included in the overall ticket count.

If special guests, press, etc. are to pick up tickets upon arrival to the event, Client must provide Mondavi Center staff with a Guest List in advance. Client must also provide a representative at entrance to handle ticketing questions or problems.

If you have questions or would like to schedule an appointment to see the facilities, please contact **530.754.8672**.