

1. Facility Rentals Guidelines

- To book your event, please fill out an Inquiry Form on our website. Upon approval, a 50% deposit is required to reserve your date. The remaining balance is due 30 days prior to the event.
- A 25% discount is available for qualifying 501(c)3 non-profit organizations.
- Events inside the TMA building must begin after 4:30 pm and end no later than 11:00 PM. The rental start time can begin up to two hours earlier for setup, and all rentals must end by 12 AM.
- Earliest set up at the Jamison-Brown House and Garden is 8:00 am, all rentals end no later than 12:00 am.
- Purchasing a one-day Certificate of Liability Insurance and a credit card number on file is required for all events.
- A selection of furniture is included in the rental fees.
- Linens, furniture setup, cleanup, and post-event breakdown services are the responsibility of the rental party.
- If due cause, a cleaning fee of \$300-\$400 will be charged after an event.
- No animals, private outside exhibitions or displays are permitted inside the TMA, Jamison-Brown House, or Sculpture Garden. Only service animals are allowed inside the buildings.
- **Garbage and Recycling:**

All garbage containers inside the Museum's galleries (3-4) must be emptied in the TMA Dumpsters located at the Loading Dock. Recycling goes in the blue container, garbage in the green container.

 - Decorations: Arbors, arches, poles, and other bulky items used to decorate the event cannot be disposed of at the TMA and must be taken with the renter. Cardboard boxes must be broken down before disposal.
 - Prohibited Items: Hazardous waste, cement, rocks, bricks, crates, wood, and other large or heavy items are not allowed to be dumped at the TMA.

Permit Information

- **City of Santa Clara Business Licenses:** (Required for all 3rd party vendors hired for any event)

- All 3rd party vendors hired to work the event must provide us with an up to date City of Santa Clara Business License number. For more information, visit:

<https://www.santaclaraca.gov/business-development/business-services/business-tax-license>

- **ABC permits:** (Applies to All Events)

- If you plan to sell alcoholic beverages at your event, are serving it and the event is open to the public, or are charging tickets for a private event and serving it- you are required to obtain licenses from the State's Department of Alcoholic Beverage Control (ABC) and have it signed off on by the renter, the Triton, and the Santa Clara Police Department. Your licenses will have to be displayed on site at the event. If alcohol is being provided by a caterer, the caterer must have an ABC permit.

- **Special Event Outdoor Permits:** (Outdoor events only)

- The City of Santa Clara requires an Outdoor permit when renting a bundle that includes the Gardens.
- The price per application is dependent on the renter's City residency, and a discounted rate is available for local non-profit organizations. Please refer to a City representative for this information.
- Special Event Permits need to be submitted to the City of Santa Clara 60 days prior to the event. This is typically done through the Facility Rentals Administrator.
- Once a Triton Museum Contract is signed, the Facilities Rentals Administrator will send a copy to the City to initiate the Outdoor permit application process. A City representative will then reach out by email to the renter as it gets closer to the 60 day deadline. It is important to complete all requirements and assigned deadlines in a timely fashion when filling out this permit application, or the permit may not be approved.

- **Amplified Sound Permit:** (Outdoor events only)

- If using amplified sound outdoors, an amplified sound permit will need to be approved through the City and local law enforcement. The City has a curfew in place for amplified sound in accordance with local City ordinances, but the Triton requires all amplified sound outdoors to end no later than 8 PM, out of respect for the community that surrounds our museum. This is noted in our Facility Use Contract.
- Speakers need to be directed towards the Museum and Don Ave, away from the parking lot.
Amplified music cannot exceed 55 decibels. A Museum Experience Representative will monitor the sound levels using a decibel reader. They may ask you to turn down the volume, if necessary.

- For more information on Outdoor permits, visit:

<https://www.santaclaraca.gov/recreation-community/events/events-permitting/special-events>