

One Main Street Special Event & Meeting Facilities



One Main Street

Contact our Events Department

Email: events@onemainst.org





One Main Street is a unique setting for groups of up to 600 for community events, meetings, and seminars for business or educational purposes. Events can be held in one of our 5 rooms which boast a variety of settings.



Hours of Operation

Monday through Friday 8:00 AM – 5:00 PM. Time accommodations can be made for weekends, early mornings and evenings (after hour fees apply). For questions regarding time accommodations please contact us at event@onemainst.org.

Room Rental

One Main Street offers 5 different rooms with a broad range of aesthetics. Our smallest room has the capacity to accommodate up to 50 guests while our largest room has the capacity to host an event of up to 200 guests.

Each room rents out at a 5 hour minimum. Our room rental includes the setup of tables and chairs as well as standard audio/visual equipment.

Please see the descriptions below for more information on each individual room.

The Rotunda



The heart of One Main Street should be alive and The Rotunda is a perfect example of this. Soaring ceilings and floors both wood and slate, this location is a great area for an awards reception or cocktail event.

rotunda is 5,500 square feet and has a maximum capacity of 200. This is a great area for a reception.

Please note that this is a shared space with the National Steinbeck Center but private accommodations are possible.

Vista



The Vista Room is a great multi-functional space. Filled with natural light and carpeted floors, this intimate room boasts its own patio, restrooms and a separate, private entrance for your guests. It has direct access to the kitchen with an adjoining door in the back which is very convenient for catered events. This room is limited to 80 guests maximum. The Vista Room is 1,793 square feet. The standard mode of projection for this room is a Smart TV but we can also bring in a portable projector and project onto the wall for presentations.

Salinas



Our largest and most versatile space available – perfect for luncheons, mixers, conferences and receptions alike! At maximum capacity, The Salinas Room is 3,102 square feet and can host up to 200 guests. Audio-Visual equipment in this room is all built in. It features dual projectors and screens with a built in sound system.

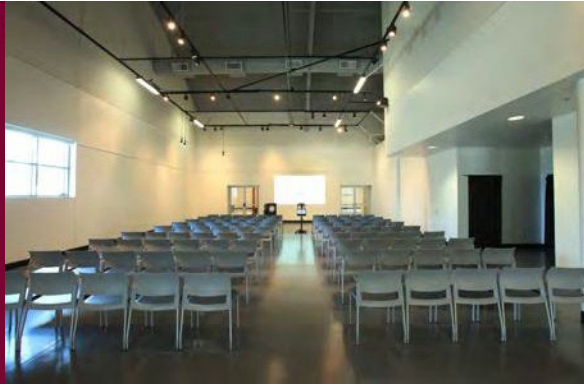
This room can be divided in half with an air wall. Once divided, it transforms into Salinas I & Salinas II. Maximum capacity for the room once divided is 80 guests per side.

Gabilan



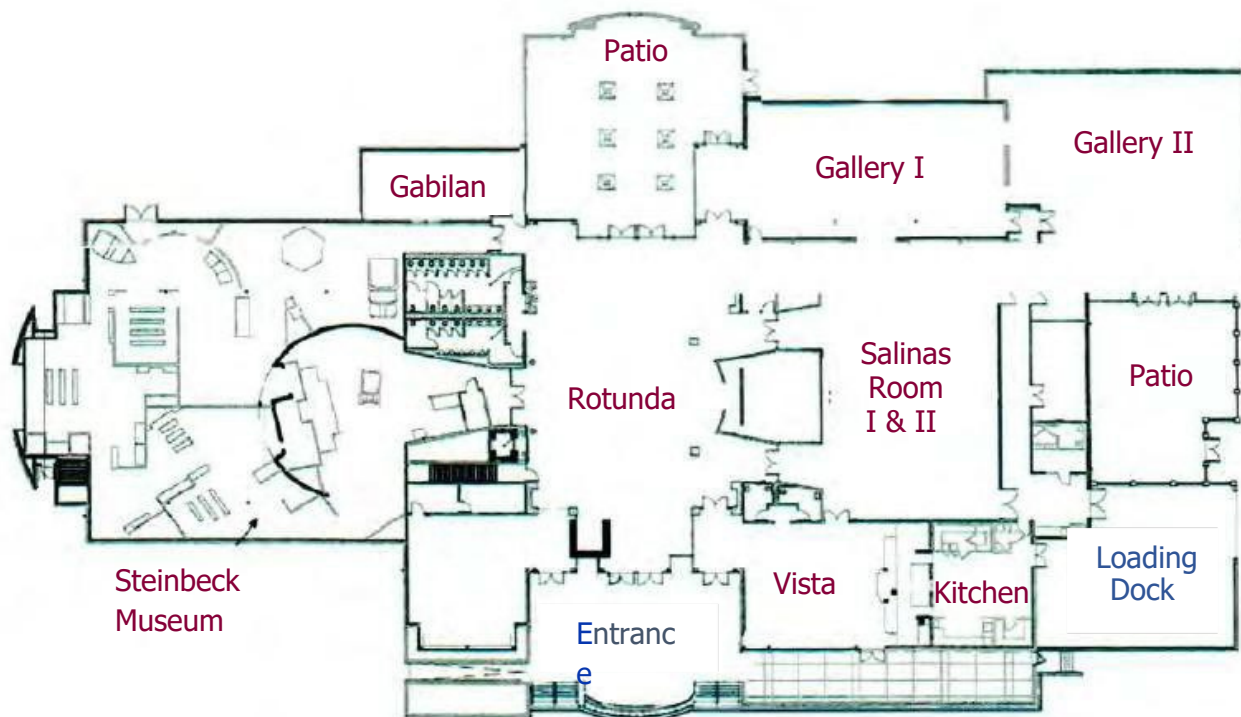
The Gabilan Room is the perfect workroom setting with a Smart TV for presentation purposes. With the shades drawn back, Gabilan provides an entire wall of natural light. The Gabilan room is 750 square feet and can host up to 50 guests depending upon the setup. Please note that this room is not equipped for significant food service and if you wish to have your event catered, we would direct you to one of our other event spaces. This is the only room that does not require linens on all of the tables as its' primary function is to provide a work space.

University Galleries



Having the option of booking separately or together, the University Galleries offer a unique setting for your event. This section of the building is the most creative space to use. A total of 5,488 square feet (galleries combined) with a maximum capacity of 301 guests. Independently, each Gallery Room can accommodate a group of about 140 guests depending upon the setup. University Gallery I provides a blank canvas for your event with white walls and recently updated flooring. University Gallery II features stunning wooden beams, a private patio, windows, and sky lights.

One Main Street



Terms of Agreement

1. Pre-Event Walk Through

We highly encourage our clients to schedule a walk through & audio visual equipment testing prior to event.

2. Reservations & Payment

Reservations are based on a first come first serve basis. Reservation dates are not confirmed without a signed rental contract and deposit.

Contract

Please return a signed copy of the Rental Agreement to:
events@onemainst.org

Deposit

We accept Visa, Mastercard, Discover and American Express. If paying by check, please make check payable to Hartnell College Foundation and mail to: P.O. Box 2258, Salinas, CA 93902

A non refundable \$600 deposit is due upon signing the contract. The remaining balance is due no later than 14 days prior to the event. After the event is held, a final invoice, including any additional fees that may have incurred but not limited to the original estimate, will be billed and due no later than 30 days after the date of invoice.

3. Room Rental & Audio/Visual

Room rental includes setup & breakdown of tables and chairs in addition to standard A/V equipment such as projectors, projection screens, microphones and Smart TVs. Facility does not provide laptops. Clients must bring their own laptop with an HDMI port. If extraordinary A/V assistance is needed, it can be arranged at an additional cost.

4. Non-profit Discounts

We offer a 20% discount off room rental fees with documentation of Non-Profit exemption letter from the IRS, a W-9 Form, and Sales Tax exemption letter from the State of California (if applicable).

5. Liability Insurance

Please email a copy of your Liability Insurance to: events@onemainst.org
The client shall provide (at own expense) a policy of comprehensive liability insurance insuring the corporation Hartnell College Foundation from any liability arising out of the use of occupancy of the premises and all areas associated.

Such insurance shall be in the amount of no less than \$1,000,000 (1 million dollars) for bodily injury liability and property damage liability in any one incident. If a general aggregate limit applies, either the general aggregate limit shall apply separately to the project/location or the general aggregate limit shall be twice the required occurrence limit. The certificate must name, as Certificate Holder and additional Insured:
Hartnell College Foundation, P.O. Box 2258, Salinas, CA 93902

*The certificate must show "Occurrence" on the General Liability section (x both boxes).

*The description area needs to reference a specific Additional Insured Endorsement and we MUST have a copy of endorsement. Attach form CG2026 or similar form from policy. Please email certificate to:
events@onemainst.org

6. Cancellations

All cancellations will result in forfeiture of full deposit. Cancellations less than 31 days before event will result in forfeiture of entire room rental fee. If the client gives no prior notification at all prior to the event taking place, it will result in forfeiture of entire contract amount. Facility shall reserve agreed upon date, time, and room, and not make any other reservations or accept any other clients for said contracted, date, time, and room. For this reason, in the event the client cancels the contract for any reason, all monies (deposits) paid shall be retained by Facility in order to offset its' loss of business.

Force Majeure: Neither the Contractor nor Auxiliary shall be liable for termination of the failure to appear, present or perform if such termination or failure is caused by a Force Majeure event directly affecting either Party. Force Majeure shall mean acts of a public enemy; fires; floods; explosions; incidences of disease or illness that reach epidemic, endemic, or pandemic proportions; quarantine restrictions; freight embargos; strikes; boycotts; obstructive actions by labor organizations; demonstrations; riots; earthquakes; tidal waves; landslides; tsunamis; tornadoes; named storms; and other acts of God not attributable to the fault, negligence, or willful misconduct of the Party claiming Force Majeure, is outside of the reasonable control of such Party, and could not have been prevented through the exercise of due care and reasonable diligence by the Party claiming Force Majeure.

7. Set-Up & Clean-Up

All materials and décor supplied by the client must be placed by the client prior to event and removed by the client after the event.

Facility staff members are only responsible for Facility equipment. If clean-up time extends past contracted time frame, a fee could be included in a final invoice for security and staffing purposes. Facility will not be responsible for any items left behind.

Last minute changes to the approved room layout may incur additional charges.

8. Decor Supplies

Our tables require linens. Should you choose to rent linens through our facility, we offer black, white or champagne.

The decor plan must be discussed and approved in advance. If client uses decor outside of what the Facility is able to provide (linens, etc.), Facility staff will not be responsible for set-up or removal of these items.

All decor, promotional items, supplies and outside rental equipment must be removed immediately following event end time, unless special arrangements have been made.

The following items are not permitted:

- Use of fake snow, confetti, glitter.
- Helium balloons will ONLY be allowed if attached to a weight.
- No open flame candles.
- No structural or permanent physical alterations or attachments to Facility property such as pins, tacks or staples may NOT be used on any walls within the facility. If you wish to tape something to the wall, you may ONLY use painter's tape.

Note: Salinas Room is equipped with acoustic panels, nothing can be adhered to it. Facility includes a hanging system, please ask for more details if interested. Do not use the walls as a "clipboard" or writing area: Pressure from writing may mark/indent walls.

Supplies: We do not provide paper, pens/pencils, painters tape, foodware or printing/copying services.

9. Third Party Vendors

All third party contracts are contracted by client. All plans must be discussed and approved by facility. Access to facility or event space outside of your contracted time is subject to availability. A room rental fee will apply if you need guaranteed early access before your contracted time. Day-after event vendor pickups are subject to 5-hour minimum room rental fees.

10. Deliveries & Pick-Ups

All deliveries and pick-ups must be arranged in advance. Neither facility nor staff is responsible for parking or traffic violations incurred as a result of event loading/unloading. Deliveries/pickups may utilize our loading dock with approval from Facility Staff. Deliveries/pick-ups will take place on the day of the event only; unless special arrangements are made with Facility.

Facility staff is not responsible for loading/unloading, lifting or carrying anything that the client has delivered.

11. Food & Beverage

If food or beverage will be served at your event, please see our approved list of caterers. All caterers will receive a copy of our kitchen policy and will need to provide a certificate of liability insurance prior to event date. Event will incur a kitchen fee when any food/beverage is served.

12. Alcohol Policy

Facility does not handle bar services. Please ask your caterer if they provide these services.

Client must obtain a Daily License approved by Law Enforcement and issued by the ABC office. Client is required to provide licensed pourers. Pourers must be able to provide LEAD/RBS certification upon request. All participants who intend to consume alcoholic beverages must be 21 years of age or over and able to provide proper identification. Non-alcoholic beverages must be available to all guests. Security is required for any event serving alcohol. (See below.)

13. Security Policy

In compliance with the Salinas Police Department and California State University Monterey Bay Corporation, security will be required for any event where alcohol will be served. Security services will be booked through Facility staff at the client's expense. Security guards are under the direct supervision of Facility staff. The number of guards booked will depend upon event/number of attendees. Guard will be present 30 minutes before and 30 minutes after alcohol has stopped serving. Minimum hours of scheduled guard is 4 hours.

14. Parking

Parking is located at Monterey Street Parking Garage. We do not validate parking.

15. Lost/Stolen Items

Facility is not responsible for any lost, stolen or damaged items.