Terms and Conditions for Venue Use

Please Note: Depending upon the scope and needs of your event, an event management fee may apply.

Amplified Sound By University policy, classes and other functions cannot be interrupted by amplified sound except Monday through Friday between noon and 1:00 pm. These hours also apply to the End of the Quarter Period (e.g. Dead Week and Final Exams week).

Amplified sound for evening events is not permissible Sunday through Saturday between the hours of 10:00 pm and 7:00 am.

Audio/Visual All audio/visual needs must be provided through Stanford Event Services. The GSB will place all work requests on your behalf and any additional fees for audio/visual needs will be charged to your PTA. The use of any outside vendor must be approved in advance by the GSB Facilities and Hospitality department.

Cancellations Any cancellations made within 15 days of your event are subject to 100% of the room charge, as well as any equipment rental cancellation fees.

Catering Only Stanford Graduate School of Business-approved caterers –Bon Appétit, Coupa Café - may cater at the Knight Management Center. Catering charges are paid directly to the caterer and are not included with your usage fees. Your caterer is responsible for cleaning up after all food and beverage at your event including removal of all trash, recycling and compost.

- Schwab Executive Services is the only caterer permitted at the Vidalakis Dinning Hall.
- Either Schwab Executive Services or Bon Appétit may cater at The Stanford Investors Common.
- Outside caterers may not cater at the Knight Management Center or The Stanford Investors Common.
- Complete catering details can be found:
  http://www.gsb.stanford.edu/stanford-university-community/plan-event/catering-services
- All alcohol served at your event must be purchased through and served by:
  - Knight Management Center - Bon Appétit.
  - Vidalakis Dinning Hall - Schwab Dining.
  - The Stanford Investors Common - either Schwab Dining or Bon Appétit.

Furniture Movement GSB Day Porters will manage the room set up for each of the booked spaces at the Knight Management Center as per the requested room set. Note: Under no circumstance may any GSB furniture or equipment be removed by the client, guest of the client or any third-party vendor/agent from any room or space to which it is assigned.

Hours/Restrictions

- Events may not continue past 11:00pm weekdays (Sunday-Thursday) and 12:00am weekends (Friday and Saturday).
Subject to prior approval, set up and strike may occur before and after business hours.

**Load-In/Load-Out** Any deliveries/load-in times must be scheduled in advance to ensure there is adequate room in the loading dock area and/or to apply for and obtain unload permits. Once trucks have been unloaded they will need to be moved and parked in a pre-designated location.

- **Fire Lane**
  - The GSB is a designated Pedestrian Zone and vehicles are not permitted to unload without permits.
  - Vendor trucks may not park even temporarily in the designated fire lanes.

**Outdoor Areas**

- Nothing may be tied, taped, strapped or affixed in any manner to any permanent GSB fixtures including light poles, walls, wooden pergolas, etc.
- Confetti and/or glitter are not permitted.
- All outdoors lights are on solar sensors and have no manual override. They begin to turn on just after dusk.

**Room Condition** Signs, displays, posters, banners, etc. may not be hung, taped or affixed in any manner to any of the walls, windows, ceilings or surrounding structures. Confetti and/or glitter are not permitted. Any damages caused by the client, guests of the client or third party vendors or agents employed by the client will be billed for costs of repair or necessary replacement.

**Room Set-up Fee** Any non-standard set-up arrangements for an event space will be assessed a fee of $125.00 per room at the GSB and at The GSB Common.

**Signage** Any signage to be used at the Knight Management Center and GSB Residences must be approved before it can be posted or displayed.

**Smoking** Smoking is only permissible outside in designated smoking areas. Designated smoking area map provided upon request.

**Usage Fee Inclusions**

- Fees include the use of the room, the furniture inventory within that room and the in-house A/V system. Technicians and technical services are no included.
- Should you require any special services (additional furniture, audio/visual equipment or assistance, catering), these items will be billed by the department providing the services in addition to, and separately from, the usage fee.

**Vehicles** Cars, golf carts and trucks are never permitted to drive onto the Knight Management Center or GSB Residences pedestrian areas.

Terms, Conditions and Pricing are subject to change without prior notice.

Your reservation is not confirmed until we receive the signed contract. We look forward to being of service to you. If you have any questions or concerns, please contact GSB Event Operations at 650.725.3215 or via email: GSB_EventOperations@stanford.edu.