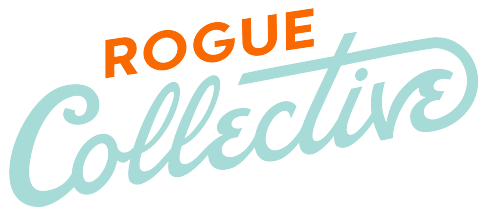


Attachment No. PC 2

Applicants Project Description Letter

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CUP - DETAILED PROJECT DESCRIPTION

OVERVIEW

Rogue Collective is a collaborative workspace focused on fostering creativity and community to create good in the local community and beyond. It is located at 852-858 Production Pl. Newport Beach, CA. 92663. Aside from offering membership based access for creatively focused individuals and businesses to work and collaborate, Rogue Collective hosts small events including workshops, classes, networking events, nonprofit fundraisers, corporate events, awards banquets, small conferences, community events, and more. (www.roguecollective.com)

THE SPACE

Events at Rogue Collective must take place in the designated event space which includes 750 sq. Ft. of main event gathering space. Access to one men's restroom (with two stalls and a urinal), one women's restroom (with three stalls), and one women's restroom (two stalls) are included with any event rentals. All restrooms are wheelchair accessible and ADA compliant.

Any areas other than the main event gathering space (on the 858 side of the building) are off-limits for events. Restricted areas will be closed off with rolling metal screens. Events will take place outside of general membership hours. Rogue Collective reserves the right to remove anyone found in off-limits areas.

RENTAL HOURS

As Rogue Collective's regular hours are Monday-Friday from 9am-5pm, Rogue Collective is available for events on weekdays (Monday-Thursday) from **5pm - 11pm**. (This ensures no crossover between regular business and events.) The 11pm cutoff will be strictly enforced.

Friday events will be available from **5pm - 12am**. Saturdays and Sundays are available within an allotted 16 hour time-slot between **8am and 12am**. (The 12am cutoff will be strictly enforced.) These time-slots include time allotted for setup of the event. Clean-up/load-out must be completed within 1 hour of the end of the event with all guests, vendors, and staff clear of the property by 1am at the latest.



CAPACITY

The maximum capacity for Rogue Collective events is 150 persons. No exceptions will be made to this limitation. Any event attendees past the maximum capacity will be turned away.

ROGUE STAFF AND SECURITY REQUIREMENTS

Rogue Collective will have a minimum of one representative present for all events to help manage and supervise the scheduled event from start to finish. In addition, the following requirements have been set for events of various sizes. The cost of these staff requirements is included in your rental fee.

- *For events with **99 or less persons:*** ONE Rogue Collective staff member will be on-site to manage the space. Security staff is available but not required.
- *For events with **100-150 persons:*** TWO Rogue Collective staff members will be on-site to manage the space. Additionally, ONE security guard is required and will be hired and provided by Rogue Collective. Additional security is available as needed.

Rogue Collective reserves the right to require additional staffing and/or security as deemed necessary for all events. Renters who exceed their anticipated attendance without adequate notice to allow for proper staffing will be charged an additional fee of \$1,000.

For larger events, attendees beyond the 150 person limit will not be admitted.

SOUND LIMITATIONS

Any amplified music (live or otherwise) must be played through Rogue Collective's built-in sound system. Rogue Collective management will monitor volume levels and reserves the right to adjust levels as necessary. Music privileges are subject to termination based on the judgement of Rogue Collective management.

Amplified live music will be allowed through Rogue Collective's sound system indoors. Outdoor live music is only allowed with advanced permission from Rogue Collective management. Any outdoor live music will be acoustic only with one portable amplifier at a reasonable volume during cocktail hours, etc... Regardless of the day, the outdoor sound curfew is 10pm and the indoor sound curfew is 12am.

PARKING

Renters, vendors, and guests attending events at Rogue Collective can park in the 17 parking spaces on site at 852-858 Production Place. Staff and overflow parking will park in the 11 spaces provided by Beach Riot at 828 Production Place as shown in the



Parking Plan. Event planners will be provided with a digital map showing the location of the spots to be provided to attendees ahead of time.

PLEASE NOTE: Cars parked in the lots of businesses other than those provided as approved WILL be towed at the expense of the owner of the vehicle.

APPROVED VENDORS

Rogue Collective renters must only hire established vendors approved by Rogue Collective management prior to booking. Rogue Collective can provide a list of approved vendors. Alternatively, renters can submit new vendors to Rogue for review. Vendors include, but are not limited to, photographers, DJs, caterers, bartenders, audio/visual companies, coordinators, florists, designers, decorators, and more.

“DAY-OF” COORDINATOR

Larger or more complex events requiring multiple vendors will require the hiring of an approved “Day-Of Coordinator” to coordinate vendors and timelines. Rogue Collective reserves the right to require “Day-Of Coordinators” as at our discretion.

INSURANCE & LIABILITY

All Rogue Collective event renters and vendors will be required to provide a “Single Day Event Liability Insurance” policy. Approved catering services as well as wine and spirits businesses may use their license and insurance to cover this. Renters may bring their own alcohol for an event with prior permission from Rogue Collective management. If the renter chooses to bring in their own alcohol for an event, Host Liquor Liability must be added to the insurance policy and all alcohol will be served to a private guest list free of charge.

The insurance must, at Renters sole expense, provide and maintain public liability and personal property damage insurance, insuring Rogue Creative Development LLC (DBA Rogue Collective) and its employees, contractors, and contracted vendors against all bodily injury, property damage, personal injury and other loss arising out of Renter’s use and occupancy of the premises, or any other occupant on the premises, including appurtenances to the premises and sidewalks. The insurance required hereunder shall have a single limit liability of not less than \$1 million, and general aggregate liability of not less than \$1 million. Rogue Creative Development LLC (DBA Rogue Collective), having an address of 858 Production Place, Newport Beach CA 92663, shall be named as additionally insured of said policy.

CLEANING FEE

A cleaning fee will be charged per event for next-day deep cleaning. In the event that an event requires cleaning beyond our typical post-event deep clean, the additional cleaning cost will be taken from the security deposit.

