

Soledad Club

5050 Soledad Road • San Diego, CA • 92109

www.SoledadClub.com

Renee Hirsh • Special Event Coordinator • (858) 405-9734

RULES

1. Hard liquor, wine, champagne and beer are allowed. NO BEVERAGES OR GLASS ALLOWED IN THE PARKING LOT. A licensed caterer or bartender must serve alcoholic beverages. Bar setups are only allowed on the outside patio at the far back of the deck. All alcoholic beverages must be served from the bar. No ice chests or containers allowed on the interior floors. No alcoholic beverages served after 9:30 p.m. No shots of alcohol allowed. Bar service must submit a certificate of LIQUOR liability insurance naming Soledad Club as additional insured.
2. Entry is 10:15 am on the day of the event. Event time is from 10:15 am to 10 pm. All guests must leave the property by 10 pm. Vendor cleanup is from 10 pm to 11 pm. The last dance and bar closes no later than 9:30 pm.
3. A \$400 processing fee will be retained if the rental agreement is cancelled. There is no refund of the deposit fees if cancelled within ninety (90) days of the event.
4. All vendors, equipment, rentals, and personal items must be removed by 11:00 p.m. If not, overtime charges of \$200/hr. may apply.
5. All vendors must use the South (back) parking lot for loading and unloading. **Firmly enforced.**
6. Our non-commercial kitchen facilities are available. It must be left in the condition you found it.
7. Our facility is air-conditioned and it offers beautiful ocean breezes and ceiling fans.
8. Candles in hurricane lamps and votive candles are allowed.
9. No smoking is allowed **anywhere on Soledad Club Property to include the building and all grounds.** .
10. Music and/or entertainment noise levels, including microphones, must not exceed 60 dB from 8:00 a.m. to 7:00 p.m., and 55 dB from 7:00 p.m. to 9:30 p.m., according to City Codes. Last music must end no later than 9:30 p.m.
11. Music must be inside the building only. Exception for ceremonial music only.
12. A Soledad Club Event Assistant may be on the premises during various times of your event to ensure adherence to City and Club rules and to assist quests and vendors as needed. **For all events serving alcohol and/or having music, a security person will be on site during the hours that guests are present to ensure that guests are adhering to the nonsmoking club policy, no alcohol removed from the building or balcony and that proper behavior is maintained so as not to disturb Soledad Club neighbors.** A walk-thru will be done to ensure that there are no damages to the facility including broken glass or trash on the property.
13. No nails are allowed on any surface, inside or outside the building. Decorations may be hung on the inside walls with masking or adhesive tape. All decorations, including the tape, must be removed on the day of your event.
14. The Club cannot be responsible for items owned or rented by the Tenant or their guests.
15. All trash must be removed from the Premises.
16. A list of vendors, contact information, floor plan and timeline must be submitted to the Club two weeks prior to your event. Vendors must provide proof of Liability Insurance.
17. Upon request, we will provide you with a list of trusted vendors. You may use your own licensed vendors of choice.
18. Vendors are responsible for knowing and complying with all of the Soledad Club's rules and regulations.
19. Use of the following items are prohibited; confetti, rice, birdseed, bubbles, rose petals, glitter, table crystals and chewing gum. Ice sculptures are permitted by written permission only.
20. Couches and furniture may not be placed outside. Couches may be removed with special permission only.
21. No overnight parking. Street parking outside the gate is allowed 24 hours, 7 days a week.
22. Wedding rehearsals must be scheduled through the Special Events Director.
23. Courtesy set up may apply after 5pm the evening before your event. It must be coordinated ahead of time.
24. If you are given access to the master key, and it is not returned immediately after the event, there will be a \$200 lost key charge.
25. Remote controls for the ceiling lights are located in the kitchen drawer to the right of the stove. Lost remote charge will be \$50 per remote. The remote control for the air conditioning units is in the same drawer but if lost there will be a \$200 fee.
26. Additional charges may apply for use of the outside Arbor and lower level room.
27. The Renter shall leave the premises, equipment, furnishings and plumbing of the Club in the same condition and repair as received: in a clean, neat and orderly manner. The Renter is responsible for any damage or repairs needed after the event. The Soledad Club may make repairs necessary to the premises, equipment, plumbing or furnishings to restore them to their condition at the time of rental and charge for such repairs.
28. Soledad Club banquet tables are available for use however they must have a table cover or linen. All tables must be cleaned before storing away. Rolling counters must be placed back in place if renter stores them during the event.
29. Soledad Club's 30 card tables and 100 card table chairs are available for use. Renter is responsible for set up and breakdown of Soledad Club furniture.

FORFEITURE OF ALL OR PART OF THE SECURITY DEPOSIT WILL RESULT FROM NON-COMPLIANCE WITH ANY OF THE FOLLOWING:

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- All rules must be strictly adhered to.
- The Premises must be left in satisfactory condition. If the Premises require more than “ordinary” cleaning (vacuum and/or mop floors, clean the bathrooms) the Tenant will be charged for additional cleaning services.

Tenant Signature _____ Date _____

Rental Agent Signature _____ Date _____

Caterer's Contact Information _____

Event Coordinator's Contact Information _____

Caterer's Signature _____ Date _____

Event Coordinator's Signature _____ Date _____

Event Organizer's Signature _____ Date _____

Name of Bar Service & Contact Information _____ Date _____

Agent's Signature _____ Date _____

Signature of Bar Service if different from Caterer _____ Date _____