

# Soledad Club

5050 Soledad Road • San Diego, CA • 92109

[www.SoledadClub.com](http://www.SoledadClub.com)

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## Soledad Club: Vendor Rules Form

### Caterer

A full service caterer or outside service staff is required. Current certification of comprehensive liability insurance, current health permit, business license, and a signed copy of the caterers rules must be emailed to the Special Events Director 30 days prior to event. If using the back parking lot to stage a kitchen, a pop-up tent must be used. See cleanup for additional duties. All staff must park on the street – the parking lot is reserved for guests. Caterers or professional staff will not leave the premises until the last guest has departed and the entire facility has been inspected by the Soledad Club Event Assistant. The caterer needs to submit the arrival time, floor plan and schedule of event two (2) weeks prior to the event.

### Beverage / Bar Service / Bartenders

Bar service or bartenders must have a certificate of LIQUOR LIABILITY insurance naming Soledad Club as additional insured. No shots are allowed. All alcoholic beverages must be served from the bar. Bar must be set up out on the deck. Alcoholic beverages must end one half hour prior to the end of the event but no later than 9:30 pm. No glass or alcoholic beverages are permitted in the parking lot.

### Food Service

The kitchen can be used for warming, refrigerating, and serving food only. No deep frying is allowed inside. Food service must end 30 minutes prior to end of the client's event. A caterer's kitchen area should be set up in the back parking lot under a popped tent.

### Cleanup

Caterers must supply all cleaning materials, dish soaps, cleansers, paper or cloth towels, trash cans and trash bags. The kitchen must be left in the same state as it was found. Left over ice should be dumped in the bushes near the flag pole. Sink stovetop, oven, refrigerator, freezer, and counter tops must be wiped down. Caterers must provide their own spot lighting if using outside back parking lot to stage their kitchen. All rental items must be picked up by 10 pm from the South (back) parking lot. Clean-up must be complete by 11:00 p.m. or a \$200.00 fee per HOUR will apply.

### Trash

All refuse must be bagged and removed by the caterer immediately following the event. If caterer does not provide this service then other arrangements must be made. A \$50 per bag fee will be charged for any trash left at the clubhouse. There is no trash service available. NO TRASH CANS ARE PROVIDED BY THE CLUB. No trash is to be left behind or stacked near the locked dumpster.

### Remote Controls

The Soledad Club has six remote controls for the ceiling fans; feel free to adjust the speeds as necessary. You will be responsible to account for all six remotes at the end of the event or a \$50 replacement fee per remote will be charged. There is one remote control for the air conditioning units; feel free to adjust the speeds and temperatures as necessary. You will be responsible to account for this remote at the end of the event of a \$200 replacement fee will be charged.

### Keys

If anyone connected with the event has been given access to the club's master key, it must be returned immediately following the event. A \$200 replacement fee will be charged if the key is not returned.

### Soledad Club Property Usage

*If vendors use Soledad Club tables, they must be covered with linens or table coverings. SC banquet tables will be left out, vendors must set them up where needed. Soledad Club tables that are used must be moved inside after event. If vendors move furniture or removable counters, they must be moved back to its original place.*

### Drones

*The use of Drones are strictly prohibited on Soledad Club Property.*

**Please submit all vendor information including arrival times to Special Events Director a minimum of two (2) weeks prior to the event date.**

\_\_\_\_\_  
Caterer – Print Name & Contact Information

\_\_\_\_\_  
Caterer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Event Organizer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Event Coordinator – Print Name & Contact Information

\_\_\_\_\_  
Event Coordinator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Bar Service & Contact Information

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Bar Service if different from Caterer

\_\_\_\_\_  
Date