

San Diego Children's Discovery Museum Special Provisions

Booking:

- Site Visits must be arranged with the Marketing & Events Manager. • All guests visiting the Museum must provide their names at the Front Desk.
- Availability of rentals is awarded on a first come, first serve basis and is reserved when 50% deposit of the total cost of the event and the \$500 cleaning deposit is received.
- You may request a courtesy hold on a single event date. Holds are good for one month. If another client inquires about your desired date, you have the right of first refusal but you must respond within 48 hours.
- Invitations or announcements are to be approved by the SDCDM Events Department prior to printing or distribution. This approval process permits the Museum to ensure accuracy of the information and branding.

Usage of the Facility:

- Events can be scheduled after the Museum's operational hours after 4:45pm. (Set up may begin as early as 3:30am in the Outdoor Area).
- All events must end by 11:00 pm (clean up until 12:00am midnight).
- The contracted hours include set up and breakdown time. Please plan accordingly.
- Maximum capacity is 299 on Museum property.
- SDCDM is not responsible for alternate locations in case of rain or poor weather.
- Rehearsals are considered additional hours.
- Rehearsals can be scheduled during the following times: Daily: 3:30pm-7:00pm
- Clients acknowledge that from 3:30-4:30pm the museum will be open to visitors during the rehearsal time.
- No pets allowed without prior approval. Service animals allowed.
- The Cleaning Deposit will be kept if there is any damage to exhibits or exhibitions.
- Parking at the facility is free. For additional parking needs, the Center for the Arts parking lot can be made available if requested.
- If you would like to offer valet services to your guests, please consult our list of preferred vendors.
- San Diego Children's Discovery Museum is a designated as non-smoking areas, including the Discovery Garden and parking lot.

Fees:

- Museum rental starts at \$950 for a 2 hour event minimum. Total rental time cannot exceed 6 hours. This includes a 30 min set up and 30 min breakdown.
- A \$200 fee will be applied for each additional hour after the booked hours
- The 50% deposit of the estimated total cost of the event, which is non-refundable, including \$500 Cleaning Deposit must be paid at the time of reservation.
- An additional \$500 refundable deposit must be provided at the time of booking if hard alcohol will be provided at the event.
- The final balance is due 30 days before the event. No deposits will be returned if the reservation is cancelled fewer than 30 days prior to the date of the event.
- The event is subject to cancellation if payment is not received in time.
- Additional fees may be applied for the following: holiday premiums, rental of SDCDM equipment, additional hours, extensive power needs, supplemental security and/or event staff, unusual event requirements and other items as reasonably determined by SDCDM.
- Client is fully responsible for damage to or loss of SDCDM property including plants and the labor involved to repair/replace damaged property, and Client will be billed accordingly.
- The security and cleaning deposit is refundable if no damages occur during the event.
- The Client will be invoiced if damages exceed the security and cleaning deposit.
- At least two (2) licensed Security staff are required for events with over 100 guests and/ or that serve Alcohol. You may contact through our preferred vendors and must provide copy of agreement to SDCDM 30 days prior to event.
- SDCDM offers a 10% discount to non-profit organizations with a 501(c)(3) letter of determination from the IRS.