



SPECIAL EVENTS & WEDDINGS

SAN DIEGO HISTORY CENTER & JUNÍPERO SERRA MUSEUM





MAKE YOUR EVENT HISTORIC

Residents and visitors to San Diego alike enjoy our stunning parks, cultural diversity, sublime weather, and creative energy. At the San Diego History Center, we take pride in all of these aspects of our region and we are dedicated to preserving and sharing our region's fascinating history. The History Center tells the story of our region - past, present and future - educating and enriching our community, preserving our history and fostering civic pride. We are proud to operate two museums both offering a unique and historic atmosphere for your event.



Events Department

Telephone: 619 232 6203 ext. 109 · Email: events@sandiegohistory.org

Gallery



BOTTLED
&
KEGGED
SAN DIEGO'S
Craft Beer

Panel Discussion
BOTTLED & KEGGED
SAN DIEGO'S CRAFT BEER



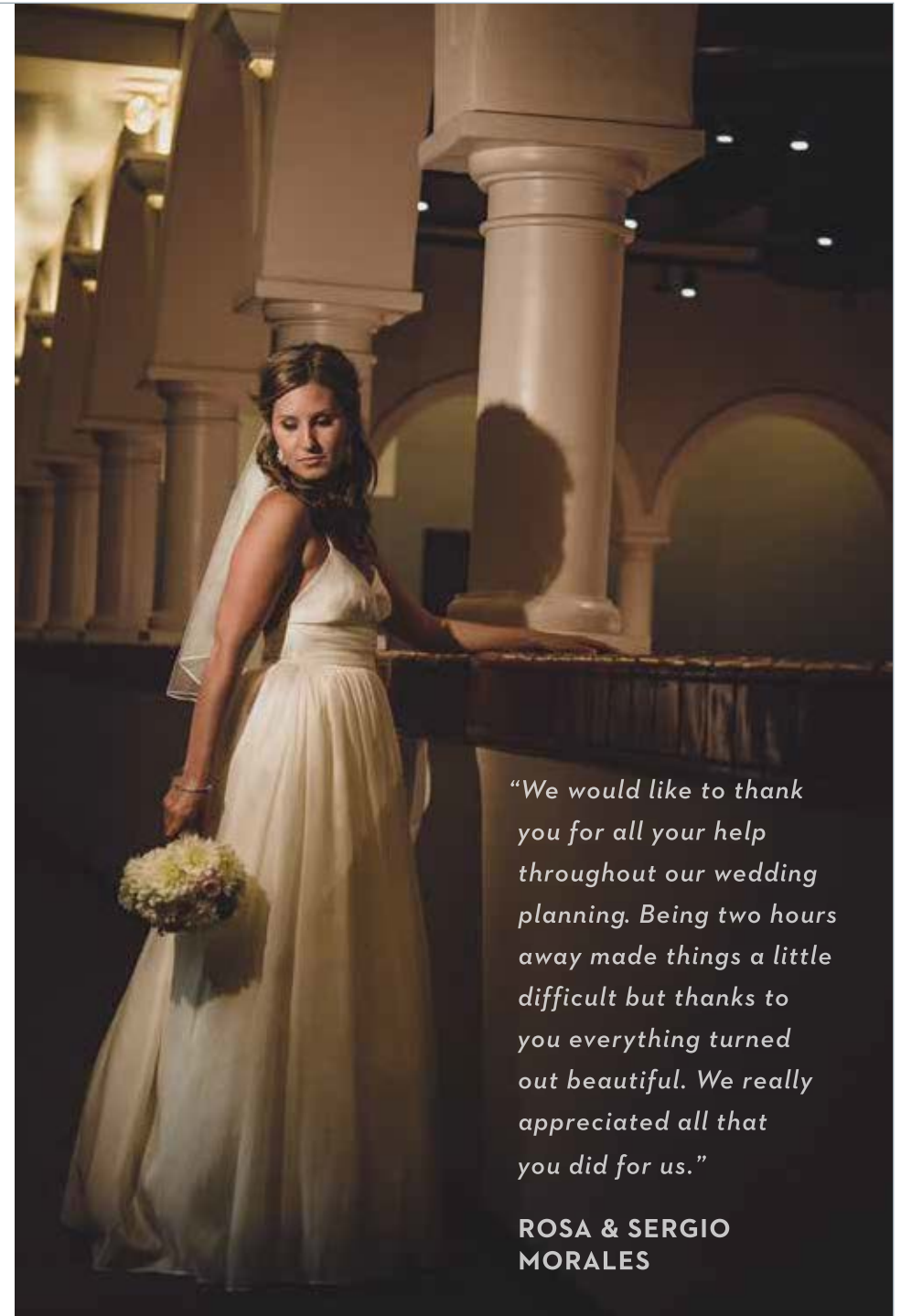
No Food
Or Drink
Allowed
in This
Area

GORHAM

Veritas

THE SAN DIEGO HISTORY CENTER,

centrally located in the heart of Balboa Park, houses a collection of intriguing exhibitions that chronicle San Diego's diverse history. A beautiful and spacious venue, our museum offers a grand Atrium, Theater, Conference Room, and nine varying galleries. The museum is ideal for weddings, cocktail receptions, social hours, meetings, and fundraisers. An event at the San Diego History Center means surrounding yourself in our engaging exhibits while celebrating and enjoying the company of coworkers, friends, and family.



"We would like to thank you for all your help throughout our wedding planning. Being two hours away made things a little difficult but thanks to you everything turned out beautiful. We really appreciated all that you did for us."

**ROSA & SERGIO
MORALES**



SAN DIEGO HISTORY CENTER

ATRIUM & LOBBY

- 250 standing cocktail style; up to 130 seated dinner style; 175 theatre style
- Atrium: 53'x33' = 1,744 sq. ft.
- Lobby: 32'x17' = 544 sq. ft.
- Admission desk is movable

THORNTON THEATER

- 50 seated theater style; 30-40 seated conference style
- 39'x32' = 1,248 sq. ft.
- AV & Wi-Fi available

HANS & MARGARET DOE

EDUCATION CENTER CONFERENCE ROOM

- 15 seated conference style
- 24'x16' = 384 sq. ft.
- On 2nd floor of museum
- Can be used as a bride room

To secure event date, a Contract and Facilities Use Agreement must be signed by renter and a 50% deposit received. The Facilities Use Agreement lists all rules & guidelines for renting an historic venue. All VENDORS contracted by RENTER must sign the Facilities Use Agreement.

SPECIAL EVENT & WEDDING PRICING
SAN DIEGO HISTORY CENTER



VENUE	SEATED	STANDING	RENTAL FEE	RENTAL TIME
SAN DIEGO HISTORY CENTER ATRIUM (Sunday through Thursday)	130 people	250 people	\$3,800 \$2,500	8 hours 4 hours
SAN DIEGO HISTORY CENTER ATRIUM (Friday or Saturday, Holidays)	130 people	250 people	\$4,400 \$2,900	8 hours 4 hours
THORNTON THEATER	50 theater style; 30-40 conference style	100 people	\$900 \$500	8 hours 4 hours
HANS & MARGARET DOE EDUCATION CENTER CONFERENCE ROOM	15 people	N/A	\$400 \$200	8 hours 4 hours

10% DISCOUNT FOR MEMBERS, MILITARY & NON-PROFITS

ADDITIONAL PRICING

ADDITIONAL HOURS

Atrium	\$400/hour
Thornton Theater	\$100/hour
Conference Room	\$50/hour

FACILITY SET-UP/BREAK-DOWN

Set-Up & Break-Down Fees	Included
Cleaning Fee (Pre & Post Cleaning)	Included
Additional Facility Cleaning Fee	\$100/hour

AUDIO-VISUAL

A/V Equipment - Thornton Theater only	Included
A/V Equipment - DEC only	\$20/hour

SECURITY/STAFFING

Event Staff	Included
Security	2 Security Guards per 8 hour rental 1 Security Guard per 4 hour rental
Additional Security	\$23/per hour per Security Guard

RENTALS

50 – Conference Chairs	Included
6 – 6' Tables	Included
Stage (4'L x 4'W x 1"H)	Included
Basic Black Linens	Included
6 Additional Tables with Linens	\$75

CANCELLATION POLICY:

Signing of the contract - 150 days prior to event: Full refund minus \$150 administration fee

149 days - 60 days prior to event: Deposit will not be refunded

59 days - day of event: No refund given



CORPORATE CONCIERGE:

Don't have the time to plan event? Let us do it for you!

- Our Events Team will work with you to create a unique package just for your event that fits within your budget and fulfills your aspirations.
- Our relationships with our preferred vendors means that you receive great quality and cost effective service.

Group Tours and Speakers:

Immerse yourself in our shared history!

- Gallery Highlight Tours: explore our history and entertain your guests with an exclusive "behind the scenes" docent tour through our intriguing exhibits.
- Walking Tours of Balboa Park - get outside the walls of the museum to gain a greater understanding of the importance of Balboa Park.
- Learn from one of our talented and knowledgeable Speakers Bureau lecturers.

SWAG Bags:

Surprise your guests with a unique gift bag from our Museum Store!

- From nostalgic gifts, San Diego memorabilia, fascinating books, and exhibition related collectables, our store provides a place to wow guest with a one-of-a-kind take away from your event.
- Buy historic photographs of your organization, neighborhood, or favorite past time from our collection of millions of historic photographs.
- We'll work with your theme and your budget to create a special gift.

CONTACT US FOR DETAILS. ALL PACKAGES ARE BASED ON THE ORGANIZATION'S ABILITY.

Events Department

Telephone: 619 232 6203 ext. 109 · Email: events@sandiegohistory.org



**LET US HELP YOU PUT TOGETHER AN EVENT
THAT WILL MAKE HISTORY!**

"Thank you so much for everything you did to make it happen! We've been getting great feedback so far and everyone loved the venue. This was totally new and different compared to events we have had in the past. We hope to work with you again in the future!"

**VANESSA, ASSOCIATION OF
ENVIRONMENTAL PROFESSIONALS**

SAN DIEGO HISTORY CENTER (SDHC)

FACILITIES USE AGREEMENT

THE FOLLOWING POLICIES GOVERN THE USE OF THE SAN DIEGO HISTORY CENTER IN BALBOA PARK.

FOOD & DRINK

- Allowed in tiled front entrance of SDHC, lobby, Atrium, Thornton Theater, classroom and conference room
- Not allowed in galleries or on Balboa Park grounds at any time
- Alcohol and beverages must be provided and served by a licensed bartender
- All State of California Alcoholic Beverage Control regulations must be strictly adhered to and no alcohol may be served to minors or intoxicated persons under any circumstances
- SDHC will provide a Preferred Caterer List (all hold proper licensing and insurance)
- No outside catering service may be used
- Thornton Theater and employee kitchen/break room may be used for food preparation and/or service
- Caterer must protect exhibition and Thornton Theater carpeting with absorbent mats, tarps, drop-cloths or plastic sheeting

GENERAL DÉCOR

- All decorations must be approved by the Event Manager prior to the event date
- Only GAFFER'S TAPE can be used to secure items to the tile floor. No duct tape, masking tape or painter's tape can be used on tiles
- All electrical cords must be properly secured down
- String lights and other décor may be hung
- No holes may be made or any other securing that might cause damage
- Facilities Manager must approve all string lighting
- Rubber tips or padding must be placed on all metal chairs and table legs in order to prevent scratching/scuffing historic floor tiles
- Nothing may be attached to the interior or exterior walls

CANDLES

- Battery operated candles are suggested and preferred
- Open flames are strictly prohibited inside SDHC with exception of the Unity Candle, which must be snuffed out immediately following ceremony, and chafing dishes used by approved caterer

FLOWERS

- Only florist-provided flower arrangements are allowed in Foyer, Lobby, Atrium, Thornton Theater, classroom and conference room
- Live flowers are strictly prohibited inside the galleries
- Potted plants are strictly prohibited
- Only silk flower petals may be dropped inside the SDHC

MISCELLANEOUS

- The RENTER and/or contracted VENDORS must provide their own equipment and staff
- Any items borrowed from the SDHC by the RENTER and/or contracted VENDORS must be returned to the SDHC upon the completion of the event in proper working order
- The RENTER and/or contracted VENDORS must remove everything brought into the venue for the event, including any garbage created during the event
- Respectable sound levels must be maintained by the ENTERTAINMENT at all times to ensure the preservation of the museum's fragile artifacts
- Smoking is never allowed inside the museum or on Balboa Park grounds
- Confetti and like substances are never allowed inside or outside the museum or on Balboa Park grounds
- Live animals are strictly prohibited inside the museum (except for authorized service animals)
- Only SDHC staff may operate the Casa de Balboa freight elevator



- City of San Diego building codes must be strictly adhered to at all times (i.e. maximum number of persons in a given area, fire safety, electrical safety, etc.)
- Guests are prohibited from all non-SDHC areas of the Casa de Balboa building (wanderers will be treated as trespassers)
- SDHC is not responsible for any items that are abandoned, lost or left at the SDHC
- Items not claimed within 7 days of the event will be disposed of properly by SDHC
- Exhibitions, galleries, and displays are subject to change without notice
- Many museum items may not be moved, re-arranged or altered in any way for any event
- The RENTER must understand that SDHC employees need to maintain access to all parts of the museum: restrooms, breakroom, etc.



JUNÍPERO SERRA MUSEUM

in Presidio Park, is one of the most familiar landmarks in San Diego. As a major symbol of the city, it stands atop the hill recognized as the site where California began. The architecturally iconic mission-style museum is an ideal setting for a stunning and unique event, overlooking San Diego's celebrated Old Town and boasting spectacular city and ocean views. The arcaded outdoor terrace and intimate interior gallery create a perfect historical atmosphere for a variety of private events. The Junipero Serra Museum is a distinctive site for weddings, retreats, cocktail hours, and company parties.





JUNÍPERO SERRA MUSEUM

MAIN MUSEUM GALLERY

- 100 seated theater style, but can accommodate more in standing room balcony
- 49'x24' = 1,176 sq. ft.
- Wooden museum swing doors can be tied back and center wooden post is movable
- Museum artifacts cannot be moved

TERRACE & LOGGIA

- 200 standing cocktail style; 160 seated dinner style; 100 seated theater style (outdoor ceremony, etc)
- 32' x 110' = 3,520 sq. ft. - Terrace & Loggia
- 20'3" x 98' = 1,960 sq. ft - Terrace
- 11' x 98' = 1,078 sq. ft. - Loggia (under the arches)
- Space includes area under arches to edge of grass

BRIDE ROOM

- 20 people seated theater style
- 20'x20' = 400 sq. ft.
- Some artifacts can be moved
- Chairs can be removed

To secure event date, a Contract and Facilities Use Agreement must be signed by renter and a 50% deposit received. The Facilities Use Agreement lists all rules & guidelines for renting an historic venue. All VENDORS contracted by RENTER must sign the Facilities Use Agreement.

SPECIAL EVENT & WEDDING PRICING
JUNÍPERO SERRA MUSEUM



VENUE	SEATED	STANDING	RENTAL FEE	RENTAL TIME
JUNÍPERO SERRA MUSEUM (OFF-PEAK: October-March)	160 people	200 people	\$4,400 \$3,000	8 hours 4 hours
JUNÍPERO SERRA MUSEUM (PEAK: April-September, Valentine's Weekend, Holidays, Holiday Weekends)	160 people	200 people	\$4,900 \$3,200	8 hours 4 hours
SERRA MUSEUM TERRACE	160 people	200 people	\$3,900 \$2,800	8 hours 4 hours
BRIDE ROOM	20 people	25 people	\$50	per hour

10% DISCOUNT FOR MEMBERS, MILITARY & NON-PROFITS



ADDITIONAL PRICING

ADDITIONAL HOURS

Museum/Terrace	\$400/hour
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FACILITY SET-UP/BREAK-DOWN

Set-Up & Break-Down Fees	Included
Cleaning Fee (Pre & Post Cleaning)	Included
Additional Facility Cleaning Fee	\$100/hour

SECURITY/STAFFING

Event Staff	Included
Security	2 Security Guards per 8 hour rental 1 Security Guard per 4 hour rental
Additional Security	\$23/per hour per Security Guard

RENTALS

6 – 6' Tables	Included
Basic Black Linens	Included

CANCELLATION POLICY:

Signing of the contract - 150 days prior to event: Full refund minus \$150 administration fee

149 days - 60 days prior to event: Deposit will not be refunded

59 days - day of event: No refund given

JUNÍPERO SERRA MUSEUM (SERRA)

FACILITIES USE AGREEMENT

THE FOLLOWING POLICIES GOVERN THE USE OF THE JUNÍPERO SERRA MUSEUM IN PRESIDIO PARK.

FOOD & DRINK

- Allowed on the terraces only
- All caterers and food vendors should make certain to have protective measures in place for open flame cooking
- All open flame cooking must be done in an open area, away from vegetation and the building
- Alcoholic beverages are allowed on the museum terrace and all outdoor areas with red floor tiles
- Alcohol and beverages must be provided and served by a licensed bartender
- All State of California Alcoholic Beverage Control regulations must be strictly adhered to and no alcohol may be served to minors or intoxicated persons under any circumstances
- SERRA will provide a Preferred Caterer List (all hold proper licensing and insurance)
- No outside catering service may be used

GENERAL DÉCOR

- All decorations must be approved by the Event Manager prior to the event date
- Only GAFFER'S TAPE can be used to secure items to the tile floor. No duct tape, masking tape or painter's tape can be used on tiles
- All electrical cords must be properly secured down
- String lights and other décor may be hung
- No holes may be made or any other securing that might cause damage
- Facilities Manager must approve all string lighting
- Rubber tips or padding must be placed on all metal chairs and table legs in order to prevent scratching/scuffing historic floor tiles
- Nothing may be attached to the interior or exterior walls or the roof tiles

- Nothing may be placed on or against the wine press on the terrace loggia
- Tables and chairs must be set up and remain at least 18" from the western edge (grass) of the terrace loggia at all times

CANDLES

- Battery operated candles are preferred
- Candles may be used on the EXTERIOR of the Serra only!
- Only tea lights and votive candles are permitted and will be placed in a weighted durable glass containers (ie hurricane style containers) with a one inch clearance inside durable glass containers.
- Must be placed away from all vegetation, wine press and building
- Only exception is the Unity candle (must be snuffed out immediately following ceremony)

FLOWERS

- Only florist-provided flower arrangements are allowed inside the Serra Museum
- Potted plants are strictly prohibited
- Only silk flower petals may be dropped inside the museum
- No standing water may be used; foam water inserts are allowed

MISCELLANEOUS

- Contracted VENDORS are not permitted on the museum terrace until an agreed upon time for the event and only when a SERRA staff person or Event Venue Manager is present
- The RENTER and/or contracted VENDORS must provide their own equipment and staff
- Any items borrowed from the SERRA by the RENTER and/or contracted VENDORS must be returned to the SERRA

- upon the completion of the event
The RENTER and/or contracted VENDORS must remove everything brought into the venue for the event, including any garbage created during the event
- Respectable sound levels must be maintained by the ENTERTAINMENT at all times to ensure the preservation of the museum's fragile artifacts and to respect the residential community
- Amplified sound and music must end by 11pm in accordance with Mission Hills community sound ordinances
- Smoking is never allowed inside the museum or on Presidio Park ground
- Confetti or like substances are never allowed inside or outside the museum or on Presidio Park ground
- Live animals are strictly prohibited inside the museum (except for authorized service animals)
- No vehicles of any kind are allowed on the grassy hill leading up the SERRA
- City of San Diego building codes must be strictly adhered to at all times (ie maximum number of persons in a given area, fire safety, electrical safety, etc)
- Guests are prohibited from all non-SERRA areas of Presidio Park (wanderers will be treated as trespassers)
- SERRA is not responsible for any items that are abandoned, lost or left at the SERRA
- Items not claimed within 7 days of the event will be disposed of properly by the SERRA.
- Exhibitions, galleries, and displays are subject to change without notice
- Many museum items may not be moved, re-arranged or altered in any way for any event

SAN DIEGO HISTORY CENTER

LIABILITY INSURANCE REQUIREMENT

*In order to protect the San Diego History Center and our clients, the renter will provide liability insurance naming the **San Diego History Center** as an 'additional insured' in the amount of one million dollars indicating the specific museum your event will be held at. Having liability insurance safeguards all parties involved and helps to have a stress-free event.*

It is a standard industry policy for the RENTER and the CATERER to provide Special Event Insurance when renting a venue where guests will be in attendance. This insurance is required to be secured and submitted to SDHC/SERRA by the RENTER and CATERER at least 45 days prior to the date of the event. This guide is meant to explain why the Liability Insurance is required, gives a sample of what is covered, where to find short term event insurance, a list of what kind of information an insurance company may ask for and what to do once you have the Certificate of Insurance.

Both the RENTER and the CATERER must provide their own separate Liability Insurance and it must cover liquor liability as well. The CATERERS liability insurance will cover the damages that they cause

(i.e.: burning the side of the SDHC/Serra with a cooking appliance). The RENTERS liability insurance will cover third party property damage and personal injury, etc. Please be sure to have your insurance company clarify all coverage specifically (i.e.: A guest trips and falls, the RENTERS liability insurance will cover medical expenses incurred from any injuries). As per Line 5 of the Rental Contract, the SDHC/SERRA as well as the City of San Diego are held harmless and have been indemnified by the RENTER by the signing of the Rental Contract.

The RENTER is free to choose any insurance company to provide the Liability Insurance.

This particular type of short term insurance can be found on the internet. A common website to review is **www.wedsure.com**.

INFORMATION THE INSURANCE COMPANY MAY ASK FOR:

- Type of Event
- Location of Event (SDHC or SERRA) (addresses below)
- Date of Event
- Total Hours of Event (includes set-up & break-down)
- Number of Guests
- Whether or not alcohol will be served (only the Beverage Service Provider may serve alcohol)
- Additional Insured (SDHC or SERRA)
- Additional Insured in the amount of One Million Dollars
- Event Invitation (copy)
- Rental Contract (copy)

Once the Liability Insurance has been secured separately by both the RENTER and CATERER, the **CERTIFICATE OF INSURANCE** must be emailed, faxed or mailed to the History Center 45 days prior to the event.

ATTN: EVENTS DEPARTMENT

Include a Cover Letter with the Name of Event, Date of Event & Event Location

If Liability Insurance is NOT rec'd from all parties involved in the event, the SDHC reserves the right to stop the event at anytime.

SAN DIEGO HISTORY CENTER AND JUNÍPERO SERRA MUSEUM

PREFERRED PARTNERS 2018

CATERING AND/OR BAR SERVICES LISTED BELOW ARE REQUIRED TO BE USED FOR
FOOD AND BAR SERVICE | NON-PREFERRED PARTNERS MAY NOT BE USED



CATERING

VENDOR	CONTACT	PHONE	EMAIL
ABBAY CATERING & EVENT DESIGN	ROBERT BATTOE	858-225-2349 X 728	ROBERTB@THEABBAYCATERING.COM
BROTHERS SIGNATURE CATERING & EVENTS	MICHELE ARROWSMITH-ROWE	858-397-1732	ORDER@BROTHERSSCE.COM
COAST CATERING	BARRY LAYNE	877-577-1718 X 1	BARRY@COASTCATERING.COM
CREATIVE CATERING	KATHRYN ELIAS	619-672-0103	KATHRYN@SDCREATIVECATERING.COM
ECO CATERS	JANEE GUTIERREZ	858-246-6129	JANEE@ECOCATERS.COM
SHMOOZERS	CHARLES RUBIN	619-583-1636	CHARLES@SHMOOZERS.COM
THE WILD THYME COMPANY	DAWN TANGEMAN	858-527-0226	DAWN@THEWILDTHYMECOMPANY.COM

BAR SERVICES

BELLA BEVERAGE CATERING	BLAKE BAYLIN	619-501-5577	BLAKE@BELLABEVERAGECATERING.COM
PLEASE & THANK YOU BAR SERVICE	STEPHEN OHALLORAN	858-869-9424	INFO@PTYBAR.COM
SNAKE OIL COCKTAIL COMPANY	MICHAEL ESPOSITO	858-754-9173	EVENTS@SNAKEOILCOCKTAIL.COM

MUSIC / ENTERTAINMENT / AUDIO VISUAL {NOT REQUIRED}

JMC EVENTS	JOE COMSTOCK	619-300-4313	JOE@JMCEVENTS.COM
SONGSTRUCK WEDDING & EVENTS	ANDREW PETERS	858-752-1830	SONGSTRUCKDJ@GMAIL.COM
VARIO PRODUCTIONS	LARISSA CHRZAN	858-800-4992	LCHRZAN@VARIOPRODUCTIONS.COM

FLORIST {NOT REQUIRED}

MR FLORAL AND EVENTS	MIKE RODRIGUEZ	619-920-9227	MRFLORALANDEVENTS@YAHOO.COM
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RENTALS {10% DISCOUNT ON FACILITY RENTALS AT SERRA & SDHC}

ABBAY PARTY RENTALS	KURT HALVORSEN	858-586-7400	KURT@ABBAYPARTYRENTALS.COM
RAPHAELS PARTY RENTALS	STEVE JURF	619-247-5318	STEVE@RAPHAELS.COM

PARTNERED HOTELS {INQUIRE FOR DISCOUNTED ROOM RATES}

THE DANA ON MISSION BAY	ALYSON TATE	619-225-2111	ATATE@THEDANA.COM
HOTEL INDIGO	DIANA MCHUGH	619-906-4807	DIANA.MCHUGH@IHG.COM
HILTON GARDEN INN	RAEHEL PROCHNOW	619-376-4973	RAEHEL.PROCHNOW@HGIOLDTOWN.COM

SAN DIEGO
HISTORY
CENTER



Events Department

Telephone: 619 232 6203 ext. 109 · Email: events@sandiegohistory.org

BROCHURE PHOTOGRAPHY PROVIDED BY:

828 STUDIOS · AMBER FALLON PHOTOGRAPHY · APERTURA · AS PHOTOGRAPHY · E3 PHOTOGRAPHY
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