



Policies and Guidelines

Effective as of: 01/22/2016

Timelines: Wedding ceremonies can be scheduled up to 1 hour prior to the beginning of your reception. Luncheon receptions are typically scheduled from 11:00 am until 3:00 pm. Dinner receptions are from 4:00 pm until 11:00 pm. Based on the day's catered events, your event can start as early as 3:00 pm.

Deposit and Payment: Weddings can be confirmed up to 1 (one) year in advance. A non-transferable deposit (50% of the facility rental fee) and a signed contract are required to confirm space. All deposits are applied to the final bill and are refundable up to 90 days in advance of the event. The remaining balance of the event is due 3 (three) days prior to the event.

Booking Policy: The Coronado Cays Yacht Club accepts events 1 (one) year in advance based on availability. We only confirm events on a first come, first serve basis, to include deposit. There is no waiting list and we will not hold dates.

Food and Beverage: Once a contract is signed, catering prices quoted on your contract are guaranteed. Prices are subject to change if quoted rates have not been stated and signed on a contract. CCYC must supply all food and beverages. The exception is your wedding cake which must be provided by an outside vendor. Food and beverage is not allowed to be removed from the club due to certain liabilities.

A \$2 per person cake cutting will be assessed for service with includes all utensils, cutlery and china plates.

Service Charge and Sales Tax: All food, beverage, and equipment rentals are subject to service charge and applicable California sales tax.

Decorations and Seating: All decorations must be approved by the Coronado Cays Yacht Club prior to your event and meet the Coronado Fire Department regulations. The Club provides tables and chairs (seating up to 200 people), basic white tablecloths and napkins, service staff and bartenders, glassware, silverware and china. Upgrades to linens are available for rental through the Club. Confetti, glitter, rice and flower petals are not allowed in the main dining area.

There will be a \$200 set-up/cleaning charge applied to all catered events.

Outside Vendors: All outside vendors will have access to the Club as early as 10:00 am the day of your event. If a list of vendors for your event is needed, please ask and we will provide any and all information you would like.

Personal Items: The Club recommends you assign an attendant or guest to look after your personal items and gifts. The Club will not be responsible for any items brought to your wedding or rented by outside vendors. It is the client's responsibility to return any equipment to the vendor after the event. All items must be taken at the conclusion of the event. We cannot guarantee storage or the safe return of any item left in the facility after your reception.