



# Special Event Information

*Effective as of: March 1<sup>st</sup>, 2017*

## Coronado Cays Yacht Club

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**Do you have to be a member of the club?** No, you do not. As CCYC is a member's equity club, non-members are welcome to host their special event. Memberships are always available for interested parties.

**What is the facility rental fee?** Tuesday & Thursday events are \$899. Saturday events are \$4700. Sunday events are \$3500. The Club is not available for rental on Monday, Wednesday or Friday due to Membership Dinner.

Facility fee includes all staff necessary to execute your event, use of 200 dining room chairs, up to 40 tables for event use, 40 lounge chairs and 15 lounge tables, and 8 belly bar tables.

**What time can events start and finish?** Weekday events can start as early as necessary to accommodate your group needs.

**Saturday** hosted events will have access to the Club starting at 4:00pm and lasting until 11:00pm. Vendors have access to the Club as early as 8:00am for deliveries. Additional access hours can be added to beginning of event, but no event will end later than 11:00pm.

**Sunday** hosted events will have access to the Club starting at 3:00pm. Due to the Club having Membership breakfast, vendors are allowed access to the Club starting at 1:00pm. All Sunday events are to end at 10:00pm

**Do you have a wedding coordinator?** We do not have a wedding coordinator on site but will gladly refer one to you if requested. All coordination on the day of your event with vendors is the host's responsibility. The Club will not oversee vendor deliveries.

**Will we be the only event at the Club that day?** CCYC is a member's equity club, therefore, members will have access to the Burgee bar throughout the day.



# *Policies and Guidelines*

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

**Deposit and Payments:** 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 which 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.

**Outside Vendors:** All outside vendors will have access to the Club as early as 10:00am 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.