



# Special Event Information

*Effective as of: May 1<sup>st</sup>, 2018*

## Coronado Cays Yacht Club

30 Caribe Cay Boulevard • Coronado, California 92118

Office (619) 429-0133 • Fax (619) 429-8163

[cateringmanager@ccyc.org](mailto:cateringmanager@ccyc.org)

**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; dining room chairs, tables for event use, patio furniture, 12 belly bar tables, flatware, glassware and linens.

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

**Saturday** hosted events can start at 4pm and end at 11pm. 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 can start at 4pm. 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.



# *Policies and Guidelines*

**Timelines:** Your event can start as early as 4pm on weekends and 3pm on Tuesdays and Thursdays.

**Deposit and Payments:** A \$2,000 security deposit is due at the time of contract signing. Coronado Cays Yacht Club will not secure or hold any dates without a deposit and counter signed contract. If the catered event is canceled no later than 90 days prior to the event, the \$2000 is fully refundable. A signed contract is required to confirm space. The balance of the event is due 3 (three) days prior to the event.

**Booking Policy:** Coronado Cays Yacht Club accepts events based on availability. Events are confirmed on a first come, first serve basis, to include deposit.

**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 Coronado Cays Yacht Club prior to your event and meet the Coronado Fire Department regulations. The Club provides tables, chairs, tablecloths, napkins, silverware, glassware, china, service staff and bartenders. 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.

**Personal Items:** Coronado Cays Yacht 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.