



## **The Venues at NTC Promenade 2008 Policies and Procedures**

### **GENERAL INFORMATION**

The Venues at NTC Promenade (NTCP) offer numerous indoor and outdoor facilities, expert event planning, high quality catering options, professional and technical support all adjacent to a beautifully landscaped promenade just minutes from Downtown San Diego. The Venues make a distinctive location for private events, reunions, receptions, weddings, product launches, exhibitions, festivals and artist shows in San Diego.

There are twenty-six historic buildings at the former Naval Training Center of San Diego which are currently being restored to their original splendor. The interior of the event spaces are prepared to accommodate the needs of the most refined event planner to the art aficionado. The Venues can accommodate meetings for as little as 20 people to as many as 500 people. The Venues versatility is reflected by the ability to hold black tie events as well as casual receptions. The outdoor plazas and courtyards are prepared to efficiently handle the most complex multi-media spectacular for as many as 4000 guests.

Creatively planned events, catering, technical support, and personal on-site event management will make your special event at The Venues complete.

### **I. BOOKING**

#### **A. Availability**

NTC Promenade will book events 365 days a year. Special rates may apply to holidays.

NTC Promenade reserves the right to change Rates and Policies without prior notice. Should a change occur, you will be notified so that adjustments can be made. For further information or to check space availability, please contact the Sales Department at 619-573-9308

#### **B. Place a "Tentative Hold" Date**

A client may place a "tentative hold" on any dates and venues they require.

The tentative hold will be effective from the date it is made to two weeks after (10 business days). At the end of the tentative hold period, the client must either confirm the booking with a 50% deposit or hold will be released without notice.

Should a client wish to book dates that are already on a tentative hold, the following process will take place: The 2<sup>nd</sup> tentative hold will be held and The Venues staff will notify the 1<sup>st</sup> tentative hold and will be given the opportunity to secure the date within 72 hours by confirming their booking in writing and forwarding the deposit within ten (10) business days.

If the 1<sup>st</sup> client with a tentative hold fails to confirm or releases the date, staff will contact the 2<sup>nd</sup> client with a tentative hold to secure their event.

Once a booking has been scheduled, the 50% deposit of the successful rental is non-refundable and non-transferable. Certain dates and events may require full payment of the rental fee to secure the venue and date.

## **C. Confirmation of Booking**

A Venue confirmation will outline the event with the estimated number of attendees, other key information regarding the venue rental arrangements, as well as a request for deposit of 50% of the rental fee within ten (10) business days of verbal confirmation. This will immediately be sent to the client. NTCP reserves the right to cancel the booking upon notification and allocate the venue to another client as detailed in the tentative hold policy if a deposit is not received.

## **II. PAYMENTS**

### **A. Deposit**

A 50% deposit of the rental fee is required to confirm a booking. Once paid, the deposit is non-refundable and non-transferable. This amount will be deducted from the final account. Until the deposit is received, NTCP reserves the right to allocate the venue to another client as detailed in the tentative hold policy. Payment is accepted in the form of American Express, Visa, MasterCard, check and cash.

***All events require a minimum \$500.00 security/cleaning deposit per area, which is refundable if facility is left intact, clean and trash removed.*** (Certain types of events and anticipated attendance may require a higher security/cleaning deposit.) This deposit is due with final payment.

### **B. Final Payment**

The estimated balance is due thirty (30) days before the event. Payment adjustments based on additional services will be made after the event. Payment is due upon receipt of the final invoice.

## **III. CANCELLATIONS**

### **A. Client Cancellations**

The deposit is non-refundable and non-transferable. If cancellation occurs within the last thirty (30) days of the scheduled event, the full value of the event fees will be withheld.

### **B. NTCP Cancellation**

The NTCP reserves the right to cancel an event at any point if the client fails to comply with the NTCP established policies and procedures. Such cancellation shall result in forfeiture of all fees paid and the event will not be rescheduled.

The deposit is non-refundable. If cancellation occurs within 60 days prior to the event, deposit may be transferred to 1 alternate date within the calendar year. If cancellation occurs within the last thirty (60) days of the scheduled event, the full value of the event fees will be withheld.

## **IV. CONFIRMATION OF DETAILS**

### **A. Confirmation of Details**

All requirements, including all food and beverage information, catering times, meeting timetable, audio visual/room set-ups and reconfirmation of estimated numbers attending must be received by NTCP no later than fourteen (14) days prior to the event.

### **B. Diagrams**

Diagrams of event layouts must be submitted to the NTCP event planner for approval at least 14 days prior to the event.

Doorways and exits are not to be blocked or obstructed. Compliance with all fire codes and regulations is required. Throughout the design process, all event layouts should be discussed with the NTC Promenade Event Client Services Manager.

## C. Décor

All decorating materials must be approved by NTCP in advance and must meet all San Diego Fire Department regulations. No décor may be attached or displayed on any of the exhibits or artifacts. All décor items must be completely removed by the client during the pre-discussed load out times. **Only approved fasteners to walls and columns are painters tape, magnets, and fishing wire. Any other materials used MUST be approved by NTCP prior to the event or you may forfeit your deposit.** Balloons may be permitted; however, they must be well anchored and biodegradable. **The following items are not allowed at the Venues: Laser Lights, Confetti, Search Lights, Glitter, flocking or fog machines.**

### 1. Candles

- a. Candles and other open-flame devices shall be in accordance with section 1109.8.1 and 1109.8.2 per the San Diego City Fire Marshall.
  - i. Classes I and II liquids and LP-gas shall not be used.
  - ii. Liquid or solid fueled lighting devices containing more than 8 ounces (236.6ml) must self-extinguish and not leak fuel at a rate of more than ¼ teaspoon per minute (1.26ml per minute) if tipped over.
  - iii. The devices or holder shall be constructed to prevent the spillage of liquid fuel or wax at the rate of more than ¼ teaspoon per minute when device or holder is not in upright position.
  - iv. The devices or holder shall be designed so that it will return to the upright position after being tilted to an angle of 45 degrees from vertical. *Exception: Units that self extinguish if tipped over and do not spill fuel or wax at the rate of more than ¼ teaspoon per minute if tipped over.*
  - v. The flame shall be enclosed except as follows:
    - (i) 5.1 Openings on the side shall not be more than 3/8 inch (9.5mm) diameter.
    - (ii) 5.2 Openings on the top and the distance to the top shall be such that a piece of tissue paper placed on the top will not ignite in 10 seconds.
  - vi. Chimneys shall be made of noncombustible materials. Such chimneys shall be securely attached to the open-flame device. *Exception: The chimney need not be attached to any open flame device that will self-extinguish if the device is tipped over.*
  - vii. Candelabra with flame-lighted candles shall be securely fastened in place to prevent overturning and located away from occupants using the area and away from possible contact with drapes, curtains or other combustibles.

## D. Guaranteed Numbers

An estimated number of attendees must be given at the time the booking is made. A final count is due ten (10) business days prior to your event.

## E. Hours of Use

The rental of the Venues does not entitle the client to use or enter the premises at any time other than the specific hours for which the specific venue is rented unless prior arrangement has been made with NTCP. The entertainment and service of catering are to cease and all evening events are to be completed by 12 am for outdoor events and 1:00a.m. for indoor events.

## V. SET-UP/TEAR-DOWN

Setup/Tear-down is during the building hours of 7:00 a.m. – 3:00 a.m. We allow 3 hours prior to the event for load-in and setup and 2 hour after for tear-down and load out. For events that last until 1:00am, 2 hours are allotted after the event for breakdown and load out before overtime charges are incurred. Additional hours are billed at \$200.00 per hour. **Same-day setup and tear-down of an event is required.** The client's suppliers must be made aware of such requirements. NTCP is not responsible for items left overnight and the client will be charged as previously discussed for such items left. Special arrangements may be requested in advance and must be approved by NTCP. Additional fees will apply.

## **A. Set-up Requirements**

The client shall notify NTCP staff of all set-up requirements no later than fourteen (14) days prior to the first day of the event. The client shall pay the cost of any special electrical equipment, installation or fitting which may be required for the event.

## **B. Deliveries and equipment**

- All deliveries and pick-ups must be scheduled and coordinated through the NTC Promenade Sales Department. NTC Promenade staff will not be responsible for receiving event-related materials unless prior arrangements have been made with the NTC Promenade Sales Department. NTC Promenade does not provide labor for movement of client's event products.
- NTC Promenade staff is not responsible for counting and checking deliveries and does not assume responsibility for items delivered and left on the premises.
- All deliveries must be clearly marked with the client's name and date of event.
- NTC Promenade staff will not take delivery of or acknowledge COD deliveries.
- Client and all its vendors are to provide their own dollies, hand trucks, and (when approved) small lifts and pallet jacks.
- Once the client's equipment is on-site, the client is responsible for the movement of the equipment. No lifts of any type can be used by the client or their vendors without prior approval of the NTC Promenade Sales Department. In most cases, additional certificates of insurance will be necessary from any vendor using such equipment.

## **C. Trash Removal**

The client and/or the caterer must provide trash receptacles and periodic emptying of receptacles throughout the event. **All trash must be removed from the premises. Any remaining trash following the event will be removed by the NTCP staff and the security deposit will not be refunded.** Stains caused by a violation of this policy will result in a charge for the cost for cleaning.

## **D. Clean-Up and Maintenance**

The client is responsible for leaving the NTC Promenade premises in the same condition as found.

No equipment, décor, tables, chairs, debris or other materials may remain on site overnight without prior agreement with the NTC Promenade Sales Department. If NTC Promenade personnel judges post-event clean-up does not return the premises to its prior condition, special maintenance services will be contracted by the NTC Promenade and will be added to the client's final invoice.

## **VI. CATERING AND ALCOHOL REQUIREMENTS**

### **A. Catering**

NTC P is proud to work with the carefully selected "Preferred Vendors" offering a variety of catering options and each company is familiar with facilities on-site. If a client decides to choose another licensed caterer or restaurant to provide catering for their event there will be a **\$1000 galley fee charged**. The non-preferred catering company will need to provide all the liability insurance documentation outlined in Section E in this document.

### **B. Food Preparation**

Tarps or equivalent coverage are required below all cooking equipment to prevent damage.

### **C. Trash Removal**

The client and/or the caterer must provide trash receptacles and periodic emptying of receptacles throughout the event. **All trash must be removed from the premises. Any remaining trash following the event will be removed by the NTCP staff and the security deposit will not be refunded.** Stains caused by a violation of this policy will result in a charge for the cost for cleaning.

### **D. Prep Kitchen**

The Prep Kitchen in the McMillin Event Center does not have ovens or warmers. A satellite kitchen may be set up in designated area approved by NTCP Staff. The Prep Kitchen is only available for use with the McMillin Event Center rental fee.

The client shall leave the Prep kitchen in the same condition as it was when received.

*Ice Machine:* The ice machine is not a cooler. Ice should be taken out of the machine and placed in other containers as needed. Nothing, other than ice, should be placed in the machine. There is an attached ice scooper which should be used exclusively for removal of ice from the machine. The scooper is not to be removed from the venue. A replacement charge will be deducted from the security deposit if this is violated.

*Sink:* The sink is not equipped with a garbage disposal thus food, grease, or any non-liquid items are not permitted in the sink. Failure to comply will result in a deduction from the security deposit plus any cost to repair.

### **E. Liquor Consumption**

NTC P has an exclusive agreement with Event Beverage Solutions (EBS) to provide alcohol beverage service at all events held in the facilities. Arrangements may be made directly with EBS or the client may have the caterer for the event work directly with EBS on the client's behalf. No other alcohol beverage provider, caterer or supplier may provide these services at NTC P. For information on donated alcohol, silent auction items and specific requests, please contact an EBS representative at 619.232.4EBS.

## **VII. ADDITIONAL SERVICES**

### **A. Audio/Visual**

Audio/Visual equipment available indoors at an additional fee. An approved vendor may be hired to bring in additional equipment.

### **B. Furniture**

The NTC Promenade has furniture for indoors use only. A set-up fee for the furniture will apply based on attendance.

### **C. Miscellaneous equipment**

Any additional items (i.e. easels, cords, etc.) not requested in the original confirmation may be checked out at time of event. The rental charge for these items will be deducted from the security deposit. Any items not returned will incur a replacement fee.

### **D. Banners**

Banners can be hung in certain areas only by NTC Promenade staff on outdoor light posts and building.

If you would like dimensions and additional information, please contact the Sales Department.

All banners that will be displayed must be pre-approved by the NTCP no later than 14 days before the event.

## E. Security Service

Certain types of events and anticipated attendance levels of an event may be required to hire outside security services at the client's cost.

## F. Linens

The NTC Promenade does not supply or provide table linens or chair covers. Please contact your caterer or an approved rental company for information and rates regarding these items.

## G. Care of the Premises and Cleaning

***All events require a minimum \$500.00 security deposit per area, which is refundable if facility is left intact, clean and trash removed.*** Certain types of events and anticipated attendance may require a higher security deposit. The client shall leave the venue in the same condition as it was on the first day of the event. The client shall not make any alterations to the structure, fittings, decorations or furnishings of the venue; this includes no nails, hooks, adhesive fasteners, adhesive tape, tacks or screws to be installed or used on any part of the venue. The client shall not allow anything to be displayed, attached or to be suspended from the ceilings, walls, fittings, or draperies of the venue. **The following items are not allowed at the Venues: Laser Lights, Confetti, Search Lights, Glitter, flocking or fog machines.**

No equipment, décor, tables, chairs, debris or other materials may remain on site overnight without prior agreement with NTCP.

General cleaning charges are included in the rental of the venue. However, all trash created by the client, especially food waste, must be removed as soon as the event is completed. Should the venue not be found in the same state in which it was left the venue will be cleaned, repaired and trash removed at the client's expense. This will be deducted out of the security deposit and charged to the client if fines exceed the amount of the security deposit.

## H. Buildings, Exhibits and Artifacts

Event elements such as décor, lighting, and entertainment must not endanger the NTC historic exhibits and artifacts or alter their appearance in any way. Exhibits and artifacts can be moved solely at the discretion of NTCP and by approved staff. Any disruption or destruction of NTCP exhibits and artifacts will be billed directly to the client, and may result in a possible shut down of the event.

## I. Smoking Policy

California law prohibits smoking in public assembly facilities. The client is not to smoke, or allow smoking in any of the buildings. Smoking is allowed in designated areas located outside of the facilities. Please check with Operation staff for exact locations.

## J. Restrooms

Restrooms are available and may be shared with another event. They are not exclusive. For events with 1000 persons or more, portable restrooms are required for all attendees. Placement of portable restrooms must be discussed with Event Client Services Manager prior to delivery. Pickup and delivery must happen on the day of the event.

## **VIII. INSURANCE REQUIREMENTS**

The NTCP requires that the client does business with them to obtain comprehensive general liability insurance. NTCP "Preferred Vendors" shall be required to obtain and maintain policies of comprehensive general liability and property damage insurance from a carrier authorized to be in business in the State of California. The general liability policy must be in an insurable amount not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate. The insurance policy must name NTC Liberty Station Inc., NTC Foundation Inc., NTC Tenant LP, Liberty Station Community Association, and McMillin-NTC, LLC, A Delaware Limited Liability as an "additional insured". The NTCP shall be provided with a Certificate of Insurance and Policy Endorsement within thirty (30) days of event date.

## **IX. HOLD HARMLESS**

The client shall agree to indemnify and hold the NTCP and NTCP's officers, officials, employees, agents and volunteers harmless from, and against any and all liabilities, claims, demands, causes of action, losses, damages and costs, including all costs of defense thereof, arising out of, or in any manner connected directly or indirectly with, any acts or omissions of selected firm or selected firm's agents, employees, subcontractors, officials, officers or representatives. Selected firm's obligation herein includes, but is not limited to, alleged defects in the equipment or services delivered by selected firm. Upon demand, selected firm shall, at its own expense, defend NTCP and NTCP's officers, officials, employees and agents, from and against any and all such liabilities, claims, demands, causes of action, losses, damages and costs selected firm's obligation herein does not extend to liabilities, claims, demands, and causes of action, losses, damages or costs that arise out of NTCP's intentional wrongful acts, NTCP's violations of law, or NTCP's sole active negligence.

## **X. PARKING**

Client's guests will be instructed to park in one of several lots. Certain types of events and certain anticipated attendance may require parking services off site at the client's cost. A parking plan may be requested 30 days prior to event.

## **XI. SIGNAGE**

The NTC Promenade provides basic directional signage. The client may provide professional event specific signage, but its location and size must be approved by NTCP. No signs shall be displayed either within, outside, or grounds of NTCP including the surrounding area, without the approval from NTCP.

## **XII. PRINT AND GRAPHIC GUIDELINES**

Prior to printing and issuing, all advertisements and media releases must be approved by NTCP. NTCP name, likeness or logo may not be used without written approval for any purposes other than for invitations and event related materials NTCP logo may be used to announce the location of the event. In no way should any claims be made that imply sponsorship or hosting of an event by NTCP. Any expected Media coverage of your event must be discussed with NTCP.

## CONTACT INFORMATION

### *For initial sales and availability information:*

Allison Farinas  
Senior Event Sales Manager  
619-573-9308  
[afarinas@ntcfoundation.org](mailto:afarinas@ntcfoundation.org)

Kendra Dwyer  
Event Sales Representative  
619-573-9306  
[kdwyer@ntcfoundation.org](mailto:kdwyer@ntcfoundation.org)

### *For Event logistics and coordination:*

Laura Barnett  
Client Services Manager  
619-573-9309  
[lbarnett@ntcfoundation.org](mailto:lbarnett@ntcfoundation.org)

### *For Marketing and Press information:*

Marianne Gregson  
Director of Sales & Marketing  
619-573-9304  
[mgregson@ntcfoundation.org](mailto:mgregson@ntcfoundation.org)

### *Important Addresses:*

**The Corky McMillin Companies Event Center**  
2875 Dewey Road, San Diego, CA 92106

**NTC Command Center**  
2640 Historic Decatur, San Diego, 92106

### **NTC Foundation Sales Offices**

2801 Rosecrans Street  
San Diego, CA 92106  
619-573-9260