



Maritime Museum of San Diego
EVENT RENTAL INFORMATION AND AGREEMENT

2012

BERKELEY FERRY BOAT or the H.M.S.SURPRISE

Weekends (Friday-Saturday-Sunday) & All December Dates -Any 5 hours prior to midnight

100 People or less	\$1,400.00
Each additional person	\$7.00
Each additional hour	\$300.00
Wedding Ceremony	\$750.00

\$750.00 BOOKING FEE* (NON-TRANSFERRABLE/NON-REFUNDABLE)

\$1,400.00 BOOKING FEE FOR ALL DECEMBER DATES (NON-TRANSFERRABLE/NON-REFUNDABLE)

Midweek (Monday through Thursday) January through November-Any 3 hours prior to midnight

50 people or less	\$400.00
Each additional person	\$4.00
Each additional hour	\$100.00
Wedding Ceremony only	\$750.00
Non-Catered Cleanup fee	\$500.00

\$400.00 BOOKING FEE (NON-TRANSFERRABLE/NON-REFUNDABLE)

STAR OF INDIA

THE OLDEST OPERATIONAL SAILING SHIP IN THE WORLD

We proudly offer SAN DIEGO'S WATERFRONT ICON for rental.

The fee is \$1,000.00 per hour with a 2 hour minimum. The BOOKING FEE for the ship is \$1,000.00.

Wedding Ceremony ONLY is \$750.00 for up to 80 guests and a 2 hour maximum. (Aft Deck)

**ALL EVENTS ALLOW TWO (2) HOUR SET UP PRIOR TO EVENT START. ADDITIONAL TIME IS \$100 PER HOUR.
AN ALPHABETIZED GUEST LIST IS REQUIRED BEFORE THE START OF THE EVENT. (Last name first please)**

Booking Fees

All booking fees are applied toward the final billing of the event and are non-refundable

Guard Service

Mandatory one (1) guard per 100 people at \$15.00 each man hour-(4) hour minimum

Bartender Service

Bar Service* is handled exclusively through the Museum

***Necessary number of staff is solely determined by Museum's event coordinator**

Weekend events – 5 hours	\$175.00 each
Midweek – 3 hours	\$105.00 each

Audio-Visuals

A public address system for meetings and lectures is complimentary. We do offer rentals for additional needs.

TALLSHIP CALIFORNIAN & PILOT BOAT CHARTERS

Please contact the event coordinator for specific information regarding details, pricing and scheduling for single day excursions, extended multi-day or overnight charters of these fine vessels.

GENERAL RULES & REGULATIONS

The BERKELEY ferryboat, the STAR OF INDIA, the H.M.S. SURPRISE, PILOT and the CALIFORNIAN are available to established clubs, organizations, corporations, businesses, conventioners, and private individuals. To assure successful events, clients are required to "design" their individual parties with the MMSD Event Coordinator provided at no charge. All aspects of your event must be clearly defined at the outset; keeping in mind the best interest of all contracted. All subcontractors must be contracted/approved through the museum prior to event by the museums event coordinator.

CONTUNUED on PAGE 2

Both State and National Historic Landmarks, the 1898 *BERKELEY*, and the 1863 bark *STAR OF INDIA*, as well as our other ships, the *H.M.S. SURPRISE*, *PILOT* and the *CALIFORNIAN* must be safeguarded for all to enjoy, therefore, an event coordinator, who is authorized to act in behalf of the Museum, will attend each contracted function at no cost. The Museum reserves the right to refuse or cancel such parties and/or subcontractors deemed inappropriate or unsuitable. Conduct that may endanger passengers aboard the ships or appurtenances is not tolerated. Guests in violation will be promptly escorted ashore. Event may be cancelled at anytime due to misconduct.

SECURITY is a requirement of the Fire Marshall, and arranged through the Museum. Each guard arrives ½ hour before the event start, and departs ½ hour after the event has ended. Minimum service is for (4) hours. Some events may require additional security hours due to the nature of the event and logistics concerning the event.

DECORATIONS are welcome and encouraged, though please keep the integrity of our museum in mind, and adhere to the following restrictions; light all the candles you like, as long as the flame is enclosed.

NO GLITTER – NO RICE – NO CONFETTI

Zip ties are the best things since sliced bread. PLEASE - PLEASE no tacks, nails, or scotch tape. Discuss all décor issues with the event coordinator prior to event. Our décor package includes ten (10) live Fichus trees with white twinkle lights, six (6) hanging plants surrounding the dance floor, as well as white twinkle lights wrapped around the poles on the dance floor, all offered at an additional cost of \$400.00. It is agreed the use of any NON-approved décor, glitter, rice or confetti will result in an additional \$500.00 clean-up and/or damages charge for repairs.

SAFETY is always an issue aboard any vessel of the Maritime Museum. Please become familiar with the posted exits aboard our ships. The event coordinator will point out these accesses and egresses.

DAMAGES incurred during an event will be billed following the necessary repair. Notification and estimate will follow assessment of damages. Kindly advise your guests of our historic value, and discourage standing on the benches.

CATERING is contracted with our preferred providers and handled by the museum's event coordinator. Outside caterers are welcome provided they have the required insurance and documentation. All catering services are subject to charges. Non-full service catered events will incur a \$500.00 cleaning fee unless approved and released by the event coordinator.

ENTERTAINMENT is an important element of any social gathering, and musicians of all kind may be contracted through the museum. DJ services are available for just \$450.00 midweek (3 hour event) or \$750.00 weekends (5 hour event) through Sunset Mobile Music, contracting handled by the Museum. Disc Jockeys contracted by the client must meet certain liability requisites. We also offer a wide variety of live entertainment. Please ask about information and pricing for this option to complete your special event.

EVENT ASSESSMENT FEE of 4% will be applied to all food and/or beverage services aboard any of the museum's ships. A 6% fee will be applied ONLY to the chartering of any ships or boats that are underway.

PAYMENTS are payable to: Maritime Museum of San Diego. All balances due are to be received 21 days before the scheduled event. In the event of a "day of event" balance due from revisions as a result of guest count adjustments or other changes, full payment must be made at the conclusion of the event. A 10 percent late fee will be assessed on the remaining balance if not paid within (7) seven days following the event or final invoice date; after which an additional 25 percent late fee will be assessed after 30 days following your event.

PAYMENT METHODS: Payments are accepted in cash or by valid check in US Dollars made payable to: Maritime Museum of San Diego. Alternatively, if paying with Credit or Debit card, there is an additional 4% administrative fee added these transactions. We accept: VISA, MasterCard & AMEX w/ confirmed CCV #'s Wire transfer fund payments are subject to an additional \$65.00 surcharge.

GUEST COUNT GUARANTEES If your event is held on a Friday, Saturday, or Sunday, guest count guarantees are due the Tuesday before your event by 12:00pm Pacific standard time. For all other scheduled events, guarantees are due the Thursday before your scheduled event by 12:00pm. A guest count guarantee is the base or minimum number of attendees for services including, but not limited to; catering, beverages, and attendance for which the client is bound and responsible for invoicing. This guest count can not be lowered prior to your event once submitted, but may be increased by the client prior to the event to reflect upward changes in the expected guest attendance. If there are additional attendees to your event above your initial guarantee or revised guarantee, the client is financially responsible for these attendees and will be billed accordingly the night of the event. Attendance is taken for each museum event by the security service contracted through the Maritime Museum. A final number of attendees is determined at the conclusion of each event. Guest count guarantees are reported to the Maritime Museum events department.

PLEASE NOTE

Please note this document is an abbreviated and condensed version of our full General Rental Information and statement of terms and conditions. To request a full version of terms and conditions, please contact the Maritime Museum events department.

Email: specialevents@sdmaritime.org Phone: 619-234-9153 EXT. 102 Website: www.sdmaritime.org/special-events