



## Reception Rental Agreement

Save Our Heritage Organisation

Marston House Gardens, 3525 Seventh Avenue, San Diego CA 92103

(619) 297-9327 phone • (619) 291-3576 fax

sohosandiego@aol.com

Reception Date \_\_\_\_\_ Rental Time \_\_\_\_\_ AM/PM - \_\_\_\_\_ AM/PM  
(5 hours included in rental, additional hours are \$700 each Monday-Thursday; \$1000 each Friday-Sunday)

Reception Time \_\_\_\_\_ AM/PM - \_\_\_\_\_ AM/PM

Include the names of both parties: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ fax: \_\_\_\_\_

email: \_\_\_\_\_

If using a wedding planner, provide all contact information below, otherwise we will not be able to discuss your plans with them

Wedding Planner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ fax: \_\_\_\_\_

email: \_\_\_\_\_

Approximate number of guests \_\_\_\_\_

Will your guest be touring the house?  Yes  No

If yes, how many? \_\_\_\_\_ (\$3 per guest)

First choice of setting:

\_\_\_\_\_ Formal Gardens  
(Accommodates up to 175)

\_\_\_\_\_ South Lawn  
(Accommodates up to 200)

\_\_\_\_\_ Oak Tree Area  
(Accommodates up to 100)

## Terms & Conditions

Site booking will not be confirmed until the security deposit is received by SOHO. Balance is due 15 days prior to the day of the event. Please make checks/money orders payable to: Save Our Heritage Organisation.

### Scheduling

- No other events will be scheduled during your reserved time. However, the Marston House Museum and Gardens exists for the enjoyment and education of every visitor and remains open to the public while weddings are taking place. As a public facility, we cannot guarantee complete privacy nor allow wedding parties to disrupt or disturb the activities of other visitors during hours of museum operation.
- The Marston House Museum is open to the public year round. Memorial Day through Labor Day the museum is open Thursday-Monday from 10am-5pm and Friday-Sunday from 10am-5pm during the rest of the year. Events taking place during museum hours of operation will be subject to additional charges.
- Receptions may begin no earlier than 5pm Friday-Sunday. However, setup may begin before 5pm. Monday-Thursday receptions may take place between 10am-9pm.
- Event must end by and music must stop by 9pm. All vendors must vacate the property no later than one hour after the conclusion of the event (by 10pm). All guests must vacate the property no later than 30 minutes after the conclusion of the event.
- All items must be delivered and removed within the rental time. If deliveries or pickups are to be made for items associated with the event that do not fall within the rental period, additional fees at the hourly rate will be charged.

### Cancellations

- Cancellations must be made at least 30 days in advance for refund.
- In the event of a cancellation, SECURITY DEPOSIT IS NON-REFUNDABLE.

### Liability

- Due to a lack of storage space all personal effects, floral arrangements, cake stands, and all other event decoration must be removed from the premises immediately following your event. SOHO cannot be held responsible for damage to, or loss of, any articles left at the Marston House Museum prior to or following your event. All unclaimed items will be discarded or donated to local charitable organizations. Security arrangements should be made for all merchandise or articles set up prior to the planned event.
- All renters assume responsibility for their party's compliance with the rules and regulations at the Marston House Museum and Gardens. SOHO reserves the right to ask any guest who acts in an unruly manner or refuses to follow SOHO policies to leave the premises.
- Renter will provide liability insurance naming *Save Our Heritage Organisation* as an additional insured in the amount of one million dollars.

## Music

- Due to City noise restrictions for all outdoor events, all events at the Marston House must end by 9pm and DJ's/Bands must control their decibel level to a maximum of 80 decibels, and the bass and subwoofer must be turned down as low as possible.

## Catering

- There is no kitchen on site, but a private outdoor area is available for caterers.
- Time for catering set-up and break down is included in your rental time.
- Caterers are responsible for the removal of all trash from the property.
- Renters are free to choose their own caterer; we do not restrict you to a specific list.
- Alcoholic beverages must be served by a licensed bartender provided through a bar service or caterer. Cash bars are not permitted.

## Rentals

- When renting the Marston House Museum grounds, SOHO does not provide any tables, chairs, linens, audio equipment, etc.
- Renters are free to choose their own rental company; we do not restrict you to a specific list, but are happy to make recommendations.

## Decorations

- The SOHO site rental coordinator must approve all decorations at the time of deposit. All décor is to be freestanding.
- All garden furnishings, artifacts, and historic elements must remain in place. If movement of these items is necessary it must be requested in writing to the SOHO site rental coordinator at the time of the deposit, but may not be permissible.
- Signs, banners or arrows giving directions to your event are not permitted other than that of your immediate designated area.
- Staging, platforms, tables, risers, etc., shall not damage property, turf, shrubbery, or irrigation. Items cannot inhibit public access [SDMC 63.0102(b) (25)]. Dance floors are not allowed on grass areas.
- Do not tie off anything (ropes, banners, signs, etc.) to trees, plants or shrubbery. To injure, destroy, cut or remove any tree, shrub, plant, wood, turf, grass, soil, or rock in or growing in any park area is prohibited [SDMC 63.0102(b) (4)].
- Renter may not stake, or dig anything into turf [SDMC 63.0102(b) (4)]. Tented events must receive special permission.
- Candles may be used. They must however be weighted and placed in a durable glass container away from vegetation. Only votive candles and candles in large hurricane glass containers are permitted.
- Equipment or electrical power for outdoor events is not provided. Generators must be prearranged as part of the permit process before the event. If the use of a generator is approved, a drip pan must be placed under generator, and cables must be properly covered and must not impede pedestrian traffic at any time.
- Water hookup is not furnished or provided.
- **Cleanup must be completed within the rental time.** Renter shall be responsible for all cleanup after the event. Cleanup and proper disposal of liter and debris generated by participants in the activity is the Renter's responsibility.
- You will be charged with any increased costs to the City or to the Marston House Museum and Gardens due to either the failure to comply with any of the terms of your permit or the violation of any laws.

**Parking**

- Electronic maps are provided for you to
  - Email to your guests
  - Print out and mail to your guests
  - Use with your invitation
- All motor vehicles are restricted to roadways. Vehicles are not permitted on the grounds at any time (this includes for loading and unloading purposes).
- The use of shuttles is encouraged to bring guests to and from the site; large charter buses and like-sized vehicles will not be able to maneuver Seventh Avenue. Shuttles may drop guests off at the driveway but will be prohibited from parking on Seventh Avenue.
- Because the Marston House is in a residential area and the home is an active museum, parking is strictly enforced.
- Balboa Drive closes daily at midnight. The gates are opened at 7am. Vehicles not removed prior to gate closure may be cited under SDMC.

**Restrictions**

- Smoking is strictly prohibited on the grounds of the Marston House Museum.
- No pets are allowed on the Marston House grounds, except for assistance dogs.

**Tours**

- Tours of the Marston House Museum may take place during the first two hours of your reception. You must notify the site rental coordinator at least 15 days in advance of your reception if you are interested in providing tours for your guests.

**Your rental includes:**

- The use of one of San Diego's most beautiful historic sites.
- SOHO site rental coordinator for the reception
- Museum tours during the first two hours of your reception.
- Restroom facilities
- Measured plans of the gardens for convenient planning.
- A parking map to include in your invitations for your guests

## Wedding Reception Garden Rental Pricing

### Monday-Thursday Rental

Security Deposit \$500 \$ \_\_\_\_\_  
(Due at contract signing)

Five hour garden rental \$2,500 \$ \_\_\_\_\_

Additional Hours \$400 each \$ \_\_\_\_\_

**50% due 45 days in advance of event** \$ \_\_\_\_\_

Due date \_\_\_\_\_

**Balance due 15 days in advance of event** \$ \_\_\_\_\_

Due date \_\_\_\_\_

### Friday-Sunday Rental

Security Deposit \$700 \$ \_\_\_\_\_  
(Due at contract signing)

Five hour garden rental \$3,500 \$ \_\_\_\_\_

Additional Hours \$500 each \$ \_\_\_\_\_

**50% due 45 days in advance of event** \$ \_\_\_\_\_

Due date \_\_\_\_\_

**Balance due 15 days in advance of event** \$ \_\_\_\_\_

Due date \_\_\_\_\_

By signing below, renter agrees to pay for any damage to the interior or exterior of the said property or its furnishings resulting from actions taken by renter, their guests or by any person contracted by renter for the event. The renter agrees to hold SOHO and its employees harmless, including court costs and attorney fees, in any legal action, which may result from the event.

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Renter Name (printed)

Title

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Signature

Date

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SOHO Name (printed)

Title

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Signature

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Phone

Date

Mailing Address: Save Our Heritage Organisation, 2476 San Diego Avenue, San Diego, CA 92110  
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