



Wedding 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

Wedding Date _____ Rental Time _____ AM/PM - _____ AM/PM
(3 hours maximum)

Ceremony Time _____ AM/PM - _____ AM/PM

Rehearsal Date _____ Rental Time _____ AM/PM - _____ AM/PM
(3 hours maximum)

Contact person: _____ Title: _____

Address: _____

Phone: _____ fax: _____

email: _____

Approximate number of guests _____

First choice of setting:

_____ Formal Gardens
Accommodates up to 125

_____ South Lawn
Accommodates up to 200

_____ Oak Tree Area
Accommodates up to 80

\$300 Security Deposit - Date due: _____ (Conditional refund within 30 days after the ceremony)

\$1500 Rental, 50% Deposit - Date due: _____ (Four weeks in advance of event)

Full balance of rental - Date due: _____ (If not received by this date, reservation is cancelled and security deposit is forfeited.)

Site booking will not be confirmed until the security deposit and a 50% deposit are received by SOHO at least four weeks prior to the event. Balance is due seven days prior to the day of the event. Please make checks/money orders payable to: Save Our Heritage Organisation.

All items must be delivered or 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

Renter agrees to comply with the following museum restrictions:

- Renter will provide liability insurance naming *Save Our Heritage Organisation* as an additional insured in the amount of one million dollars
- No pets are allowed inside said property, except for assistance dogs
- SOHO curatorial staff must approve all decorations at the time of deposit. All décor is to be free standing.
- 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 SOHO staff at the time of the deposit. But may not be permissible.
- No smoking allowed anywhere on the property

All couples granted a reservation assume responsibility for their party's compliance with the rules and regulations at the Marston House Museum and Gardens.

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. Wedding parties and their photographers must observe common courtesies and not block entrances, walkways, restrooms or access through the driveways or Museum Shop parking areas.

It is suggested that wedding ceremonies be performed after 5pm Friday through Sunday and before 5pm Monday through Thursday. However, weekend hours of availability adjust due to Daylight Savings time. During the months of March through October, the hours for weekend facility rentals begin at 5pm. During the months of November through February, the hours for weekend facility rentals end at 5pm.

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).
- Because the Marston House is in a residential area and the home is an active museum, parking is strictly enforced.
- Abide by all posted parking regulations. Citation(s) may be issued for noncompliance.
- Balboa Drive closes daily at midnight. The gates are opened at 7am. Vehicles not removed prior to gate closure may be cited under SDMC.

Set up

- 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)].
- 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)].
- Permittee may not stake, or dig anything into turf [SDMC 63.0102(b) (4)]. Tented events must receive special permission.
- Equipment or electrical power for outdoor events is not provided. Generators must be pre-arranged 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.
- Electronic amplification for music or voice projection is prohibited. A small boom box powered with 'C' or 'D' batteries is permissible; however, additional speakers may not be added to boost amplification of sound.

Rehearsals

A rehearsal may be held without further permit during the week prior to the wedding ceremony provided it does not interfere with scheduled Marston House Museum and Gardens events or other weddings taking place in the Gardens. This must be pre-arranged.

Decorations

- At no time may streamers, banners, garland, etc., be attached in any way to any structure, tree, or shrub in the Marston House Gardens.
- Highlighting the area with decorations is permitted as long as they are freestanding, able to be hand-carried across lawn areas, may be set up and torn down during the reserved time period, allowing time for the ceremony to take place.

Cleanup

- Permittee shall be responsible for all clean up after the event. Cleanup and proper disposal of liter and debris generated by participants in the activity is the Permittee'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.

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.

Renter Name (printed) _____ Title _____

Signature _____ Date _____

SOHO Name (printed) _____ Title _____

Signature _____

Phone _____ Date _____

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