



PLAN YOUR EVENT

To ensure the success of your event, the San Diego Natural History Museum will provide a list of preferred caterers and other vendors who are trained in the policies and procedures of the Museum. The Museum is a unique location for events and therefore requires a thorough understanding of the facilities to provide perfect service. All of our vendors hold the proper licensing and meet the standards of insurance set forth by the Museum. If a non-preferred caterer or vendor is selected, there will be an increase in usage fees. The non-preferred vendor must also meet the requirements set forth by the Museum and by the appropriate government agencies. Donated food, beverages, services, and other event elements may be allowed but require approval by the Special Events Department at least 30 days prior to the event.

RENTALS

The San Diego Natural History Museum does not own chairs, tables, linen, staging or catering equipment. We prefer you contract with your caterer for these items. If you prefer to contract directly we ask that you use Classic Party Rentals or Raphael's Party Rentals. We will ask that you provide us a copy of the contract from those vendors 30 days prior to your event.

LIGHTING AND MEDIA SERVICES

The San Diego Natural History Museum comes equipped with a public-address system for the central portion of the atrium that can be made available for use at an additional fee; outside systems cannot be plugged into this system. Additional lighting and audio/visual equipment can be brought into the Museum after approval is received; we ask that this request be made 30 days prior to your event.

UNIQUE GIFTS

The San Diego Natural History Museum Store has long been recognized as a source for unique gifts of quality. To provide your event with this added touch, the San Diego Natural History Museum Special Events Department will be happy to assist you in choosing a gift for your guests. Sufficient time must be allowed for selection, special orders and processing. Clients may request the Museum Store be open during their event. Thirty-day advance notice is required plus a minimum fee which may be assessed to cover store expenses.

ALCOHOLIC/NON-ALCOHOLIC BEVERAGES

The San Diego Natural History Museum has an exclusive agreement with CRG Beverage. CRG Beverage must be negotiated and contracted with separately. They will provide all bar services, alcoholic beverages, bars, etc. Non-alcoholic beverages can be provided by any of our other caterers. Alcoholic beverages are not permitted in public spaces until after the Museum is closed to the regular visiting public at 5 PM.

PARKING

Parking is rarely an issue in Balboa Park at night. The Museum does not own or operate the parking lots in the Park. There are two parking lots adjacent to the Museum, the Bea Evans lot with 100 spaces and the Carousel lot with 200 spaces. The City of San Diego Parks and Recreation Department handles rental of parking lots for events. Their representative can be reached at 619.235.1104. Valet parking is permitted and must be arranged by the Client.

SECURITY

The San Diego Natural History Museum will have special-event personnel on site for set-up, event and break-down. Upon request, security guards can be provided at an additional charge to the Client. Special-event personnel will be available to contact the appropriate city agency in the event of an emergency. If the Client's entertainment, speakers, VIPs, dignitaries, or special guests have their own private security,

the Special Events Department must be notified. Failure to do so may result in individual(s) being refused admittance to the Museum.

TERMS AND CONDITIONS

Certificates of insurance must be on file from the Client and its vendors 30 days prior to an event. The San Diego Natural History Museum must be added as additional insured on all certificates of insurance. Any failure to comply with the conditions of the contract or misrepresentation of any of the required disclosures shall result in immediate cancellation of the agreement to use the San Diego Natural History Museum, as well as a forfeiture of any fees collected. The Client shall waive any claims against the Museum for damages arising from such cancellation.

- With very few exceptions, most exhibition galleries permit food and beverages, including red wine.
- The San Diego Natural History Museum will reserve the right to disapprove the use of any subcontractor requested for any component of an event.
- All costs associated with an event will be the responsibility of the Client or sponsoring organization. The Client or event sponsor is also responsible for any damages to the Museum exhibits and facilities. In the event that the San Diego Natural History Museum retains legal counsel to enforce any policies, procedures or provisions of the agreement, the Client or event sponsor agrees to pay all recovery fees.
- The event contract for the use of the San Diego Natural History Museum must be received within two weeks of the verbal reservation. A time-tiered partially refundable deposit must be received with the contract.
- Payment can be made by cash, check or major credit card.
- Dates are only guaranteed if this time requirement is met.

An estimated balance will be billed and payment due 30 days prior to the event. If there are any outstanding fees post event, the Client will have 14 calendar days to make full payment.

GUEST COUNT

The Client will provide the Museum with their guaranteed guest count three days prior to the event. The San Diego Natural History Museum staff will take an accurate guest count at entrance to event space. Two references regarding the Client's ability to manage the size of the event will be required for events with over 500 guests. All prospective Clients shall be required to comply with all conditions of the use agreement. No significant increase in the number of attendees, or any material aspect of the event shall be changed less than 30 days prior to the event. Failure to comply with the above conditions will result in terminating the use agreement. The San Diego Natural History Museum reserves the right to halt admission to an event if the door count exceeds 100 guests over the guaranteed count. The door count will be performed by Museum staff and that number will be accepted as actual unless contested during event. The San Diego Natural History Museum reserves the option to rent out unused spaces the same night of any event. If the Client wishes to be the sole event, an additional fee will be incurred.

PLANNING AND SET-UP

The San Diego Natural History Museum Special Events Department requires that a layout be submitted for approval one month prior to an event. Two hours of set-up are offered at no charge before your event; additional time can be purchased if needed. If extensive or unusual set-up is required, it must not interfere with the Museum activities and must be arranged with the San Diego Natural History Museum Special Events Department. An additional fee may be charged. The San Diego Natural History Museum does not provide staff to move props, musical instruments, staging, etc. A pre-event walk-through by the Client, caterer, event planner and production personnel, accompanied by the San Diego Natural History Museum Special Events Department, must occur no later than one week before an event to finalize all arrangements.

INVITATIONS AND PRINTED MATERIALS

The content of all printed materials relating to the event, including invitation copy, programs, promotional material, press releases, electronic copy and advertisements, must be submitted to the Special Events Department for review and approval before being printed. Any violation can result in cancellation of the event. Photographs taken in the Museum for personal use are permitted. All photographs that will be

submitted to a publication are to be approved by the Special Events Department before submission. Please allow a minimum of 30 days prior to event for approvals.

MERCHANDISE AND INTELLECTUAL PROPERTY RIGHTS

Exhibitions and displays at the San Diego Natural History Museum are protected by copyright and trademark. These trademarks, display images, and other effects may not be copied without prior written approval. Clients may not create materials using trademarks, copyrighted words or images owned by the San Diego Natural History Museum.

FUNDRAISING EVENTS

Any organization seeking to use the Museum facilities for an event involving an admission charge or fundraising must qualify as a non-profit, tax-exempt organization under Section 501(c)(3) or other sections of the Internal Revenue Code. A copy of the Internal Revenue determination letter must be provided to the San Diego Natural History Museum prior to executing the contract. The sponsoring organization must appear on the contract and provide a certificate of insurance in their name. The sponsoring organization must be involved in the planning of the event, and commercial ticketing by private Clients is prohibited at the San Diego Natural History Museum. All funds raised by the organization must be disclosed to the Museum 30 days after the event for reporting purposes.

LOADING DOCK

The Museum has two loading points: the newer heavy-loading dock is on the east side of the building in the Bea Evens lot. There is an additional loading point on the west side of the building for lighter load-ins. Rentals must be delivered on the day of the event and must be removed immediately following the event; there are no exceptions. Arrangements for load-in/load-out must be made with the Special Events Department in advance.

DELIVERY AND SHIPPING MATERIALS

Fourteen days prior to the event, a loading-dock schedule must be established with the Client's suppliers and the San Diego Natural History Museum Special Events Department. For delivery of materials, e.g., handout literature, the Museum Special Events Department is to be informed in advance and materials must be clearly marked to the Department's attention. The Museum does not have storage facilities. After items have been delivered to the Museum, the Client is responsible for transporting them to their location within the Museum. The Client is responsible for packaging and shipping materials left on the Museum premises the date of the event. The Museum is not responsible for any material left after the event.

BUILDING AVAILABILITY

The San Diego Natural History Museum facilities are not available for political meetings or events, nor are they available on Christmas, Thanksgiving and other selected holidays. The San Diego Natural History Museum is a smoke-free building.

ENTERTAINMENT RESTRICTIONS

The San Diego Natural History Museum reserves the right to approve or disapprove any entertainment offered at a special event to ensure that the nature of the gathering is consistent with the Museum's mission. The name and type of entertainment must be provided to the Special Events Department two weeks prior to the event.