

General Guidelines

Thank you for selecting the California Center for the Arts, Escondido as the choice location for your event. We are delighted to accommodate your requests and assist you in creating successful and memorable functions.

The Center campus provides a number of venues for special events. In addition to our 9,000 square foot Ballroom, you may rent the 4,000 square foot Museum, 1,500 seat Concert Hall, and 400 seat Center Theater. The theater lobbies and courtyards are the perfect accent to enhance your special occasion.

Group discounts are available for performances and museum exhibitions. Receptions and dinners may be hosted on stage or in any one of these venues.

In order to provide the best possible experience to all our guests, we request you review the following guidelines pertaining to planning your event.

Room Rental:

Room Rental is based on the amount of space you need, depending on the set-up of the room and what will go into the room (stages, dance floor, extra tables, etc.) It can also be reduced up to 50% with minimum food and beverage purchase.

The ballroom of the Conference Center breaks into (5) individual salons. Each salon can accommodate approximately 100 people, depending on set-up.

| <u>Meeting Room</u> | <u>Square Feet</u> |
|---------------------|--------------------|
| Ballroom | 9,000 |
| Salon 1 | 2,358 |
| Salons 2,3,4,5 each | 1,595 each |
| Felicita Room | 728 |
| Escondido Room | 408 |

Non-Profit 501c3 and Tax Sharing Partner Discounts are available.

Estimated Event Timelines:

Breakfast Events: 6:00am-10:00am
Luncheon Events: 12:00pm-2:00pm
Dinner Events: 6:00pm-10:00pm
All Day Meetings: 7:00am-5:00pm

Wedding Receptions:

Allotted Time is 5 Hours.

AM Weddings

10:00am Ceremony

11:00am-3:00pm Reception

PM Weddings

5:00pm Ceremony

6:00pm-10:00pm Reception

24-Hour lock-up service is available. All time lines can be evaluated based on the needs of your event. We will do our best to accommodate your needs, pending they do not conflict with other events.

Events requiring extra hours for load-in must be evaluated with your planner and may be subject to additional rental fees.

Any event going over the agreed upon timeline per your contract will be subject to additional labor fees.

Liquor Service:

The Center liquor licensing allows us to serve alcohol no later than 11:00pm. All alcohol must be consumed prior to 12:00 midnight. All bars will stop serving alcoholic beverages 1 hour prior to close of your function.

Any guest appearing to not be of legal drinking age will be asked for identification. Guests may only purchase alcohol for their own personal consumption.

Food and Beverage:

The Center provides a full service kitchen and banquet staff. All food and beverage must be purchased through our Catering Sales Department. Per our food handling license, we cannot allow any food to be brought into or taken off the property. The only exception to this rule is Wedding cakes, which are provided through our recommended bakeries.

You may provide your own Wine and Champagne. There is a corkage fee to do so.

Menus:

The Center is pleased to offer a variety of menu options for all occasions. Corporate Meeting Packages (CMPs) are easy to use for a full day meeting, or you may order A la Carte.

Wedding Packages and Holiday Menus are provided to ensure your guest's dining experience is exceptional.

The Center Chef is versatile, knowledgeable, and happy to create or customize a menu for you. Simply discuss the options with your Catering Sales Manager, and they will assist you with their expertise in menu planning.

You may choose 2 menu selections and a vegetarian option. All meals will be billed at the highest priced menu selection. The number of people requesting each selection must be given to your event planner at the time of your guarantee. In most cases, last minute orders or walk-in guests will receive Chef's Choice of option.

Decorations:

The Center Ballroom is beautiful with lofty ceilings and elegant architecture. Room rental with any food and beverage event includes tables, chairs, full table settings, linens, votive candles, and lit ficus trees. You may provide your own floral arrangements and centerpieces.

You may not hang anything from our walls. Lattice can be provided to hang items on, or you may rent easels.

Banners may be hung from designated areas in the Ballroom with prior notice and proper handling fees.

Because of the delicacy of our light fixtures, you may not hang anything from our chandeliers. Items may be hung from the air wall runners when this service is provided by a professional "Rigging" company.

Signage:

The Center has a very large campus. To assist your guests in finding the location of your event, we post signage throughout the campus on or walkways. Should you desire additional signage, we can provide up to 3 additional free standing signs.

Thank you for taking the time to review these items. We know you will enjoy all The Center has to offer. Bon appetit and let the show begin!