

YOUR GUIDE TO
LA JOLLA
WOMAN'S CLUB



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NOTABLE ITEMS

HOW TO TREAT THE VENUE

- It's important that we clearly communicate that this venue is a Historical Venue, listed on the Historical Registry. Please read thoroughly through your information packets in addition to your contract, as we hope you'd follow & respect all rules set in place. These rules and regulations have a rhyme and reason behind each one. Most circle back to the upkeep & preservation of this beautiful space.

WHAT TO EXPECT FROM LJWC

- We are providing the venue only (with complimentary tables) for the allocated hours with the list of approved caterers and two bar companies that we work with exclusively. We are always happy to be a resource, so please let us know if you have any questions. Always happy to help within the means that we can.
In addition, we work with a local rental company and can assist with setting up a chair, lighting, and linen order.

POWER :

- While our club is 108 years old, we have updated all the power onsite and have plenty of outlets all over the site (both inside and outside). Whether you have a band or DJ, we have specific outlets behind the curtain for your entertainment. This is something we can show them the day-of.

CATERING & BAR RULES :

- We do not allow shots.
- If you bring in a keg, please note that you must remove it offsite the night of your wedding, along with any other personal items.
- Please feel free to seek our advice on a caterer that would be the best fit for you. I'm happy to give you my suggestion based on important criteria you list.

PRO TIP :

If your caterer is not providing linens and tableware, ensure you ask if they are able to assist in placing linens, folding napkins, and setting the tables with tableware. This is important if you decide to rent tableware separately.

INSURANCE :

- We require the Caterer, Bar, and Client to provide Day-of Event insurance. A minimum of one million dollars, listing the Club as additional insured. There are companies that provide liability insurance for weddings and insures all aspects of your wedding, you can contact them at www.ewedinsurance.com, www.wedsafe.com.
- Please note, you must provide the club with an additional one million dollar liquor liability if you bring in your own alcohol. All certificates of insurance must name the La Jolla Woman's Club as a certificate holder (7791 Draper Avenue, La Jolla CA 92037).

PRO TIP :

If you live in California and own a home, you may go through your own home insurance to retrieve the Day-of Event Insurance. This will most likely be the most economical option.

DAY-OF COORDINATOR:

- Day-of Coordinator is required. *Please note: the Event Manager and the day-of venue staff are not your day-of coordinators.*
- Your coordinator will not only execute the day, but take care of setting up all your personal items, and any loose ends that arise the day-of.
- They will be the ones to cue you and your wedding party down the aisle, conduct the ceremony rehearsals, provide timelines and layouts, set up walk-throughs and meetings with vendors, negotiate contracts, set up personal items, conduct the entire wedding from set-up to tear-down.

SCHEDULING CEREMONY REHEARSAL:

- A one hour Ceremony Rehearsal is included in your rental fee.
- You may schedule your ceremony rehearsal as early as 2 months prior to your event date.
- This timeframe is strict due to the fact that we could book another event the day before yours. If we do, then you will schedule your ceremony rehearsal around their event time. And if we don't have an event booked, you may schedule the rehearsal anytime between 8am and 4pm.

LOAD - IN & LOAD - OUT :

- Load-in is scheduled two-three hours prior to the event (refer to contract for timing). Unfortunately, drop-off the day before is not possible due to other events being held at the Club. Clients are always welcome to purchase additional load-in hours if set up is extensive.
- Load-out is (1) hour. All décor items, gifts, centerpieces, and rentals must be loaded out during the 1 hour immediately after your event. And for most, this would be by 11pm. Trash will be taken off site by Caterer because the LJWC does not have commercial trash bins. Any trash left onsite will result in a disposal fee up to \$500. All bar trash will be bussed and taken off site by the Bar company.

END TIME :

- Latest end time is 10:00pm (City of San Diego Rule). This means guests must be off property by 10:00PM.
- Bar will close at 9:30PM
- Music is off no later than 9:45PM.

Please note, Bar should always close 30 minutes before end time and music should be off 15 minutes before end time.

PRO TIP :

For those party animals that don't want to end the good times - we suggest having a fake end at 9:35PM to which, there is no doubt, they will chant "One more song! One more song!" And your DJ would have the liberty to do so, with 10 minutes to spare. This undoubtedly makes your DJ look like a hero, in addition to your guests getting what they want. Setting us up for a more successful exit at 10:00PM with music actually turning off by 9:45PM.

NO - NO'S ON WHAT DÉCOR?!

- No bird seed, bubbles, fake snow, confetti, glitter, paper streamers, rice, silly string, sparklers, or other damaging materials. Petals are allowed at the ceremony site, but must be cleaned up before the end of the event. And no real candles are allowed inside the venue. LED only.

COMPLIMENTARY TABLES :

- We have (22) complimentary 60" round dinner tables and (5) 6Ft tables, (4) 24" belly bars and (4) 36" cocktail tables. We have some pieces of wicker that may be used indoors and are suitable for a sweetheart table, cake table and buffet. There is no charge for these tables; we ask only that you have your caterer cover them with linens. The club does not provide chairs, linens or extra lighting (up lighting or market lights),
- We work with a local rental company that extends LJWC clients a discount on chairs, linens, lighting and other décor. Ask for the pricing list!

PARKING

- Parking is all public . Immediately surrounding the building is 2 hour parking up until 6PM. This means if you park there at 4PM, you are fine to park there until the next day at 8AM.
- NON 2 hour parking: Eads Street, La Jolla Blvd, & Draper Avenue in front of the tennis courts. In addition to nearby parking garages.
- You can also hire a valet service!

VALET

1. ACE
2. ABM
3. Preferred Valet Parking

HOTEL RECOMMENDATIONS:

1. La Valencia
2. Grand Colonial
3. Empress Hotel
4. La Jolla Inn by the Sea
5. Orli
6. Scripps Seaside Inn
7. Holiday Inn Express
8. Best Western

REHEARSAL DINNER RECOMMENDATIONS:

1. Wheat & Water
2. Duke's
3. Piazzo 1909
4. Catania

AFTER - PARTY RECOMMENDATIONS:

1. The Lot
2. Hennessy's
3. The Shack Bar & Grill
4. Manhattan at the Empress Hotel
5. Nautilus Tavers

CANCELLATION POLICY:

Client may cancel the Event upon written notice to LJWC.

Cancellation at any time by Client shall result in the forfeiture of the [Administration Fee and Deposit]. If Client cancels the Event within [ninety] ([90]) days of the Event Date, then LJWC shall also be entitled to retain [all Fees received from Client, including the Administration Fee, Event Fees and Security Deposit]. Cancellation by Client will result in immediate revocation of the License hereunder.

- The Event Manager, is the person each couple meets with initially for a tour of the venue. If a couple decides to move forward with the space for their wedding, the Event Manager drafts up the contract, reviews the rules and regulations for the venue and takes care of payments. The Event Manager is here as a resource for the couple in regards to the timelines, layout, and venue related questions. The Event Manager will help run the final walk-through meeting with couple's vendors and coordinator. The Event Manager will also be onsite (for most weddings) the day-of for set up and the beginning portions of the wedding to ensure everything 'kicked-off' properly on the venue side of things.
- The Event Manager cannot be onsite for all weddings. There are some cases, the Event Manager could be sick, or on vacation, but they will give the couple notice of this unless it's an emergency. During busier months when the club hosts more than 1 wedding a week, the Assistant Event Manager will be onsite.
- Day-of Venue Staff are a group of well trained part-time employees that work the day-of weddings. The Event Manager assigns (2) venue staff members to work each wedding and assist with wedding day flow, oversee load-in and load-out, enforce venue rules to vendors, replenish bathrooms, regulation of A/C and Heat, and upkeep of grounds during the event. The Event Manager provides the layout, event order, and a list of items to complete during the event to the venue staff. The layout and venue event order are also distributed the week-of to all vendors and couple via email. Also, enclosed in this email are the load-in instructions and an e-intro to the venue staff working the day-of.

COMMUNICATION:

- Email- When emailing with the Event Manager: Please be sure include your wedding date and topic in the subject line.

For Example: 04.16.24 – Décor Question?

Please Note: The Event Manager will need to respond to emails in the order of which the wedding or event is closer.

For Example: If your wedding is 2 years out and the Event Manager has emails from a wedding in 2 weeks, their email and questions will be given priority. Sometimes, this may cause a delay in response times, but please know ALL your questions will always be answered, and as quickly as possible.

- Good rule of thumb is to always refer back to this information packet or your contract if you want an immediate answer.

YEARLY TIMELINE:

- *1 year-6 months out: Securing Venue, Caterer & Bar*
- *6 months-2 months out: Securing Rentals & Hiring Day-of Coordinator*
- *2 months – 2 weeks out: Take Care of Final Decisions & Payments*
- *2 months out: Final Payment For Venue Due (Remainder of Rental Fee + Refundable Security Deposit of \$500)
Scheduling your final walk-through & ceremony rehearsal
Researching and obtaining the Day-of Event Insurance*
- *2 weeks out: Final Payment for Equipment Rentals Due (This is if you rent chairs, lighting, linens etc. through the rental company we use)*

SUGGEST DAY - OF TIMELINE :

● 6 HOUR EVENT TIME – RECEPTION ONLY (If you wish to go til 10PM)

- 2:00pm to 4:00pm: Load-in
- 4:00pm: COCKTAIL HOUR
- 5:00pm: RECEPTION | Grand Entrance | First Dance |
Welcome Toast | Dinner Service
- 7:15pm: Open Dancing
- 9:30pm: Bar to Close
- 9:45pm: Music OFF
- 10:00pm All Guests off Property
- 10:00pm to 11:00pm: Load-out for all vendors

● 6 HOUR EVENT TIME – CEREMONY & RECEPTION

- 2:00pm to 4:00pm: Load-in
- 4:00pm: Guest Arrival
- 4:30pm: CEREMONY
- 5:00pm: COCKTAIL HOUR
- 6:00pm: RECEPTION | Grand Entrance | First Dance |
Welcome Toast | Dinner Service
- 7:30pm Open Dancing
- 9:30pm: Bar to Close
- 9:45pm: Music OFF
- 10:00pm All Guests off Property
- 10:00pm to 11:00pm: Load-out for all vendors

NOTE: This is a rough timeline to give you an idea of when major events are taking place

V E N U E C H E C K L I S T

- ✓ Signed Contract + Deposit (50% of rental fee) to secure for venue
- ✓ Review Venue Rules in Detail (please refer back to these rules anytime you have questions)
- ✓ Book Caterer & Bar Service
- ✓ Find your perfect Day-of Coordinator
- ✓ Reserve Rentals
- ✓ Final Payment (Remaining 50% of venue + \$500 refundable security deposit) due 2 months prior to your wedding day
- ✓ Day-of Event Insurance
- ✓ Schedule Final Walk-through with Coordinator, Caterer & Venue
- ✓ Reserve Ceremony Rehearsal (You can do this as early as 2 months out)

T H A N K Y O U

On behalf of the La Jolla Woman's Club Event Manager and Board of Directors, we wanted to Thank You for reserving LJWC as your wedding venue. Thanks to your rental reservation, we are able to preserve a piece of important San Diego History. We look forward to working with you and making history together!