

TERMS AND CONDITIONS

Client: _____

Event Date: _____

DEPOSIT/PAYMENT - A non-refundable deposit is required to confirm a definite event. Full prepayment of all estimated charges is due no later than 15 days prior to the event in the form of cash, certified check, cashier's check or money order. Client to Initial: ____

PRICING - Prices are based on current market value and are subject to change. Client to Initial: ____

FOUNTAIN — No Petals are allow in the fountain, floating arrangements and candles yes. Client to Initial: ____

FOOD AND BEVERAGE RESTRICTIONS — Food and Beverage MAY be brought in subject to the approval of Site Coordinator. The company providing the food and/or beverage must be insured up to \$1,000,000 and licensed in the State of California. A list of suggested preferred vendors is attached on page #3. Client to Initial: ____

BEVERAGE RESTRICTIONS — The Arcade building holds no alcohol license, a insurance policy is required for any kind of event that holds alcohol due to licensing and liability issues. Client to Initial: ____

KITCHEN – There is not stove or refrigerator in our kitchen. A microwave is available. Client to Initial: ____

CANCELLATIONS — If the client cancels a function within sixty (60) days of the date of that function, the client agrees to pay 100% of all charges and/or rental charges. All cancellations of definite functions must be submitted in writing. Client to Initial: ____

DRESSING ROOM – Our upstairs bathroom can be closed and can be used as a changing room. Client to Initial: ____

SECURITY — The Arcade building will not assume responsibility for the damages or loss of any merchandise or articles left in the building a \$150 security charge applies. Arrangements for security of exhibits and articles set for display should be made prior to the function. Our Event Coordinator will furnish current rates for security services which are handled through our Security Department. The use of outside security agencies will be permitted only with approval from the venue's Security Department. Client to Initial: ____

SIGNS — All public signs must be professionally made and must meet the building standards and be approved prior to display or usage. No sign can be posted inside the building damaging the structure. Client to Initial: ____

DECORATIONS — All decorations must meet the building standards and be approved prior to display or usage. Recommendations for floral arrangements are available through our events department. We do not permit the affixing of anything to walls, floors or ceilings of room with nails, staples or tape or any other substance unless prior approval is given by the events department.

EVENT COORDINATOR - To ensure a flawless event you may find it essential to hire a professional wedding coordinator to assist you planning your event. An event coordinator will assist you throughout your wedding planning, helping you with vendor's referral, the logistic of the building and creating a wedding day timeline for your perfect day, a \$300 charge apply. Client to Initial: ____

EVENT SCHEDULE - The Arcade Building asks that you please adhere to the time schedule of your event. Our Luncheon Ceremony / Reception time is from 11:00am-4:00pm, our Dinner Ceremony / Reception time is from 6:00pm-11:00pm. Additional time will be charged at \$300.00 per hour. Client to Initial: ____

THE *W*edding CEREMONY

*The magnificent ARCADE BUILDING is located in downtown San Pedro is a setting
of extraordinary beauty and tranquility.*

*A private garden, with a waterfall,
The perfect place is fitting your most Special Day.*

***Reserved One Hour Wedding Rehearsal Time
(Wednesday or Thursday)***

Private Garden Location

Dressing Room for the Bride

Two Hour Exclusive Usage of Time of Ceremony Site

Garden Pavilion Wedding Ceremony Package

*\$1200 Saturdays
\$800 All other days and evenings
We can accommodate 100 Guests*

*Saturday evening 6- 11pm
Friday 6 - 11 pm, Saturday daytime 11am - 4 pm and Sunday*