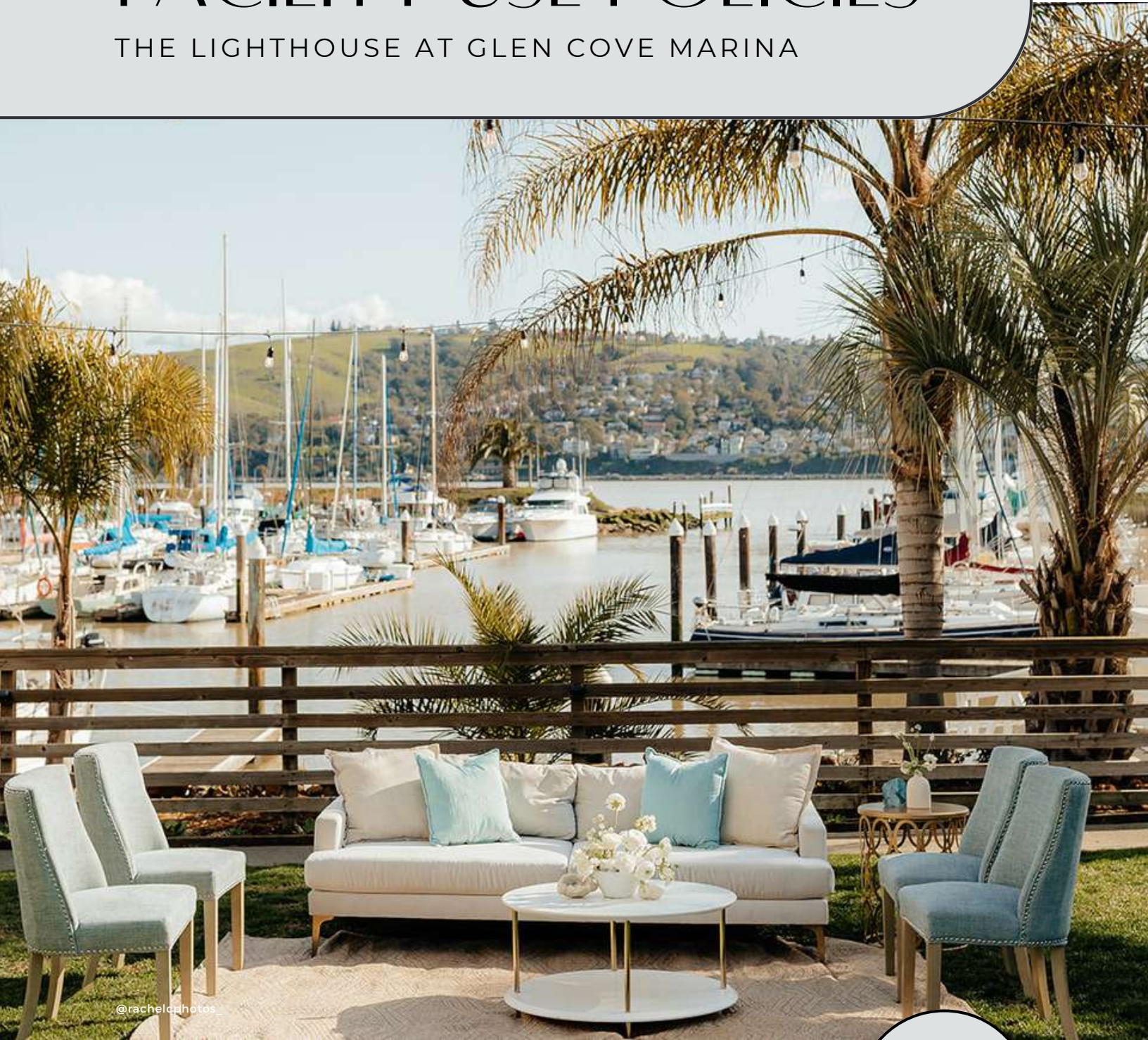


FACILITY USE POLICIES

THE LIGHTHOUSE AT GLEN COVE MARINA



@rachelcpphotos_

REVISED
AUG 2023

THELIGHTHOUSEGCM.COM

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WE'RE
HERE
TO HELP

If you have additional questions or need clarity on anything included in this packet, we're happy to support you!
Please email us at thelighthousegcm@gmail.com

ALCOHOLIC BEVERAGE SERVICE POLICY

The Lighthouse LLC requires all clients to hire a beverage service company or a licensed full-service caterer to service alcoholic beverages.

A selection of pre-approved, preferred partners is provided (please refer to our Preferred Partners list on our website), many of whom allow clients to purchase their own alcohol and provide service only. **Please note: The Lighthouse does not permit self-service of alcoholic beverages.**

Each beverage service company must provide proof of a valid liquor license issued by the California State Alcoholic Beverage Control (ABC). In addition, as of July 1, 2022, all alcohol servers (defined as anyone who checks customer identification for the purpose of alcoholic beverage service, takes customer alcoholic beverage orders, pours alcoholic beverages for customers, or delivers alcoholic beverages to customers) must have completed ABC's RBS certification process. Such a company must also provide proof of General Liability and Liquor Liability Insurance coverage in the amount of at least \$2,000,000 Combined Single Limit for Bodily Injury and Property Damage. This policy must name The Lighthouse LLC as additional insured.

ANIMALS

Animals, except those specifically trained to assist the disabled, are not permitted inside the building. This includes the upstairs Lighthouse Inn. Dogs are permitted to participate in outdoor ceremonies and pictures only, but must not remain for the duration of the event.



AUDIO/VISUAL

Audio and visual equipment is not available at The Lighthouse GCM. Such equipment should be secured from an outside vendor. Please see the Preferred Partners List for reliable contacts for this service. Your planner or sales representative can assist with this.

BARBECUES/GRILLS

The use of outdoor portable cooking appliances may require approval. Additional fees may apply. Such appliances may be set up on the north side of the building anywhere on a concrete sidewalk, except in the handicap parking space or within ten feet (10') of a designated exit. Contact your sales representative for the approval process if needed.

BALLOONS

The Lighthouse LLC must approve all balloon decor. Balloons must not be popped on-site and must be removed from the premises for disposal. An automatic deduction of \$250 will be subtracted from the security deposit if balloons are found to be disposed of on-site.

BRANDING

Branding logos or images with the use of light is permitted on the inside walls of The Waterfront Room only. Such lights are not to be used on the exterior of the building so as not to disturb neighbors.

CANDLES

Any use and placement of candles or open-flame items must be approved in advance by the facility. All open flames must be contained or enclosed in glass. The flame must remain at least 2" below the rim of the glass to contain the flame. If these requirements are not met, the on-site event manager(s) may require such items be removed, moved, or prohibited.

CATERING

For events being staged in The Waterfront Room and the Lighthouse gardens, The Lighthouse LLC strongly prefers that clients hire an approved, pre-qualified, full-service caterer from the Preferred Partners list. Such preferred caterers are professional, reliable vendors offering experience, quality, customer service, and value. Your sales representative or planner can assist with this.

Every hired caterer must be a licensed catering company by the State of California with insurance that covers off-site catering. Food must be served under the guidelines for special events as set forth by the California Department of Public Health and must be specifically approved by the General Manager of The Lighthouse GCM.

In certain limited circumstances, full-service caterers not on the Preferred Partners list may be submitted to The Lighthouse for approval. Please refrain from signing contracts prior to receiving approval from the General Manager. If such caterers have not previously been hired for an event at the facility, they must complete an initial walk-through with the General Manager prior to approval. If approved, a fee will apply. In addition, such caterers must agree to comply with the Caterer Policies, sign the Caterer Policies Agreement, and supply The Lighthouse LLC with all required business documentation, including a ServSafe certificate. A final walk-through is required for all events.

Please note: Self-catering/staffing or potluck is not permitted. All alcoholic beverage services must be secured from a licensed and insured caterer or beverage service company. (See "Alcoholic Beverage Service Policy").

DIRECTIONAL SIGNAGE

Lighthouse clients may not install their own directional signage throughout the Marina to The Lighthouse LLC.

DISABLED ACCESS

The facility is fully accessible for the disabled. A wheelchair ramp is located at the west end of the building with access to both gardens. A unisex handicap restroom is located inside at the east end of The Waterfront Room.

ELECTRICAL FLOOR PLANS

An electrical floor plan that shows the location of power outlets throughout the facility may be obtained from a Lighthouse sales representative. All details for the event regarding electricity should be submitted and approved by the General Manager to avoid any overload of circuits.

EMERGENCIES

Please dial 9-1-1

EQUIPMENT

Due to liability issues, The Lighthouse GCM is unable to loan any of its equipment for use for an event. This includes equipment such as ladders, dollies, hand-trucks, extension cords, safety mats, etc. If such equipment is required, clients or clients' subcontractors are required to bring their own. Unless special arrangements have been made with the General Manager, any equipment brought onto the premises for an event must be removed without causing damage directly following the departure of the last guest.

EVENT DECORATIONS

With the prior approval of the General Manager, clients may decorate The Waterfront Room and the adjoining gardens. Proposals should be submitted early in the planning process to ensure approval. Due to safety reasons, clients are strongly encouraged to hire a licensed and insured vendor to install decor. Homemade and self-installed decor is permitted but must be pre-approved by the General Manager.

Decoration is limited to the Waterfront Room and gardens, except for check-in desks and directional signs. Unless special arrangements have been made with the General Manager, all decorations must be removed from the Waterfront Room and gardens without leaving damage directly following the departure of the last guest.

The Lighthouse LLC understands most clients will choose to host some or all portions of their event outdoors and asks clients to remain mindful of the elements such as rain, humidity, wind, heat, etc., that could potentially affect plans for outside decor such as freestanding signs, picture frames, arches, etc. (continued on next column).

Important notes about Event Decoration:

- There shall be no adhesive material on the floors or walls in The Waterfront Room. The use of masking tape, duct tape, electrical tape, transparent tape, and double-stick tape is not permitted on the floors or walls. All permitted decorations must be freestanding such as pipe and drape. Nails and staples are not permitted. Any marks or damage caused by the installation of decor items will result in a deduction from the security deposit at a minimum of \$250.
- It is common to use loose flower petals for decoration. Please note, flower petals must be natural/real; The Lighthouse LLC does not permit artificial/silk flower petals. In addition, loose flower petals are permitted outside only, they are not permitted inside of The Waterfront Room. Flower petals must be cleaned promptly by a planner or a client representative.
- The Lighthouse LLC does not permit the use of artificial/silk flower petals, birdseed, rice, confetti, balloons with confetti, pampas grass, glitter, and blowing bubbles inside or outside of the facility. If any of these items are found to be used, an automatic deduction of \$250 will be subtracted from the clients' security deposit.

For additional policies related to event decoration, see: "Fog Machines" and "Sparklers/Pyrotechnics".



EVENT ENDING TIME

All music must end a minimum of 75 minutes prior to the end of the permitted rental period. We recommend guests depart no later than 15 minutes after music ends to allow clients and subcontractors a minimum of 1 hour to clear the facility. The Lighthouse Staff will close the facility promptly at the end of the leasing period. Please refer to the following:

- Saturday: Music ends 10:45 pm. Guests depart 11:00 pm. Closure 12:00 am.
- Friday: Music ends 9:45 pm. Guests depart 10:00 pm. Closure 11:00 pm.
- Sunday-Thursday: Music ends 8:45 pm. Guests depart 9:00 pm. Closure 10:00 pm.

EVENT PLANNER REQUIREMENT

For all events (weddings and non-weddings), clients must hire a licensed and insured full-service Event Planner and/or Day-of Coordinator/Event Manager who will be present for the duration of the event.

You may hire a vetted Event Planner or Day-of Coordinator from the Lighthouse Preferred Partners list, or you may add Coordination and Day-of Management through The Lighthouse a la carte. Additionally, many of the full-service caterers have event planners, ideal for non-weddings. Please note, if adding Coordination and Day-of Management service through The Lighthouse, it must be added no later than five-months prior to the event date and is subject to availability.

FIRE REGULATIONS

All exits must remain clear at all times and emergency exit signs must not be obscured from view.

FOG MACHINES

There shall be no fog machines on the property. The use of such equipment triggers our HVAC system to shut down. Should the system turn off as a result of ignoring this rule, it will not be turned back on for the duration of the leasing period. If used, a \$500 fine will be imposed on the client.

GUEST CAPACITY

The capacity for your event is dependent on the package you choose. To provide you and your guests with the best Lighthouse experience, our packages are intended to serve the following capacities:

- 120 guests for Luxury weddings, Signature weddings, and Special Events (full day)
- 100 guests for Weekday weddings
- 75 guests for Half Day events
- 50 guests for Petite events

If you think your guest count will exceed the respective capacity listed above for your package, please speak with your Lighthouse Representative as an Added Guest Fee may apply to cover the costs needed of additional staffing and maintenance required. Extra tables and chairs are available to add to your package if needed.

If applicable, Added Guest Fees are as follows:

- **Luxury & Signature weddings:** 121-150 guests, \$500; 151-175 guests, \$750; 176-195 guests, \$1,000
- **Special Events: (Full day):** 121-150 guests, \$500; 151-175 guests, \$750; 176-195 guests, \$1,000
- **Weekday Weddings:** 101-120 guests, \$500; 120+ are subject to the above fees
- **Half Day Events:** 76-120 guests, \$500; 120+ are subject to the above fees
- **Petite Events:** 51-75 guests, \$500. 75 guests is the maximum for Petite Events

Please note: indoor seating is limited to a maximum of 150, with outdoor West Garden seating limited to a maximum of 195.

HEALTH REGULATIONS

Anyone selling or dispensing food to the general public must have a health permit from the city in which their business resides and copies of those permits must be on file with the General Manager of The Lighthouse.

INSURANCE REQUIREMENTS (CLIENTS)

Lighthouse clients shall obtain Commercial General Liability Insurance, including Host Liquor liability, in an amount not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage. Such insurance shall name The Lighthouse LLC as additional insured, and a certificate of insurance (COI) with an endorsement must be provided to The Lighthouse LLC sixty (60) days prior to the event. Insurance obtained by the client is separate from, and in addition to, insurance obtained and provided by hired vendors (see "Insurance - Vendors" for vendor insurance requirements).

Please note: In addition to General Liability Insurance, The Lighthouse LLC recommends purchasing Event Insurance that may cover any other unforeseen issues.

Clients may obtain insurance online through carriers such as www.theeventhelper.com or www.wedsafe.com. General Liability Insurance and Event Insurance may also be obtained through homeowners' insurance carriers. For corporate functions, insurance must be obtained through the companies' insurance carrier.

The Lighthouse LLC reserves the right to review all certificates of insurance for acceptability of form and insurer. The Lighthouse LLC shall be granted 30-days notice of material change coverage.

For more information regarding event insurance, visit: theknot.com/content/wedding-insurance-101

INSURANCE REQUIREMENTS (VENDORS)

Each vendor hired for your event who is not on The Lighthouse' Preferred Partners list must obtain Commercial General Liability Insurance (including Host Liquor liability for caterers and event planners) in an amount not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage. The policy must include Workers Compensation and Automobile Insurance and name The Lighthouse LLC as additional insured.

A Certificate of Insurance (COI) with an endorsement must be provided to The Lighthouse LLC sixty (60) days prior to the event. Please note, vendors who are on The Lighthouse' list of Preferred Partners have already submitted this documentation to the venue.

For vendors/subcontractors who are delivery-only and are not hired to be on property for any length of time, a Certificate of Insurance (COI) is not required. For example, a baker who is delivering a cake or a florist who is dropping off bouquets and not installing flowers on-site are considered delivery-only and, as such, are not subject to providing a COI to the venue.

If you have questions about insurance, please contact your Lighthouse representative via email at thelighthousegcm@gmail.com

INTERNET

Wireless and hardwire internet connectivity can be provided inside The Waterfront Room for a fee, and a daily use charge. There are Wi-Fi locations in The Waterfront Room. Hardwire ports will be available in 2023. At that time, private network names and passwords will be available. Please contact The Lighthouse for the current Wi-Fi rate sheet.

INVITATIONS OR NOTICES

When sending out invitations or notices for an event at The Lighthouse, clients should use the following physical address for The Lighthouse GCM: **The Lighthouse at Glen Cove Marina, 2000 Glen Cove Marina Rd., Vallejo, CA. 94591**



LIGHTHOUSE TABLES AND CHAIRS

The Lighthouse agrees to provide: Up to (120) Chairs, (15) 60" Round Tables, (1) 48" Round table, (6) 6' Rectangle Banquet Tables, (2) 8' Rectangular Banquet Tables, and (6) 30" Round Cocktail Tables (short or tall) for your event, including the setup and breakdown of these venue-provided items. The setup is according to a pre-approved floor plan. Please note: The exact amount will vary dependent on your package. Please see your contract for the exact quantities included for your event. Additional tables and chairs are available to add a la carte where applicable.

LIGHTING

There is dimmable recessed lighting throughout The Waterfront Room in sections. Exterior building lights are set on an automatic timer and turn on at dusk. Market lights on the east and west gardens are available for evening events.

LIQUOR CONSUMPTION & ILLEGAL SUBSTANCES

There is no self-service alcohol. Alcohol may not be served to minors. The Lighthouse GCM staff reserves the right to close all alcohol services and/or evict inebriated guests from the premises if at any time alcohol consumption is deemed excessive. At no time are shots or kegs allowed. Illegal substances shall not be consumed.

LOGISTICAL PLANS

The General Manager of The Lighthouse GCM must review and approve all proposed logistical plans for the use of the premises a minimum of thirty (30) days prior to the event. We encourage submissions early on in the planning process to ensure event details meet approval. A Lighthouse Coordinator can assist with this process.

LOGO

Camera-ready artwork of The Lighthouse GCM logo is available upon approval by the General Manager.

MARINA DOCKS AND LANDING POLICY

The Glen Cove Marina is a private marina, thus there shall be no persons at any time for any reason on the private docks before, during, or after an event at The Lighthouse.

For access to the private docks or guest dock for photos, boat entrances, or walk-in entrances during an event, prior written approval by both the Glen Cove Marina and the Lighthouse General Manager is required and arrangements must be made well in advance. All requests must be made in writing, via email, to both glencovemarina@gmail.com and thelighthousegcm@gmail.com and may be subject to a fee from the Glen Cove Marina depending on the reason for use and the timeframe requested.

If approved, the agreement is made between the client and the Glen Cove Marina, and, in any case, only the couple or celebrant and their photographer are allowed access to the approved docks and must always be accompanied by a Lighthouse representative.

The roof of the building (the second-floor landing is considered the roof of the building) is off limits at all times, especially in the areas separated by latticed dividers. If any Licensees or guests are found in the latticed areas before, during, or after an event, a \$500 fine may be billed to the Licensee.

The open area of the second-floor landing is available for photos only, limited to the couple or the celebrant and their photographer; however, prior written approval via email by the Lighthouse General Manager is required.

Failure to adhere to marina docks and landing policies will result in a \$500 fine and possible immediate termination of the License at the direction of the Lighthouse staff.

MUSIC

The City of Vallejo allows outdoor music until sunset. Amplified music, live or recorded, is permitted within the Waterfront Room only and may not disturb other visitors, residents, and tenants in the Glen Cove Area.

All music, amplified or acoustic, must conclude inside the facility no later than the following times:

- Saturday Events: 10:45 pm
- Friday Events: 9:45 pm
- Sunday-Thursday Events: 8:45 pm.

The Lighthouse GCM staff may require adjustments to sound levels or terminate amplification during the event at any time for any reason.

NON-PROFIT STATUS

Special rates are available to non-profit organizations. To qualify for these rates, proof of the organization's non-profit status (i.e., a copy of the 501(c)(3) letter) must be sent along with the reservation deposit

ON-SITE STAFF

All events are staffed by a Lighthouse GCM event coordinator or manager. The event coordinator or manager is the final authority for special activities and has the right to approve or deny any changes made by the client or their subcontractors. The Lighthouse GCM staff are not available at any time to lift, carry, load, unload or move anything that is not Lighthouse GCM property.

PARKING

There are forty-five (45) parking spaces available in the Glen Cove Marina parking lot for events. The Lighthouse GCM does not guarantee the number or locations of parking spaces for any event. Vehicles improperly parked are subject to ticketing and towing.

Non-exclusive free parking may be available in designated areas around The Lighthouse GCM, including a large parking lot located at 155 Glen Cove Marina Road. All vendor vehicles, except for approved vehicles, should be parked here.

PERSONAL ITEMS AND DECOR

For events coordinated by The Lighthouse, client understands Coordinator and Coordinator's Assistant are responsible for setting out only the following items which must come pre-assembled and event ready prior to the start of the leasing period: table numbers, signs with easels, picture frames, seating charts, guest books, card boxes, party favors, place cards. **Any items not listed or items listed that are not pre-assembled and/or event ready prior to the start of the leasing period are the responsibility of the Client to assemble and set out.** Client understands that Lighthouse Coordinators and Coordinator Assistants are not responsible for physical construction for an event, including, but not limited to, assembling personal items and decorations, setting up stations (dessert bars, candy bars), creating signage, printing documents, writing name cards, folding menus. If The Lighthouse requires additional time and assistance to complete such tasks beyond their contracted obligation, a fee will be automatically taken out of the security deposit at the discretion of The Lighthouse staff.

POST-EVENT WALKTHROUGH

The post-event walkthrough is a mandatory walkthrough between a client representative and Lighthouse GCM staff person immediately following the close of the event. Complete clean-up and load out of all rented areas must occur during the client's permitted rental period and no later. If The Lighthouse staff finds clean-up to be inadequate, The Lighthouse LLC will contract special maintenance services and any fees will be deducted from the client's security deposit.

Please note: Except for the restrooms, all trash, garbage, compost, recyclables, and waste products accumulated from the event, including all debris generated during the load-in and load-out process, must be removed from the premises for off-site disposal otherwise a fee may be subtracted from the security deposit for insufficient trash removal or recycling. (See also: "Trash Removal").

A separate janitorial fee may or may not apply. Clients must refer to their specific contract for clarification.

PRE-EVENT WALKTHROUGH

The pre-event walkthrough is a mandatory walkthrough (also known as a "Final Walkthrough") between a Lighthouse GCM staff person and the hired event caterer, planner(s), and any other major subcontractors. It is to be completed no later than thirty (30) days prior to the event. Clients are encouraged to schedule their pre-event walkthrough well in advance of establishing final details to ensure a smooth and efficient event.

PREFERRED PARTNER AVAILABILITY

The Lighthouse is not an all-inclusive venue thus clients must contract outside vendors for an event. As such, The Lighthouse provides an extensive Preferred Partners list of reputable vendors in the region that clients may hire for an event. While the list has been carefully curated for the success of an event based on vendor experience, professionalism, and client satisfaction rates, the vendors chosen for this list are not exclusive to The Lighthouse. The Lighthouse cannot and does not guarantee vendor availability and shall not be held responsible if a selected vendor on the Preferred Partners list is unavailable to book for an event.

RENTAL PERIOD

The Lighthouse rental rates are based on a six (6) hour half day or twelve (12) hour full day rental period. Clients must refer to their specific contract for clarification. The rental period is inclusive of caterer and client set up and decorating, the event itself, removal of all personal belongings, rental equipment, and display materials, and client, guest, and vendor departure. Additional rental hours may be purchased based on availability at the appropriate overtime rate.

RENTALS

Event rentals, such as dinnerware, glassware, lounge furniture, specialty linens, etc., may be arranged through a hired event planner or caterer. The Lighthouse GCM staff may also assist with this. All rental orders must be submitted via email to The Lighthouse for approval, along with a floor plan and timeline, at least thirty (30) days prior to the event.

SECURITY

A security officer may be required to be onsite for certain events. Clients will be advised in advance if this service is a requirement of the rental. Full-day packages typically include security. Clients must refer to their specific contract for clarification.

SHUTTLES, TAXIS, RIDESHARES

The Lighthouse GCM is accessible to shuttles, taxis, and rideshares. The use of such transportation is highly recommended.

SIGNAGE

Signs, posters, and banners are not permitted without prior written approval by The Lighthouse GCM. If approved, all signage must be freestanding. Nails and staples are not permitted on walls or floors. In addition, signage or other props are not permitted to be hung from the roof of the building. If needed, the facility has four (4) collapsible easels available for use at no added charge.

SMOKING

The Lighthouse GCM is a non-smoking building. Smoking is not permitted inside the premises or within 25 ft. from exterior doors or windows. Please inquire about the location of a dedicated smoking area if needed for your event.

SPARKLERS & PYROTECHNICS

Any type of sparkler, machine or apparatus that emits sparks (even if it claims to not produce a flame such as Cold Spark) are illegal and not allowed on the property. The fire department has stated that these items are categorized as fireworks/pyrotechnics and are illegal.

A \$500 fine will be imposed on the client and the event runs the risk of being shut down by the Vallejo Fire or Police Department. Any fine incurred to the Lighthouse will be passed on to the client.

SUBCONTRACTORS

Subcontractors are any vendors who have been hired for an event including, but not limited to, caterers, florists, photographers, rental companies, sound system designers, musicians, and/or lighting technicians. By no later than thirty (30) days prior to the event, clients are required to submit a list to The Lighthouse GCM that includes contact information of all subcontracted vendors and suppliers. The list must also include approximate arrival and departure times of such vendors as well as delivery drop-off and pick-up times as needed.

Subcontractors must provide a copy of their Certificate of Insurance to The Lighthouse LLC (see page 07, "Insurance Requirements for Vendors") plus any other applicable documentation (such as licenses required for catering and beverage service).

For subcontractors/vendors who are delivery-only and are not hired to be on property for any length of time, a Certificate of Insurance (COI) is not required. For example, a baker who is delivering a cake or a florist who is dropping off bouquets and not installing flowers on-site are considered delivery-only and, as such, are not subject to providing a COI to the venue.

TENTS

Tenting is permitted on the West and East Gardens of The Lighthouse pending pre-approval by the General Manager. Prior to signing a tenting proposal, Clients must inform their Lighthouse representative of their interest in booking a tent, as certain safety requirements must be met prior to approval. In addition, all on-site tenting is subject to additional fees, and tents must be rented from a pre-approved tenting company. Self-tenting is not permitted.

For more information regarding tenting policies, a one-page document is available upon request.

TRASH REMOVAL

Client is responsible for removing all trash accumulated from the event from the premises for off-site disposal. This includes garbage, compost, recyclables, waste products and all debris generated during the load-in and load-out process of an event. Caterers typically offer trash removal services and can direct clients as needed. Should any such trash remain on the premises and/or disposed of improperly on-site, Client is subject to a \$350 fee automatically subtracted from the security deposit.

WEDDINGS & RECEPTIONS

The Lighthouse LLC does not permit the use of any of the following items inside or outside of The Lighthouse building:

- Birdseed
- Rice
- Confetti
- Balloons with confetti
- Pampas grass
- Artificial/silk flower petals
- Glitter
- Blowing bubbles.

An automatic deduction of \$250 will be subtracted from the clients' security deposit if any of these items are found to be used.

Please see also: "Event Decorations", "Fog Machines", and "Sparklers/Pyrotechnics" for additional policies.

YOUR CELEBRATION AWAITS



@rachelcphotos_

FOR QUESTIONS OR CLARIFICATION, OUR TEAM IS READY TO ASSIST YOU
EMAIL US AT THELIGHTHOUSEGCM@GMAIL.COM

TOURS AND SITE VISITS ARE BY APPOINTMENT ONLY