

The Lodge On Jewell

*Perfect for:
Quinceañeras
Weddings
Anniversaries
Reunions
Retirements
Birthdays
Fundraisers
Memorials*

Full Event Facility

*150 Jewell Street
Santa Cruz, California 95060
831.423.8240*

THE LODGE ON JEWELL
SPECIAL EVENT INFORMATION

- Event spaces are available for groups from 10-300 people.
- Several professionally staffed catering options are available.
- Event presentation includes: bartenders, liability insurance, dining tables and chairs; additional tables for hors d'oeuvres, cake, registration and/or gifts, parking, use of podium and microphone (request in advance), set-up and breakdown.

Main Dining Hall *The Main Dining Hall seats up to 200 at round tables and can also be outfitted for conferences and other events. It has a dance floor and access to the Retro Lounge and Bar. Its size makes it perfect for weddings, reunions, quinceañeras, memorials and other large functions*

The Retro Bar and Lounge *The Retro Bar and Lounge seats up to 80 guests at individual tables and in “booths”. It is outfitted with a pool table. It is a delightful setting for small to medium sized groups for events such as retirements and anniversaries and can be arranged for a formal dinner or more informal events with hors d'oeuvres, pool and popcorn.*

LODGE RENTAL FEES

(All fees include Liability Insurance)

Evening Fees

Full Facility (includes two bartenders)

(Main Dining Room + Retro Bar and Lounge + Lodge Room)

\$1775 for up to 300 guests

5 hours

Main Dining Room Reception (includes two bartenders)

\$1375 for up to 200 guests

5 hours

Intimate Receptions (pricing includes one bartender)

(Retro Bar and Lounge or Main Dining Room)

\$470 for 20-49 guests

\$570 for 50-80 guests

3-5 hours

Luncheons and Memorials

Luncheons and Memorials: \$575

Monday-Friday, 4 hours

Additional Fee of \$100 for Saturday and Sunday

Over 150 guests incur an additional charge of \$150

Luncheons and Memorials do not include linens

**All events are required to have Liability Coverage
(provided by Lodge and included in pricing).**

Service Charges

20% gratuity on hosted bar

Consult with catering regarding any applicable taxes
and/or service charges.

Deposits and Cancellations

A refundable damage deposit of \$250 or \$500 is required (based on estimated guest count). The deposit is fully refundable upon completion of the event and inspection of the site for potential damages. Damages noted are deducted from damage deposits. Damage deposit refunds are available within 14 business days following the event.

A non-refundable deposit of \$250 or \$500 (based on estimated guest count and applied to final cost) is due with a signed venue contract to reserve the event date. Final venue fees are due 30 days prior to event unless alternative payment arrangements have been made. For events with less than 30 days advance preparation, full balance is due to reserve venue.

Remaining balances (hosted bar, special toasting services etc.) are due upon conclusion of event.

Guest Count

An estimated guest count is requested when reserving venue and placing deposit. Final guest counts must be communicated to the Lodge a minimum of 7 days prior to the event.

Catering Options

The Lodge on Jewell maintains relationships with several local caterers and welcomes new culinary options. Due to our liability, all food service and products brought to Lodge events from outside sources must be prepared in a commercial kitchen with proof of licensing and insurance. Use of outside caterers for food delivery incurs a flat set up/cleanup fee (dependent on number of guests) to be included with balance due for the event.

20-49 guests: \$100
50-80 guests: \$150
Up to 200 guests: \$300
Up to 300 guests: \$400

- Venue rental fees include: bartenders, liability insurance, tables and chairs; hors d'oeuvre, cake, registration and/or gift tables, parking, use of podium and microphone (must be requested in advance), set-up and breakdown.
- Table Linens are NOT included in venue fees. The Lodge will provide white vinyl round table covers for the dining room upon request. Specialty items (Linens, china, or staging) may be arranged independently through a caterer or approved event supply sources.
- Room Rentals include two hours of set-up and two hours clean up time in addition to the event time block. Personalized decorations may be used, with advance approval from the caterer or Lodge representative. All décor brought in by guests or vendors must be removed at the event conclusion to avoid a cleaning fee. **Rice, birdseed, petals, glitter and confetti are not allowed. Violation of this will result in forfeiture of damage deposit and possible early termination of event.**
 - If more time is required for decoration set up, there will be an additional charge of \$150. Additional time for decoration removal will also incur an additional charge of \$150.
 - Arrangements for decoration set up and removal must be requested at time of booking.
- Coordination is not included in event pricing. If full coordination is required, an additional fee will be added.
- Beverage services included with catering: coffee, tea and infused ice water
- Soft Drinks, cocktails, beer and wine are billed separately by The Retro Bar and Lounge. Please see our bar pricing for payment policies.

- If you are working within a set budget, we recommend meeting with our bar manager a minimum of 3-4 weeks prior to the event to determine your bar selections and “last call” arrangements, if necessary. If it is necessary to place a “last call”, water, coffee, and tea will be placed on the bar for guests.
- Bar/Beverage set up for events includes one (1) bartender for smaller events and two (2) bartenders for larger events. Additional bartender requests for any size event incur an additional cost of \$100 per bartender.
- Due to our liquor licensing regulations, outside alcohol is prohibited. Special beverage requests (outside wine with corkage fees) or other needs may be arranged through the bar manager, a minimum of 4 weeks prior to ensure delivery.
- With the exception of specialty cakes, no food or beverage may be brought onto or removed from the premises. Due to insurance regulations, no leftover food is allowed to be taken from the facility

Private Security

Security is required for all events with amplified music and may be requested at the discretion of the Lodge.

Violation of Elks Lodge Rules listed below may result in early event termination as determined by staff.

- __ NO outside alcohol may be brought in for consumption on Lodge property without Bar Manager approval.
- __ NO illegal drug (defined by Federal Law) may be used on Lodge property.
- __ NO smoking within the lodge facility (designated smoking areas are located on property).
- __ NO confetti, glitter, birdseed, or rice permitted (includes forfeiture of security deposit).
- __ NO fighting or illegal gaming on Lodge property.

__ NO unruly or threatening conduct towards Lodge employees or staff.

__ NO outside food except prepared in a commercial kitchen.

__ ALL contract paperwork/deposits must be completed and received for events to be confirmed. Required documents include: Venue rental contracts, appropriate indemnification and release/proof of liability insurance, venue security deposit, refundable damage deposit and non-contract caterer fee (if applicable).