

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 of up to 300 people.

Main Dining Hall *The Main Dining Hall seats up to 250 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 also 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 Liquor Permits and Liability Insurance)

Event Fees

Main Dining Room Reception (includes two bartenders)
\$1500-\$2000 (5 hours)

Intimate Receptions (pricing includes one bartender)
Up to 80 guests \$800 (5 hours)
Up to 100 guests \$1000 (5 hours)

Luncheons and Memorials

Luncheons and Memorials: \$575
Monday-Friday, 4 hours
(Luncheon event hours end at 4pm)
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
One Day Event Liquor Licensing and Liability Coverage
(provided by Lodge and included in pricing).**

All Events include 2 hours of set up and 2 hours of break down time, on the day of the event. Events requiring set up or rehearsal time in excess of this or the day prior are billed at \$150 an hour

Bar Service Charges and Kitchen Fees

20% gratuity on hosted bar
Consult with catering regarding any applicable taxes
and/or service charges.

Catering use of kitchen incurs the following “kitchen use” fees
(based on attendance)

Sunday-Thursday evening: \$2/person
Friday & Saturday evenings: \$3/person

Please discuss any dishware needs and table linens with
your caterer for formal events so that all event dining needs
may be fully addressed.

Deposits and Cancellations

A refundable damage deposit of \$500 or \$1000 (based on event size)
is required. The deposit is fully refundable upon completion of the
event and inspection of the site for potential damages. Damages
and excessive post event cleaning needs are deducted from damage
deposits. Damage deposit refunds are available within 14 business
days following the event.

A non-refundable security deposit of \$500 (applied to final cost) is
due with a signed venue contract to reserve the event date.
*Event dates are not considered reserved until a deposit payment and
signed contract has been received and the booking has been placed
on the event calendar. Please book early to ensure your preferred
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 to determine appropriate floor layout needs and is also used to calculate 'kitchen use' fees (included in event contract). Final guest counts must be communicated to the Lodge a minimum of 7 days prior to the event.

Events that greatly exceed guest count may be billed at \$25 per additional guest.

Catering Options

The Lodge on Jewell maintains relationships with several local caterers who can prepare a variety of foods. Please request a contact list for pricing on your ideal menu selection.

All food must be prepared by licensed caterers in a commercial kitchen-no exceptions.

General Event Information

- Several professionally staffed catering options are available.
- Services **included**:
 - Bartenders-number of bartenders is based on attendance
 - Liability insurance and liquor licensing.
 - Table set up and break down for event. Dining tables, gift tables, buffet and appetizer tables, dessert tables
 - Use of A/V equipment (podium, microphone, projector and screen) must be requested in advance-no exceptions. Computers are NOT provided for slide show or other presentations. All guests must bring their own computers with HDMI connections.

- Parking (78 spaces, 4 handicapped spaces)
- Room Rentals include two hours of set-up and two hours clean up time in addition to the event time block.
- **NOT** included:
 - Dishes and flatware
 - Wine glasses, water glasses, coffee cups or pitchers
 - Coffee/tea service or set up (must be arranged by caterer)
 - Table linens or decorations
 - Pool table and popcorn machine use
 - Specialty items (Linens, china, or staging)-must be arranged independently through a caterer, decorator or event supply sources.

General Cleanup/Post Event

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.

For fire safety, sparklers, fireworks, and other pyrotechnics are NOT allowed. Wax/lit candles on tables as centerpieces are NOT allowed. Violation of these rules will result in forfeiture of damage deposit and possible early termination of event.

Birthday cake candles are allowed.

Rice, birdseed, petals, glitter and confetti are also not allowed. Violation of this will result in forfeiture of damage deposit and possible early termination of event.

- Set up times are generally scheduled the same day as the event. Requests for set up times a day prior must be requested to be included in the event contract and are billed at \$150 an hour.
 - If more time is required for decoration set up, there will be an additional charge of \$150 per hour. Additional time for decoration removal will also incur an additional charge of \$150 per hour.
 - Arrangements for decoration set up and removal must be requested at time of booking.
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- Hosted bars (soft drinks, cocktails, beer and wine) are billed separately by The Retro Bar and Lounge. Please contact our bar manager for pricing and payment policies.
 - If you are working within a set budget, we recommend meeting with our bar manager a minimum of 4-6 weeks prior to the event to determine your bar selections and “last call” arrangements, if necessary. Water carafes and cups are located on the bar during all events for guest use.
 - 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 \$250 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

Under Santa Cruz Entertainment Laws, security is required for all events with amplified music. The Lodge also reserves the right to request security if deemed necessary. The number of guards is determined by guest count.

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 sparklers, fireworks, or other pyrotechnic features are allowed during events.
- 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).