

**Information Priority List For Individuals Presenting Special Event Proposals To the Balboa Park Committee:
Presentations Will Be Limited to 5 Minutes**

1. Name of Event – Hospitality Events Seated Dinner

2. When –

a. Date(s) – Thursday, October 1, 2015

b. Time (including Set-up & Break-down)- 2:00pm-midnight Event times: 6-10pm

c. During the Moratorium (Memorial Day – Labor Day) – n/a

3. Where (Provide map(s) showing location & site plan- Botanical Lawns and Casa del Prado Patio B

a. Road Closure(s)- n/a

b. Parking Lot Closure(s)- n/a (several parking spaces used for portable toilets and dumpster)

c. Bridge Closure- n/a

4. Estimated Attendance – 1,800

5. Amplified Music – Yes

a. Other prolonged noise impacts? no

b. Acts on a local or national level? no

c. When do you plan to conduct event sound checks? 5:00pm

6. Do you plan to apply for an Alcohol Permit? No, not an Alcohol Permit, but we will be having alcohol with our Alcohol Resale License and Off Premise Liquor Catering License.

7. Partnering with a park entity? no

a. Which one(s)?

8. Public Benefit Non-Profit? No

9. Have completed noticing Park Institutions? Not yet, waiting on approval of event.

10. Are there performances at the:

a. Old Globe – Yes- Full Gallop and In Your Arms

b. Starlight – no

c. Organ Pavilion – no (not at this time)

11. Other special event of more than 500 people occurring concurrently? No

a. Location(s) in the Park

12. Will you be making a donation to Balboa Park, a facility or institution located in the Park or outside the Park?

a. How much – Yes, \$500

b. Who – Unsure, but would like the donation to go towards educational class or maintenance of Lily Pond.

13. Other unique event feature not covered above? Guest will be transported to and from event by charter buses. Several local journalists will be in attendance. Event will be fenced.

HOSPITALITY EVENTS SEATED DINNER – THURSDAY, OCTOBER 1, 2015
NARRATIVE TIMELINE

EVENT TIME: 6:00pm-10:00pm
SET UP: 2:00pm-6:00pm
TEAR DOWN: 10:00pm-midnight

2:00pm

Fencing of general area commences. Alcohol is permitted in the event area – no beverages will be sold during the event (no cash bar). Under ABC accordance, the area must be fenced.
Generator delivered

3:00pm

Lighting installation begins.
Lighting is minimal and will only be used to highlight trees, the botanical building and pond
Porta Potties & Dumpster are delivered

4:00pm

Sound equipment installation begins.

5:00pm

Sound check occurs for acoustic guitarist and DJ
Security guards arrive and are briefed

6:00pm

Guests arrive via charter bus and provide their own tables and chairs
Guests pick up food and wine from designated distribution area
Live acoustical music plays during dinner service from 6:00pm-8:00pm

8:00pm

Dinner service ends and a DJ begins playing
Guests have the option to dance (no designated dance floor is set)
Photo area is opened for guests who wish to take pictures

9:00pm

Clean up team arrives to begin preparing area for clean sweep

10:00pm

Music ends and all guests leave via charter bus
Fencing is removed
Lighting is removed
Clean up team finishes clean up

Midnight

Clean up team verifies area is left clean without evidence of event

By 8:00am on Friday, September 25

Dumpster, porta potties and generator removed

HOSPITALITY EVENTS SEATED DINNER
THURSDAY, October 1, 2015

(18) Porta Potties with Handwashing Stations
Located behind botanical building in parking lot
(1) 10 yard Dumpster

