

## ENJOY THE RANCHO BUENA VISTA ADOBE

The Rancho Buena Vista's hacienda style adobe and courtyard provide an enchanting setting for the perfect celebration! The adobe grounds, lush with antique roses, native plants and fruit trees, create a charming vignette for a grand affair. Gather at the Adobe and revel in the beauty of a California original; it's a tradition!

The Rancho Buena Vista Adobe was originally a wedding gift from the first property owner Felipe Subria. Subria's daughter, Maria de la Garcia, married an American soldier, William B. Dunn, who was a private in General Kearny's army. Subria gifted the property to William and Maria for \$1 in exchange for a promise to care for him and for the ranch.

The Rancho Buena Vista Adobe's enchanting lure began over one hundred and sixty years ago. Few would have known that many years later, Subria's gift to his beloved daughter and son-in-law would become the grand wedding venue it is today!

Thank you for considering the historic Rancho Buena Vista Adobe for your special event! We welcome you to schedule a tour of the grounds and look forward to answering any questions you may have.

Vista Recreation & Community Services





## RESERVATION FEES

The romantic Adobe is an ideal setting for both an intimate outdoor affair or a slightly grander fete that will wow 250 of your closest friends and family. *Please note that youth-orientated events are not permitted at this facility.*

Rental Fee (Fri-Sat)                      \$3,197

Includes 2 hour set-up, 5 hour event, 1 hour clean-up, and items marked with.\*\* Five-hour event time maximum.

Additional Set-up (Friday/Saturday) \$374/hr. -This must be approved by the Recreation Supervisor.

Rental Fee (Sun-Thu)                      \$288/hr.

Rehearsal                                      \$173 per hour

Photography Only                      \$173/per hour, 2hr minimum (Film & Photography Addendum)

Security Guard                              \$35/hour Required for events with Beer/Wine permit.

Insurance                                      Provide Own or Purchase through HUB (We email you a link).

Beer & Wine Permit\*\* \$100 Beer, Wine & Champagne **Only** (No kegs or beer bottles allowed).

Cleaning Service\*\*                      \$148 Applies to all rentals on-site

Refundable Deposit                      \$1,000

Umbrellas                                      \$15 each (6) available

## RESERVATION REQUIREMENTS

*Please note that a 24 hour hold can be placed on the facility without a deposit.*

- Fifty percent (50%) of the rental fee is required to reserve a date. Please make checks payable to 'City of Vista.'
- Security deposit is due 30 days prior to the date of event. Security deposits must be on a separate check or credit card and will be reimbursed after event, provided there is no damage to the property.
- Final Payment is due no later than 180 days prior to the event date. Failure to pay any outstanding balance of the rental fee when due may subject the facility rental to cancellation.
- A plot plan must be submitted seven (7) days prior to the event.
- All events must end by 10:00 p.m.

## CANCELLATION POLICY

Cancellations made 180 days or more prior to the event will receive a refund of 50% of the rental fee. Cancellations made less than 180 days prior to the event will not receive a refund of the rental fee.



# FACILITY INFORMATION

## COURTYARD & GARDENS

Three areas of the property are available for your use during an event.

### MAIN COURTYARD

Can accommodate ceremonies, cocktail parties, and receptions

### SUN DIAL PATIO AREA

Perfect for ceremonies and cocktail receptions

### WISHING WELL GARDEN

Intimate garden for ceremonies and cocktail receptions

## TABLES AND CHAIRS

The following items are included in the rental fee:

24 – 48” round tables (seat 6 – 8)

6 – 40” round tables (seat 4) Note: These are under the verandas and cannot be moved.

10 – 6’ rectangular tables

250 white folding chairs

Wedding Arch

## DECORATIONS, SET-UP & CLEAN-UP

- City shall provide set-up of tables and chairs per pre-approved plot plan submitted by renter seven (7) days prior to event.
- The only exception is for ceremonies held on the driveway: renter will be responsible for setting up chairs. Area must be clear for deliveries; therefore, chairs cannot be set up in the morning prior to event.
- The Adobe does not provide tablecloths.
- Rental companies must drop off and pick up equipment within the set-up and clean-up hours. Tents and canopies may be brought with City approval.
- Table decorations and freestanding decorations are allowed. Nails, staples, scotch tape, etc. are not allowed to attach decorations or signage to facility.
- Renter is responsible for set-up and removal of all rental equipment, decorations and clean-up needs.
- Dance floor is not included with rental. A rented dance floor is allowed and must be placed on an artificial turf-type surface and follow City guidelines.
- Caterer is responsible for all food/beverage clean-up and recycling.
- The Adobe does not have an ice maker. Caterer/Renter is responsible for providing ice during the event.
- Adobe does not have storage, please do not have items mailed or delivered prior to the date of your event.
- Due to safety considerations, tables, chairs and decorations may not be placed or set-up under the magnolia tree.
- Beer bottles are not permitted. Renter may request approval to serve bottled beer when booking the Adobe. Bottled beer must be poured into a cup or glass.



# SPECIAL EVENT POLICIES

## GENERAL RULES & POLICIES

- Smoking is only allowed in designated areas.
- Items may not be placed in the courtyard fountain (e.g. flowers, candles, hands, feet, etc.)
- All candles must be contained within glass votive holders. No luminaries.
- Decorative lights may be gently placed on top of shrubs and around veranda pillars. They are not allowed in the trees or any other portions of Adobe.
- Individually wrapped candy is not permitted.
- Glitter, rice, birdseed, confetti, flower petals or anything of this nature may not be thrown.
- Permits shall be issued only to adults at least 21 years of age who shall remain in attendance at the function for which the reservation is made.
- Children must be under adult supervision at all times.
- Spike-heeled shoes are not recommended due to uneven surfaces.
- The rooms of the historic Adobe will be locked during your event.

## SECURITY GUARD INFORMATION

- Security guard services are provided by the City through a private company.
- An event with beer and/or wine, and/or live music must have one guard per 100 people for the entire time of the event plus an additional ½ hour before event begins and ½ hour after event ends. Without beer or wine, and/or live music, events with over 100 people require one security guard. The number of guards required is at the discretion of the City.

## MUSIC

- Live music and DJ are permitted.
- All groups are required to follow City of Vista and San Diego County Noise Ordinance regulations. Music must end by 10:00 p.m.

## PARKING

- Parking is permitted at Civic Center parking lot on Alta Vista Dr. and on the street in designated areas. Park Directors may cite violators.
- Parking is not permitted in the professional building lots adjacent to the Adobe.

## INSURANCE

- Renter will provide a one million-dollar liability certificate with the City of Vista listed as additional insured or purchase insurance through City.
- Apply for Insurance using the following link:  
Url: [https://portal.mhi-mga.com/module/index.php?moduleType=special\\_events&apiKey=dnbtz9bcbzuj89zujc45nojwhxdgribb&passcode=AGEYT](https://portal.mhi-mga.com/module/index.php?moduleType=special_events&apiKey=dnbtz9bcbzuj89zujc45nojwhxdgribb&passcode=AGEYT)  
Quoting Passcode: AGEYT

## CATERER INFORMATION

- Caterer must be a licensed caterer with a City of Vista Business License and must provide liability insurance listing 'City of Vista' additionally insured with endorsement.

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## CLEANING INFORMATION

A Facility Usage Checklist will be used during event and signed by responsible party.

- The cleaning company is responsible for sweeping, mopping, removing remaining trash at the end of the party and putting away tables and chairs.
- All items (including decorations) are the renter's responsibility. Rental items and caterer must be out of the facility in the one hour time frame allotted, or else hourly overtime rate will be charged.

## QUICK EVENT CHECKLIST

- A plot plan must be submitted to facility coordinator by renter seven (7) days prior to event. Have you reviewed the plan to provide for: guest book table, gift table, cake table? Does your DJ need a table?
- Have you chosen someone to be the on-site coordinator on the day of the wedding? Give your coordinator your plot plan, review all important details and timelines, and provide phone numbers for rental companies, florist, caterer, officiant, and other delivery companies.
- Have you allotted sufficient time for set-up?
- Have you carefully planned table decorations and freestanding decorations for the outdoors? Nails, staples, or tape are not allowed to attach decorations or signage on facilities.
- Is your florist aware that glitter, rice, birdseed, rose petals, confetti, or anything of this nature is not permitted?
- Have you arranged for clean-up after the event?
- Did you arrange for your rental company drop off in enough time? Have you told them to pick up the equipment within the hours specified on facility use contract?
- Does your DJ know the layout? Do they know where the outlets are and have enough extension cords?
- Dance floors must be placed on artificial turf or equivalent surface.

### BE KIND TO CATERERS

Please give your caterer our detailed instructions. Review the wedding layout with your caterer, especially if they plan to use the gallery kitchen. If you plan to have a barbecue or other special menu items, note that BBQs must be placed on the cement outside of the kitchen within the Adobe Gallery.

