

**WINE VALLEY CATERING
AND
TREASURE ISLAND DEVELOPMENT AUTHORITY**

Special Event Reservation Packet

Thank you for your interest in Treasure Island. Enclosed is information that will assist you in planning a special event on Treasure Island. **Please be advised that this information is descriptive only and is not a contract or a reservation.**

Located in San Francisco Bay, midway between San Francisco and Oakland, Treasure Island is a former Naval Base, under management by the Treasure Island Development Authority. Its facilities offer unsurpassed views of the San Francisco skyline and the Bay islands. Looking for a special and unique spot for an event? You've found it!

We invite you to visit Treasure Island to view the facilities and to experience the beautiful vistas. Please call to make an appointment to tour the facilities or to receive additional information. Venue tours are scheduled only Monday through Saturday, from 10:00AM to 3:00PM.
Thank you.

**Wine Valley Catering
Treasure Island
1 Avenue of the Palms, Suite 201
San Francisco CA 94130**

www.winevalleycatering.com

Main 415.274.2013

Fax 415.274.2043

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www.sfgov.org/treasureisland

**WINE VALLEY CATERING
AND
TREASURE ISLAND DEVELOPMENT AUTHORITY**

SPECIAL EVENT POLICIES AND PROCEDURES

1. **APPLICATION PROCEDURE:** Submit the Facility Use Application with required reservation deposit no later than 30 days prior to proposed event. DATES AND VENUES ARE NOT RESERVED UNTIL WINE VALLEY CATERING (WVC) ISSUES A WRITTEN RESERVATION CONFIRMATION. Please note that Treasure Island and Yerba Buena Island remain the property of the United States Navy and use of all facilities leased by the Treasure Island Development Authority is subject to Navy approval.

2. **NON DISCRIMINATION:** Applications will be processed without discrimination with regard to race, color, creed, religion, ethnicity, national origin, ancestry, age, sex, gender identity, sexual orientation, domestic partner status, marital status, HIV status, political affiliation, disability, weight, height, or any other grounds prohibited by law.

3. **RESERVATION CONFIRMATION:** No facility can be reserved more than 365 days in advance. Applicants will be notified within ten working days if a reservation request has been approved or denied. If a reservation is awarded, the reservation check will be deposited and a Reservation Confirmation will be mailed to the Applicant. Deposit checks for reservations that have been declined will be returned to the Applicant.

4. **RESERVATION DEPOSITS:** Reservation Deposits equal to 50% of the base rental fee are required before a Reservation Confirmation can be issued. Deposits can be made by check only, payable to WINE VALLEY CATERING. DEPOSITS ARE SEPARATE FROM THE RENTAL FEE and are required to provide Wine Valley Catering with reasonable assurance that the facilities will be treated with care and any damages will be repaired at the Applicant's expense. Deposits will be refunded no later than 30 business days post-event, provided the facilities are left in the same condition in which they were rented. All charges for Applicant's failure to remove decorations, furniture or equipment (supplied or brought in by Applicant or entity other than Wine Valley Catering), within the specified rental period; use of facility beyond times specified in WVC Contract, and/or damage to facilities or equipment, will be deducted from the Deposit. NO RIGHT TO USE ANY VENUE ON TREASURE ISLAND SHALL ARISE UNLESS AND UNTIL A WVC CONTRACT (AS DESCRIBED IN SECTION 8) HAS BEEN SIGNED BY WINE VALLEY CATERING AND THE APPLICANT.

5. **NON-PROFIT RATE:** Under TIDA guidelines, Wine Valley Catering offers a discounted rate for Non Profit entities. Entities with a 501c(3) status are eligible to receive a 20% discount from the Standard Base Rental Rate for each venue. A request for the Non-Profit Rate must be made at the time of application.

A written request, along with verification of the 501c (3) status, must be submitted with the Facility Use Application and deposit. The Non-Profit Rate does not apply to individual use for weddings, parties, or any type of private party.

6. **MILITARY DISCOUNT:** Under TIDA guidelines, Wine Valley Catering offers a discounted rate for the Military. Eligible Military Personnel will receive a 5% discount on food from the Standard Base Rental Rate for each venue. A request for the Military Discount must be made at the time of application. A written request, along with a copy of verification of military service, must be submitted with the Facility Use Application and deposit. Eligibility includes:

- Any active Military Personnel with current Active Duty Service Identification Card or a Reservist Identification Card
- Any veteran with Separation or Expiration of Military Service Documents (i.e. DD-214).
- Any member of the immediate family* of Military Personnel

*Immediate family member includes parents, brothers, sisters, children, father-in-law, mother-in-law, sister-in-law, brother-in-law, and dependants of Military Personnel.

7. **LIABILITY INSURANCE:** Individuals hosting weddings, domestic ceremonies, and private events are required to obtain an Insurance Addendum for the property 30 days prior to the event. Coverage must be for a minimum of one million dollars, \$1,000,000.00.

Wine Valley Catering requires that all entities renting Treasure Island facilities provide General Liability Insurance naming; *Wine Valley Catering, the Treasure Island Development Authority, City and County of San Francisco, United States of America, acting by and through the Department of the Navy, and their officers, directors, employees and agents*, as additional insurers. An endorsement is required.

8. **USE PERMIT:** At least 30 days prior to the scheduled event, Wine Valley Catering will issue an Invoice and Contract to the Applicant. The signed WVC Contract, all fees, all applicable City permits (through Wine Valley Catering), and General Liability Insurance coverage must be received by Wine Valley Catering no later than 14 days prior to the event. No modifications to the form of the WVC Contract will be accepted. If such forms and fees are not received by the specified date, the venue reservation is canceled and the reservation deposit is forfeited.

9. **CANCELLATIONS AND CHANGES:** Cancellations, postponements, and changes of date or venue must be received in writing in order to receive a deposit refund. Any postponement of date or change of date or venue will be considered a cancellation of the current reservation and a request for a new reservation. Thus, the Cancellation and Changes Policy will apply to any request for postponement and/or change of date or venue.

The minimum cancellation fee is \$250 per venue. Cancellations, postponements, or changes of date or venue, made fewer than 30 days prior to an event will receive no deposit refund.

Security deposits, less a cancellation fee, will be refunded if Wine Valley Catering receives written notice of cancellation, postponement, or change of date or venue at least 30 days prior to the scheduled event. The minimum cancellation fee of \$250 will apply to each venue. If notice of cancellation, postponement, or change of date or venue is received fewer than 150 days prior to the scheduled event, security deposits will be refunded according to the following schedule:

CANCELLATION, POSTPONEMENT, CHANGE OF DATE OR VENUE (days before event)	CANCELLATION FEE (percentage of deposit)	REFUND AMOUNT (percentage of deposit)
150 days or more	\$250	100% less \$250
149-120 days	20%	80%
119-90 days	40%	60%
89-60 days	60%	40%
59-30 days	80%	20%
29 days and fewer	100%	0

10. **PUBLICITY:** Any publicity issued by the Applicant before the WVC Contract has been fully executed and approved by Wine Valley Catering and the Director of Island Operations for the Treasure Island Development Authority is done so at the Applicant’s own risk. The United States Navy prohibits advertising prior to an event’s approval.

11. **PARKING AND TRAFFIC MANAGEMENT:** Each venue rental includes a designated number of parking spaces. Additional parking spaces and lots are available. Please discuss any additional parking needs with Wine Valley Catering. To reduce private automobile use, for any event with over 400 attendees or 200 vehicles, Applicant must develop a detailed transportation plan with Wine Valley Catering. The plan should include the expected attendance numbers, an event timeline with set up and breakdown schedules, measures to reduce private automobile use for Island access such as shuttle buses, and traffic management plans including staffing, parking charges, and parking restrictions. Such plans must be submitted to Wine Valley Catering at least 30 days prior to the scheduled event for approval by TIDA and the San Francisco Police Department. (A Permit Fee of \$1,200.00 for closure of the parking lot of Building 1 is required).

12. **ADDITIONAL FEES & REQUIREMENTS:** Depending on event size and nature, approval may be conditioned upon additional requirements. These requirements include but are not limited to: provision of debris boxes, chemical toilet units, bus or shuttle service, auxiliary parking, emergency medical personnel and vehicles, traffic control, landscape maintenance, additional staff, and police and security personnel. Applicant shall install and maintain such requirements at Applicant’s expense. Any additional requirements will be set forth in full to Applicant upon approval.

13. **SPECIAL PERMITS:** Applicant is required to secure all necessary permits through Wine Valley Catering, which may include: Loudspeaker and Itinerant Show permits issued by the San Francisco Entertainment Commission, Open Flame, Tent, Propane, or Pyrotechnics permits issued by the San Francisco Fire Department, electrical permits issued by the Department of Building Inspection, food sale permits issued by the San Francisco Department of Health, and alcohol sale permits issued by the California Alcohol Beverage Control Board.

**WINE VALLEY CATERING
AND
TREASURE ISLAND DEVELOPMENT AUTHORITY**

FACILITY USE APPLICATION

APPLICANT INFORMATION *(please type or print clearly)*

NAME/COMPANY: _____

PRIMARY CONTACT: _____

DAYTIME PHONE: _____

ALTERNATE PHONE: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

MAILING ADDRESS: _____

NAME OF LEGAL PERMITTEE (LEGAL CONTRACTING PARTY):

VENUE and DATE REQUESTED

VENUE	DATE	TIME IN	TIME OUT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PLEASE BE SURE TO INCLUDE ANY AND ALL REQUESTED TIMES FOR SET-UP, DECORATION, AND BREAK-DOWN OF THE FACILITY. THESE TIMES WILL BE THE ONLY TIMES APPLICANT AND/OR ANY VENDORS WILL BE ALLOWED ACCESS TO THE FACILITY.

WVC AND THE TREASURE ISLAND DEVELOPMENT AUTHORITY ARE NOT RESPONSIBLE FOR ANY ITEMS LEFT UNATTENDED IN THE FACILITIES. _____

EVENT DESCRIPTION

Private Event (attendance by invitation only) **Public Event**

Social Event **Sporting Event** **Business Meeting** **Other**

Please describe event: _____

Alcoholic Beverages SERVED	<input type="checkbox"/>	Food SERVED	<input type="checkbox"/>
Alcoholic Beverages SOLD	<input type="checkbox"/>	Food SOLD	<input type="checkbox"/>
Merchandise SOLD	<input type="checkbox"/>	Amplified Sound	<input type="checkbox"/>
Paid Admission	<input type="checkbox"/>	Tent(s)	<input type="checkbox"/>

**WINE VALLEY CATERING
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FACILITY USE APPLICATION**

ATTENDANCE

Maximum Attendance: _____

Maximum Vehicles: _____

WEDDING & DOMESTIC PARTNER CEREMONY INFORMATION

Ceremony Only Reception Only Ceremony & Reception

Bride's Name _____ Phone _____

Groom's Name _____ Phone _____

Domestic Partner's Name _____ Phone _____

Domestic Partner's Name _____ Phone _____

This form is for preliminary information to request use of facilities on Treasure Island. THIS FORM IS NOT A COMMITMENT BY THE TREASURE ISLAND DEVELOPMENT AUTHORITY OR WINE VALLEY CATERING FOR USE OR A CONTRACT BY THE TREASURE ISLAND DEVELOPMENT AUTHORITY OR WINE VALLEY CATERING FOR PERMISSION OF SUCH USE.

ACKNOWLEDGMENT:

I, _____, (Name of Applicant or Authorized Representative) HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE FOREGOING WINE VALLEY CATERING SPECIAL EVENT POLICIES AND PROCEDURES AND THAT SUCH POLICIES AND PROCEDURES APPLY TO THIS APPLICATION FOR THE USE OF FACILITIES ON TREASURE ISLAND.

Signed: _____ Dated: _____

Name of Applicant or Authorized Representative

Please return original signed application to:

**Wine Valley Catering
Treasure Island
1 Avenue of the Palms, Suite 201
San Francisco, CA 94130**

Phone: 415.274.2013 Fax: 415.274.2043

**WINE VALLEY CATERING/TREASURE ISLAND
DEVELOPMENT AUTHORITY**

2009 EVENT VENUE RATE SCHEDULE

VENUE	RENTAL PERIOD		
Casa de la Vista	8 hours	\$3,950 Sunday - Saturday	
The Library	8 hours	\$2,000 Friday, Saturday, Sunday	\$1,000 Monday- Thursday
Chapel	3 hours	\$700 with Catering \$1,500 No Catering Sunday - Saturday	
Fogwatch Picnic Area	8 hours	\$500 Sunday - Saturday	
Building 1 Lobby	8 hours	\$3,000 Sunday - Saturday	
Pavilion By the Bay	8 hours	\$5,500 Sunday - Saturday	

ADDITIONAL FEES

General Liability Insurance	Commercial General Liability Insurance with limits not less than \$1,000,000 is required 30 days prior to event naming WVC as the insured
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DISCOUNTS

Active City and County of San Francisco Employees
Island Residents
Non- Profits with 501c3 Status
Active Military and Veterans
Sunday - Thursday: Receive a 20% Discount on the Facility
 (after proper documentation has been received)
&
Active City and County of San Francisco Employees
Non- Profits with 501c3 Status
Active Military and Veterans
Sunday - Thursday: Receive 5% Food Discount

*** EVENTS BOOKED 30 DAYS OR LESS RECEIVE 50% OFF THE VENUES (excluding Pavilion By the Bay)
PLUS CLEANING FEE \$350 & SITE MANAGER FEE OF \$350 (NO OTHER DISCOUNTS APPLY)

BUYOUT

Catering Food Buyout at the time of booking Facility.

CASA DE LA VISTA: \$7,500 for Saturday And \$5,000 for Sunday - Friday
THE LIBRARY: \$2,500 for Sunday - Saturday
BUILDING 1: \$7,500 for Saturday And \$5,000 for Sunday - Friday
FOGWATCH: NO CHARGE (Venue Fee Only)
PAVILION BY THE BAY: Subject to approval

RATES ARE SUBJECT TO CHANGE

TREASURE ISLAND DEVELOPMENT AUTHORITY

AVAILABLE VENUES

BUILDING 1 LOBBY

Located in an original building from the 1939 Golden Gate International Exposition, the Lobby lends its magnificent Art Deco aura to any event, from fundraisers to evening galas.

Capacity	500 seated/900standing	Kitchen Facilities	None
Furniture	none	Dance Floor	Not provided, but required
Restrooms	not ADA accessible	Parking	200 spaces
Total Square Ft	10,000		

CASA DE LA VISTA

Casa de la Vista, a former officer's club built in 1943, offers spectacular views of the San Francisco skyline and surrounding islands. The recently remodeled venue includes use of a quaint courtyard and is ideal for weddings, private parties, and meetings.

Capacity	180 seated/300 standing	Kitchen Facilities	Yes
Furniture	tables and chairs available	Dance Floor	Not provided, but required
Restrooms	ADA Accessible	Parking	75 spaces

THE LIBRARY

(Facility not heated) – Has a Fireplace if needed and will charge for firewood

Capacity	260 seated/500 standing None – Rental	Kitchen Facilities	Prep only
Furniture	required	Dance Floor	Not provided, but required
Restrooms	ADA Accessible	Parking	Ample

PAVILION BY THE BAY

Capacity	300 seated/600 standing Can expand to 1000	Kitchen Facilities	Prep only
Furniture	none	Dance Floor	Not provided
Restrooms	ADA Accessible	Parking	Ample

CHAPEL

The Chapel is non-denominational and can be used for all types of ceremonies. (Facility not heated)

Capacity	250	Instruments	Organ
Bride's Room	Yes	Parking	75 spaces
Restrooms	Not ADA accessible		

Please be advised that this facility is not heated.

THE GREAT LAWN

The Great Lawn is an expansive grass area of approximately, 126, 500 sq. ft. Located on the western shore of Treasure Island, the lawn faces views of the San Francisco skyline and is perfect for large tented events, Festivals and open picnics.

Restrooms	none	Parking	200 spaces
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FOGWATCH PICNIC AREA

This shaded picnic area is located on the western shore of the Island and offers unobstructed views of the San Francisco bay and skyline.

Barbecue Grill	yes	Parking	75 spaces
Restrooms	none		

WINE VALLEY CATERING AND TREASURE ISLAND DEVELOPMENT AUTHORITY

RULES AND REGULATIONS

1. **CATERING PROVISIONS:** Catering must be provided by Wine Valley Catering. A “Buy Out” schedule is in place should Applicant desire the use of a catering company other than Wine Valley Catering.

2. **ACCESS:** Venues are available for rent between the hours of 8AM and 2AM, including all load-in, load-out, set-up, and breakdown. **All events must end no later than 1:00AM.**

Hours specified in the WVC Contract are the ONLY hours Applicant and/or designated representatives and vendors can be on the grounds of or in the buildings on Treasure Island. An event timeline, done in collaboration with Wine Valley Catering, is required two weeks prior to any event, including set-up and breakdown schedules and a list of vendors that will require access to the facilities.

Rental hours outlined in the WVC Contract specify when guests/vendors will be present. Event breakdown and facility access must end at the time designated in the Contract. Additional hours are an additional fee and must have prior written approval by Wine Valley Catering. Occupancy fees incurred for use beyond the rental period will be deducted from the venue deposit or billed to Applicant.

3. **SET -UP AND BREAKDOWN:** Wine Valley Catering is responsible for all set-up and breakdown, and for proper movement and storage of all equipment items. Protection and care are required on marble and tile floors and walls. Carts and dollies with rubber wheels must be used to prevent damage to floors and carpets.

4. **RENTAL DELIVERY AND PICKUP:** All rentals must go through and handled by WVC unless there is a venue buyout. All rental delivery and pick up must be same day, within the rental period specified in the WVC Contract, unless otherwise arranged with Wine Valley Catering prior to event. Any rental items left in the facilities outside of the rental period without pre-approval by Wine Valley Catering will incur an additional charge that will be deducted from the venue deposit or billed to Applicant. No exception to the venue buyout.

Any equipment (tables, dishes, linens, etc.), provided by any vendor other than Wine Valley Catering, approved for next day pick-up must be broken down, stacked, and prepared for pick-up immediately following event. Tableware, glassware, and dishes must be thoroughly rinsed for overnight storage.

Any rental items left in storage is done so at the Applicant’s own risk. Wine Valley Catering and the Treasure Island Development Authority are NOT RESPONSIBLE for any items left in the facilities.

5. **DANCE FLOOR REQUIREMENT:** Treasure Island does not provide a dance floor, but does require one for all venues if dancing will take place during the event. The dance floor must be provided by Wine Valley Catering through a licensed and insured party rental vendor. A copy of such license and insurance is required.

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RULES AND REGULATIONS (CONT)

6. **TREASURE ISLAND PROPERTY:** Chairs and tables must be returned to the designated storage room. Treasure Island property (chairs, tables, etc.) may not be used outside.

7. **SMOKING:** Smoking is not permitted inside any facility.

8. **ITEMS NOT PERMITTED ON PREMISES:** This list includes, but is not limited to the following: bottled gas in any form, “fog” or “smoke” producing equipment, rice for throwing, confetti or glitter, torches or luminaries, fireworks of any kind, including sparklers and fire crackers, and guns or weapons of any kind.

Applicant shall not use tape, staples, tacks, screws, or nails to affix any materials to Treasure Island equipment, including, but not limited to, walls, doors, tables, chairs, pews, etc.

9. **KITCHEN/PREP ROOM:** No disposal of food items, grease, coffee grounds, etc. in kitchen or prep room sinks is allowed.

10. **GARBAGE:** Wine Valley Catering is responsible for removal of all ice and garbage at the conclusion of the event.

11. **DECORATIONS:** All decorations must be removed immediately after event. **Wine Valley Catering and the Treasure Island Development Authority are NOT RESPONSIBLE for any items left in the facilities.**

No tape, staples, tacks, screws, or nails may be affixed to any Treasure Island equipment, including, but not limited to, walls, doors, tables, chairs, pews, etc. Rice, confetti, and rose petals create a safety hazard. We ask that you inform your guests that none of these be thrown inside or outside of any facility.

12. **USE OF CANDLES, OPEN FLAME, AND OTHER FIRE PRODUCING/HEATING MECHANISMS:** Applicant and its vendors should not use or bring onto the premises any form of bottled gas. Propane heat lamps require an LPG Permit through the San Francisco Fire Department, as well as a Fire Watch. Candles may be used only with candleholders meeting specifications of the San Francisco Fire Code (i.e. candleholders must extend at least 2" above the flame).

13. **SIGNS:** No signs, advertisements, or notices shall be attached to, or placed on, the exterior or interior of the buildings or elsewhere on the Property, without prior written approval of Wine Valley Catering and the Treasure Island Development Authority. Such approved signs must be removed at the termination of the designated rental period, or at the request of Wine Valley Catering and/or the Treasure Island Development Authority.

**WINE VALLEY CATERING
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RULES AND REGULATIONS (CONT)

14. **TENTS:** All tents must be certified to withstand 70 mph winds and installed according to manufacturers instructions. Applicant must obtain a tent permit through the San Francisco Fire Department for any tent over 200 square feet. Applicant must also obtain an Excavation Permit from the Public Utilities Commission. All tents and heating devices must comply with fire and life safety regulations and must be inspected and approved by the San Francisco Fire Department Inspector. Any holes created by tent stakes must be filled immediately after breakdown. The Premises must be swept thoroughly of all tent debris (screws, nails, rope, zip-ties, etc.) after tent breakdown.

15. **PAYMENT:** Payment in full is required by check thirty (30) days prior to the event. Checks should be made payable to Wine Valley Catering.

16. **INSURANCE:** Individuals hosting weddings, domestic ceremonies, and private events are required to purchase liability insurance coverage which will satisfy the insurance requirements set forth in the WVC Contract..

Commercial General Liability Insurance with limits not less than \$1,000,000 is required. A certificate of General Liability Insurance is required thirty (30) days before the event and must cover the entire time period that Applicant will be using Premises, including set-up, breakdown, and rehearsal.

*Wine Valley Catering, the Treasure Island Development Authority, City and County of San Francisco, United States of America, acting by and through the Department of the Navy, and their officers, directors, employees and agents, must be named as additional insured. **An endorsement is required.***

17. **RESERVATION DEPOSIT REFUND:** Breakdown of all facilities at Treasure Island must be completed in accordance with these rules and regulations. Venue deposits will be withheld if: Applicant does not complete breakdown, garbage and decorations are not removed from Premises, event access hours exceed those specified in WVC Contract, damage occurs to facilities or equipment, and/or additional monies are required for staff fees.

18. **CATERING BUY OUT:** \$10,000.00 Buyout (Plus Facility Rental Fees) deposit is half \$5,000.00 and the balance is due with your facility rental fees 30 days prior to your event.