

POINT CABRILLO LIGHT STATION WEDDING SITE CONTRACT

Point Cabrillo Light Station is located between Fort Bragg and Mendocino on the Mendocino Coast. This magnificent backdrop of the majestic Pacific Ocean, tranquil Nature Preserve, and recently restored 1909 Point Cabrillo Light Station provides an elegant wedding site. Weddings are permitted at two designated sites due to public access and natural resource protection issues. The availability of these sites will vary with the seasons and environmental protection requirements.

SITE FEES

All members of the wedding party are counted as site guests.

<u>SITES</u>	<u>MAXIMUM # OF GUESTS</u>	<u>FEE</u>
In the Lighthouse	30	\$1,250
Lighthouse Bluff	150	\$1,000

RESERVATIONS

To reserve a wedding site date, 1/2 of the site fee is required, along with a completed application and signed contract. The fee balance and a copy of the required insurance policy (see Item 10, Terms and Conditions, below) naming Point Cabrillo Lightkeepers Association (PCLK) and California Department of Parks and Recreation as co-payees are due **30 days prior to your wedding date. If the fee balance and required insurance policy are not received by this deadline, the reservation may be canceled at the discretion of PCLK. All checks for fees shall be made payable to PCLK.**

For further details on reserving the site, visit our web site at www.pointcabrillo.org, e-mail us at weddings@pointcabrillo.org, or telephone 707-937-6123.

There are four vacation rental units on the Light Station grounds: a four bedroom, 4 1/2 bath home; a three bedroom, 2 bath home; and two separate one bedroom cottages. Reservations may be made through Mendocino Coast Reservations at www.mendocinovacations.com or 707-937-5033.

DISCOUNTS

The site fee will be reduced to \$750 or \$600 if one house is rented in conjunction with the wedding or if the wedding couple or one of their parents is a resident of Mendocino County.

CANCELLATION POLICY

Upon receipt of your reservation, the PCLK shall reserve the site and no other group shall have access to the immediate wedding site during the date(s) of the reservation and rehearsal (See Item 1, Terms and Conditions, below). Should the contract be canceled 30 days or more before the reserved date, a cancellation fee of \$100 will be retained by PCLK. If the contract is canceled within 30 days of the reserved date, a cancellation fee of \$300 will be retained by PCLK. Any deposit balance remaining after deduction of the cancellation fee will be returned to the depositor within 30 days of the cancellation date.

The Point Cabrillo Lightkeepers Association shall not be responsible for events or circumstances beyond its control that would prohibit or render it impossible to perform the terms of this Wedding Contract. In such an occurrence, PCLK reserves the right to cancel, and all fees will be refunded.

TERMS AND CONDITIONS

1. The Point Cabrillo Light Station is open daily to the public from sunrise to sunset for pedestrian use with the upper visitor parking area available until 30 minutes after dark. The Lighthouse Museum and Gift Store hours vary with the season. Wedding parties may not interfere with normal public access and activities. Your event must be contained to the designated site. Signs will be provided by the PCLK staff identifying the area as a private event.

2. Weddings may be held inside the historic lighthouse after 6 PM any day of the week. Access to the lighthouse will be strictly limited to the wedding party and guests and any other persons authorized by the Site Coordinator. Outdoor weddings will be conducted during daylight hours on the bluff near the lighthouse or a location that is agreed upon by the Site Coordinator. An effort will be made to avoid having public visitors mingle with the wedding party, but public access to Point Cabrillo Light Station cannot be prohibited.

3. A PCLK Site Coordinator will be present during your event. **All arrangements, including parking, set-up and decoration plans shall be in writing and approved by the Site Coordinator no less than 30 days before the event.**

4. Wedding guests will use the visitor parking area (half mile walk to the Lighthouse). Vehicles are not permitted on Lighthouse Road except for accessing handicapped parking at the Light Station, occupants of the rentals and to set up an event. An additional parking area for your wedding guests in the grassy field west of and adjacent to the paved parking lot is available, if required. Getting the wedding party and wedding guests to the Light Station's wedding site will be discussed and planned with the Site Coordinator.

5. **Any sound amplification for music, speakers, etc. must be reviewed with the site coordinator.**

6. Flower petals, rice, or soap bubbles may be used outdoors, but no balloons, birdseed, sparklers or confetti.

7. PCLK does not supply chairs, tables, furnishings, or storage space. You will need to make arrangements for rental set-up, and the removal of all items used. The Site Coordinator may suggest local businesses to assist you with your wedding requirements. Your designated wedding site must be returned to its pre-event condition before leaving the Light Station.

8. Smoking **is not permitted** at the Point Cabrillo Light Station.

9. The Point Cabrillo Lightkeepers Association staff has the right to end any event if guests fail to comply with any terms or conditions in this agreement, or endanger themselves, Light Station visitors, property, or natural resources.

10. A copy of a Certificate of Liability Insurance naming as an insured and indemnifying the Point Cabrillo Lightkeepers Association and California Department of Parks and Recreation in the amount of \$1,000,000.00 for a single event for bodily injury, death, and other losses or damages must be received **30 days prior to the scheduled wedding date**. The Point Cabrillo Lightkeepers Association and the California Department of Parks and Recreation shall not be liable for any property damage or personal injury to any guest or property associated with this event.

11. **Receptions may be permitted on the grounds with a separate contract and an additional fee. Approval of the Site Coordinator is required.**

