



Celebration of Life / Memorial Service at The Thursday Club

PRICES if booked less than 90 days out: (contact manager for events more than 90 days out)

3 hour event = \$2900 (includes 2 hours for set up, 1 hour for clean up. Total 6 hours of venue rental)

4 hour event = \$3400 (includes 2 hours for set up, 1 hour for clean up. Total 7 hours of venue rental)

Includes:

- Exclusive use of Clubhouse and Garden
- **TABLES:** Complimentary use of Clubhouse tables which includes: (25) 48" rounds, (20) 60" rounds, (8) 8ft banquet, (6) 6ft banquet, (1) 60" half round 'sweetheart' table, (6) 30" Cocktail/Belly Bar tables, (2) 4ft x 2ft rectangular tables
- **CHAIRS:** Complimentary use of white padded resin chairs.
- Microphone and podium. House sound system available for microphone and background music.
- Pull down movie screen (8'x8') and video projector (bring your own laptop)

Enhancements – White string lights in Ballroom = \$350

Custom color up-lights (16 up-lights included) = \$350

Full lighting package – includes string lights AND up-lights = \$600

Extra hours of facility usage are available at \$500 per hour.

If booked 90 days or less before the event, the full rental fee and a \$1000 security deposit is required to reserve the date.

Catering, linens, dinnerware, and all food and beverage set up/clean-up will be provided by one of our Approved Caterers. Please contact them for their prices. We do allow you to bring your own beverages in, and the caterer will bar tend for you.

Frequently Asked Questions – Special Event

1. What is the capacity of The Thursday Club?

The Thursday Club has a capacity of 150 for a seated meal event. For a standing or theater-style seating event, the capacity is 200. The capacity for an outdoor garden service is 145 chairs, with standing room on our west balcony for 15.

2. Do you have audio visual equipment?

You may use our in house sound system for background music. We also have a wired and wireless microphone available for speeches, along with a lectern. We have an 8'x8' screen that pulls down from the stage and a video projector. Bring your own laptop. We can provide recommendations for large, stand alone TV monitors (to project a slideshow), along with recording and/or live streaming services.

3. Who is allowed to cater at The Thursday Club?

The Thursday Club has a list of Approved Caterers who all provide full service catering and are highly skilled at working at our facility. They all have current licensing and all the proper insurance. Full service catering includes all your linens, china, silverware/glassware, all the staffing to set the tables, manage the food and beverage and do all the clean-up.

Our caterers can provide a sit down style buffet, plated meal, or an appetizer type reception.

5. May I have alcohol at my event?

The Thursday Club allows beer (no kegs), wine, champagne and distilled spirits, which must be poured by one of our approved caterers or a licensed bar service. We do not allow 'shots' or distilled spirits poured 'neat'. You may provide your own alcohol. No kegs. Alcohol stops being served 30 min before the end of the event.

6. As the client, are we required to have liability insurance? If so, where do I buy it?

Yes, a minimum of one million dollars per occurrence listing The Thursday Club and The Thursday Club Foundation as additional insured. If having alcohol at your event, you must also include Liquor Liability insurance policy. Companies that provides liability insurance for weddings and insures all aspects of your wedding include: www.theeventhelper.com and www.wedsafe.com

7. Are my vendors required to have liability insurance?

Yes. Your vendors need to provide The Thursday Club with proof of liability insurance (with the exception of the caterer, as we have their information already).

8. Do you provide security for events?

The Thursday Club provides security for most events and the cost is included in our price.

9. Where do people park?

Parking for events is street parking in the neighborhood, where there are plenty of parking spaces. A valet service can be hired for the convenience of your guests, but is not mandatory.

10. What can we use the Garden for?

The Garden can be used for an outdoor service. Guests can walk around to enjoy the Garden during the event.

14. What time can we arrive at The Thursday Club to set up?

Your arrival time starts your rental period. Rental time includes all set-up and clean-up. If you feel you need extra time, additional hours can be added as needed. See Price Sheet for rates.

15. What if I need help planning our Celebration of Life/Memorial event:

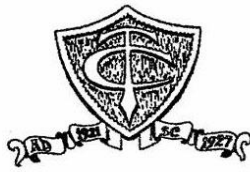
We can recommend some great event coordinators to help you organize this and run the event. We highly recommend having an event coordinator for Celebration of Life/Memorial events.



The Thursday Club
Approved Caterer List

The Thursday Club is pleased to offer this Approved Caterer list for the convenience of our rental clients. All rental events are required to contract with one of the following Approved Caterers.

Abbey Catering & Events 858-777-0255 events@abbeycatering.com www.AbbeyCatering.com	El Tapatio Contact: Carolina Aranda 619-423-2440 carolina@eltapaticatering.com www.eltapaticatering.com
Bekker's Catering Company Contact: Olga Worm 619-287-9027 info@bekkerscatering.com www.bekkerscatering.com	Four Seasons Foods Catering Contact: Sierra Ridenour-Burd 619-994-3801 chefbillyburd@gmail.com www.fourseasonsfoodscatering.com
Continental Catering, Inc. Contact: Denise Jermyn 619-698-3500 denise@continentalcateringsd.com www.continentalcateringsd.com	Personal Touch Dining Contact: Annalisa Gangi 858-638-0672 annalisa@personaltouchdining.com www.personaltouchdining.com
Crown Point Catering Contact: Orsika Barabas 619-223-1211 sales@crownpointcatering.com www.crownpointcatering.com	Toast Catering Contact: Kim Behnam 858-837-2397 info@toastcatering.com www.toastcatering.com
Terra Hospitality Group Terra Catering Shalom Catering (offering Glat Kosher) Brothers Signature Catering Contact: Jan Hart 619-993-1437 events@terracatering.com events@shalomcatering.com www.terracatering.com www.shalomcatering.com www.brotherssce.com	The Wild Thyme Company Contact: The Wild ThymeCompany 858-527-0226 info@thewildthymecompany.com www.thewildthymecompany.com
We allow you to bring your own alcohol (no kegs). Your caterer can provide you with your bar tenders	



The Thursday Club

Sample Timeline for Celebration of Life/Memorial Event

Event time = 2pm-5pm (3 hour event)

Event time = 2pm-6pm (4 hour event)

12:00pm-2:00pm Set up time (Caterer arrives and begins set up. Event planner/family arrives for set up of memory tables)

2:00-2:20pm Guest Arrival

2:20-2:30pm Guests seated for memorial service

2:30-3:30pm Memorial service

3:30pm Food is served. Guests/family socializing and sharing

5pm - 3 hour event ends and clean up starts – all out by 6pm

6pm – 4 hour event ends and clean up starts – all out by 7pm

The above is just an example. Events can start as early as 11am (9am arrival for set up), and go as late as 9pm.



The Thursday Club

Helpful tips when planning a Celebration of Life / Memorial Service

Consider hiring an event planner so they can take care of all the details and manage your event. Barbara Canizales and Holly Kalkin do a great job:

www.BarbsCoordination.com www.hollykalkinweddings.com

Consider Livestreaming your event for those that can't be here in person (or if you have more guests than our venue can handle). Mike Hogan Productions offers livestreaming and video recording. They rent big screen TVs on stands so show slideshows, etc.. www.MikeHoganProductions.com

Have an RSVP for the event so you know how many people will be attending. Your caterer will need to know this information. Be careful about announcing the details of the location/time on social media. Consider announcing the date, but have them contact you for the details. Announcing details of the event to the public can be seen by everyone and you might have someone there who shows up for the food and drink but doesn't even know the person you're celebrating.

If you put an announcement on Facebook or other social media platforms, many people will write nice comments and memories. Consider having someone read some of the comments at the Celebration/Memorial.

If you need an officiant and MC, Rev. David McKinney does a great job as an officiant and MC. He provides Christian and non religious services. 858-705-0757 mail4damck@gmail.com Also consider Pastor Steve Babbit as an officiant/MC. Steve@svchurch.org

Here are some great florists we recommend:

www.oceanbeachdesign.com www.flowersofpointloma.biz
www.simplyglamorousflorals.com