

# Planning a Wedding or Special Event? *Think of Catalina*



# Greetings!



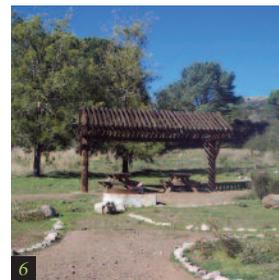
We are so pleased that you are considering a special event on Catalina Island. Whether yours is a wedding, commitment ceremony, religious confirmation or other special event, we are especially pleased that you are considering having it at a location stewarded by the Catalina Island Conservancy which protects and restores the Island's magnificent wildlands. By holding your special day at one of our locations, you are helping to protect Catalina's most beautiful places for today and for future generations.

When you hold your ceremony at one of our locations, you will receive a complimentary membership with the Conservancy at the Explorer Level (\$65) for a full year. It's our way of saying thank you for your support, and joining in the celebration of your milestone event.

Sincerely yours,

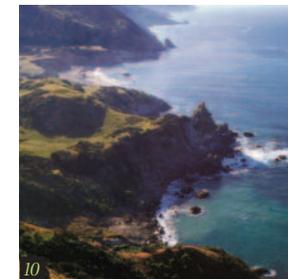
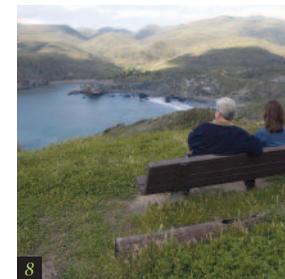
*Ann M. Muscat*

Ann Muscat  
President and CEO  
Catalina Island Conservancy



## Ten Unique Event Settings

1. Wrigley Memorial & Botanical Garden
2. Ocean Overlook at Summit Point
3. Haypress Picnic Ground
4. Laura Stein Cliffside Camp
5. Whites Landing
6. Blackjack Mountain Campground
7. Airport in the Sky
8. Ocean Overlook at Little Harbor
9. Little Harbor Beach
10. Parsons Landing





# Plan Your Event

## Start and End of an Event

As a courtesy to others, your event will need to begin promptly at its scheduled start time, and clean-up completed and premises vacated by the contractual end time. Additional hours of use shall be charged by the hour to the credit card on file at a rate of \$450/hour plus \$65 per hour per staff facilitator. If you foresee a need for additional time, please inquire well before the event as a courtesy to others and to help ensure we can meet your needs.

Sunrise events at the Wrigley Memorial & Botanical Garden are booked from 8 a.m. to 10 a.m. with your ceremony or event beginning at 9 a.m. For sunset events, set up begins at 4 p.m. with the ceremony/event beginning at 5 p.m., reception to follow. For details on the time parameters of all other venues, see information box on individual venue sheets, available through our Event Planner at Conservancy House.



## Weddings

Rehearsals may be scheduled within one month of event date. Rehearsal times will vary depending upon availability, and may be a full hour. For best results, rehearsals should be conducted by the person responsible for the ceremony.

Rice and other grains and seeds are non-native and can be invasive, and may not be thrown; nor may paper products which are difficult to thoroughly remove. Rose petals may be substituted except on concrete or surfaces where they could become slippery, and must be cleaned up.

We are committed to “leaving no trace” as we enjoy Catalina’s magnificent wildlands, and will ask your party to share in our commitment.

## Fees\*

### 1-49 Guests

Up to 2 hours - \$900. May include Champagne Toast (no food), Up to 6 hours - \$1800. Event & Reception (2 hours included, courtesy of the Conservancy)

### 50-100 Guests

Up to 2 hours - \$1200. May include Champagne Toast (no food), Up to 6 hours - \$2400. Event & Reception (2 hours included, courtesy of the Conservancy.)

Rates for parties of 101 to 300 are based on multiples of the above costs.

## Site Inspection

Wrigley Memorial & Botanical Garden: \$100 – Note that \$75 is applied to the cost of the event at the time of final payment. Other Venues: \$250. A full \$150 is applied to the cost of the event at final payment. Note: Site inspection fees cannot be refunded.



## Insurance

An event which includes alcoholic beverages (including a champagne toast) requires a flat fee of \$150. There is no charge for insurance if your event is alcohol-free.

## Conservancy Staffing

To help ensure the success of your event, at least one Conservancy staff member will be present for each 100 guests. Staff facilitators are provided at \$65 per hour (or any part thereof) as follows:

Guests	(2 hours)	(6 hours)
Up to 100	\$130	\$390
Up to 200	\$260	\$780
Up to 300	\$390	\$1,170

## Conservancy Charter Transportation Rates

7-9 passenger Van	\$65/hr
14 passenger Van	\$95/hr
21 passenger Bus	\$120/hr
25 passenger Bus	\$135/hr

## Payment Information

### Reservation Deposit

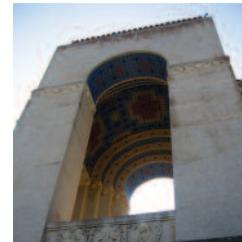
A \$100 deposit secures the date for 2-hour events, and a \$200 deposit for events up to 6 hours. Deposits are applied to events at the time of final payment. We’re sorry that this deposit cannot be refunded. Deposits and other payments may be transferable under special circumstances, reviewed on a case-by-case basis.

### First Payment

A deposit in an amount equal to 50% of total costs is due when the Conservancy issues your event permit, no later than four months prior to the event date. Deposits and payments may be made in the form of a Credit Card, Cashier’s Check, Personal Check or Cash. Because in making a commitment to your special event we are processing your request and holding the time and place especially for you to the exclusion of others, payments received cannot be refunded.

### Final Payment

Your final payment of the remaining balance is required one month prior to the event, and can be made by Credit Card, Cashier’s Check, Travelers Check, Money Order or Cash. Note: Pricing adjustments based on reduced guest count can be made prior to final payment only.



## Security Deposit

A valid credit card needs to be held on file in the unlikely case of property damage. Please note that prices listed are subject to change. Your booking deposit locks in current prices.

## Local Vendors\*

- Cake: Cakes by Laura–Laura Tucker (310) 528-0945
- Catering: Island Caterers–Chef Greg Wenger (310) 510-1745 Fax (310) 510-1304; Catalina Island Resort Services–Chef Joanne Arnold & Chef Kathleen Vojkovich-Bombard (310) 510-7465
- Chairs: Greg Wenger (310) 510-1745
- Florists: Bloom Floral Design Studio (310) 510-1275
- Photography: The Wedding Frame–Shana Cassidy (626) 818-0230
- Tent/Awnings: None available on the Island, but often rented from the mainland.
- Wedding Coordinators: An Event Two Be–Cathy Machado (310) 740-1342; Wedding Designs–Elizabeth Wenger (310) 510-1745
- Musicians: James Moody–Guitarist/Vocalist (310) 510-2924; Jim Pyke–Guitarist (310) 510-0471; Mary Stein & 4-piece group–background and dance music, (310) 510-0052
- Taxi Service: (310) 510-0025

\*Provided as a courtesy. Does not imply endorsement.

## Additional Information

To view location photos or visit sites, contact our Special Events Coordinator at (310) 510-2595, ext. 100, or write to [speialevents@catalinaconservancy.org](mailto:speialevents@catalinaconservancy.org).



CATALINA ISLAND CONSERVANCY

35 YEARS 1972-2007

P.O. Box 2739, Avalon, CA 90704  
[www.catalinaconservancy.org](http://www.catalinaconservancy.org)

Catalina Island Venue	Maximum Capacity	Distance From Avalon	Transportation Required
Wrigley Memorial & Botanical Garden	100	1.6 miles	Taxi, Bus, Private Vehicle, Walk
Ocean Overlook at Summit Point	100	3.2 miles	Taxi, Bus, Private Vehicle
Haypress Picnic Ground	300	3.9 miles	Taxi, Bus, Private Vehicle
Laura Stein Cliffside Camp	30	4 miles	Taxi, Bus, Private Vehicle
Whites Landing (Boat-in only)	100	5 miles	Water Taxi, Private Boat
Blackjack Mountain Campground	200	8.4 miles	Taxi, Bus, Private Vehicle
Airport in the Sky	150	10.4 miles	Taxi, Bus, Private Vehicle, Fly-in
Overlook at Little Harbor	100	16.2 miles	Taxi, Bus, Boat-in, Private Vehicle
Little Harbor Beach	100	17.4 miles	Taxi, Bus, Private Vehicle, Boat
Parsons Landing	50	7 miles**	Ferry San Pedro–Two Harbors & Bus or Private Vehicle

\*\* From Two Harbors

•Additional fees apply to Whites Landing