

# **Mission Trails Regional Park Visitor & Interpretive Center**

Special Events Manual

*Guidelines, Procedures and Fees*



*Photo by David Cooksy*

## **Mission Trails Regional Park Foundation, Inc.**

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## **Visitor and Interpretive Center**

The 14,000 square foot Mission Trails Regional Park Visitor and Interpretive Center is situated at the heart of Mission Trails Regional Park. This unique facility houses an exhibit area that highlights the geology, history, vegetation, wildlife, archaeology, and paleontology within Mission Trails Regional Park, as well as original stone sculptures and Native American art work. The award winning architectural design of the Visitor Center compliments its natural setting and provides an unforgettable view of the rugged ridges of Cowles Mountain, Pyles Peak, Kwaay Paay Mountain and Fortuna Mountain, as well as a unique view of the San Diego River running through Mission Gorge. The Mission Trails Regional Park Visitor and Interpretive Center is a beautiful venue for special events. It is not available for commercial use or private functions such as birthday parties, weddings, baptisms, memorial services, etc.

### **SPACE AVAILABLE**

#### **CONFERENCE/MEETLING ROOMS**

The space can be divided into three sections (rooms,) A, B, and C. A large AV screen is available in room C and a smaller screen in room A. Sinks and counter space are accessible in rooms A and C. Each of the rooms has large doors that can be opened out to the Terrace and a full view of Mission Gorge. Maximum capacity is 20 people per room, 40 people for two rooms and 65 people when all three sections are opened into one larger room. Each section is 16' by 26', two sections are 26' by 35' and all three sections are 26' by 51'. Available seven days 9:00 am - 11:00 pm. See photo on page 2.

#### **THEATER**

The 95 seat Theater includes a large screen for slide or video presentations. It also has a built in sound system. The Theater is available after 5:00 pm only. See photo on page 2.

#### **LOBBY/TERRACE**

Complete with original stone sculptures, pottery, baskets, ongoing art exhibits and floor to ceiling windows, the Lobby and Gallery area is a wonderful gathering place for indoor receptions. Capacity is 370 people. The Terrace is 4,000 square feet of splendor. It provides a complete view of Mission Gorge which runs through the heart of Mission Trails Regional Park. It is a perfect setting for indoor or outdoor dining and receptions. The Lobby/Terrace is available after 5:00 pm only. See photo on page 3 and suggested usage on page 5.

#### **AMPHITHEATER**

Consisting of 2,000 square feet of outdoor space, the Amphitheater will accommodate 125 people. It is suitable for graduations, award presentations or quiet entertainment. The Amphitheater is available after 5:00 pm only. See photo on page 4.

#### **EXHIBIT HALL**

For interactive entertainment and a museum like appeal, the two story Exhibit Hall may be reserved and can be staffed with Mission Trails Regional Park volunteers at no extra cost. The Exhibit Hall is available after 5:00 pm only. See photo on page 4.



**Conference/Meeting Rooms A, B and C** – Seating capacity 20 per room or 65 if all three rooms are opened into one, as shown in photo. There is a large AV screen in room C and a smaller screen (not visible) in room A .



**Theater** – Seating capacity of 95. Equipped with an extra large AV screen for slide and film presentations.





**Lobby/Gallery** – Capacity 370 people. A wonderful gathering place for indoor receptions and fundraising events



**Terrace** - 4,000 square feet. A perfect setting for outdoor dining and receptions.



**Amphitheater** – 2,000 square feet. The Amphitheater is suitable for graduations, award presentations or quiet entertainment. Will accommodate 125 people.



**Exhibit Area** – For interactive entertainment and a museum like appeal.





Nighttime view from the balcony showing the Lobby, Art Gallery and Terrace.



The Art Gallery, adjacent to the Lobby, is well suited for socializing and displaying silent auction items.



Nighttime view of the 4,000 square foot Terrace.



The Terrace offers a unique venue overlooking pristine Mission Gorge.



Members of the San Diego Astronomy Association staff a telescope as an added feature of an evening event at the Visitor Center.



Warm summer evening events are perfect when utilizing the spacious Terrace. Enjoy the tranquil transition from dusk to night.

## RESERVATION GUIDELINES

1. Contact the Mission Trails Regional Park (MTRP) Foundation Administrative Assistant/Event Coordinator, Roland Roberge, regarding your interest in leasing one or more areas of the Visitor and Interpretive Center and to determine space availability.

Phone - (619) 582-7800 • Fax – (619) 668-3282 • E-mail – [mtrp@mtrp.org](mailto:mtrp@mtrp.org)

2. If space is available, a reservation form will be sent to you for your confirmation of the space reserved and acceptance of the rules and regulations. An invoice indicating the facility use fees will be sent with the reservation form.
3. A deposit of 50% of the total fee will be required within 14 days of the date the reservation is confirmed. Final payment is due 7 calendar days prior to the event. *Checks should be made payable to MTRP Foundation.*
4. A refundable security deposit in the range of \$250 to \$1,000 will be required 7 days prior to the event. If the leased space is clean and no damage has been incurred the full deposit will be returned within 5 working days. *Money order made payable to City of San Diego.*
5. Copies of certificates of insurance will be required from you and your contractors such as caterers, musicians, florists, etc., who are hired by you to provide services in carrying out your function. *See RESPONSIBILITY below.*
6. If permittee is a non-profit organization, proof of non-profit status shall be required. Proof of status is available on the web site of the California Secretary of State at <http://kepler.sos.ca.gov/>.
7. It is suggested that reservations be made 90 days in advance to assure availability.
8. We will request that a copy of your meeting notice or event invitation be sent to Roland Roberge as soon as it is available.
9. Prior to the event you will be required to meet with an MTRP Foundation representative for a facility walk-through and to clarify your needs. A representative of the MTRP Foundation will serve as the Event Coordinator and be present to answer questions and attempt to meet your needs throughout the event.

## RESPONSIBILITY

The lessee assumes the liability for damage to the facility and exhibits by the lessee or by the lessee's contractors, if any, including outside services of any vendors such as caterers, musicians, florists, etc., who are hired by the lessee to provide services to the lessee in carrying out its function. Such services shall provide the lessee with a certificate of insurance, copies of which shall be given by the lessee of the facility to the MTRP Foundation Administrative Assistant/Event Coordinator.

## HOURS

The Visitor and Interpretive Center is available for special events at the following times:

- |                     |   |
|---------------------|---|
| 9:00 am to 5:00 pm  | Only classrooms A, B and C are available during this time since the Visitor Center is open to the public. |
| 5:00 pm to 11:00 pm | All space identified on page 1.   |



## **EVENT MAINTENANCE**

Same day set-up and clean-up is required. If next day pickup of rented equipment is necessary, special arrangements for overnight storage must be made prior to the event.

## **PARKING**

Parking at the Visitor and Interpretive Center is limited to 100 cars. Any parking or valet arrangements must be made by the lessee. For large events, lessee must submit a parking plan to the MTRP Administrative Assistant/Event Coordinator for approval 30 days prior to the event. Restrictions on the number of cars may apply for day-time events. Overflow parking for approximately 50 cars is available at the parking lot at Jackson Drive and Mission Gorge Road.

## **ALCOHOL**

The use of alcohol is not permitted during the hours the facility is open to the public.

After hours use of alcohol is permitted during your evening event. If the alcohol is being served free of charge and you are not charging for admission, you will not need a day-use liquor license. If you will be charging for the alcohol or for admission to your function, you will need to acquire a day-use liquor license.

## **CANCELLATIONS**

A total refund of your reservation deposit will be made up to 30 days prior to the event. After 30 days, only one-half of the reservation deposit will be returned.

## **RESTRICTIONS**

Due to park regulations, loud or amplified music will not be allowed outside. Music in other areas must be kept to a minimum level.

Helium filled balloons or open flames are not allowed.

The Mission Trails Regional Park Visitor and Interpretive Center is a non-smoking facility.

The premises shall not be utilized for the purpose of working or campaigning for the nomination or election to any public office be it partisan or nonpartisan.

The facility is not available for commercial use or private parties (e.g., birthday parties, bar mitzvahs, weddings, baptisms, memorial services).

Mission Trails Regional Park Foundation reserves the right to refuse rental to any group or party.

## MISSION TRAILS VISITOR CENTER FEE SCHEDULE

Evening event fees will be charged for the times listed on the Special Event Application, sent to you after the reservation is made and will include one hour for set-up and one hour for clean-up time. (For example, if your event is planned for 6:00 pm to 8:00 pm, you will be charged from 5:00 pm to 9:00 pm) Daytime fees: 9:00 a.m. to 5:00 p.m. Evening fees: 5:00 p.m. to 11:00 p.m. *There is a two hour minimum for use of facilities. Checks are made payable to MTRP Foundation.*

### **DAYTIME**

#### **NON-PROFIT ORGANIZATIONS**

Classrooms A, B, C	\$25 per hour per classroom <i>Maximum fee \$125 per classroom</i>
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#### **FOR PROFIT BUSINESSES**

Classrooms A, B, C	\$50 per hour per classroom <i>Maximum fee \$250 per classroom</i>
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### **EVENING**

#### **NON-PROFIT ORGANIZATIONS OR GOVERNMENT AGENCIES**

Classrooms A, B, C	\$50 per hour per classroom
Theater	\$100 per hour
Lobby/Gallery/Terrace	\$100 per hour
Amphitheater	\$75 per hour
Exhibit area	\$50 per hour
Security Personnel	Up to 4 hours - \$85 Over 4 hours - \$25 per hour

### **FUND RAISING EVENTS**

Ten percent of the net profit for fund-raising events must be allocated to the MTRP Foundation per the Visitor Center Use Agreement between the Foundation and the City of San Diego.

#### **FOR PROFIT BUSINESSES**

Classrooms A, B, C	\$100 per hour per classroom
Theater	\$200 per hour
Lobby/gallery/terrace or outdoor amphitheater	\$200 per hour
Outdoor Amphitheater	\$150 per hour
Exhibit area	\$100 per hour
Security Personnel	Up to 4 hours - \$85 Over 4 hours - \$25 per hour

## **EQUIPMENT AVAILABLE**

Tables	8 large	96''x 30''
	23 medium	72'' x 30''
	7 small	72'' x 20''

Chairs        60 stack chairs  
                 80 folding chairs

Podium

Audio/visual equipment (extra charge)  
Video projector/monitor  
Overhead projector  
Digital projector  
Portable microphone

## **EQUIPMENT RENTAL**

All tables and chairs are free for use by lessee.

Use of Foundation owned AV equipment: Video player/monitor, overhead projector, digital projector or portable microphone. Non-profit organizations, \$25 per unit. For-profit businesses, \$50 per unit.

## **SPECIAL EVENING EVENT OPTIONS**

### Trail Guide Tours

Special tours on one of the many trails throughout the park are available.

### Star Gazing

Members of San Diego's stargazing community can set up a telescope for you group's night-time viewing experience.

### Music

Members of the San Diego Native American Flute Circle can be on hand to add a special musical style to your event.

Any of these options must be requested at least three weeks prior to your event.



**Mission Trails Regional Park Foundation, Inc.**  
**and City of San Diego Park and Recreation Department**  
**Visitor & Interpretive Center**  
**Special Event Rules and Regulations**

1. Patrons will conduct themselves in an orderly, law-abiding manner.
2. Events held during the hours the facility is open to the public (Sunday through Saturday, 9 a.m. to 5 p.m.) shall not interfere with the ability of the public to enjoy the facility.
3. Each organization shall be responsible for leaving the facility and equipment in reasonable and clean condition. If damage occurs, the lessee shall be held responsible and shall be asked to pay for the cost of repairs or replacement. If the building is found in poor condition upon entering, notify the facility staff immediately. Failure to do so will result in the lessee being held responsible.
4. All setting up and taking down of tables and chairs will be done by the lessee.
5. Maximum room capacity as determined by the Fire Marshall will not be exceeded.
6. If alcoholic beverages are served, lessee shall be responsible for obtaining all permits required by the State of California. A copy of the permit shall be on file with Mission Trails Regional Park Foundation no later than 48 hours prior to the event.
7. Since the facility is located in an environmentally sensitive area and near a residential community, loud music is not permitted.
8. As provided on the permit application, the property shall be used exclusively for the purpose specified.
9. The City of San Diego and Mission Trails Regional Park Foundation cannot be held responsible for property left in the facility.
10. The premises shall not be utilized for the purpose of working or campaigning for the nomination or election to any public office be it partisan or nonpartisan.
11. The facility is not available for commercial use or private parties (e.g., birthday parties, bar mitzvahs, weddings, baptisms, memorial services).