

WEDDINGS



skybox
AT DIAMONDVIEW

WEDDINGS



Room Rental Includes:

Cleaning, Security, AV, Lounge Furniture, Full Kitchen and Built-in Outdoor Fireplace

Pricing

Sunday-Friday = \$6000 Total

Saturdays = \$6500 Total

Additional Services

On-site Ceremony \$800

Holidays vary in pricing and will be quoted per holiday.

The Ultimate Skybox At Diamond View Tower spans 4,500 square feet and can accommodate up to 180 guests based on the time of year and type of event. Whether you are having full seating for all guests (cooler months up to 100 guests / warmer months up to 130 guests) or a reception style event with a mix of lounge furniture and partial seating (cooler months up to 160 guests / warmer months up to 180 guests) our venue is great for all styles of events.

Five hours of event time is included in the room rental fee. An additional hour can be purchased for \$600 for a total of 6 hours, the maximum amount of time an event can last. Vendors are allowed 3 hours of set-up time and 1 hour for break down. A \$250 per hour fee will be charged for any additional set-up or break down time.

Prices are subject to change until a contract is signed and deposit is received.

***Damage Deposit:**

A non-refundable deposit to secure the date for the venue will be collected at the time the contract is signed.

*Additionally a refundable \$1000 damage deposit will be required by all clients when signing the contract. If there is no damage to the space, the \$1000 will be returned within 30 business days after the event.

Day of Insurance Policy:

A \$1 million insurance policy is required to rent the space. This policy (\$250) is in addition to the room rental fee and is ordered by Creative Affairs team from Castle Park Insurance two to three weeks prior to the event. State Law requires the client to make this payment directly to the insurance company. Once you receive the email from Castle Park Insurance, you will be given the choice to either pay with a credit card through Pay Pal (please note an additional charge will apply if you pay with a credit card / \$10 Corporate & \$7 Social Events) or you can mail in a check. This must be paid within 7 days of receiving the invoice and before your event. If it is not paid before the event, the event will not take place.

Catering & Rental Companies:

DiamondView Tower requires that all clients use the Required Skybox vendor list which includes catering, bar catering, wedding planners, rental & casino companies. These companies have been chosen by the building's property management and have been trained in the space. They all have current insurance on file with the building and are permitted to deliver to the Skybox. DiamondView Tower does not allow anyone that is not on this list to deliver or work in the building for these services. All other types of vendors are allowed in without being on this list. Food and beverage service must be provided by one of the approved caterers / bar caterers. These approved caterers / bar caterers pay a modest fee to the venue to help with the expenses incurred by their use of the facility.

Vendor Insurance:

All other vendors must provide liability insurance to the venue 60 days prior to the event date. Once booked, please notify Creative Affairs of all vendors hired.

Parking: \$20 per car

This rate applies to both self park and hosted parking.

If you wish to host the parking for your guests, vouchers will be printed by Ace Parking the week of the event and your coordinator will distribute them at the event. Once the event is over the coordinator will notify management as to how many passes were used. The amount will then be deducted from the \$1000 refundable damage deposit that is already on file.

If a car is parked over night please know that the voucher given to the guest is only valid until 6am the following morning. After 6am the guest will be charged by the hour.



1. What is the maximum occupancy of guests in the Ultimate Skybox?

Reference page 1.



2. What are the allotted rental hours for the venue?

Does this include set-up and break down?

The room rental includes up to five hours of event time plus set up and breakdown. More event time can be purchased beyond the five hours at \$600 per hour. All events have to end by 12:00am.

Monday – Friday set up can occur as early as 3pm or 3 hours prior to the event start time. Additional set up hours can be purchased for \$250 per hour.

Break Down: The vendors must arrive at the end of the event and 1 hour is given for break down.

3. Will the AC be on during this time?

The rooms thermostat is always set at 72 degrees. If the nano doors are open, the air conditioner or heater will adjust accordingly.

4. Is user responsible for set-up and clean up?

The Ultimate Skybox staff comes in for set-up prior to the event, to make sure the room is in perfect condition. Included in the room rental fee is a cleaning crew that comes in 1.5 hours after the event ends.

5. Do you have to use vendors from the Skybox's Wedding Required Vendors List?

You **MUST** use a company on the required catering list for catering, rentals, bar catering, lounge furniture, audio visual and coordinating. The companies on this list have been pre-approved and have completed the insurance requirements. DiamondView Tower does not allow anyone that is not on the list to deliver or work in the building. Other types of vendors such as a florist, bakery, photography, videographer, photo booth, DJ, band, performers are allowed in without being on the vendors list, but **MUST** have a business license and liability insurance.

Regarding a florist please know that you must hire a professional florist to set up and break down all floral items that are brought into the space. All florists must arrive at the end of the event time to break down and remove all floral and decor rentals from the property.

If this is not done, and the cleaning company has to remove any floral or decor, there will be a \$500 deduction from your damage deposit.

6. Can we bring in our own beverages?

Yes, you can bring in ALL of your own beverages. The only requirement is that you hire a bartender through one of the caterers or bar catering companies on the preferred list, due to licensing requirements. There are NO corkage fees.

***PLEASE NOTE: WE DO NOT ALLOW SHOTS OR KEGS.**

7. What is the required deposit and when is it due? Is it refundable?

The deposit is due once the contract is signed and turned in. The amount will be broken down and then given to you, once the hours of your event are decided upon. The deposit is NON-refundable once turned in.

8. Is there a cake-cutting fee?

NO

9. Do we have to pay labor fees, taxes or service charges on the venue?

No! There is one flat room rental fee.

10. Can you guarantee the room in contract?

Yes, once the contract is signed and deposit turned in, the room is all yours!

11. Can we visit before our event?

Of course, you can come down to see a set up. You just have to make an appointment with us.

12. Can we have live music and how late can we play music?

Yes, you can have live music or a DJ until 12:00 am. Please note, if a noise ordinance is reported, your venue manager will request the music volume to be lowered. No speakers are allowed to be on the patio.

13. Is smoking allowed on the patio?

Smoking is not allowed on the patio on the 15th floor. If your guests wish to smoke, they must go downstairs in front of the building, more than 20 feet from the building entrance. We do not allow smoking in any form, which includes vape pens, cigars, pipes or cigarettes.

14. Are children allowed in the facilities?

Yes, children of all ages are welcome.

15. Are there screens available? Can a laptop be hooked up to your system?

There are 3 flat screen monitors in the main room and 1 – 9’x12’ drop down screen. There are also 2 flat screens in the bar area, but they only have cable access. Please note if you wish to use the drop down screen a projector and AV Tech must be brought in by one of the AV companies from our vendor list. Both companies are listed on our required vendors list.

16. Are there any insurance requirements?

Yes, as part of the room rental we order a \$1 million dollar day of insurance policy in whomever’s name is on the contract. The policy protects you the client, your guests and the property, from any damage that could occur during or after your event.

***Pricing is subject to change for events that are booked during the holidays.**

17. Are there any rules regarding candles?

Candles are allowed just so they meet CA fire regulations. You **MUST** be able to set a piece of tissue over the top of the candle holder for 5 seconds with out it catching fire. When the candle is lit the flame must be 1” below the glass rim of the candleholder. All candles must be placed on a raised surface and not touching the ground at any time.

18. Are vendors required to have insurance?

All vendors must provide liability insurance to the venue 60 days prior to event start date. Please provide each vendor contract to your hired coordinator once they have been booked. Creative Affairs will contact each vendor to obtain their insurance for the building.

19. Are there any other events happening at the venue during our event?

No, the Ultimate Skybox is the only venue on-site and is only rented out for one event at a time per day.

20. Can you pay the room rental with a credit card?

The owners only accept checks, cashier’s checks, ACH transfers or wire transfers.

All checks must be made payable to: DWF V DIAMONDDVIEW TOWER, LLC

21. Is there a place in DiamondView Tower where the bride and groom can get ready?

There is not a location in the building to get ready. Most clients will book a hotel room in a nearby hotel to get ready. Then come over right as the event is starting. If you need a room block for your guests, please let us know. We have a hotel RFP Form you can fill out and they can bid out all the hotels in the area.

22. For Children / Young Adult Events

We do require 1 adult per 20 young adults. On site staff is not responsible for the actions or safety of the guests. The client must work with an event coordinator and that event coordinators team must be present during the event to set up, orchestrate, supervise and break down the event.

23. Drones

The Ultimate Skybox is located on the 15th floor over a very populated area. Due to liability, any use of drones is strictly prohibited because the building is in a restricted FAA flight path.

24. Sparklers and Cold Sparklers

Sparklers and Cold Sparklers are prohibited to be used in Diamondview Tower, The Ultimate Skybox and the outside perimeter of the building (including sidewalks).

25. Champagne Towers

If you wish to have a champagne tower, it must be used and setup only on the outside patio.

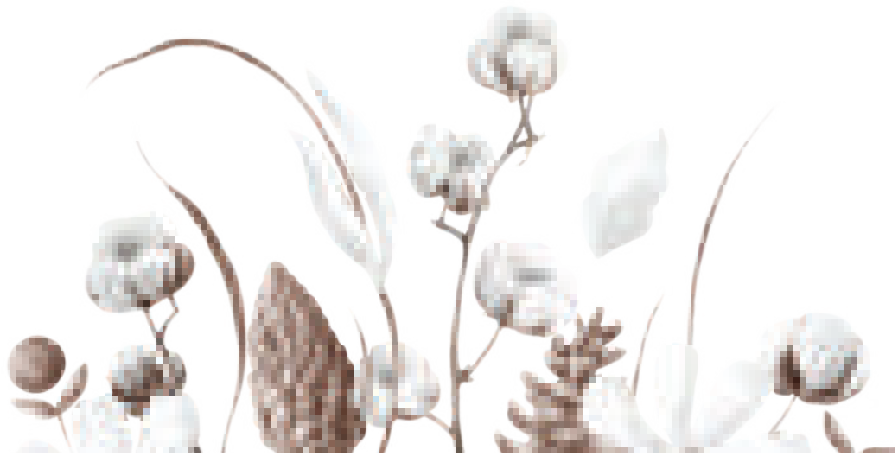
26. Low Lying Fog Smoke Mist Machines

Low lying fog smoke mist machines are prohibited in the venue. Due to the outcome of a wet floor, this becomes a slipping and falling hazard.

27. Flipping the Space

If you choose to have a ceremony inside, please notify your caterer, florist and rental companies prior to receiving a quote for these services. Prices range from vendor to vendor based on staffing costs.

***Please note that Petco Park is a separate venue than the Skybox. If a baseball game, private event, concert or corporate event is booked in Petco Park we have no control over them booking their space. Petco Park typically does not notify us of these types of events until the week of the event.**



TESTIMONIALS

“I wouldn't have wanted to have my wedding anywhere else. Julia and the Creative Affairs team made our day a DREAM. Amazing venue altogether.”

- Crystal

“The most magical day and venue of our lives. All of our guests can't stop talking about how beautiful this venue was. Everything ran perfectly and it is extremely well-priced. Highly recommend!”

- Lindsey

“We recently held our wedding at The Ultimate Skybox and it was absolutely amazing! The venue exceeded our expectations in every way. The space was perfect and the views spectacular. All of our guests were completely blown away.

This is the place to go for a unique wedding experience that no one who attends will ever forget.”

- Rachel

“The most magical night! Our guests loved the unique opportunity to see the city sparkling at night. The Skybox is gorgeous and perfect for a fun, lively event. Creative Affairs provides excellent sales and service and are with you every step of the way. They provided suggestions and solutions and were extremely attentive to every detail.

Highly recommend the Skybox and Creative Affairs!”

- Maddie

“Perfect venue for April wedding. Our on-site coordinator was extremely flexible and knowledgeable about various floor plans to fit our big party! She was very accommodating, responsive, organized, and coordinated our vendors very efficiently! I could not have asked for a better venue for our wedding!!!”

- Justine

**Skybox at DiamondView Tower
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