



## Jack House Gardens FAQ's

### How far in advance can I reserve the Jack House Gardens?

- As few as 10 days, or as early as one year in advance of your event. Reservation requests can be made online or over the phone (805) 781-7222.

### How much does it cost to rent the Jack House Gardens?

Resident – San Luis Obispo	Non-Resident
Weekend: \$3,529.00	Weekend: \$3,999.00
Weekday: \$3,293.00	Weekday: \$3,529.00
Non-refundable Reservation Fee: \$100 (Must be paid at the time of reservation)	
Deposit: \$604.00	
<u>*Fees subject to change.</u>	



### What time can set up start? When does the venue need to be cleaned up by? Who is responsible for setting up/taking down the tables and chairs?

- The permittee may arrive as early as 8:00 AM the day of the event.
- No overnight storage is permitted.
- The premise needs to be cleaned up and vacated by 10:00 PM.
- The permittee is responsible for setting up/taking down the tables and chairs.

### Can I serve alcohol at my wedding?

- ONLY beer and wine may be served.
- The following is required and can be obtained through the City of San Luis Obispo:
  - General Liability Insurance
  - Liquor Liability Insurance
  - Alcohol Beverage Control License

### Is the use of a specific caterer required by the City of San Luis Obispo?

- Any caterer may be hired.
- The caterer will have to submit a certificate of liability insurance in the amount of one million dollars for general liability and a separate endorsement (form CG 20 26) naming the City of San Luis Obispo as additionally insured to the permit holder.
- If the caterer plans on selling anything, they must provide a San Luis Obispo Business License or fill out a City of San Luis Obispo Vendor Policy

### Can I set up a portable dance floor in the gardens?

- No. Portable dance floors are damaging to the grounds.



## Parks & Recreation

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805.781.7300  
[slocity.org](http://slocity.org)

### Can I have a DJ or live band at my wedding?

- Yes.
- The rental of the Jack House Gardens is bound by all City ordinances set by the City of San Luis Obispo.
- Decibel levels may not exceed 70 and you will be notified if the sound goes above 70 db. Police will be notified after second infraction.
  - City Municipal Codes 9.12.040-9.12.070
- The decibel level will be checked periodically during your event and you will be reminded of the appropriate level. Non-compliance with the City's noise ordinance could lead to the termination of music or your event ending early.
- All amplified sound must conclude by 10:00 PM.

### When are Historic Jack House tours given?

- Tours are given May – December on the 2<sup>nd</sup> Sunday of each month from 1:00 PM – 4:00 PM.
- Tour costs:
  - \$5 per person
  - All children 12 and under are free
- If your use of the Jack House Gardens coincides with Jack House Tours, you can have the option to close the public tours of the Jack House for a \$100 fee.
- The Jack House may also be made available for a tour for a \$100 fee. Advanced notice is required to secure docents.
- All tours are scheduled for a three-hour block.

### Can I hang extra lighting on the grounds for my event?

No. No flammable lighting is allowed. If you are interested in additional lights, they must be cleared by City personnel to avoid a partial deposit withholding.

### Sustainability

- In accordance with Municipal Code Section 8.07 of the Health and Safety plan, events cannot sell/distribute single-use plastic bottles or cups. Plastic straws may only be served upon request.
- In accordance with Integrated Waste Management Authority Ordinance 2008-3, events must provide sufficient garbage and recycling services.
- Organic Waste: If food will be served and additional service is required (per Parks Maintenance Supervisor), food waste service must also be arranged for.
- Waste should not be hauled off-site. Bins should be serviced on-site by San Luis Garbage or the City of San Luis Obispo. It is the event holder's responsibility to monitor solid waste practices at this event to prevent contamination of bins.
- For questions regarding sustainability at your event: Contact the Utilities Department at [RecycleRight@slocity.org](mailto:RecycleRight@slocity.org) or 805-781-7213



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### Vendor/Vehicle Access Information

#### Who Gets Access

- Gate access is only available for approved vendors.
- Not all vendors requesting access will be approved for use. The Jack House Committee, Parks and Recreation, and Parks Maintenance can veto any vendor they deem unsafe.
- Gate access is not available for guest parking or event loading and unloading.
- All requests for gate access for vendors must be received by thirty days prior to the event date.
- Vendors are only allowed to park on the side lot of the Jack House. If they wish to use the back-dirt lot of the Jack House Gardens, they must offload their supplies.
- Vendors must arrange with the Parks and Recreation liaison an acceptable access time frame for the gate to be opened. Vendors must arrange for the gate to be opened at least two hours prior to event set-up.
- Only one vendor trailer will be allowed to park on the side gravel road per event.
- Vendors must provide contact information for the vendor and vendor drivers.
- Vendors must provide photos and dimensions of trucks, trailers and equipment that are to be utilized for the event.

#### Vendor Use

- Vendors will have to submit a certificate of liability insurance in the amount of one million dollars for general liability and a separate endorsement (form CG 20 26) naming the City of San Luis Obispo as additionally insured.
- Facility host will have a master list of approved vendors granted access to the gravel pathway.
- The State of California Health and Safety Code has specific regulations for food vendors. Contact SLO County Health at 805-781-5544 to obtain requirements for temporary food facilities and any necessary permits.
- Event sponsor or user is responsible for cleaning up all debris and trash remaining from the event and not allowing anything remaining from the event to enter the storm drains. All areas listed on event permit disclaimer section 11 must be completed by the event sponsor or user.
- If the post event clean-up is deemed unsatisfactory by the facility host, the sponsor will be invoiced for the Parks Maintenance time required to finish the cleaning.
- BBQ trailers will only be allowed to be parked on the designated no parking spots and will need a fire extinguisher within reach at all time and you will need to have an ash bucket for the ashes. A fire permit will be required.