



THE LIGHTHOUSE

EST. 1910

Frequently Asked Questions

Q: WHAT IS YOUR MAXIMUM CAPACITY?

A: The Waterfront Banquet Room can seat a maximum of 140 guests or 195 standing.

Q: DO I NEED TO SCHEDULE A TOUR OR CAN I STOP BY?

A: We require that you schedule a tour so we can ensure we are available to let you in to view the property, and on-hand to answer any questions you might have. Email us at thelighthousegcm@gmail.com or call us at 707.704.9014 to schedule your tour today.

Q: CAN I BRING IN MY OWN CATERER?

A: Absolutely. We have a list of preferred vendors who are familiar with our location, but you are welcome to bring in your own at no additional cost.

Q: CAN I BRING IN MY OWN ALCOHOL?

A: If you intend for alcohol to be sold at your private event, you will be required to contract a third party with a valid liquor license. However, if there will be no selling of alcohol, you are welcome to bring in your own for your private event.

Q: DO YOU REQUIRE INSURANCE FOR MY EVENT?

A: Yes. We require a minimum of a \$1,000,000 policy listing The Lighthouse at Glen Cove Marina as additional insured. This can typically be attained through a homeowner's policy, but we are happy to provide you with additional resources for obtaining this. If purchasing separately, the average cost is typically \$175.

Q: DO YOU PROVIDE TABLES AND CHAIRS?

A: Yes. We provide up to (14) 5' Round Tables, (6) 6' Banquet Tables, (2) 8' Banquet Tables, (6) 30" Round Cocktail Tables, and (140) Dark Brown Chiavari Chairs with Ivory Pads. Client is responsible for ALL setup/breakdown of these according to your preferred floor plan.

Q: HOW LONG DO I HAVE TO SETUP?

A: Most of our packages include an all-day rental. This means you can begin setting up as early as 10am, unless otherwise specified.



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Q: WHAT IS YOUR CANCELLATION POLICY?

A: In the event of a cancellation, all payments made to date are non-refundable.

Q: HOW DO I RESERVE MY DATE?

A: We require 50% of the estimated total to secure the date. The exact amount will vary dependent upon your rental fee. The remainder of the rental fee must be paid-in-full 60 days before the event date.

Q: DO YOU REQUIRE A DAMAGE DEPOSIT?

A: Yes. A SEPARATE refundable \$500 damage deposit is due along with your final payment 60 days before your event date. Should no damage to the property be incurred, a refund will be mailed to you within two weeks of your event.

Q: ARE THERE ANY ADDITIONAL FEES?

A: We do charge a \$250 Janitorial Fee. You are required to leave the indoor and outdoor spaces in a "broom-swept" condition (trash dumped, all belongings cleared). The Janitorial fee covers our cost of deep cleaning the Inn and the Banquet Room after your event in preparation for the next one.

Q: CAN I PLAY AMPLIFIED MUSIC ON THE LAWNS?

A: If you intend to have amplified music outside of the Waterfront Banquet Room, the city sound ordinance requires that you apply for a Sound Permit. To obtain this, you will need to reach out to the Vallejo Police Department. The form is available [here](#). A microphone IS allowed for outdoor CEREMONIES only (intended for a maximum use of 30 minutes)

Q: DOES MY PACKAGE INCLUDE OVERNIGHT ACCOMMODATIONS UPSTAIRS?

A: All Wedding Packages include a one-night stay upstairs (on the night OF your event). If your package does NOT include use of The Inn, or if you would like to add on additional nights, please inquire with the Sales Office as this will depend upon availability.

Q: MY PACKAGE INCLUDES USE OF THE UPSTAIRS LIGHTHOUSE INN, WHEN IS CHECK-IN/OUT?

A: The Inn will typically be available beginning at 1:00pm. Check-out is at 10am.

Q: IN WHAT CONDITION ARE WE REQUIRED TO LEAVE THE UPSTAIRS INN?

A: We require that shoes are removed at all times while in The Inn, and that care is taken to keep carpets white. Upon check-out, we kindly ask that trash be dumped, that the used bed linens and towels are placed in the hampers, and that all dirty dishes are placed in dishwasher and started.