San Diego History Center is located in the heart of Balboa Park. The museum houses a collection of intriguing exhibitions that chronicle San Diego’s diverse history. A beautiful and spacious venue, the San Diego History Center consists of a beautiful grand Atrium, Theater, Conference Room, and five different galleries for guests to enjoy. The museum is ideal for conferences, meetings, and lectures.
SAN DIEGO HISTORY CENTER

ATRIUM & LOBBY
- 250 standing cocktail style; up to 130 seated dinner style; 175 theatre style
- Atrium: 53’x33’ = 1,744 sq. ft.
- Lobby: 32’x17’ = 544 sq. ft.
- Both are included in Atrium rental
- Admissions desk is movable

THORNTON THEATER
- 50 seated theater style; 30-40 seated conference style
- 39’x32’ = 1,248 sq. ft.
- AV & Wi-Fi available
- Chairs, tables and A/V Equipment are included and will be set up by SDHC personnel

HANS & MARGARET DOE EDUCATION CENTER CONFERENCE ROOM
- 15 seated conference style
- 24’x16’ = 384 sq. ft.
- On 2nd floor of museum

To secure event date, a Contract and Facilities Use Agreement must be signed by renter and a 50% deposit received. The Facilities Use Agreement lists all rules & guidelines for renting an historic venue. All VENDORS contracted by RENTER must sign the Facilities Use Agreement.
<table>
<thead>
<tr>
<th>VENUE</th>
<th>SEATED</th>
<th>STANDING</th>
<th>RENTAL FEE</th>
<th>RENTAL TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAN DIEGO HISTORY CENTER ATRIUM</td>
<td>130 people</td>
<td>250 people</td>
<td>$250</td>
<td>Per hour</td>
</tr>
<tr>
<td>THORNTON THEATER</td>
<td>50 theater style; 30-40 conference style</td>
<td>100 people</td>
<td>$100</td>
<td>Per hour</td>
</tr>
<tr>
<td>HANS &amp; MARGARET DOE EDUCATION CENTER CONFERENCE ROOM</td>
<td>15 people</td>
<td>N/A</td>
<td>$50</td>
<td>Per hour</td>
</tr>
</tbody>
</table>

10% DISCOUNT FOR MEMBERS, MILITARY & NON-PROFITS
# Complimentary Items & Additional Pricing

## Facility Set-Up/Break-Down

<table>
<thead>
<tr>
<th>Service</th>
<th>Complimentary or Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set-Up &amp; Break-Down Fees</td>
<td>Complimentary</td>
</tr>
<tr>
<td>Cleaning Fee (Pre &amp; Post Cleaning)</td>
<td>Complimentary</td>
</tr>
<tr>
<td>Additional Facility Cleaning Fee</td>
<td>$100/hour</td>
</tr>
</tbody>
</table>

## Audio-Visual

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Complimentary or Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/V Equipment – Thornton Theater</td>
<td>Complimentary</td>
</tr>
<tr>
<td>A/V Equipment – DEC</td>
<td>$20/hour</td>
</tr>
</tbody>
</table>

## Security/Staffing

<table>
<thead>
<tr>
<th>Security</th>
<th>Complimentary or Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Staff</td>
<td>Complimentary</td>
</tr>
</tbody>
</table>
| Security                       | 2 Security Guards per 8 hour rental  
                                 | 1 Security Guard per 4 hour rental |
| Additional Security            | $22/per hour per Security Guard |

## Rentals

<table>
<thead>
<tr>
<th>Item</th>
<th>Complimentary or Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 – Conference Chairs</td>
<td>Complimentary</td>
</tr>
<tr>
<td>6’ Rectangle</td>
<td>Complimentary</td>
</tr>
<tr>
<td>Stage (4’L x 4’W x 1”H)</td>
<td>Complimentary</td>
</tr>
<tr>
<td>Basic Black Linens</td>
<td>Complimentary</td>
</tr>
<tr>
<td>6 Additional Tables with Linens</td>
<td>$75</td>
</tr>
</tbody>
</table>

## Cancellation Policy:

- **Signing of the contract – 150 days prior to event:** Full refund minus $150 administration fee
- **149 days – 60 days prior to event:** Deposit will not be refunded
- **59 days – day of event:** No refund given
“Thank you so much for everything you did to make it happen! We’ve been getting great feedback so far and everyone loved the venue. This was totally new and different compared to events we have had in the past. We hope to work with you again in the future!”

VANESSA, ASSOCIATION OF ENVIRONMENTAL PROFESSIONALS

ATRIUM & LOBBY

• 250 standing cocktail style; up to 130 seated dinner style; 175 theatre style
• Atrium: 53’x33’ = 1,744 sq. ft.
• Lobby: 32’x17’ = 544 sq. ft.
• Both are included in Atrium rental
• Admissions desk is movable

JULIET ZIMMER, Event Coordinator
Telephone: 619 232 6203 ext. 109 · Email: events@sandiegohistory.org
THORNTON THEATER

- 50 seated theater style; 30-40 seated conference style
- 39’x32’ = 1,248 sq. ft.
- AV & Wi-Fi available
- Chairs, rectangular tables* and A/V Equipment are included and will be set up by SDHC personnel

*The San Diego History Center currently does not have round tables available for events. For round tables, please see our Preferred Partners page for rental information.
HANS & MARGARET DOE
EDUCATION CENTER
CONFERENCE ROOM

- 15 seated conference style
- 24’x16’ = 384 sq. ft.
- On 2nd floor of museum

JULIET ZIMMER, Event Coordinator
Telephone: 619 232 6203 ext. 109 · Email: events@sandiegohistory.org
SAN DIEGO HISTORY CENTER (SDHC)
FACILITIES USE AGREEMENT

THE FOLLOWING POLICIES GOVERN THE USE OF THE SAN DIEGO HISTORY CENTER IN BALBOA PARK.

FOOD & DRINK
- Allowed in tiled front entrance of SDHC, lobby, Atrium, Thornton Theater, classroom and conference room
- Not allowed in galleries or on Balboa Park grounds at any time
- Alcohol and beverages must be provided and served by a caterer from the Preferred Catering List
- All State of California Alcoholic Beverage Control regulations must be strictly adhered to and no alcohol may be served to minors or intoxicated persons under any circumstances
- SDHC will provide a Preferred Caterer List (all hold proper licensing and insurance)
- No outside catering service may be used
- Thornton Theater and employee kitchen/break room may be used for food preparation and/or service
- Caterer must protect exhibition and Thornton Theater carpeting with absorbent mats, tarps, drop-cloths or plastic sheeting

CANDLES
- Battery operated candles are suggested and preferred
- Open flames are strictly prohibited inside SDHC
- Two exceptions are: The Unity candle (must be snuffed out immediately following ceremony) Chafing dishes used by approved caterer

FLOWERS
- Only florist-provided flower arrangements are allowed in Foyer, Lobby, Atrium, Thornton Theater, classroom and conference room
- Live flowers are strictly prohibited inside the galleries
- Potted plants are strictly prohibited
- Only silk flower petals may be dropped inside the SDHC

GENERAL DÉCOR
- All decorations must be approved by the Event Venue Manager prior to the event date
- Only GAFFER’S TAPE can be used to secure items to the tile floor. No duct tape, masking tape or painter’s tape can be used on tiles
- All electrical cords must be properly secured down
- String lights and other décor may be hung
- No holes may be made or any other securing that might cause damage
- Facilities Manager must approve all string lighting
- Rubber tips or padding must be placed on all metal chairs and table legs in order to prevent scratching/scuffing historic floor tiles
- Nothing may be attached to the interior or exterior walls

MISCELLANEOUS
- The RENTER and/or contracted VENDORS must provide their own equipment and staff
- Any items borrowed from the SDHC by the RENTER and/or contracted VENDORS must be returned to the SDHC upon the completion of the event
- The RENTER and/or contracted VENDORS must remove everything brought into the venue for the event, including any garbage created during the event
- Respectable sound levels must be maintained by the ENTERTAINMENT at all times to ensure the preservation of the museum’s fragile artifacts
- Smoking is never allowed inside the museum or on Balboa Park grounds
- Confetti and like substances are never allowed inside or outside the museum or on Balboa Park grounds
- Live animals are strictly prohibited inside the museum (except for authorized service animals)
- Only SDHC staff may operate the Casa de Balboa freight elevator

- City of San Diego building codes must be strictly adhered to at all times (i.e. maximum number of persons in a given area, fire safety, electrical safety, etc.)
- Guests are prohibited from all non-SDHC areas of the Casa de Balboa building (wanderers will be treated as trespassers)
- SDHC is not responsible for any items that are abandoned, lost or left at the SDHC
- Items not claimed within 7 days of the event, SDHC will dispose of properly
- Exhibitions, galleries, and displays are subject to change without notice
- Many museum items may not be moved, re-arranged or altered in any way for any event
- The RENTER must understand that SDHC employees need to maintain access to all parts of the museum: restrooms, breakroom, etc.