



Arches on 6th

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# WELCOME TO ARCHES ON 6TH

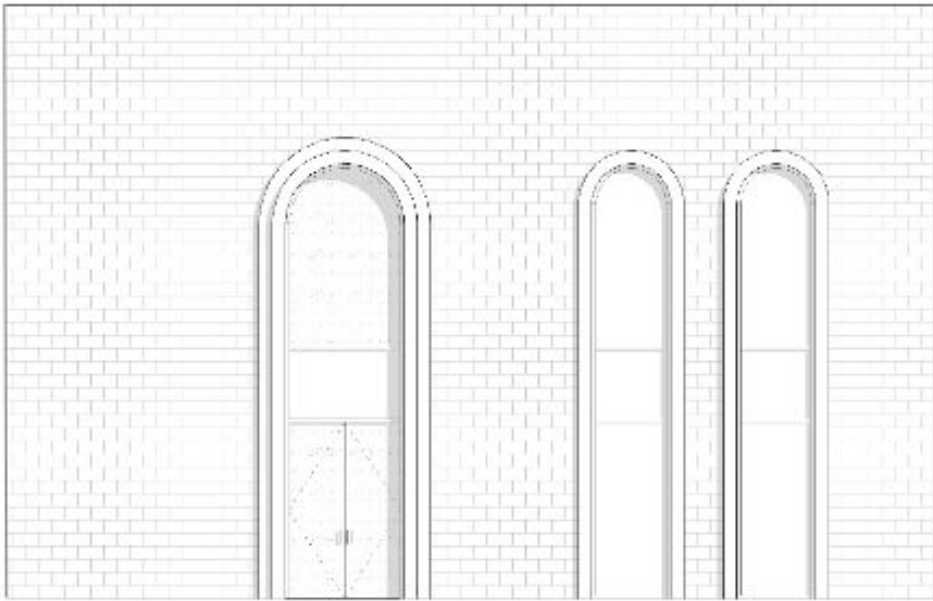
Arches on 6th is a stunning urban chic venue in the heart of burgeoning downtown San Pedro. Perfect for private events, weddings and receptions, exhibitions, productions, photography shoots, corporate and private parties, decor and themes are limited only by the imagination.

Located where historic California intersects with the beauty of the sea and the Arts District. The space is flexible with high ceilings and open floor plan, ready to be transformed for your need and vision.

Inspiring space for ceremonies, dinners, cocktail parties and unparalleled experiences, Arches on 6th offers an aesthetic point of view that's both creative and malleable. We know that you will love it as much as we do!



CONFERENCE & MEETING SPACE  
FILMING & PHOTO SHOOTS  
ART GALLERY  
WEDDINGS  
EVENTS



## Venue

- ❑ Two-story, 10,224 sq. ft.
- ❑ 1st floor ~5,000 sq. ft. exhibit venue
- ❑ 2nd floor for office & staging only
- ❑ 2 Restrooms with seven stalls (2 ADA) and four sinks
- ❑ Gallery lighting
- ❑ Air-conditioning & heating
- ❑ 800 Amp panel

## Capacity

- ❑ 125 persons seated or standing on 1st floor



DETAILS





FAQ

**Is there a cleaning fee?**

Yes, please see pricing sheet. The cleaning fee covers trash removal for catering waste only. Waste due to production (gift bags, set design, boxes, etc.) may require additional waste removal fees. Any furniture or items left will result in an additional removal fee.

**What is the payment schedule?**

First Payment of 50% or \$500 (whichever is greater) of the Venue Fee is required to secure the date. The full Venue Fee is due 60 days prior to the event.

**What is the cancellation policy?**

First Payment is non-refundable and non-transferable. For cancellations within 60 days of event date, client is responsible for 100% of Rental Fee. All monies paid are non-refundable.

**Are there any additional fees on top of the Venue Fee?**

A cleaning fee is also required. There is a Building Manager Fee per hour of use, unless a preferred wedding coordinator is onsite for the entire rental period. Additional fees may apply for overtime, overages or damages in excess of the Security Deposit. You are required to have security and insurance for all projects, pricing will vary depending on project type, time and guest count.

**Is the upstairs included in the cost of the Rental Fee?**

Yes, but the upstairs cannot be utilized for the event. It can only be utilized as an office or staging area.

**Is smoking allowed?**

Smoking is not permitted in the venue.

**Does Arches on 6th provide any additional services?**

Unfortunately, at this time we do not have any additional offerings. All decor, furniture, sound equipment, food, linens etc. must be provided from third party vendors. The renting party assumes all liability for the third party vendors. Please see our list of preferred vendors.

**Can I serve alcohol at my event? Do I need a permit for this?**

You may serve alcohol as long as you have all required permits, comply with all laws, and purchase insurance that includes alcohol service.

<https://www.sdcreativeevents.com/blog/2018/8/3/when-do-i-need-to-get-an-abc-liquor-license-and-event-permit>

**Is there a kitchen?**

There are no kitchen facilities onsite. All food must be brought in an reheated.

**What are the parking options for user, guests and vendors?**

Guests can use a valet service, park in the adjacent lots or use metered street parking. We recommend encouraging guests to take rideshare, <https://www.uber.com/events>. It is illegal to block the alley flow of traffic or any of our neighbor's entrances. We recommend that all load-ins are completed through the front entrance. (Please see parking exhibit.)

**Are we allowed to bring in decorations such as candles, confetti, sparklers, etc.?**

Confetti and sparklers are prohibited due to fire hazard and to avoid additional cleaning costs. Candles must adhere to the L.A.F.D fire code. The flame can be no more than 2" from the top of the holder if placed on a table and 5" if placed on the floor.

**Do you have a sample table layout that accommodates various guest counts?**

We do not provide design or layout services at this time. Event photos will be added to social media. Please see our list of preferred vendors.

**What is the earliest we can start and the latest we can stay?**

The latest you can stay including breakdown is 11:00 pm (Event would end at 10:00 pm and vendors would need to be out by 11:00pm).



**If there is no event the day before, can we set up then?**

All set up and breakdown must be within the stated contract venue time, sorry no exceptions as additional charges will apply.

**Can our rentals be dropped off the day before and picked up the day after our event?**

All rentals must be delivered and picked up within your contracted venue time or additional rental hours will be charged.

**What are your policies regarding ceremony rehearsals?**

Rehearsals are scheduled around our booked events and are not guaranteed at a specific time. You can set-up a complimentary 2 hour rehearsal within 2 weeks of your desired date.

**Is there a noise ordinance we should be aware of?**

No amplified music is allowed outside of the venue and all music must end by 10:00pm. We value our neighbors (which are a mix of residential and commercial) and request that doors remain shut unless you are hosting a public project and guests remain inside of the venue during the project, unless visiting neighboring businesses for consumption.

**Can we choose our vendors or do we have to work exclusively with your preferred list?**

You may choose your vendors. However, all outside caterers and wedding coordinators need to go through an approval process before working on-site. You will need to collect COIs and waiver of subrogation for property, liability and worker's compensation insurance for non-preferred vendors. **You must have an event coordinator engaged on your behalf. Our fee is below market because we do not provide additional services or support.**

**What is a design meeting?**

A 2 hour design meeting is scheduled 30-60 days prior to the event. During this meeting, you and your coordinator will go over your event details such as ceremony layout, dinner layout, timeline and vendor placement. You may bring your vendors to make sure everyone is on the same page.

**Can we bring in an outside caterer? If so, what are the additional costs?**

Yes. All outside vendors must be approved by Arches on 6th and provide COIs listing us as an additional insured. There is not extra charge to use an outside caterer.

**Can alcohol be served at the event?**

ALL ALCOHOL SERVICE MUST INCLUDE APPROPRIATE PERMITS PROCURED BY VENDORS OR FROM THE CITY. ALCOHOL SALES ARE NOT PERMITTED, HOST BAR ONLY. INSURANCE MUST INCLUDE HOST BAR.

**What insurance do the outside vendors need to provide?**

A Standard Certificate of Insurance (COI), including waiver of subrogation, up to \$1,000,000 per occurrence and \$2,000,000 in total , for liability, property, liquor liability (if served) and worker's compensation insurance are required.

**Can we rent the venue for more than the 10 hour package?**

Yes. An additional \$200/hour Rental Fee + associated staffing costs would apply.

**Do we need insurance for the event?**

**You need to provide your own event insurance (cost of typically \$200-300). You will need to deliver the COI including waiver of subrogation 14 days prior to the event or your event will be canceled and Venue Fee payments will not be refunded. You will need host liquor insurance as well if alcohol is being served. <https://www.theeventhelper.com#h6Oq8D>**

**Is the venue wheelchair accessible?**

There is wheelchair accessibility through the front of the venue. The restrooms are ADA.

**What is the best way to access the venue?**

The venue has a front and rear entrance. The rear entrance requires the use of stairs to access the first floor. It is illegal to block the flow of traffic of the alley, so we highly encourage the use of the front entrance.

**Are there any local events that may affect access or the area?**

Yes, the venue is located in vibrant downtown San Pedro. Every 1st Thursday and 1st Saturday of each month the entire street stays open late and is active with art, music and food trucks. Every Friday morning there is farmers market on 6th Street blocking the front entrance of the building until 2pm. Check with the Chamber of Commerce for activities as they come up often. <https://www.sanpedrochamber.com/>

**Is there an outdoor area for a food stand or cooking station?**

All activity must remain within the building.

## **What other documents do I need to provide and by when?**

For any vendor that has not previously worked at Arches on 6th before, their required documents are due 60 days prior to the event. A timeline, vendor list, guest list and final count is due 2 weeks prior to event date. All insurance COIs and beverage or other required permits must be provided two weeks before the event.

## **Timeline & Payment Checklist**

- Time of Booking:
  - Security Deposit
  - Contract execution
- 60 Days Before Event:
  - Rental, Cleaning, AC Supplement, Building Manager & Security Fees
  - Non-preferred vendor details
- 30-60 Days Before Event: Design meeting/walk through
- 14 Days Before Event:
  - Event timeline
  - Vendor list
  - Guest list & count
  - Insurance COIs & waiver of subrogation (You and your vendors)
  - Alcohol & any other required permits
- 17-14 Days Before Event: Rehearsal scheduled subject to available hours
- End of Event: Signature for any add-ons or overtime
- 30 Business Days After Event: Security deposit returned less any damage or additional fee charges





# PREFERRED VENDOR LISTING

## Event Planner

Desiree Carol -

[www.desireecarol.com](http://www.desireecarol.com)

Cause We Can Events -

<https://causewecanevents.com/>

## DJ & Host

Rubin Ervin -

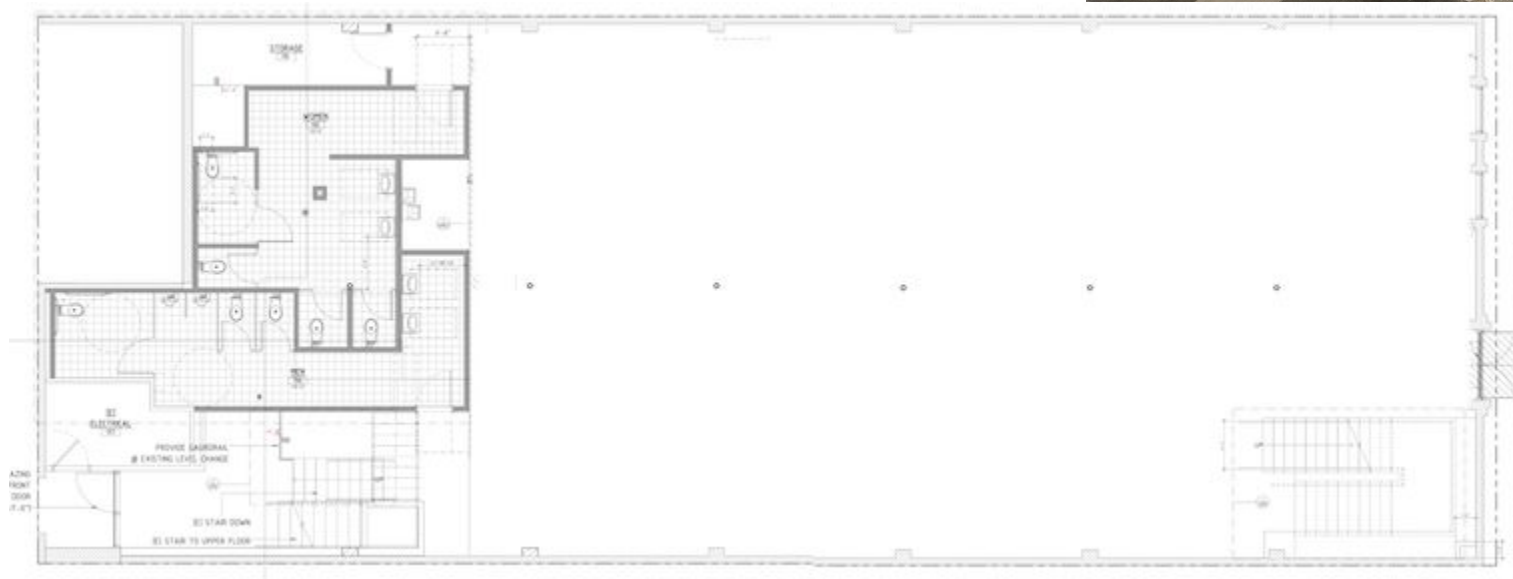
[WWW.ErvinEnt.com](http://WWW.ErvinEnt.com)

## Security

Black Knight Patrol and Allied Universal

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# 1ST FLOOR PLAN



# CONTACT

Christel Sicé

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(424) 570-8123

[www.sanpedroleasing.com](http://www.sanpedroleasing.com)

<https://www.facebook.com/Archeson6th/>

@archeson6thsp

#Archeson6th

Safety & Escorts

San Pedro PBID Public Safety Ambassadors

(310) 303-4471

[security@sanpedrobid.com](mailto:security@sanpedrobid.com)



# PRICELIST

*As of March 2019*

*Subject to change until executed contract &  
deposit received*

## **Fees**

Deposit: Greater of \$500 or 50% of Rental Fee

Security Guard: 1 per 50 people

Cleaning: \$275

Building Manager: \$20 per hour

Summer AC Supplement: \$250 (5/15-9/15)

## **Events/Conferences**

M-W (Excluding holidays)

Call for mid-week pricing discount

8 Hour minimum

Thurs-Sun (Holidays)

\$300 per hour

8 hour minimum

\$2,500 for 10 hours, \$200/ph over 10 hours





# PRICELIST QUESTIONS

## **Why is there not just one price/flat fee for the venue, instead of the add-ons?**

Venues all price like this for a few reasons: (1) Certain of these fees vary by event, like security count; (2) Easy apples to apples comparison across venues; and (3) certain fees are only charged if you host the event and are not part of the non-refundable deposit.

## **Why do I need a security guard?**

Security guards are there for your protection and to avoid disruptions to your event for the best possible experience.

## **It was not hot the day of my event do I need to pay the AC Supplement?**

The fee is charged during this time period regardless of the actual weather to avoid disputes or disagreements on temperature.

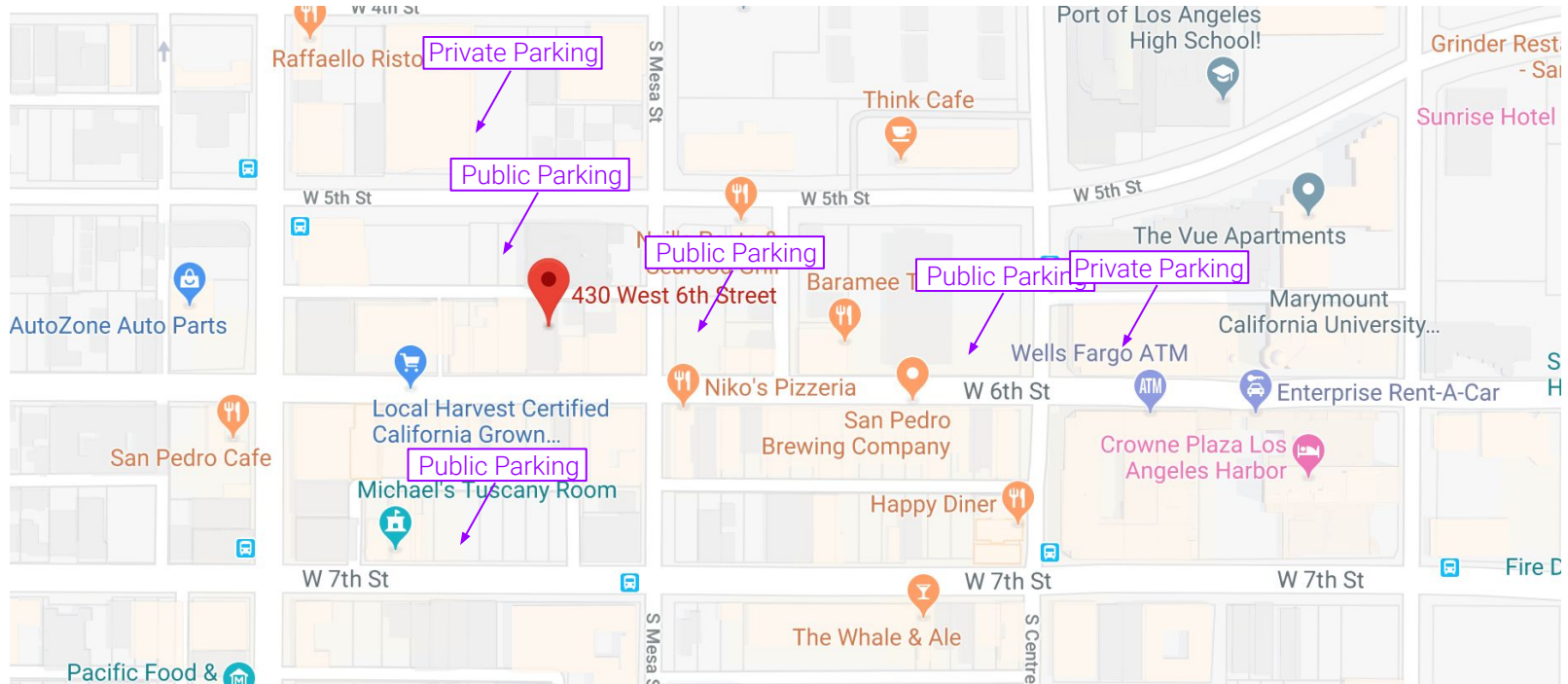
## **What is the Building Manager Supplement?**

The fee is charged for the opening of the venue, to be on call during the event for any issues, and to close the venue and perform the final walk through.

# PRICING SAMPLE

BOOKING DATE	3/2/2019	END TIME	2:00
EVENT DATE	4/20/2019	HOURS BOOKED	10
START TIME	16:00	GUEST COUNT	110
VENUE FEE			\$2,500
CLEANING FEE			275
BUILDING MANAGER	\$20		200
AC SUPPLEMENT (5/15-9/15)			NA
TOTAL EVENT COST			\$2,975
DEPOSIT DUE AT SIGNING			\$1,250
RENTAL FEE DUE 2 MONTHS PRIOR			2,975
TOTAL CUSTOMER PAYMENTS/DEPOSITS			\$4,225
DEPOSIT RETURN - LESS OT/DAMAGE/ FEES			\$1,250

# PARKING OPTIONS



1. City metered parking rate is \$0.50 per hour. 2. Private lot information to be supplied upon request.





Arches on 6th

San Pedro ♦ California

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