

Welcome to the NTC Venues at Liberty Station

NTC Venues is one of San Diego's premier event locations – especially for social events. Steeped in tradition and a rich history of serving the community, NTC Venues is located in the renovated buildings of what was San Diego's Naval Training Center. From 1923 when the Navy first established a presence in the area to 1993 when it was decommissioned, thousands of recruits called this home and many had their weddings on the base. NTC Venues is working to restore 26 historic structures and open areas in our 28-acre park-like setting, the district is on both the state and national historic register. The new life that we are breathing into these venues includes state-of-the-art audio visual with prep areas for caterers. We offer you the flexibility to choose from a list of approved vendors instead of being locked into just one option.

The NTC Venues are open seven days a week hosting festivals, corporate events, exhibitions, conferences, meetings, weddings, and classes. They include the McMillin Companies Event Center, NTC Command Center, the North Chapel, Barracks 17 Event Center, Barracks Plaza, outdoor plazas and gardens.

Contact Christie Gowdy at 619-573-9312
or cgowdy@ntcvenues.com



MCMILLIN COMPANIES EVENT CENTER



This historic building was once the Navy's library and has become one of San Diego's most popular event venues offering large and versatile open space.

- Seated reception with dance floor for up to 350 attendees
- Reception style event with up to 800 attendees
- 10 hour block of time
- Includes all furniture i.e. tables, chairs, belly bars and dance floor
- Prep kitchen for caterer use
- Large spacious restrooms
- Changing/Prep Room
- Complimentary parking
- Directional signage to parking & venue
- On-site Facilities Coordinator during entire event

Additional Options

Additional Hours
Event Coordinator
Sound System
Screen and Projector

LUCE COURT/ LEGACY PLAZA



Our signature Central Courtyard is spacious and fully landscaped, highlighted with fountains, up-lit gardens and palm trees.

- Seated reception with dance floor for up to 700 attendees
- Reception-style event for up to 2,000 attendees
- 10 hour block of time
- Includes use of catering prep kitchen and guest bathrooms
- Changing/Prep Room
- Complimentary parking
- Directional signage to parking & venue
- On-site Facilities Coordinator during entire event

Additional Options

Additional Hours
Event Coordinator

(Please note that pricing for Luce Court/Legacy Plaza is for space rental only. No furniture is provided)

BARRACKS 17 EVENT CENTER



COMING SOON!

NTC Venue's newest event space. This historic barracks building provides room for smaller groups with a more personal setting.

- Seated reception with dance floor for up to 120 attendees
- Reception style event with up to 300 attendees
- 10 hour block of time
- Includes all furniture i.e. tables, chairs, belly bars and dance floor
- Prep kitchen for caterer use
- Restrooms
- Changing/Prep Room
- Complimentary parking
- Directional signage to parking & venue
- On-site Facilities Coordinator during entire event

Additional Options

Additional Hours
Event Coordinator
Sound System
Screen and Projector

(Includes 1 hour use of Barracks Plaza for Cocktail Hour)

BARRACKS 17 PLAZA



COMING SOON!

NTC Venue's newest outdoor space. A lovely courtyard setting for your ceremony and/or reception.

- Seated reception with dance floor for up to 400 attendees
- Reception style event with up to 600 attendees
- 10 hour block of time
- Includes furniture i.e. tables, chairs and belly bars
- Restrooms
- Changing/Prep Room
- Complimentary parking
- Directional signage to parking & venue
- On-site Facilities Coordinator during entire event

Additional Options

Additional Hours
Event Coordinator

THE NORTH CHAPEL



One of San Diego's most historic and romantic settings, the chapel features stained glass windows, vaulted wood beamed ceilings and pipe organ.

- Can accommodate up to 350 attendees
- 3 hour block of time, 1 hour rehearsal
- Use of Piano and/or Pipe Organ
- Sound System including wireless microphones
- Lovely Bridal changing room
- Room for Groom and Groomsmen
- Personalized marquee with Bride's and Groom's names
- Complimentary parking
- On-site Facilities Coordinator during entire event

Additional Options

Additional Hours
Event Coordinator
Sheppard Hooks

ROSE GARDEN



The Sybil Stockdale Rose Garden is a beautiful setting for an intimate outdoor event.

- Seated reception with for up to 50 attendees
- Reception-style event with up to 100 attendees
- 3 hour block of time
- Includes use of catering prep kitchen and guest bathrooms
- Changing/Prep Room
- Complimentary parking
- Directional signage to parking & venue
- On-site Facilities Coordinator during entire event

Additional Options

Additional Hours
Event Coordinator




(Please note that pricing for The Rose Garden is for space rental only. No furniture is provided)

**For a complimentary tour contact Christie Gowdy at
619-573-9312 or cgowdy@ntcvenues.com**

2012 Approved Caterer List

ArtQuest Catering Victor 619.823.9531 info@artquestcatering.com		<p>At ArtQuest Catering, we specialize in international cuisine and customized menus to make your event exactly what you are looking for. Our standards are high and our reputation impeccable.</p>
Continental Catering Denise Jermyn 619.698.3500 denise@continentalcateringsd.com		<p>Fully licensed and insured, Continental has been creating unforgettable events since 1984. We take great pride in delivering exceptional catering quality at a remarkable value.</p>
Encore Catering & Events Christine Ong 858.705.7320 christine@cateringbyencore.com		<p>Encore's World Class Cuisine is the perfect choice for Originality, Customized Service & Sensational Food! Let us help you create the menu of your dreams...</p>
French Gourmet Michel Malecot 858.488.1725x325 www.thefrenchgourmet.com		<p>The French Gourmet offers full-service, award-winning catering to celebrate the personal and corporate milestones in your life, from simple box lunches to elegant weddings and black tie events.</p>
John Little Catering Kimberly Orias 760.787.1077 info@johnlittlecatering.com		<p>Attention to detail, delightful menus, exceptional service...just a taste of what is yours when you choose John Little Catering!</p>
Personal Touch Dining, Inc Tracy Zemke 858.638.0672 tracy@personaltouchdining.com		<p>Weddings, School Dances and Proms, Picnics, Memorials and Corporate Events If You Can Dream It, We Can Create It</p>
Picnic People Meredith Bell 858.586.1717 meredithb@picnicpeoplesandiego.com		<p>Delicious BBQ menus! We also specialize in full-service picnics. For more upscale menu options consider our sister company Festivities Catering! For drop off catering – our Be Delish Express is a great option!</p>
Sonora BBQ Company 858.705.7320 info@SonoraBBQ.com		<p>Smoking Ribs...Sizzling Carne Asada!!! We offer catering solutions ranging from All American BBQ, Authentic tacos of Mexico to Texas Style Ribs!</p>
Top Hat Catering Service Nicholas Cappiello 619.469.8889 info@tophatcatering.com		<p>We are a full service catering company in business for 28 years. We take pride in making sure every event exceeds our clients' expectations.</p>
Trucked Up Productions Cohn Restaurant Group Jane Sandri 619.550.9844 jane@chopsooeytruck.com		<p>Chef Deborah Scott and Cohn Restaurant Group Creating Good Food on the Move with their Mobil Food Trucks CHOP SOOEY and MS PATTY MELT</p>
The Wild Thyme Company Jeanna Grant 619.602.3020 jeanna@thewildthymecompany.com		<p>We introduce an innovative approach and a fresh perspective to catering & special events. We set industry trends by utilizing fresh ingredients, culinary creativity and customized design style.</p>
Event Beverage Solutions Darryl Hein 619.232.4327 darryl@eventbeverage.com		<p>If your caterer does not have a liquor license, we make the perfect pairing to provide all beverage services.</p>

Approved Audio Visual Vendors

<p>Alliant Event Services Jason James 858.576.3566 Jason.james@alliantevents.com</p>		<p>Since 1984 Alliant Event Services has been a leading supplier of event equipment and meeting technology rentals. Bringing together elements of lighting, sound, and video.</p>
<p>AV Event Design Eric Mueller 858.277.4800 eric@aveventdesign.com</p>		<p>AV Event Design is a production company that creates unique and memorable events for its' clients by using the most innovative and creative Audio-Visual equipment on the market.</p>
<p>Voice & Video Ken Gimbel 858.560.5000 keng@voiceandvideo.com</p>		<p>Serving the local Corporate and Hospitality communities for 38 years. We offer a broad range of equipment and services combined with superior Customer Service.</p>

Approved Event Production Vendors

<p>Allstar Group Randy Prendergast 858.689.1441 x18 randy@theallstargroup.net</p>		<p>Creative. Bold. Passionate. Professional. Visionary. These powerful words describe our firm. We don't just help you create a fantastic event, we create memories that last a lifetime!</p>
<p>Pacific Event Production George Duff 858.450.7703 george.duff@pacificevents.com</p>		<p>Your one-stop-shop for all event décor & entertainment needs, PEP has an extensive inventory of linens, furniture, props, lighting, plus in-house floral design & entertainment booking.</p>
<p>Viejas Entertainment & Productions Al Guerra 619.659.5467 al@viejasproduction.com</p>		<p>Viejas Entertainment & Production, a Native American owned event production and management company, offers the highest quality services and equipment at the most competitive rates.</p>
<p>Xceptional Productions, LLC Ray McKewon 858.829.6609 ray.mckewon@xceptionalmusic.com</p>		<p>Xceptional Productions, LLC, produces entertainment, sound, lights, staging, and special effects for concerts, festivals, and private gatherings with both named acts or the region's best talent.</p>

Approved Rental Vendors

<p>Allie's Party Equipment Rental, Inc. Michael Nicholson 760.591.4314 x106 mike@alliesparty.com</p>		<p>Allie's Party Equipment Rental, Inc. is California's premier source for party rentals, wedding supplies, event rentals and tent rentals.</p>
<p>Classic Party Rentals Willie Williams 858.496.9700 wwilliams@classicpartyrentals.com</p>		<p>Our network of Event Specialists can help turn any occasion into a great event. We focus on providing everything for a successful party.</p>
<p>Raphael's Party Rentals Julie Schult 619.778.5899 julie@raphaels.com</p>		<p>Raphael's is San Diego's premier provider for event equipment and décor. Rent your furniture, draping, linens, flowers, lighting, tents, and staging – all under one roof!</p>
<p>EDCO Waste & Recycling Marco Topete 619.287.5696 x4213 mtopete@edcodisposal.com</p>		<p>EDCO Waste & Recycling provides containers from 3 cubic yards to 40 cubic yards. We also offer cardboard event boxes for both trash and recycle.</p>
<p>Spanky's Portable Services Joanne Griffin 760.476.0466 jgriffin@spankysps.com</p>		<p>Spanky's Portable Services specializes in providing an upscale experience with temporary restrooms and fencing solutions. No matter if your event is an intimate gathering or a huge concert, Spanky's will impress your guests!</p>

NTC Venues & North Chapel Day-Of Coordination Services



**The NTC Venues is pleased to offer
day-of coordination services!**

**To schedule contact Christie Gowdy
at 619-573-9312 or cgowdy@ntcvenues.com**

**Our experienced professionals will provide you
with the following services:**

NTC Venues

Consultation:

- 1 hour consultation after booking the reception space to discuss reception details
- Personalized timeline
- Confirmation of all vendor delivery, set-up and strike times

Wedding Day:

- Oversee setting up of reception venue and coordination with all vendors
- Place all personal items such as place cards, menus, favors etc.
- Coordinate flow of reception with all vendors
- Wedding day direction
- Pack-up all personal items after last event to include cake knife, toasting glasses, etc.

The North Chapel

Consultation:

- 1 hour consult after booking the North Chapel to discuss ceremony details

Rehearsal:

- Organize bridal party placement and ceremony walkthrough
- Review timeline for the wedding day

Wedding Day:

- Coordinate vendor arrival times and setup
- Manage bridal party lineup and processional timing
- Insure smooth transition to the reception!

GUIDELINES

We continually strive to provide our clients with the best possible experience while trying to adhere to guidelines to protect our historic property. Please review our Guidelines and don't hesitate to ask your sales representative if anything is unclear.

1. Catering – Due to the historical nature of our buildings, Caterers must be chosen off our “Approved” list, outside caterers not on our list are not permitted

2. Alcohol – Event Beverage Solutions is the only alcohol company allowed. However caterers on our approved list who carry a full “off-premise” liquor license are also permitted. Clients may provide their own alcohol on Sundays only and must use Event Beverage Solutions to serve and control all alcohol. All bartenders must be **LEAD** certified.

3. Trash – The client is ultimately responsible for all trash, however it is normally the caterer's responsibility to clean up food-related trash. This may or may not include personal trash (i.e. favor boxes, floral supplies etc.). Please check with your caterer to be sure.

4. Time – All events must end by 12:00 midnight, a one hour clean-up is permitted. All social packages are for 10 hours, if you require additional time you may purchase additional hours. Check with your sales representative for exact pricing.

5. Vendors – With the exception of catering, alcohol and specific vendors on our “Approved” list, you are welcome to bring any other vendor you choose.

6. Entertainment – Bands and DJ's are permitted both inside and out, but must follow all sound ordinances. For outside events speakers must face away from Rosecrans.

7. Arrival Times – All social events are contracted for 10 hours. Your start time is listed on your contract for both indoor and outdoor events. NTCV Staff is required to be present when the first person (vendor/client/guest) arrives for your event. If you require additional set-up time, arrangements can be made in advance with your sales representative. Outdoor events must adhere to the same policy. Arriving early or staying past the contracted time will result in an additional charge.

8. Damage Deposit – A damage deposit is required for all events and is added to the cost of the contract. Reimbursement is given approximately 30-45 days after your event. Any damages (i.e. trash, gum, food stains etc.) will be deducted from your damage deposit.

9. Kitchen Prep Facilities - Prep kitchen areas are provided for caterers. All kitchen space is for Prep work only. All cooking must be done outside. Ice machines are provided for you and/or your caterer's convenience and are not to be used to store food. Caterers must leave kitchens clean, including sweeping and moping of floors. If the caterer is using any other inside space, mats are required to cover the floor.

10. Rental items overnight - Items left overnight must be arranged in advance . This depends on the availability of the venue.

11. Parking - Parking is free at NTCV. Guests will be instructed to park in one of several lots. Certain types of events and certain anticipated attendance may require parking services offsite at the client's cost.

12. Linens, silverware, plates or serving dishes – These items should be provided by your caterer or can be rented separately. NTCV does not provide these items.

13. Decorations - All decorating materials must be pre-approved by NTCV in advance and must meet all San Diego Fire Department regulations. No décor may be attached or displayed on any of the walls, exhibits or artifacts. All décor items must be completely removed by the client during the pre-discussed load out times.

14. Security – Proms, Quincieras and other events where the guest count exceeds a predetermined number require security. For all events with minors the ratio is 1 adult for every 25 minors.

15. Audio/Visual Services and Equipment - NTC offers a variety of audio visual equipment. This includes a 15' x 20' screen, flown projector, sound system, and microphones in the McMillin Event Center (upon request).

16. Final Appointment/Site Visits – 2-3 Weeks prior to your event a final walk through is required. Your caterer and any other vendor you deem necessary are encouraged to attend. If you wish to visit the venue prior to your final walk through please contact your Sales Representative to arrange a time.

17. Timelines/Set-ups – A timeline of all arrivals & departures is required 1 week prior to your event as well as a finalized diagram of your event.

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