



Plan your event today!

Events Department | lacasadelmar@usmc-mccs.org

Office: (760) 543-0364

Frequently Asked Questions

1. Can I bring my own food and beverage?

No. Due to Naval Preventive Medicine Order P-5010 and Marine Corps Order P1700.30, La Casa Del Mar Event Center does not permit outside food or beverages to be brought into the facility. **All events are required to select a food and beverage vendor from the MCCS Approved Catering List.**

Please contact the Events Department for the list of MCCS approved catering and event requirements.

2. What is your venue capacity?

La Casa Del Mar offers two distinct event spaces: **The Pacifico Room**, situated on the top floor, accommodates up to 100 guests. **The La Marina Room**, located on the lower level, accommodates up to 50 attendees.

3. How long do I have access to the venue? When do I need to end my event?

La Casa Del Mar offers 7-hour rentals (2 load-in; 4-hour event; 1 load out).

You may extend your event with prior approval from the Events Department. Each additional event hour is \$500.00 for the event space. Events may not exceed 11PM.

4. How many hours prior to my event may I access the room?

Clients and Vendors may access the room up to 2 hours prior to the scheduled event start at no additional charge. If additional setup time is needed, early access may be available for \$250.00 per additional hour, with a maximum of 4 additional hours. Early access must be approved in advance by the Events Department and is subject to facility availability.



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5. How do I reserve and book my event?

To secure your date, we require a signed contract and \$500.00 non-refundable deposit within two weeks of reserving the date and space. Payment may be made in person or over the phone.

6. How do I schedule a venue tour?

You can schedule a tour with the event coordinator by emailing your request to the Events Department email or using the office phone number listed.

7. Does La Casa Del Mar provide a Wedding Planner or Event Coordinator?

No. La Casa Del Mar does not provide wedding planning or day-of coordination services. Our Events Department assists with **venue coordination and logistics**, including base access coordination, floor plan setup, and other facility-related needs. Clients are welcome to hire outside wedding planners or day-of coordinators for additional event support.

8. What does La Casa Del Mar provide for my event?

La Casa Del Mar provides base access coordination, a list of MCCS Approved Catering, assistance with floor plan design, floor plan setup and teardown, and an assortment of 8-foot rectangular tables, 60-inch round tables, cocktail tables, and chairs.

9. Does La Casa Del Mar provide set-up and take-down for my event?

Yes. La Casa Del Mar provides **setup and teardown of facility-provided tables and chairs** according to the approved floor plan. La Casa Del Mar does not provide setup, teardown, or installation services for catering, outside vendors, decorations, or personal items. Vendors and clients are responsible for the setup and removal of their own equipment and materials. Vendors are responsible for their own waste and removal of garbage. The venue manager will direct vendors on how to dispose of waste at orientation of the venue.



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10. Are outside vendors allowed?

Besides food and beverages, **yes!** Clients are welcome to hire outside vendors, including DJs, photographers, florists, and other event professionals. All vendors must meet Marine Corps Base Access requirements and be included in your guest base access roster submitted prior to your event (*More information found in Question #23*).

11. Is there parking available?

Yes. There is a public parking lot just steps away from the venue with over 100 spaces.

12. Will you have a venue manager on site for my event?

Yes! However, they are available only for facility-based tasks and questions as well as event lock-up. During the event, the venue manager will be on-site to ensure vendors are setting up in approved areas and adhering to venue guidelines.

Venue manager acts as a liaison for any facility-related issues (e.g. power outages, elevator malfunctions, facility AV support). Troubleshoots minor problems like restarting projector and contacting on-site maintenance.

13. What is your cancelation and refund policy?

The Events Department must be notified in writing of any cancellation no later than 14 days (2 weeks) prior to the event. Cancellations made 14 days or more before the event will result in forfeiture of the non-refundable deposit only. Cancellations made less than 14 days before the event will result in forfeiture of the non-refundable deposit and the remaining facility rental balance.



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14. What is included in the venue rental?

Tables, chairs, floorplan setup/teardown of venue tables and chairs, venue manager, base access coordination.

What's not included: linens, décor setup/teardown, setup/teardown of vendor equipment, and wedding planner OR day-of event coordinator.

15. What AV equipment is available?

Projector, speaker, microphone, and wi-fi are available. DJs are not allowed to hook into the venue's AV system.

16. Does La Casa Del Mar provide linen rentals?

Yes. We provide linen rentals for \$8.00 per linen. Please note that when using round tables, La Casa's linens do not touch the floor. Please ask the Events Department for more information.

17. Does La Casa Del Mar have changing rooms for weddings?

No. We do not have changing rooms. We recommend contacting the Del Mar Beach Resort Guest Services for lodging needs at this number: (760) 725-4640. They make reservations one year in advance. The resort is just steps away from the venue.



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18. What décor is not allowed?

Please do not bring Confetti, Glitter, Bubbles, Fake Flower Petals, Paper Lanterns, Rice or anything that is affixed to walls, floors, ceilings, chairs, and tables either with glue or tape. The client and/or sponsor is held responsible for all charges of excess cleaning, damages, and replacement of damaged items or pieces.

19. Can I bring candles?

Candles must be battery powered. We do not allow open flame candles.

20. Are there any discounts on pricing?

We have military pricing available at a discounted rate. Please ask the Event's Department for more information.

21. Does the venue have AC/Climate Control?

At this time, La Casa Del Mar does not have AC/Climate Control in the event spaces. Both event spaces have access to the strong coastal breeze via open doors and windows to help with cooling.



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22. What is the booking process?

- Contact La Casa Del Mar's Events Department to inquire about booking an event
- We will notify you if your date is or is not available
- A proposal will be emailed to you stating the total cost of the event, details regarding deposit payment and a contract for signature. After that is signed your event date will be held.
- 30 days prior to the event, the facility's event coordinator will reach out to ensure all details are coming along smoothly.
- 14 days prior to the event a second email will be sent for final payment, final floorplan, and final base access information for guests. After that your event is all ready to go.

23. How do my guests get on base?

All guests must pass a background check to access the Marine Corps Base. Once your event is booked, we will provide an Excel form to collect each guest's full legal name, REAL ID or passport number, state of issuance, and date of birth.

Guest information is due 15 business days prior to the event and allows approved guests to access the marine corps installation **up to two hours before the event start time. This includes vendors who require base access for the day-of event.**

Base access requirements are subject to change per Marine Corps Base policy.