



SCOTIA LODGE EVENT GUIDE

Welcome to Scotia Lodge! We are a historic hotel on the Eel River in California's Redwood Coast. We host events of all kinds, from intimate business meetings and conferences to weddings and large celebrations. We provide a variety of dynamic and inviting venues and lodging for your guests. We invite you to look through this guide to explore our offerings.

SCOTIA LODGE EVENT SPACES



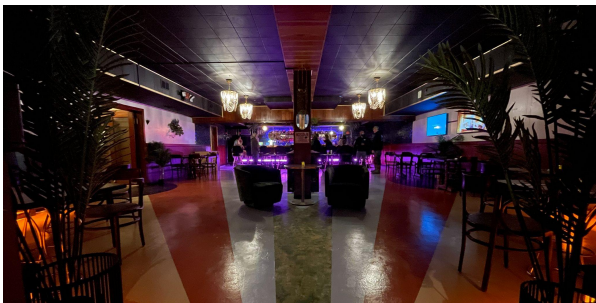
THE BALLROOM hosts up to 150 people for many kinds of private events and offers 2,365 sf. It offers enough space for dining, entertainment and dancing all at once. There are 60 chairs as it sits, and more can be rented and added.

SCOTIA LAWN is a gorgeous space that offers 20,000 sf.. Like with most of our spaces, it is a open canvas for your special event. We offer white chairs for your special event and you are welcome to set your aesthetic as long as the lawn looks as it did when you found it.



DINING LOUNGE is open to the public daily for food and drink service. We are able to accommodate events as an add-on to the ballroom, or for it's own private event. We do have to stay open the public for service to accommodate the law.

THE CONFERENCE ROOM perfect for small business meetings, a changing room for a larger event, board meetings, small family get-togethers and presentations.



THE WONDER BAR The Wonder Bar is Scotia Lodge's speakeasy, tucked away on our lower level. Wonder Bar offers craft cocktails and mocktails in an Art Deco-styled lounge. It can be rented when it is closed for private events of all sorts

THE LOBBY The Lobby is open daily for lodging, perfect for small intimate gatherings. It can be rented for private events only if all of the lodging accommodations are booked.





THE BALLROOM

The Ballroom at Scotia Lodge features gorgeous hardwood floors, original woodwork, large windows with abundant natural light and plenty of space for a dining, dancing and gathering all at once. It offers standard seating for 60 people with chairs and tables.

Pricing:

Half Day (9am - 3pm or 4pm - 10pm)

\$750

Full Day (9am - 10pm)

\$1500

Security deposit (Both) \$500

Cushioned Green Chairs \$3 each

MAX CAPACITY 150 PEOPLE



Sierra Brook Photography

THE LAWN

The Lawn at Scotia Lodge features a large, green grass area surrounded by trees. The lawn can be set up in specifically for your event. We like to think of it as an open canvas, as long as it is left the way you found it. We have 120 white folding chairs available for a sit down event. The lawn sprawls to 20,000sf and accommodates 150 people. You can rent ½ the lawn for smaller intimate gatherings, or the full lawn for larger events and ceremonies.

Pricing

Available from 11am to 8pm

Half-Lawn Rental \$200

Full Lawn Rental \$400

Security Deposit(Both) \$200

White Folding Chairs
\$2 each



DINING LOUNGE

The Dining Lounge is a spacious and relaxing atmosphere that is a perfect add-on to a Ballroom reservation. It has lush green carpeting, plenty of seating areas, open access to the ballroom, ambient lighting from our chandeliers and plenty of potential for a intimate event attraction. It can only be reserved as an add-on to the ballroom. It cannot be reserved alone. Please note, the law requires us to stay open to the public regardless of a private event.

Pricing:

Half Day (9am - 3pm or 4pm - 10pm)
\$500

Full Day (9am - 10pm)
\$1,000

Security Deposit (Both) \$500

1,400 sf Capacity 75 people



CONFERENCE ROOM

The Conference Room at Scotia Lodge features a long conference table and wooden chairs in an intimate setting that is timeless and professional. The Conference Room seats up to 20 people. Choose from our menu of drinks and charcuterie boards to host your meeting or professional event.

Pricing:

Available between 9am and 5pm

** If your group has rented both adjacent Rooms 111 & 113 then your event at the Conference Room may go until 10pm*

\$150 for 3 hours

\$50/hour for additional hours

Security Deposit \$100

Coffee & Water Service for \$35



WONDER BAR

The Wonder Bar is Scotia Lodge's speakeasy, tucked away on our lower level. Wonder Bar offers craft cocktails and mocktails in an Art Deco-styled lounge. The Wonder Bar can be reserved for private events during the hours that it's closed. It's great for birthday parties or small gatherings. It is 1290 sf and can accommodate 75 people

Pricing:

SUMMER HOURS 5/1 - 9/30

Sunday - Thursday Anytime & Friday -
Saturday 9am -3pm (6 Hours)

\$400 + \$300 Minimum Bar order

WINTER HOURS 10/1 - 4/30

Sunday - Thursday Anytime/ Friday- Saturday
Mornings 9am - 3pm (6 Hours)

\$400 + \$300 Minimum Bar order

Security Deposit (Both) \$ 250



LOBBY AND PATIO

The Lobby at Scotia Lodge is a beautiful space with plenty of natural light, french doors and original woodwork. The lobby front desk can double as a bar and the french doors can open up to the front patio unique settings. The Lobby rental includes our gorgeous front patio and outdoor seating. Lobby rentals are only available when renting all rooms at Scotia Lodge since front desk access would be restricted to guests outside your party.

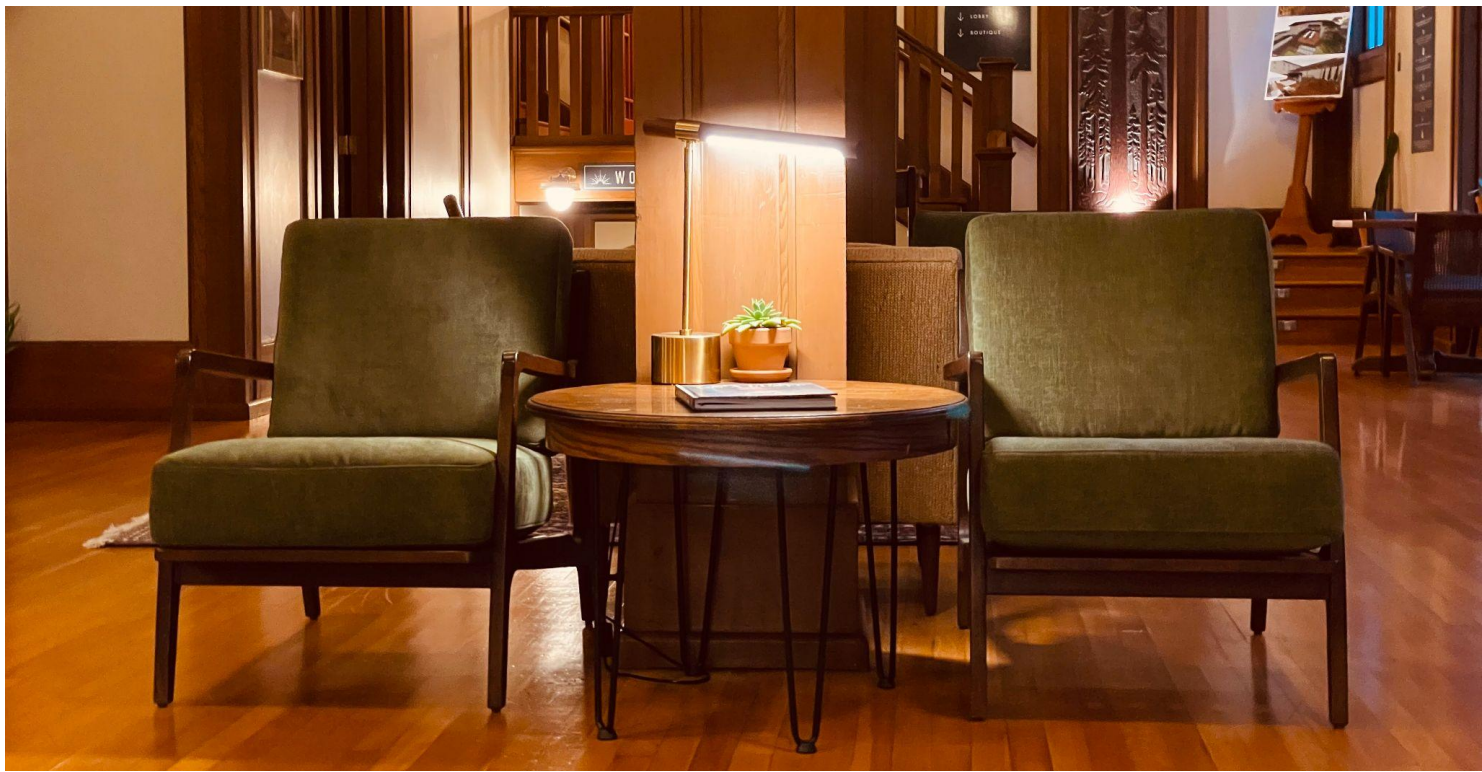
Pricing:

Available between 9am to 2pm
and 6 pm to 10 pm

\$300 for 3 hours

\$50 hours additional hours

Coffee & Water Service for \$35



EVENT LODGING

Scotia Lodge offers 22 rooms to accommodate private events. We have 11 spacious Premium King Rooms, 6 Cozy Queen rooms, 4 Two-Bedroom Suites and 1 Premium Double Queen room. Our Sleeping rooms were re-imagined in July 2021 and have been very popular since. Our rates vary depending on the season.

All of our rooms have an amenities fee in addition to the room rate. This includes in-room and lobby coffee, spirits, welcome drink, a hot towel with essential oils, chocolates and juice. Our rates are highest during the summer. Utilizing event lodging is a great way to have the most intimate of events.

GROUP RESERVATIONS

Group reservations can be complicated, so we've outlined some information and policies here to help you in your journey.

Group reservation can be made in two ways.

1. Groups can have Master Account group reservation where all the rooms are paid for by one person/business and one account.
2. Or, more commonly, we have a Individual Account group reservation. This is where the group rooms are held by the group event facilitator and each individual guest reserves and pays for their own rooms.

Many times, guests blend these two ways of making group reservations. For example, 10 rooms are paid for on an account and the others are paid individually.

We request, but do not demand, that group reservations are made 60 days from the event/arrival date. This ensures that we have the availability, and you get the rooms you'd like.

Lodging Reservations are created and organized in a separate system than our event space reservations. Please keep this in mind, as you will be paying for each of them separately and through two systems.

Below is some information on Attrition, Room utilization, and Cancellations for group reservations and room blocks.

Attrition and Room Utilization: This simply means the amount of rooms held in your group reservation versus the amount of rooms that actually get booked and used by you and your guests. Essentially, if you hold 22 rooms for your event and only 11 actually book, we will share the risk of lost revenues with you via an attrition schedule. The parties agree that Group and Hotel will share in the loss of revenues suffered by the Hotel in the event of the Group's failure to utilize all the rooms. See Schedule below:

Attrition and Room Utilization Schedule	
Booking of Reserved Rooms	What you pay
25% or less	0%
25% to 40%	15% of lost room revenue from the remaining unsold rooms
40% to 60%	25% of lost room revenue from the remaining unsold rooms
Over 60%	35% of lost room revenue from the remaining unsold rooms

Cancellation: Cancels happen sometimes. We do our best to work with our event guests to make it affordable to them without absorbing all of the opportunity cost Scotia Lodge may incur. Therefore, we have a fair cancellation and deposit policy.

All groups are entering into a binding commitment. Scotia Lodge will make its best efforts to provide rooms with special agreed upon rates. The anticipated revenue is the amount of revenue that will be generated from all sleeping rooms and nights in the agreement including taxes and fees. A deposit of \$1500 is required to secure the group reservation.

The schedule below is works as follows: If a group cancels AT ALL, the group will be obligated to pay 10% or \$1500 (whichever is less) of anticipated revenues regardless of the Hotel's ultimate ability to re-sell some or all the sleeping rooms and nights. Regarding the schedule below, this applies if the hotel is not able to re-sell all the reserved rooms.

Cancellation Schedule	
Cancellation Window	What you pay
120 OR MORE DAYS FROM ARRIVAL DATE	10% of anticipated revenue
BETWEEN 120 DAYS AND 90 DAYS FROM ARRIVAL DATE	15% of anticipated revenue from the remaining unsold room
BETWEEN 90 DAYS AND 60 DAYS FROM ARRIVAL DATE	20% of anticipated revenue from the remaining unsold room
BETWEEN 60 DAYS AND 30 DAYS FROM ARRIVAL DATE	25% of anticipated revenue from the remaining unsold room
LESS THAN 30 DAYS FROM ARRIVAL DATE	30% of anticipated revenue from the remaining unsold room

KEY POLICIES

BALLROOM

Booking and Fee Schedule: A signed contract and date-hold retainer in the amount of 50% of event fees must be received to reserve your date(s). This retainer is not refundable. The balance of the venue rental fee is due thirty (30) days prior to your event. Private rental of the Ballroom does not include exclusive access to the rest of the grounds at Scotia Lodge.

Planning: Once you sign your contract, we offer two complimentary consultations with our staff to help coordinate your event. This includes one meeting to plan and place your bar order (30 days before your event) and one meeting to walk through the venue to finalize set-up and logistics (2 weeks before your event).

Catering: We welcome private and self catering for events at the Ballroom. All caterers must sign our catering agreement prior to catering any event. **On the grounds of Scotia Lodge, no outside alcohol is permitted.**

DINING LOUNGE

Booking and Fee Schedule: A signed contract and date-hold retainer in the amount of 50% of event fees must be received to reserve your date(s). This retainer is not refundable. The balance of the venue rental fee is due thirty (30) days prior to your event. Private rental of the Ballroom does not include exclusive access to the rest of the grounds at Scotia Lodge.

Planning: Once you sign your contract, we offer two complimentary consultations with our staff to help coordinate your event. This includes one meeting to plan and place your bar order (30 days before your event) and one meeting to walk through the venue to finalize set-up and logistics (2 weeks before your event).

Private use and Terms: Due to ADA and ABC requirements, we are obligated to serve the public regardless of an event. In order to reserve the dining lounge, you must reserve the ballroom. We can close the ballroom to the public. However, we cannot completely close the dining lounge to the public as we have to serve guests per the requirements above.

THE LAWN

Booking and Fee Schedule: A signed contract and date-hold retainer in the amount of 50% of event fees must be received to reserve your date(s). This retainer is not refundable. The balance of the venue rental fee is due thirty (30) days prior to your event. Private rental of the Event Lawn does not include exclusive access to the rest of the grounds at Scotia Lodge.

Food and Beverages: You may choose from our menu of drinks and charcuterie boards to pre-order for your rental of the Lawn. These food and beverage items are available for an additional cost.

Catering: We welcome private and self catering for events at the Ballroom, catering on the lawn would not provide any access to inside areas and all food would have to be served prepared in the lawn space. Food trucks are welcome to park in our lot for events. All caterers must sign our catering agreement prior to catering any event. **On the grounds of Scotia Lodge, no outside alcohol is permitted.**

CONFERENCE ROOM

Booking and Fee Schedule: A signed contract and date-hold retainer in the amount of 50% of event fees must be received to reserve your date(s). This retainer is not refundable. The balance of the venue rental fee is due thirty (30) days prior to your event. Private rental of the Conference Room does not include exclusive access to the rest of the grounds at Scotia Lodge.

Food and Beverages: You may choose from our menu of drinks and charcuterie boards to pre-order for your rental of the Conference Room. These food and beverage items are available for an additional cost and will be set up for you inside the conference room upon your arrival. **No outside alcohol** or catering services are allowed.

WONDER BAR

Booking and Fee Schedule: A signed contract and date-hold retainer in the amount of 50% of event fees must be received to reserve your date(s). This retainer is not refundable. The balance of the venue rental fee is due thirty (30) days prior to your event.

Private rental of the Wonder Bar does not include exclusive access to the rest of the grounds at Scotia Lodge.

Planning: Once you sign your contract, we offer two complimentary consultations with our staff to help coordinate your event. This includes one meeting to plan and place your bar order Minimum \$300 (30 days before your event) and one meeting to walk through the venue to finalize set-up and logistics (2 weeks before your event).

Catering: We welcome private and self catering for events at the Wonder Bar. All caterers must sign our catering agreement prior to catering any event. **On the grounds of Scotia Lodge, no outside alcohol is permitted.**

PAYMENT & CANCELLATION POLICY

Fee Terms and Deposits

A signed contract and date-hold retainer in the amount of 50% of event fees must be received to reserve your date(s). This retainer shall not be refundable under any circumstances. Cash, check or credit cards accepted. Please make checks payable to Humboldt Bay Social Club.

The balance of the venue rental fee is due thirty (30) days prior to your event. You will be notified via your preferred contact method when your balance is due. A security deposit is collected with the balance of the venue rental fee. Your security deposit covers trash, property damage, theft, and violations of the alcohol policy. Your deposit is refundable pending a final walkthrough by our Event Manager. Security Deposit refunds will be refunded within 30 days after your event has concluded. We also book up well in advance. Fees are non-refundable because we need to cover loss of income should you cancel your event. We hope you understand our policy

Cancellation Policy

If the event is cancelled for any reason(s) beyond the control of the Humboldt Bay Social Club, no refunds will be issued.

If your event is cancelled for any reason and/or you wish to postpone your event, postponements are not guaranteed. All postponements are considered new and separate events and are subject to availability. Any postponements made will require a new and separate transaction and the execution of a new and separate contract.

VENDORS

Photography:

Leon Villagomez

P| (707) 494-7872

W| <https://www.leonvillagomez.com/>

Kate Donaldson

P| (707) 840-5570

W| <https://katedonaldsonphoto.com/>

CKC Images

P| (707) 496-9896

W| <http://www.ckcimage.com/>

Annika Botha

W| <https://www.annikabotha.com/contact/>

Floral Design:

Haggerty Designs

P| (707) 845-7882

W| <https://www.haggertydesigns.com/>

Blossoms Florist

P| (707) 798-6002

W| <https://m.facebook.com/blossomseureka>

Rentals:

Lace and Boots

P| (707) 497-9934

W| <https://www.laceandboots.net/>

Barrijean Rentals

P| (707) 616-9116

W| <https://www.barrijeandesigns.com/>

The Party Place

P| (707) 443-0833

W| <https://www.partyplaceeureka.com/>

North Coast Event Rentals

P| (707) 682-6136

W|

<http://www.northcoasteventsandrentals.net/contact-us/>

STS Rentals

P| (707) 502-2109

W| <https://sts.rentals/>

Catering:

Cafe Nooner

P| (707) 407-3664

W| <https://www.cafenooner.com/>

Sammy's Barbecue

P| (707) 443-4227

W| <https://www.sammysbbqcatering.com/>

Uniquely Yours

P| (707) 834-2732

W| <https://www.uniquelyyourscatering.net/>

Moonlight Catering

P| (707) 725-3254

W| <http://moonlightcatering.com/>

Food Trucks:

Pizza Gago

P| (707) 273-6687

W| <https://www.pizzagago.com/>

Taste of Bim

P| (707) 798-6300

W| <https://tasteofbim.com/>

Living the Dream Ice Cream

P| (707) 407-3508

W| <https://www.dreamicecream707.com/>

Bakeries:

Ramone's Bakery

P| (707) 442-1336

W| <https://www.ramonesbakery.com/>

Slice of Humboldt Pie

P| (707) 630-5100

W| <https://www.sliceofhumboldtpie.com/>

Natural Decadence (Gluten Free)

P| (707) 444-2629

W| <https://www.raisedglutenfree.com/>

Mia Bella Cupcakes

P| (707) 630-5059

W| <https://www.miabellacakes.com/>

Portable Toilets

*Recommend for Lawn Rentals for parties over 100 guests Not Required

B&B Portable Toilets

P| (707) 445-0830

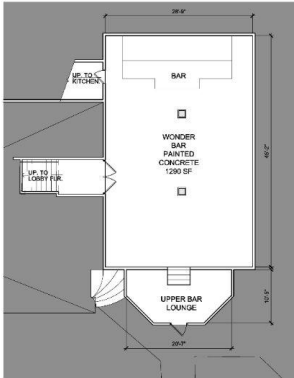
W| <https://www.bbportabletoilets.com/>

Queen of Thrones

P| (707) 499-9871

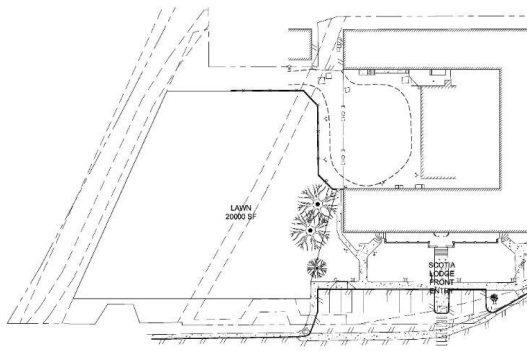
W| <https://queenofthrones.net/>

FLOOR PLANS

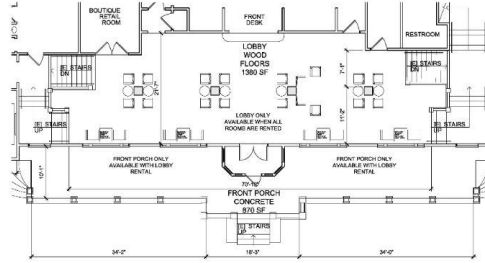


06 WONDER BAR
SCALE: 1/8"=1'-0"

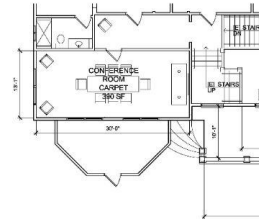
- NOTES:
1. All work includes, with the Ballroom above, two concrete slabs and below. If the use for the Ballroom is changed, the concrete slabs shall be removed.
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- Refer to the notes on the site plan for the location of the Ballroom.
1. The 11 Ballroom is to be changed to 6000 sq ft and used to include with the upper slabs.
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07 SCOTIA LAWN
SCALE: 1/32"=1'-0"



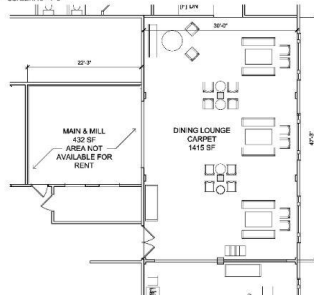
05 LOBBY
SCALE: 1/8"=1'-0"



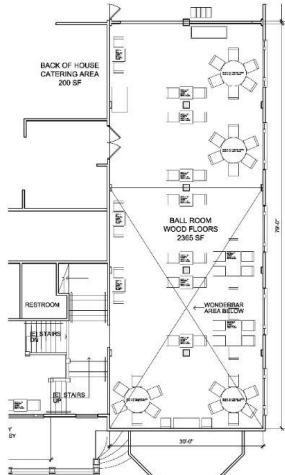
04 CONFERENCE ROOM
SCALE: 1/8"=1'-0"



03 LOUNGE
SCALE: 1/8"=1'-0"



02 DINING LOUNGE
SCALE: 1/8"=1'-0"



01 BALLROOM
SCALE: 1/8"=1'-0"



HS
300 West Main Street
Humboldt, CA 99901
409.738.1234
www.hsarchitect.com

THESE DRAWINGS ARE INCOMPLETE AND MAY NOT BE USED FOR REGULATORY APPROVAL PERMIT OR CONSTRUCTION FOR REVIEW ONLY DATE: TBD

SCOTIA INN
TENANT IMPROVEMENT

DATE: 6/27/2022

Project No. A000

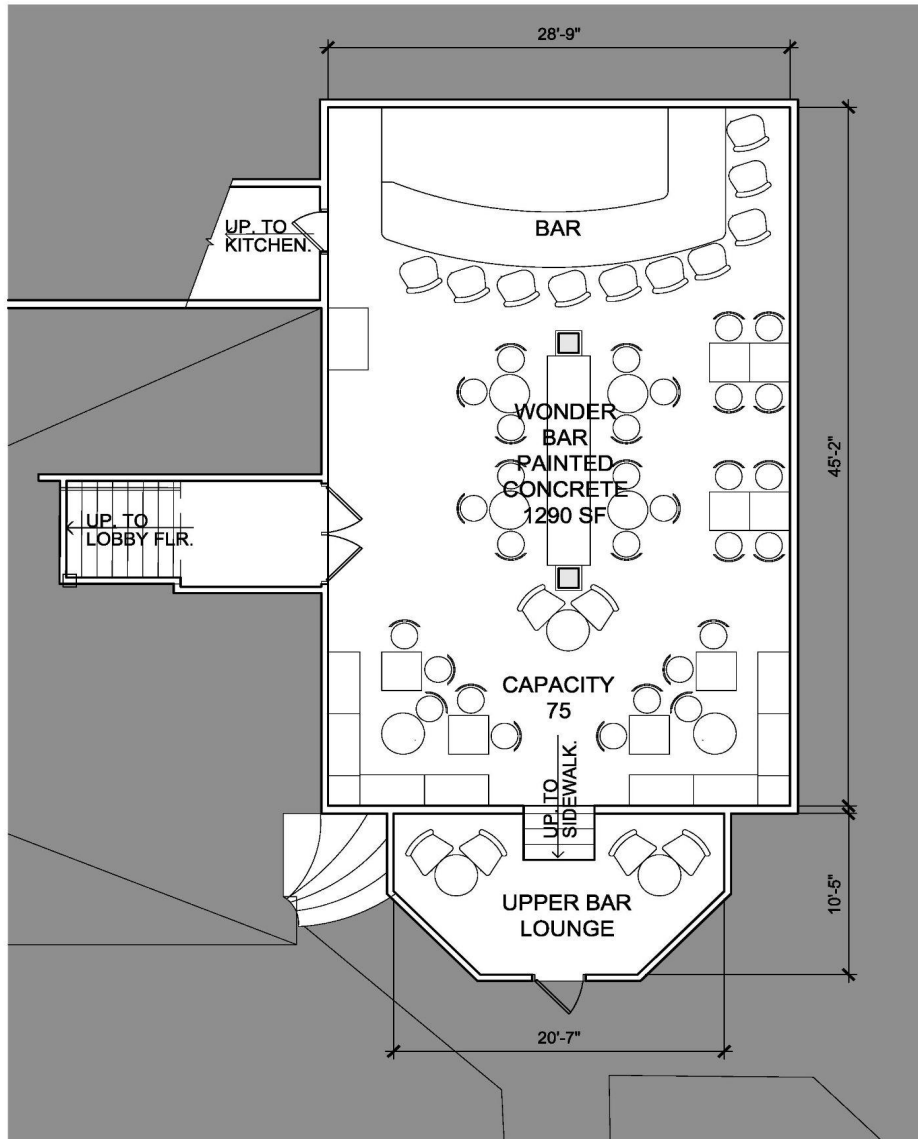
FURNITURE LAYOUT



The Wonder Bar Floor Plans

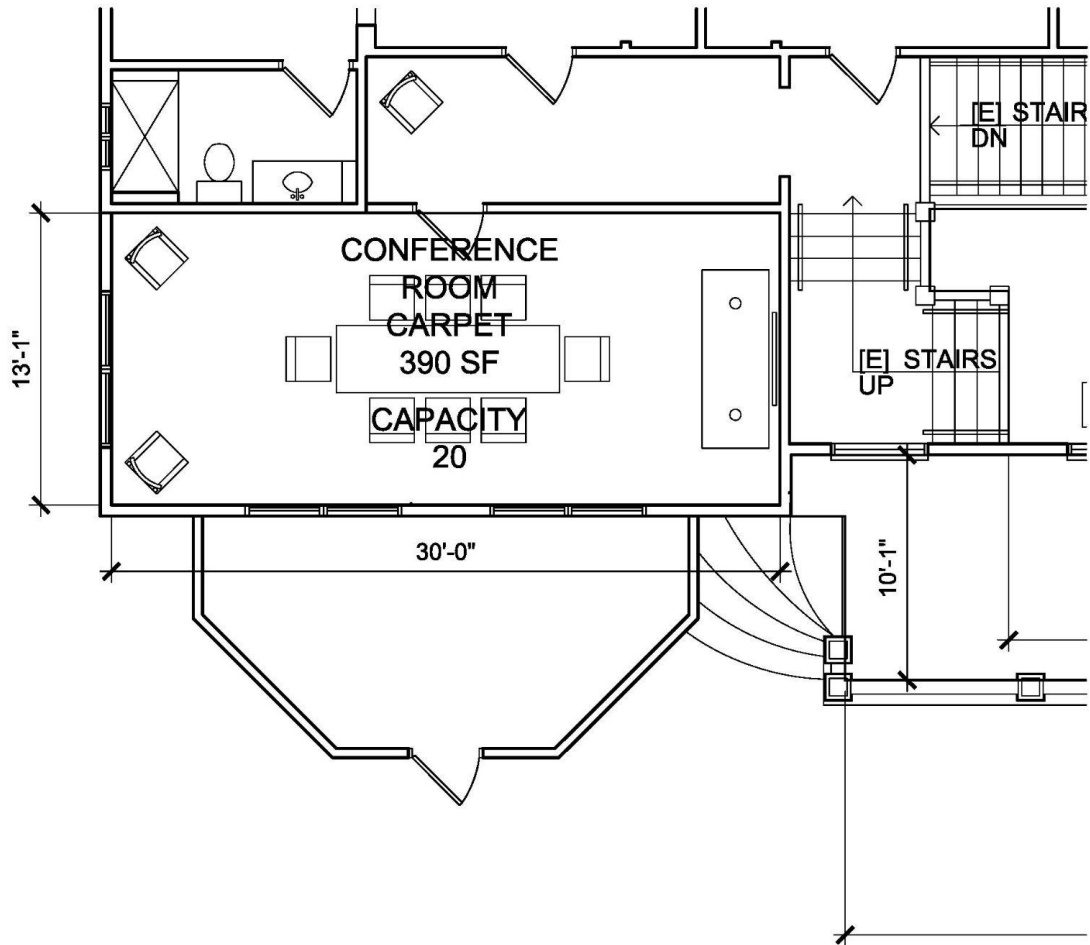
75 Maximum Capacity

1,290 Sq. ft.



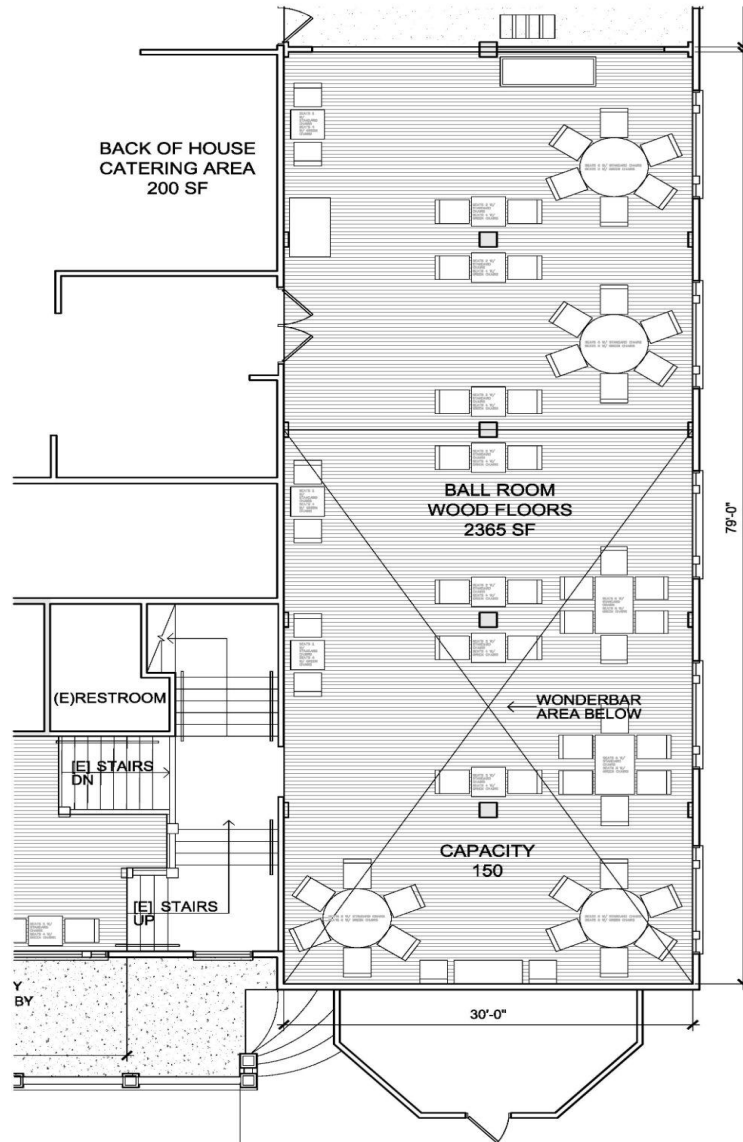
The Conference Room Floor Plan

20 Maximum Capacity
390 Sf. ft



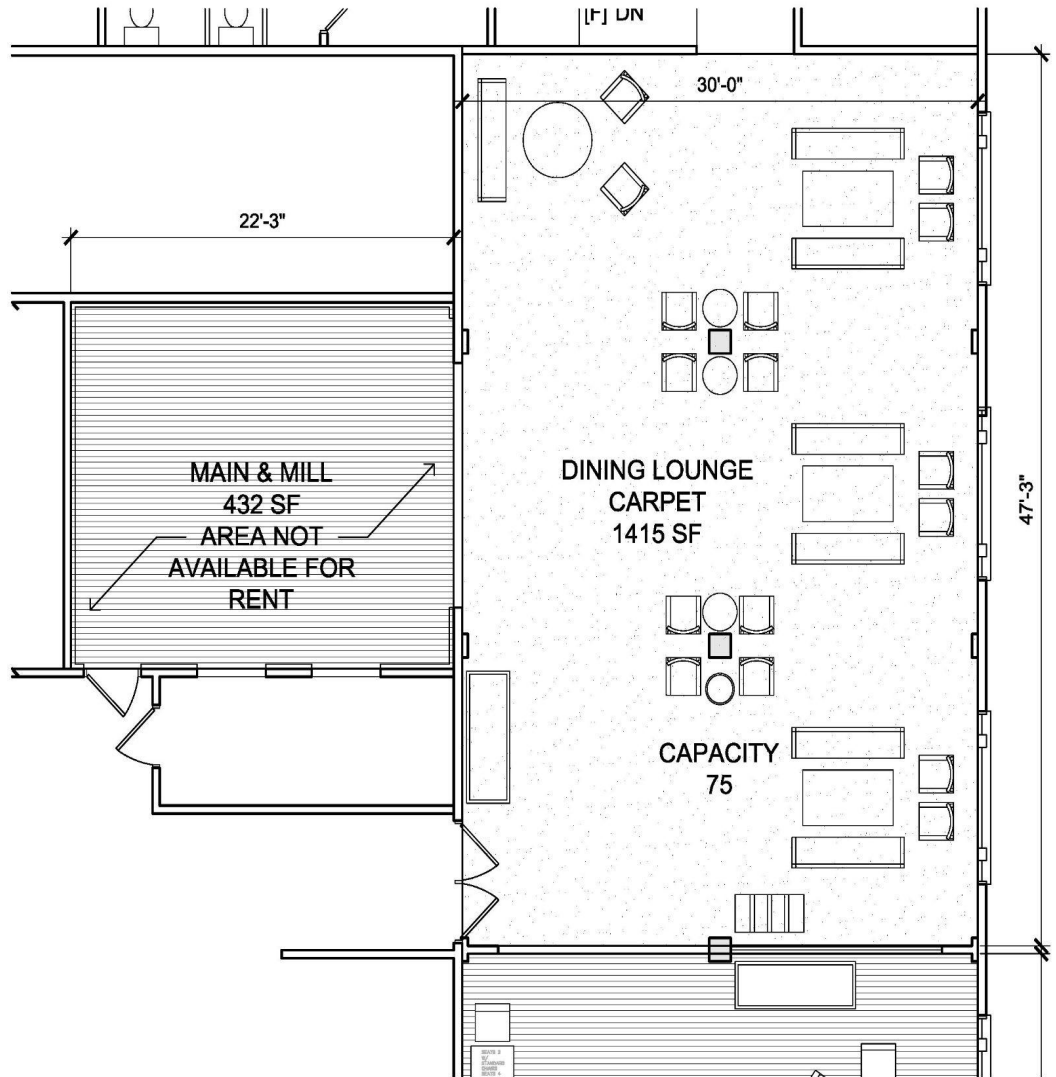
The Ballroom Floor Plan

150 maxim capacity
2,365 Sq ft.



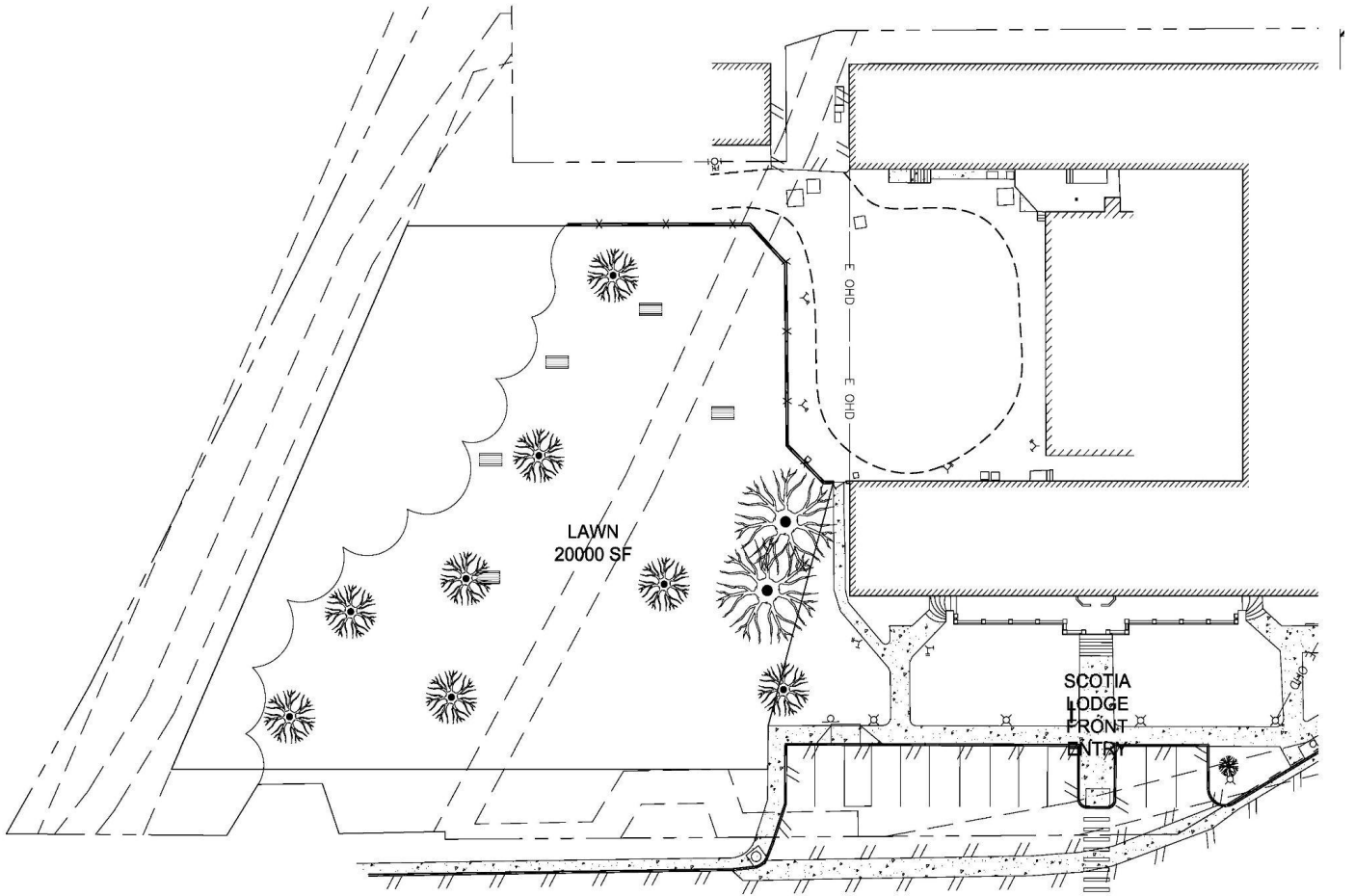
The Dining Lounge Floor Plan

75 Maximum Capacity
1,415 Sq. ft.



The Lawn Floor Plan

150 Maximum Capacity
20,000 Sq. ft.



07

SCOTIA LAWN

SCALE: 1/32" = 1'-0"



The Lobby and Front Porch Floor Plans

150 Maximum Capacity
1,380 Sq. ft

