

# **THE WOMEN'S FACULTY CLUB**

## **SPECIAL EVENT ROOM RENTALS**

### **OUTSIDE CATERED EVENT**



	<b>Weekday</b> Monday -Thursday 5PM to 9PM	<b>Weekend</b> Friday - 5-9 PM Sat/Sun - 12 - 9PM
Boardroom and Kitchen .....	\$650.00	\$750.00
Lounge, Library and Kitchen .....	\$750.00	\$850.00
(Reception only – 50 maximum – 4 Hours)		
Additional Hours .....	\$200.00	\$250.00
Lounge, Library, Dining Room, and Kitchen .....	\$895.00	\$995.00
Dining Room and Kitchen only .....	\$795.00	\$895.00

#### **OTHER CHARGES**

Upper Deck <i>(Includes Setup with Chair Pads / Tablecloths &amp; Market Umbrellas)</i> .....	\$125.00	\$150.00
Patio with Scheduled Event - Available Spring 2017 <i>(charges for additional furniture apply)</i> ...	\$700.00	\$850.00
Cake Plates .....	per plate	\$ 1.00
Flipchart with Paper & Markers.....		\$ 20.00
White Erase Board .....		\$ 20.00
Screen .....		\$ 35.00
Easels .....		\$ 15.00
LCD Projector .....		\$ 55.00
Conference Telephone .....		\$ 50.00
Microphone <i>(Lapel or Stationary)</i> .....		\$ 50.00
Podium .....		\$ 35.00
Market Umbrella <i>(Patio)</i> .....		\$ 20.00
Piano Tuning for Specific Event .....		\$250.00
Registration Table .....		\$ 25.00
Bistro Table <i>(24")</i> .....		\$ 25.00
Small Round Table <i>(36", seats 4-5)</i> .....		\$ 35.00
Large Round Table <i>(48", seats 5-6)</i> .....		\$ 45.00
Half-Banquet <i>(4', seats 4-6)</i> .....		\$ 35.00
Banquet Table <i>(8', seats 10)</i> .....		\$ 50.00
Theater Style Chairs .....		\$ 1.00

Corkage Charge .....	per liter .....	\$ 15.00
	per magnum .....	\$ 20.00
Beer .....	6 pack / bottle .....	\$ 10.00
Labor .....	per hour .....	\$ 38.00
Technical Assistance ( <i>if available</i> ) .....		\$ 50.00

## **RULES AND REGULATIONS**

- ❖ Only licensed and insured caterers who are approved by the Club Manager are allowed.
 

Grace Street – Erin McKinney	(510) 523-1600,	<a href="http://www.gracestreet.wordpress.com">www.gracestreet.wordpress.com</a>
Savoy Events – Robert Gott	(510) 533-9588	<a href="http://www.savoyevents.com">www.savoyevents.com</a>
Poulet – Marilyn Rinzler	(510) 845-5932	<a href="http://www.pouletdeli.com">www.pouletdeli.com</a>
- ❖ Women’s Faculty Club staff required to be on duty throughout catered events.  
Labor charged at \$38 per hour.
- ❖ Prices subject to change.
- ❖ Tax is added on Room Rental when food service is provided. Current sales tax of 9.5% applies as well as 20% taxable gratuity on labor charges.
- ❖ Wine, champagne, beer and sherry only may be served by approved, licensed caterers at the Club or Women’s Faculty Club Staff. Any distribution of unauthorized alcoholic beverages by non-licensed personnel may result in immediate termination of event.
- ❖ Out of courtesy to our hotel guests amplified sound systems are allowed in the building on a very limited basis. No amplification allowed after 9pm.
- ❖ 48 Hours cancellation required or \$250 minimum charge will be assessed.
- ❖ Cancellation must be made through Manger or Dining Room Manager  
(Monday – Friday, 8:00 - 5:00PM). Confirmation of cancellation must be documented.
- ❖ Additional fees for extra clean-up will be assessed if required.
- ❖ Dancing is allowed inside the Club only on the tiled area at the entry to the Dining Room.  
Dancing is allowed outside on the patio.
- ❖ Parking must be arranged through Special Events Parking on campus. The Women’s Faculty Club does not take responsibility for any event parking. Please call Parking and Transportation Office (510) 642-4283 or visit their website at <http://pt.berkeley.edu/park/special>.
- ❖ No furniture is to be moved in the Women’s Faculty Club Lounge or Library without prior approval of the management.
- ❖ Use of candles within the Club must be approved by management prior to event.