

THE WOMEN'S FACULTY CLUB

SPECIAL EVENT ROOM RENTALS

WEDDINGS AND BAR/BAT MITZVAHS



	Weekday Monday -Thursday 5PM to 9PM	Weekend Friday - 5-9 PM Sat/Sun - 12-9PM
BASE RENTAL		
(Four hours)		
50 people maximum (Lounge/Library/Dining Room/Kitchen)	\$2250.00	\$3250.00
125 people maximum	\$2950.00	\$3950.00
(Lounge/Library/Dining Room/Kitchen)		
Additional Hourly Rate	\$ 300.00	\$ 395.00
OTHER CHARGES		
Upper Deck <i>(Includes Setup with Chair Pads / Tablecloths & Market Umbrellas)</i>	\$ 200.00	\$ 250.00
Patio with Scheduled Event - Available Spring 2017 <i>(charges for additional furniture apply)</i> ...	\$1000.00	\$1250.00
Corkage Charge	per liter	\$ 15.00
	per magnum	\$ 20.00
Beer	6 pack / bottle	\$ 10.00
Labor	per hour	\$ 38.00
Technical Assistance	per hour	\$ 50.00
ADDITIONAL RENTAL ITEMS		
Plate Setting	per plate	\$ 2.95
Cake Plates	per plate	\$ 1.00
Silver Candelabra		\$ 55.00
Punch Bowl		\$ 45.00
Silver Tea or Coffee Service		\$ 75.00
Easel		\$ 15.00
Microphone <i>(Lapel or Stationary)</i>		\$ 50.00
Podium		\$ 35.00
Piano Tuning for Event		\$250.00
Nametag / Registration Table		\$ 25.00
Bistro Table <i>(24")</i>		\$ 25.00
Market Umbrella <i>(Patio, Navy, 11')</i>		\$ 20.00
Small Round Table <i>(36", seats 4-5)</i>		\$ 35.00
Large Round Table <i>(48", seats 5-6)</i>		\$ 45.00

Half-Banquet (4', seats 4-6).....	\$ 35.00
Banquet Table (8', seats 10)	\$ 50.00
Technical Assistance (if available)	\$ 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,	www.gracestreet.wordpress.com
Savoy Events – Robert Gott	(510) 533-9588	www.savoyevents.com
Poulet – Marilyn Rinzler	(510) 845-5932	www.pouletdeli.com
- ❖ Women’s Faculty Club staff required to be on duty throughout catered events. Labor charged at \$38 per hour.
- ❖ Wine, champagne, beer and sherry only may be served by approved, licensed caterers at the Club or by Women’s Faculty Club staff. Any distribution of unauthorized alcoholic beverages by non-licensed personnel may result in immediate termination of event.
- ❖ Use of “Bridal Changing Room” for wedding party available. Complimentary bottle of champagne included.
- ❖ 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.
- ❖ 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.
- ❖ A deposit of one half of the base rental is required to confirm a reservation.
- ❖ Two week cancellation required or deposit will be forfeited.
- ❖ 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.
- ❖ Event rental includes time for one rehearsal (1-2 hour maximum) subject to Club’s scheduling.
- ❖ 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.
- ❖ Technical assistance is subject to availability.

Effective November 2016