

THE WOMEN'S FACULTY CLUB

SPECIAL EVENT ROOM RENTALS

OUTSIDE CATERED EVENT



	Weekday Monday -Thursday 5PM to 9PM	Weekend 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 & 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,	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.
- ❖ Prices subject to change.
- ❖ Tax is added on Room Rental when food service is provided. Current sales tax of 9.25% 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.