

# **THE WOMEN'S FACULTY CLUB**

## **SPECIAL EVENT ROOM RENTALS**



	<b>Weekdays</b> Monday - Friday	<b>Weekends</b> Saturday - Sunday
<b>LUCY WARD STEBBINS LOUNGE</b>		
<i>(40 people maximum – seated event)</i>		
<i>(50 people maximum – reception)</i>		
Lunch only (11:30 – 1:30) (1 Table – 10 People) .....	\$ 75.00	\$150.00
Each Additional Table (Up to 10 People) .....	\$ 50.00	\$ 75.00
 <i>Half-day rates</i>		
To 25 people .....	\$330.00	\$550.00
26 – 40 people .....	\$355.00	\$575.00
 <i>All-day rates (8:00 – 5:00)</i>		
To 25 people .....	\$395.00	\$615.00
26 – 40 people .....	\$425.00	\$645.00
Each Additional Hour .....	\$ 65.00	\$ 85.00
 <i>Reception</i>		
2 hours .....	\$365.00	\$595.00
Each Additional Hour .....	\$150.00	\$195.00
<i>Charges for additional seating or tables apply</i>		
 <i>Dinner</i>		
25 – 40 people.....	\$425.00	\$655.00
 <b>CHARLES &amp; LAURENE WU MCCLAIN BOARDROOM</b>		
<i>(18 people maximum)</i>		
Breakfast only .....	\$ 65.00	\$130.00
Lunch only (11:30 – 1:30) .....	\$ 65.00	\$130.00
Meetings only (2-Hour Time Period) .....	\$125.00	\$225.00
Dinner only .....	\$345.00	\$550.00
Dinner with Reception in Lounge .....	\$500.00	\$650.00
 Half-day .....	 \$250.00	 \$400.00
 All-day (8:00 – 5:00) .....	 \$310.00	 \$495.00
Each Additional Hour .....	\$ 50.00	\$ 75.00

## DINING ROOM

(25 minimum – 85 maximum)

Dinner .....	\$510.00	\$750.00
Dinner with Reception in Lounge .....	\$595.00	\$825.00

## PATIO – Available Spring 2017

(80 banquet, 125 reception or theater style seating) .....\$650.00 \$795.00

## OTHER CHARGES

Dreyfus Deck (Includes Setup with Chair Pads / Tablecloths & Market Umbrellas) ...	\$125.00	\$150.00
Patio with Scheduled Event (charges for additional furniture apply) .....	\$500.00	\$750.00
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 (Lapel or Stationary) .....		\$ 50.00
Podium .....		\$ 35.00
Market Umbrella (Patio) .....		\$ 20.00
Piano Tuning for Specific Event .....		\$250.00
Registration Table .....		\$ 25.00
Bistro Table (24") .....		\$ 25.00
Small Round Table (36", seats 4-5) .....		\$ 35.00
Large Round Table (48", seats 5-6) .....		\$ 45.00
Half-Banquet (4', seats 4-6) .....		\$ 35.00
Banquet Table (8', seats 10) .....		\$ 50.00
Theater Style Chairs .....	per chair .....	\$ 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 (if available) .....		\$ 50.00

## RULES AND REGULATIONS

- ❖ Prices subject to change. All events must end by 9PM.
- ❖ 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.
- ❖ 48-Hour cancellation required or room rental and 2 hours labor will be charged to account.
- ❖ Cancellation must be made through Manager or Dining Room Manager (8:00 – 5:00PM).
- ❖ Board Room Dinners – 14 minimum – 18 maximum, Monday to Friday.
- ❖ Additional fees for clean-up will be assessed if required.
- ❖ No furniture is to be moved in the Women's Faculty Club Lounge or Library except by prior arrangement with the Management.
- ❖ Technical Assistance is subject to availability.
- ❖ 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>.

Effective November 2016