

# San Francisco War Memorial and Performing Arts Center

## GREEN ROOM – STANDARD RENTAL RATES AND FEE SCHEDULE EFFECTIVE 7/1/08

### GREEN ROOM CAPACITY:

250 - Sit-Down (with nothing else in the space);                      300 - Theatre Style Seating (less if there is a stage setup)  
200 - Weddings & Sit-Down Events that need Dance Area.            500 - Standing Room Only

**RENTAL RATES** include heat, light, power and pre-event custodial service. One-half base rental fee required to confirm date (check payable to SF War Memorial). Rental fees may increase each July 1.

### **War Memorial Tenants, Departments of the City & County of San Francisco and Non-Profit 501(C)3 Organizations:**

Same Day Pre- and/or Post-Herbst/Opera House/Davies Events, 8 hours .....	\$ 600.00
Each additional hour or part of an hour.....	\$ 100.00
Each additional hour or part of an hour after 12:00 am .....	\$ 200.00
Day, Evening and Weekend Events, 8 hours .....	\$ 700.00
Each additional hour or part of an hour.....	\$ 100.00
Each additional hour or part of an hour after 12:00 am .....	\$ 200.00
Rehearsal / Set Up Day .....	\$ 600.00

### **Commercial Licensee/ Individuals:**

Same Day Pre- and/or Post-Herbst/Opera House/Davies Events, 8 hours .....	\$1,000.00
Each additional hour or part of an hour.....	\$ 100.00
Each additional hour or part of an hour after 12:00 am .....	\$ 200.00
Monday – Thursday, 8 hours .....	\$1,350.00
Each additional hour or part of an hour.....	\$ 100.00
Each additional hour or part of an hour after 12:00 am .....	\$ 200.00
Friday, Saturday, Sunday, 8 hours .....	\$1,650.00
Each additional hour or part of an hour.....	\$ 100.00
Each additional hour or part of an hour after 12:00 am .....	\$ 200.00
Rehearsal / Set Up Day .....	\$1,000.00

### **Other Rental Rates:**

Holiday Rentals, add.....	\$ 375.00
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**WEDDINGS / PRIVATE PARTIES:** If you are interested in renting the Green Room for a wedding ceremony and/or reception, private parties (birthdays or anniversaries), please note that we book these types of events only if they take place during the months of **July and August** each year. The Green Room is otherwise booked for performing arts, public interest events, community events and corporate events.

**CANCELLATION POLICY:** Full rental fee is retained by War Memorial until date is re-rented by another party. Administrative fee of \$100.00 is retained by War Memorial for cancellation when date has been re-rented.

**CHALLENGE PROCEDURE:** Completed Application and 8-hour rental fee payment is required to challenge a date held by another party. Challenged party has 48 working hours to deposit rental fee or release the challenged date. If Challenge is successful, the challenge deposit paid to secure the date is not refundable and subject to our cancellation policy (above).

**DEPOSIT:** To confirm a date, a Rental Fee Deposit of ½ the base rental fee (\$350.00 non-profit; \$825.00 other), payable to “San Francisco War Memorial,” must be submitted with the completed Green Room Application. Deposits paid to secure date(s) prior to execution of a license agreement are *not refundable*.

**INSURANCE:** Certificate must specify public liability and property damage limits of \$1,000,000.00 and **must include an Additional Insured Endorsement naming as Additional Insured: the City and County of San Francisco, the San Francisco Performing Arts Center Foundation, and their agents, officers and employees.** Minimum 30-day cancellation notice.

**\$1,000,000.00 Coverage available through SF Performing Arts Center Foundation:**

Rates are determined by event type, number of hours and number of attendees	<b># Attendees</b>	<b>Class I</b>	<b>Class II</b>
	0 - 100	\$ 50.00	\$115.00
	101 - 250	\$ 73.00	\$180.00
	251 - 500	\$ 95.00	\$285.00

*Class I: Symphony or Opera, Musical/Dance/Theater Performances, Speaking Engagements, Seminars, Meetings, Educational & Ushered Exhibitions, Craft Shows, Social Gatherings*

*Class II: Pop Concerts, Weddings, Private Parties, Dances, Non-Ushered Events, Sporting Events*

**PERSONNEL FEES:** All event staff calls are a minimum of 4-hours. Time-and-one-half is paid after 8 hours, before 8:00 AM, after 12:00 AM, and on holidays. Double time is paid after 12 hours.

*Rates listed are hourly and include vacation pay.*

* <b>Event Manager</b> – Required for all events (½ hour before licensee access to building through final load-out).....	\$ 29.12
* <b>Assistant Manager</b> – Required when building activity necessitates and for attendance of 100 or more (½ to 1 hour prior to event until 1-2 hours after event ends).....	\$ 19.53
<b>Doormen/Ticket Takers</b> – 1 to 1 ½ hours prior to performance/event .....	\$ 19.53
<b>Set Up/Restore Staff</b> .....	\$ 19.53
<b>Coat Checkers</b> – 1 hour prior to event until ½ hour after .....	\$ 16.22
** <b>Overtime Engineering</b> – before 8:00 AM, after 12:00 AM; may extend ½ hour beyond access.....	\$ 60.60
<b>Overtime Custodial Services</b> – if required after end of shift.....	\$ 37.80
<b>Security Services</b> – contracted through Maloney Security. 4-hour minimum, hourly.....	\$ 21.00
* <b>REFUNDABLE CLEANING DEPOSIT</b> .....	\$ 300.00

\* Required for all events.

\*\* Required for all events/load-outs that go until or beyond 12:00 AM.

**ANNOUNCEMENTS AND ADVERTISING** may not be published and/or distributed until full rental fee is paid and the License Agreements executed. All advertising must be approved by SF War Memorial prior to publication and/or distribution.

**SITE INSPECTION** is by appointment only (Monday-Friday from 9:00am to 4:00pm). See below for contact information.

**BOOKING and INFORMATION:**

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