



**BERKELEY CITY CLUB**

Event Space • Restaurant • Historic Hotel • Social Club

# ADDITIONAL INFORMATION

2315 Durant Ave, Berkeley, CA 94704 | 510.280.1532 | [events@berkeleycityclub.com](mailto:events@berkeleycityclub.com) | [www.berkeleycityclub.com](http://www.berkeleycityclub.com)

# WEDDING FAQS



BERKELEY CITY CLUB

**Q: What is the deposit?**

A: The deposit is the cost of the room rental. This is non-refundable.

**Q: What rooms are included in the rental?**

A: Weddings at the BCC of 60 guests or more are required to rent the second floor event space. The rooms included in the second floor rental are the Terrace, Member's Lounge, Ballroom and Venetian Room.

**Q: What does the room rental include?**

A: The room rental includes the space for the time blocked, standard tables, standard chairs, ivory linens, ivory napkins, dinner ware, beverage ware, basic set up and clean up fees.

**Q: How long is the rental time?**

A: The rental time is 6 hours. Rental time can vary depending on your group's needs. All events and indoor music must end by 10:30 pm. Music on the Terrace must end by 9:00 pm.

**Q: Can we book additional time?**

A: Yes, the Ballroom rental time can be extended for an additional \$300 per hour.

**Q: Does the rental time include set up & break down time?**

A: No, outside of the 6 hour rental time, you and your vendors get 2 hours before the start of the event and 2 hours after the conclusion of the event to set up and break down.

**Q: How late can the bar stay open?**

A: If an event is scheduled until 10:30pm, last call must be no later than 9:45pm and the bar will close at 10:00pm.

**Q: What is the max capacity for the dinner reception?**

A: We can host a dinner reception in the Ballroom and Venetian Room with a maximum of 200 guests (depending on how many guests you seat at each table) with a dance floor or 240 guests without a dance floor.

**Q: Do you allow outside catering?**

A: No outside food or beverage is allowed with the exception of the Wedding Cake and wine. Wine will be charge a of \$18 corkage per 750 mL bottle.

**Q: What is included in the food and beverage minimum?**

A: All food and beverage ordered through the BCC for the event will go towards the minimum. Cash (No-Host) Bars do not go toward your minimum.



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**Q: What are the costs for entrées?**

A: Served dinner entrees range from \$36 to \$98 per person and include (1) first course option, cake cutting or dessert, and coffee and tea. Buffet dinners range from \$69 to \$93 per person.

**Q: May we taste the food?**

A: Yes, once you've booked your wedding at the BCC you will get a complimentary tasting. The tasting is for up to 4 guests and can be schedule Tuesday thru Friday between the hours of 1:00pm and 3:00pm. You will make your selections based on (2) first course options and (2-3) entrée options. We do not do tastings on hors d'oeuvres or desserts. You will need to schedule and provide menu selections at least a week before your desired tasting date.

**Q: How does the beverage service work?**

A: We have bar packages that are hosted per person per hour, on consumption, cash bar or a mix of different options.

**Q: Are there any extra fees?**

A: Yes, all food & beverage will have a service charge of 22% and the entire event order including room rental will be charged the current tax. (Please note that the service charge is also taxed) Also, any additional rentals or audio visual equipment will be charged accordingly.

**Q: Do we need a Day-Of Coordinator?**

A: Yes, all weddings are required to hire a day-of coordinator. This person is a professional and is not a guest at the wedding. Someone will be your venue contact here at the BCC, but you will need someone on your side to help with your vendors, timeline, rehearsal/ceremony, your décor, and act as our main point of contact.

**Q: Can my guests view other spaces on the property?**

A: Guests of any event are welcome to briefly view other spaces than the rented room(s) of the event, presuming they are not being occupied by another party. However, loitering, food, beverages and excessive noise are not allowed in any spaces not contracted for the event. Children must be accompanied by an adult at all times to view any spaces not contracted for the event.

**Q: Where can guests smoke?**

A: The Berkeley City Club is a historical landmark. Smoking is not allowed anywhere on the property, including courtyards. Guest must fully exit the property and be a minimum of 20 feet away from any Berkeley City Club entrance to begin smoking.



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**Q: Where can guests park?**

A: Since our lot is very small, we can only allow for 1 (one) parking space per event. You may request a list of local parking facilities where your guests may park. Guests who are staying at the hotel can park in the BCC parking lot for \$20 a night. This is on a first come, first serve basis, so parking is not guaranteed.

**Q: Do I need insurance?**

A: Yes, you are required to get event insurance for a minimum of one million dollars (\$1,000,000), naming the Berkeley City Club as the additional insured. You can get this through your homeowners insurance, renters insurance or a [www.wedsafe.com](http://www.wedsafe.com).

**Q: Are there restrictions for the décor?**

A: Yes, nothing can be attached to our walls, doors, windows, floor, or fixtures. All candles have to be enclosed in a glass container with the flame at least 2" below the rim of the glass.

**Q: Do we have to use your vendors?**

A: No, you may use whomever you would like for your vendors except for catering. We do require that you supply us with their contact information and liability insurance.

**Q: Are there upgrades available?**

A: Yes, upgrades can be provided through outside companies, such as upgraded linens, chairs, plates, glasses, lighting etc.

**Q: Do I need security?**

A: We usually do not require weddings to hire security. There may be certain circumstances where you would be required to do so. The Berkeley City Club, in its sole discretion, will advise your group if security will be required for your wedding. Your BCC event manager will advise you of this requirement prior to your group's submission of a signed contract. Security obtained must be from an insured, licensed, and bonded company. Each security guard must be a CA Guard Card holder. Proof of these requirements must be provided prior to your event and is subject to approval.



# CREATIVE PARTNERS



BERKELEY CITY CLUB

## Coordination

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|                        |  |                |
|------------------------|--|----------------|
| A Monique Affair       | <a href="http://www.amoniqueaffair.com">www.amoniqueaffair.com</a>                               | (510) 334-3752 |
| They So Loved Events   | <a href="http://www.theysoloved.com">www.theysoloved.com</a>                                     | (415) 525-3604 |
| Barbara Kweller Events | <a href="http://www.facebook.com/barbarakwellerevents">www.facebook.com/barbarakwellerevents</a> | (510) 531-5004 |
| Harvesting Love Events | <a href="http://www.harvestingloveevents.com">www.harvestingloveevents.com</a>                   | (408) 641-8005 |

## Photography

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|                  |  |                |
|------------------|--|----------------|
| Drew Bird        | <a href="http://www.drewbirdphotowed.com">www.drewbirdphotowed.com</a>                     | (503) 545-7580 |
| Nicole Blumberg  | <a href="http://www.nicoleblumberg.com">www.nicoleblumberg.com</a>                         | (510) 499-0638 |
| Katherine Nicole | <a href="http://www.katherinenicolephotography.com">www.katherinenicolephotography.com</a> | (916) 847-5470 |
| Danny Dong       | <a href="http://www.dannydong.com">www.dannydong.com</a>                                   | (408) 429-0158 |

## Rentals

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|                         |  |                |
|-------------------------|--|----------------|
| Standard Party Rentals  | <a href="http://www.standardpartyrentals.com">www.standardpartyrentals.com</a>   | (510) 970-9827 |
| Joe Squared Productions | <a href="http://www.joesquaredproductions.com">www.joesquaredproductions.com</a> | (925) 580-9059 |
| The Chiavari Guys       | <a href="http://www.thechiavariguys.com">www.thechiavariguys.com</a>             | (415) 735-4804 |
| Denon & Doyle           | <a href="http://www.djay.com">www.djay.com</a>                                   | (800) 944-9585 |
| BBJ Linen               | <a href="http://www.bbjslinen.com">www.bbjslinen.com</a>                         | (800) 592-2414 |
| Glassybaby              | <a href="http://www.glassybaby.com/weddings">www.glassybaby.com/weddings</a>     | (510) 725-4832 |
| D'Angelo Lighting       | <a href="http://www.dangelolighting.com">www.dangelolighting.com</a>             | (510) 761-6791 |



# CREATIVE PARTNERS



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## Floral Design

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|                      |  |                |
|----------------------|--|----------------|
| Kay Wolff Design     | <a href="http://www.makingarrangements.com">www.makingarrangements.com</a>           | (510) 540-1931 |
| Floral Design Studio | <a href="http://www.floraldesignstudio.com">www.floraldesignstudio.com</a>           | (510) 506-0996 |
| Envy Floral Design   | <a href="http://www.envyfloraldesign.com">www.envyfloraldesign.com</a>               | (510) 479-7640 |
| Street Blooms Studio | <a href="http://www.streetblooms.com">www.streetblooms.com</a>                       | (415) 572-0720 |
| Sweetness & Light    | <a href="http://www.sweetnesandlightflowers.com">www.sweetnesandlightflowers.com</a> | (707) 652-5599 |
| Little Petunia       | <a href="http://www.thelittlepetunia.com">www.thelittlepetunia.com</a>               | (415) 625-3104 |

## Bakeshops

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|                           |  |                |
|---------------------------|--|----------------|
| Cupcakin' Bake Shop       | <a href="http://www.cupcakinbakeshop.com">www.cupcakinbakeshop.com</a>           | (510) 529-4540 |
| Carolyn Wong Custom Cakes | <a href="http://www.carolynwongcakes.com">www.carolynwongcakes.com</a>           | (510) 528-2415 |
| A Spoonful of Sugar Cakes | <a href="http://www.aspoonfulofsugarcakes.com">www.aspoonfulofsugarcakes.com</a> | (415) 944-9994 |
| Sweet Adeline Bakeshop    | <a href="http://www.sweetadelinebakeshop.com">www.sweetadelinebakeshop.com</a>   | (510) 985-7381 |
| Masse's Pastries          | <a href="http://www.massespastries.com">www.massespastries.com</a>               | (510) 649-1004 |

## Entertainment

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|                            |  |                |
|----------------------------|--|----------------|
| Denon & Doyle (DJ)         | <a href="http://www.djay.com">www.djay.com</a>                     | (800) 944-9585 |
| Heart of Gold (DJ)         | <a href="http://www.heartofgolddjs.com">www.heartofgolddjs.com</a> | (415) 935-0744 |
| The Cosmo Alleycats (Band) | <a href="http://www.cosmoalleycats.com">www.cosmoalleycats.com</a> | (415) 643-3327 |
| Harry Likas (Pianist)      | <a href="http://www.harrypiano.com">www.harrypiano.com</a>         | (510) 684-3050 |
| Noam Eisen (Pianist)       | <a href="http://www.noameisenmusic.com">www.noameisenmusic.com</a> | (415) 643-3327 |
| Jay Alvarez (Guitarist)    | <a href="http://www.jayalvarez.com">www.jayalvarez.com</a>         | (831) 325-5490 |



# CREATIVE PARTNERS



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## Beauty

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|                              |  |                |
|------------------------------|--|----------------|
| Nikol Elaine Makeup Artistry | <a href="http://www.nikolelaine.com">www.nikolelaine.com</a>     | (707) 706-3682 |
| Fox & Doll                   | <a href="http://www.foxanddoll.com">www.foxanddoll.com</a>       | (415) 420-0527 |
| Studio Abasi Skincare Clinic | <a href="http://www.studioabasi.com">www.studioabasi.com</a>     | (510) 665-5544 |
| Dale Oxley Hair Salon        | <a href="http://www.daledeanoxley.com">www.daledeanoxley.com</a> | (510) 843-6241 |

## Stationery/Calligraphy

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|                               |  |                |
|-------------------------------|--|----------------|
| Twig & Fig Couture Stationery | <a href="http://www.twigandfig.com">www.twigandfig.com</a> | (510) 848-5599 |
| Paperloveme Calligraphy       | <a href="http://www.paperlove.me">www.paperlove.me</a>     | (510) 512-6314 |

## Security

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|            |  |                |
|------------|--|----------------|
| OPS Guards | <a href="http://www.opsguards.com">www.opsguards.com</a> | (844) 609-9931 |
|------------|--|----------------|

## Event Insurance

\*\*Add Berkeley City Club as an Additional Insured

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|                          |  |                |
|--------------------------|--|----------------|
| WedSafe                  | <a href="http://www.wedsafe.com">www.wedsafe.com</a>   | (877) 723-3933 |
| R.V. Nuccio & Associates | <a href="http://www.rvnuccio.com">www.rvnuccio.com</a> | (800) 364-2433 |

**Note:** You can also use your personal Homeowner/Renter Insurance Provider

## Shuttle/Valet

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|                   |  |                |
|-------------------|--|----------------|
| Peninsula Parking | <a href="http://www.peninsulaparking.com">www.peninsulaparking.com</a> | (650) 596-5728 |
| UNIPARK, LLC      | <a href="http://www.uniparkllc.com">www.uniparkllc.com</a>             | (510) 724-0811 |



# AUDIO-VISUAL RENTALS



BERKELEY CITY CLUB

|  |     |
|--|-----|
| <b>AV Package</b>  | 300 |
| Includes: (1) Screen, (1) Projector with Cart, (2) Speakers, (2) Microphones, (1) Podium, (2) Easels |     |
| <b>Projection Screens</b>  |     |
| 6' x 6' Portable   | 75  |
| 7' x 9' Portable   | 85  |
| 8' x 10" Ballroom ( <i>Built-in, cannot be moved</i> )   | 75  |
| <b>DLP Projector with Cart</b>   | 100 |
| <b>Speakers with Auxiliary Cord (Set of 2)</b>   |     |
| Portable   | 100 |
| Ballroom ( <i>Built-in, cannot be moved</i> )  | 100 |
| <b>Microphones</b>   |     |
| Wired with Stand   | 25  |
| Wireless with Stand  | 25  |
| Lapel  | 25  |
| <b>Podium</b>  | 30  |
| <b>Flip Chart</b>  | 20  |
| <b>Black Tripod Easel</b>  | 10  |
| <b>White Boards</b>  |     |
| 2' x 3'  | 15  |
| 4' x 8'  | 30  |
| <b>Up-Lights</b>   | 30  |
| Set of 8   | 200 |
| Set of 10  | 250 |
| <b>Historic Candelabras (Set of 2)</b>   | 200 |

All items are subject to tax | Prices and availability subject to change





# PARKING & TRANSPORTATION



BERKELEY CITY CLUB

Event guest parking is not available in the Berkeley City Club parking lot. We've put together a list of parking facilities and public transportation within walking distance. Please contact the facilities directly to make reservation arrangements for your guests.

## Shuttle/Valet

|                   |  |                |
|-------------------|--|----------------|
| Peninsula Parking | <a href="http://www.peninsulaparking.com">www.peninsulaparking.com</a> | (650) 596-5728 |
| UNIPARK, LLC      | <a href="http://www.uniparkllc.com">www.uniparkllc.com</a>             | (510) 724-0811 |

## Pay Lots/Garages

|  |  |                |
|--|--|----------------|
| Douglas Parking ( <i>Trinity Lot</i> ) | 2362 Bancroft Way, Berkeley  | (510) 444-7412 |
| UC Berkeley Special Events             | <a href="http://www.pt.berkeley.edu/special-events">www.pt.berkeley.edu/special-events</a>                                 | (510) 642-5401 |
| The Metropolitan Garage                | 2315 Ellsworth Street, Berkeley  |                |
| Telegraph Channing Garage              | <a href="http://www.ci.berkeley.ca.us/ContentDisplay.aspx?id=16058">www.ci.berkeley.ca.us/ContentDisplay.aspx?id=16058</a> | (510) 843-1788 |

## After Hours

|                     |   |  |
|---------------------|---|--|
| Dana/Durant Lot     | 2418 Bancroft Way, Berkeley   |  |
| Bancroft/Fulton Lot | 2242 Bancroft Way, Berkeley   |  |
| RSF Garage          | <a href="http://pt.berkeley.edu/parking/visitor/lots-pricing">http://pt.berkeley.edu/parking/visitor/lots-pricing</a> |  |

## Street Parking

Metered; Free after 6:00pm Monday-Saturday and all day Sunday

## Public Transportation

- BART – Downtown Berkeley Station – 0.5 miles (11 minute walk)
- AC Transit – Durant Ave:Ellsworth St Station – 150 feet (1 minute walk)
- Oakland International Airport – 13 miles (20 minute drive)
- San Francisco International Airport – 24 miles (30 minute drive)

