



2016-2017 Pricing Guide

 Regency Ballroom 	 Social Hall 	 Lodge 
The Regency Ballroom 96' x 69'	Social Hall SF 60' x 95'	Lodge 43' x 68'
Rental: \$11,000	Rental: \$5,000	Rental: \$5,000
Stage: 30' Wide x 28' deep x 24' high	Stage: 15' x 23'	Stage: 29' x 60'
Banquet Set Up: 350-400 Reception Set Up: 1400	Banquet Set Up: 300-350 Reception Set Up: 600	Banquet Set Up: 200-240 Reception Set Up: 300
Theatre Set Up: 628 (Includes 180 fixed seats in balcony) Crescent Rounds: 240	Theatre Set Up: 400 Crescent Rounds: 210	Theatre Set Up: 300 Crescent Rounds: 144

Please contact the Private Events Department for more information

Jaime Parres /Senior Sales Manager/ JParres@aeglive.com /415.447.4909
 Kelly Roberts / Assistant Sales Manager & Wedding Sales/ KRoberts@aeglive.com /415.447.4908

ADDITIONAL SPACES PER FLOOR

 Parlor	 Annex	 Candidate Room
		
31'x37'	39' x 75'	24' x 40'
Banquet Set Up: 90	Banquet Set Up: 240	Banquet Set Up: 90
Reception Set Up: 165	Reception Set Up: 300	Reception Set Up: 125
Theatre Set Up: 130	Theatre Set Up: 300	Theatre Set Up: 130
Crescent Rounds: 54	Crescent Rounds: 144	Crescent Rounds: 54
Mezzanine		Regency Room
		
		Banquet Set Up: 70
Reception Set Up: 300		Reception Set Up: 105
Theatre Set Up: 180		Theatre Set Up: 105
		Crescent Rounds: 42

IMPORTANT INFORMATION

So that you may fully budget for your event, please be aware that:

- A refundable security deposit of \$1,000 per floor rented is required for all events.
- A non-refundable cleaning fee is required for all events -- \$600 for the Lodge, Grand Ballroom or Sutter Room.
- Clients are responsible for securing décor; sound, lighting and audiovisual equipment; catering; and other services. The Regency Center is happy to provide as much in-house production services needed for an event.
- The Regency Center strongly encourages clients to choose one of the caterers from the preferred list who provide excellent service and are familiar with the facility. Outside caterers may be used; however there is a \$1000 fee and they must come in for a minimum of two site tours, as well as present a Business license & day of insurance policy listing The Regency Center.
- \$2,000 Bandwidth Import Fee to bring in Internet services outside of WiLine.
- Production advancements are subject to change based on the actual needs of the event. You will be working with our Production team to determine the staffing call on an event by event basis.
- Wedding planners are required for all wedding ceremonies and receptions.

Private Events: Sales & Marketing
1290 Sutter, 2nd floor, Suite 203



www.regencycentersf.com

THE REGENCY CENTER CONTACT INFORMATION

415.447.4909 Venue Phone

415292.9810 Main Fax

Senior Sales Manager: Jaime Parres

415.447.4909 Office

213-358-1466 Cell

jparres@aeglive.com

Assistant Sales Manager & Wedding Sales: Kelly Roberts

415.447.4908 Office

415-265-6647 Cell

kroberts@aeglive.com

Private Event House Manager: Shawn Khan

415-205-8387 Cell

shawnkhanregency@gmail.com

Concert House Manager: Ella Crawford

415.225.5893 Cell

ecrawford@aeglive.com

Production Manager: Justin Katz

510.506.2210 Cell

justin@goldenvoice.com

General Manager: Doug Elkins

903.436.1280 Cell

delkins@aeglive.com

Ticketing Manager: Shane Mealor

415.777.1715

shane@goldenvoice.com

Security Manager: Al Gordon

510.472.3936

Aone635@sbcglobal.net

Best Beverage Catering Manager: Anne Marie Pawlicki

415.642.2410

AnnMarie@bestbeverage.com

THE REGENCY CENTER PREFERRED VENDOR LIST

The Regency Center recommends the following vendors. We suggest that you first contact those vendors who are asterisked. All vendors are familiar with the facility and have an excellent working relationship with The Regency Center. Caterers not listed below must be approved by The Regency Center Events Department in advance. Should you need assistance in selecting your vendors, please contact the Special Events Department at (415) 447.4908 and we would be happy to assist you. Happy planning!

Exclusive Beverage Provider

*Best Beverage Catering

415.642.2410

www.bestbeverage.com

Audio Visual Sound/ Lights

*Everything Audio Visual

415.671.3880

www.everythingav.com

*Impact Lighting

510.232.5723

www.impactsf.com

Sound on Stage

510.782.7000

www.soundonstage.com

Holzmueller Productions

415.826.8383

www.holzmueller.com

Got Light

415.863.4300

<http://www.got-light.com/>

Felix Lighting

Andy Isola

415.676.1707

andrewjohnisola@gmail.com

www.felixlighting.com

Gatsby Entertainment

415.497.3989

www.gatsbyentgroup.com

Stage Production

Argent Event Production, LLC

Event Rentals ~ Fabrication ~ Crewing

415.467.7100

www.argenteventpros.com

Caterers

*Small Potatoes Catering

415.896.1296

alicia@tinyspuds.com

www.tinyspuds.com

*Taste Catering & Event Planning

415.550.6464

www.tastecatering.com

Grace Street Catering

510.523.1600

www.gracestreetcatering.com

Knight's Catering

415.920.3663

www.knightscatering.com

La Bonne Cuisine

510.549.3760

www.labonnecuisine.com

*McCall Associates

415.552.8550

www.danmccall.com

JJardine Catering & Events

Nicole Jackson

415.689.5665

www.jjardinecatering.com

Melons Catering & Events

650.583.1756

www.melonscatering.com

Paula LeDuc Fine Catering

510.547.7825

www.paulaleduc.com

Global Gourmet Catering & Event Planning

415.701.0001

www.ggcatering.com

*Elaine Bell Catering

415.203.3411

www.elainebellcatering.com/

Piazza Market Catering

415.981.9881

www.piazzamarket.com

*49 Square Catering

415.834.5348

www.49sqcatering.com

New Delhi Restaurant

415.816.4068

Ranjan K Dey

www.newdelhirestaurant.com

Componere Fine Catering

510.420.0900

Ethan Mantle

ethan@componerefinecatering.com

www.componerefinecatering.com

Culinary Eye Catering

415-824-1225

www.culinaryeye.com

Entertainment/Music

Denon & Doyle

Patrick McMichael

800.944.8595

www.djay.com

Entire Productions

Natasha Miller

415.291.9191

www.entireproductions.com

Organist: Mark Bruce

SF Conservatory of Music

mdbtrinity@aol.com

408.292.7067

408.813.4115

Piano Tuner

Sudhira Hay

415-533-3044

Sudira@sudira.net

Linen Rentals

La Tavola Linen

Jill Brownfield

415.440.3333

www.latavolalinen.com

Napa Valley Linens

Diana Cardenas

(510) 788-4551

www.nvlinens.com

Proms

Events to the T

925.335.0633

www.lavishevents.com

Fire Permits

Bureau of Fire Prevention

415.558.3300

Health Permits

SF Dept. of Public Health

415.252.3828

Rentals

*Blueprint Studios

415.922.9004

Kelly Fabela

Kelly@blueprintstudios.com

www.blueprintstudios.com

Classic Party Rentals

650.652.0300

www.classicpartyrentals.com

Unica Party Rentals

650.610.9002

www.unicapartyrentals.com

Dekko 88

415.285.8848

www.dekko88.com

*Standard Party Rentals

510.232.5030

www.standardpartyrentals.com

Abbey Party Rents SF

Mike Seramin

415.715.6900

mseramin@abbeyrentsf.com

www.abbeyrentssf.com

Corporate Planners

Leah Kahn

707.217.8034 | leah@indrilogistics.com

www.indrilogistics.com

Weddings & Event Planners

*eleGALA.com

www.wleGALA.com

Heather Ferrai

All Set

650.339.1386

www.allset-online.com

Lisa Feldman Planning & Design

Lisa Feldman

415.987.9393

lisafeldmandesign.com

Dreams on a Dime Events & Weddings

Alex Barranco

alex@dreamsonadime.com

415. 481.7065

www.dreamsonadime.com

F. Duncan Reyes

Wedding Planner & Event Designer

415.794.4117

www.duncanreyesevents.com

Insurance

Night & Day Insurance

Gary Quan

garyquan1@gmail.com

Invitations/Calligraphy

Hyegraph Invitations

415.626.0461

www.hyegraph.com

Photography

Colson Griffith

415.314.6096

www.colsongriffith.com

Brian MacStay Photography

925.348.8856

www.brianmacstay.com

Julie Mikos, Photographer

510.681.7616

www.juliemikos.com

Orange Photography

415.255.7478

www.orangephotography.com

Jim Vetter Photography

415.789.6150

www.vetterphotography.com

Photo Booths

*SnapFiesta Photo Booths & Flipbooks

855-SNAPFIESTA

SnapFiesta.com

Florists

*Soulflower Floral Design

Emily Dreblow

415.963.9236 x1

www.soulflowersf.com

Videographers

*Thomas Hughes Films

415.257.2600

www.thomashughesvideo.com

WiLine Networks Jared

Wasowicz

jared.wasowicz@wiline.com

Cell: 415.724.1377

1-888-4WILINE

www.wiline.com

**SEE IMPORT FEE FOR OUTSIDE SERVICES

NEIGHBORHOOD PARKING

Location	Daily Rates / Overnight	Phone Number	Operating Hours
Holiday Inn Hotel 1500 Van Ness Avenue	\$20 Flat rate for up to 12 hrs with Validation from the Regency Center	441-4000	24 Hours
USA Parking 1454 Bush Street	Weekday rate: \$20.00 / Evening parking subject to special events \$20.00 to \$40.00 / overnight rate is \$25.00 flat fee	346-3828	Sunday-Thursday: 6am-12am *extended time for concerts and special events only. Friday-Saturday 6am-2am
1770 Sacramento Str.	\$2.00 each 20 min / \$12.00 max / \$15.00 24 hrs	567-4707	6:00am- 2:00am
1775 Sacramento Str.	\$2.00 each 20 min / \$12.00 max / \$18.00 24 hrs	771-6374	2 am closed
1300 Pine Street St Francis Hospital	\$2.00 each 20 min / \$20.00 max / NO OVERNIGHT	495-3909 City Park	Midnight
1540 Pine Street Golden Gate Cycle	In by 9:00AM Out by 6:00PM \$8.00/ max \$20.00 Tall enough to handle big vans.	771-4535 673-6492	Closed on Sunday; daily 8:00 AM-8:00PM
Clay & Van Ness Ave NO HEIGHT LIMIT	\$10:00 Day / \$8:00 Early Bird / \$20:00 - \$40:00 Overnight	650-307-0206- Mike	24 Hour access

VALET PARKING



We are happy to offer a new partnership with USA Parking for Valet Parking. They offer professional services for up to 300 cars. Valet service is available at both 1300 Van ness & 1270 Sutter.

Please contact USA Parking for additional details:

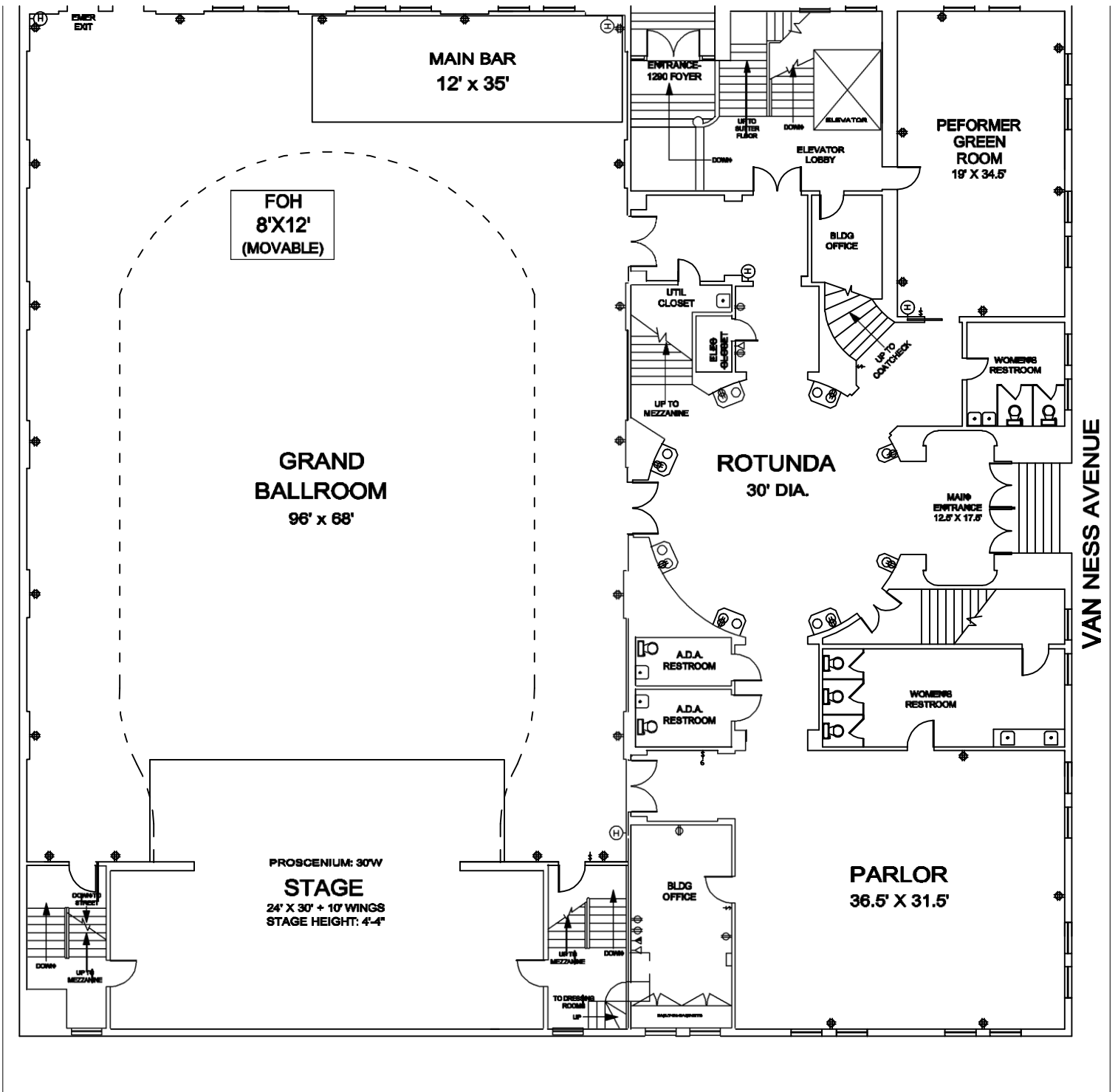
Emin@usaparking.us

www.usaparking.us

415.666.5567

1454 Bush Street

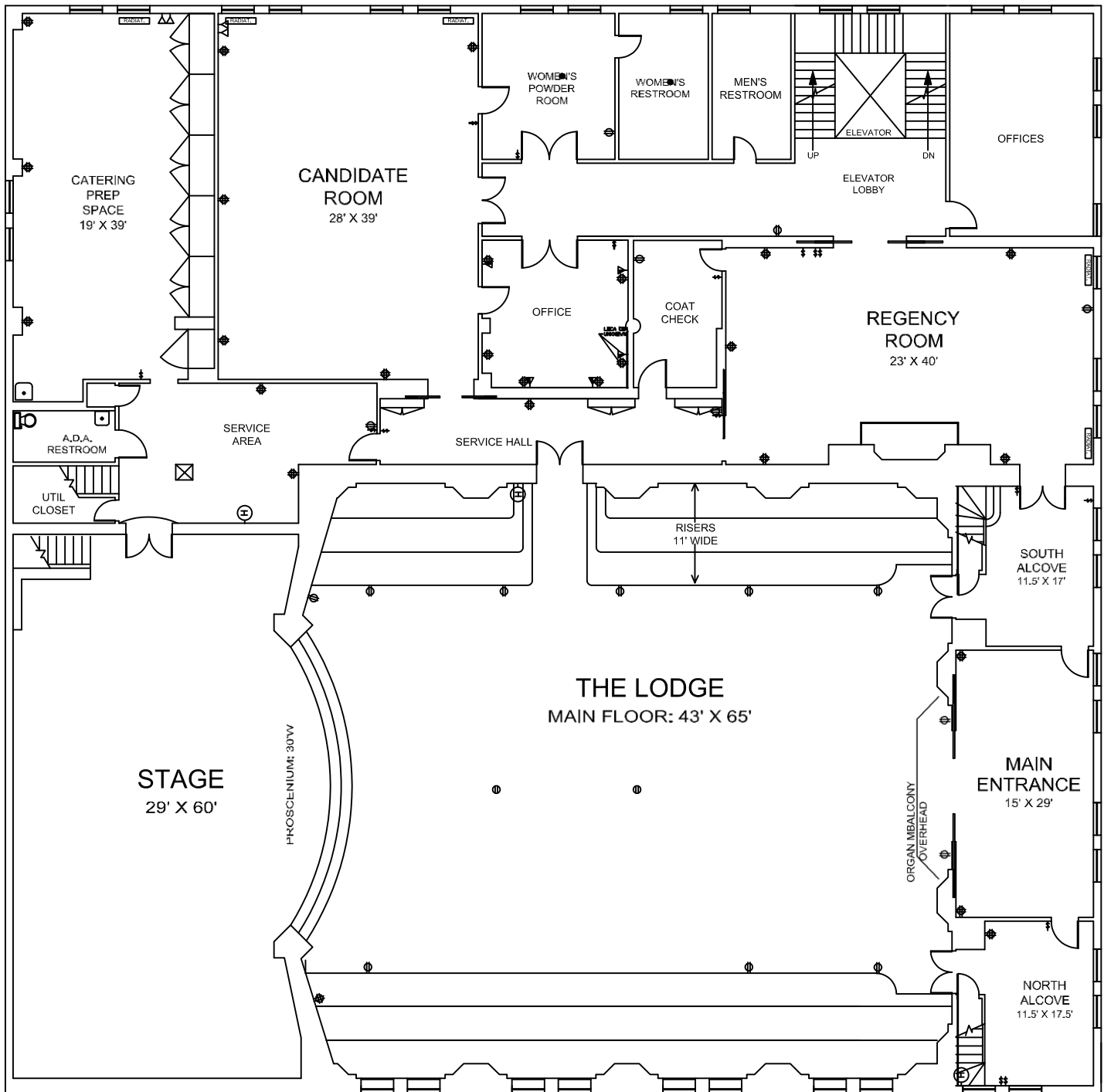
San Francisco CA 94109



LEGEND



SUTTER STREET



SOUTH VAN NESS

110V QUACFLEX OUTLET



1290 Sutter Street
 2nd Floor, Suite 203
 San Francisco, CA 94109
 p: 415-447-4908

Venue Rental:	Base Rent Costs:	Full Venue Rental
		\$21,000.00
		Regency Ballroom
		\$11,000
		Social Hall SF
		\$5,000.00
		The Lodge
		\$5,000.00

- Premium Rates on Select Holidays
- Standard Load In - 6am
- Client responsible for venue rental cost, in addition to any and all labor costs incurred.
- Prices are subject to change at any time with or without notice
- Caterer is required to set up and break down tables & chairs.
- Production needs may vary depending on stage set up

Labor:

Front of House:

Department / Position		Hourly Rate	Hourly Rate for 8-12 hours	Hourly Rate for hours 12+ (Double-time)
Guest Services: Ticket Takers, Ushers, Elevator Operators, Hosts				
	(2) Ticket Takers (Ballroom & Social Hall Shows)	\$27.00	-	\$37.00
	ID Checkers	\$27.00	-	\$37.00
	Coat Check (Optional)	\$27.00	-	\$37.00
	Elevator Operator (Lodge Only)	\$27.00	-	\$37.00
Security:				
	Security Manager	\$40	-	\$50.00
	Security Staff (one per 100 guests & exits)	\$35.00	-	\$40.00
	Security Supervisor	\$28.00	\$42.00	\$56.00
Law Enforcement Support				
	SFPD Officer	Quotes Upon Request	-	-
Box Office/ Ticketing:				
	Box Office Staff (Ballroom & Social Hall Shows)	\$27.00	-	\$37.00
Maintenance/ Housekeeping:				
	Minimum (2) Janitors 2hrs before event	\$27.00	-	\$37.00
Emergency Medical Services				
	Emergency Medical Technician (EMT)	\$350.00		

Back of House:

Stage Crew:				
	House Manager (one per floor)	\$600 flat fee/Ballroom, \$400 flat fee/Lodge & Social Hall		\$50.00
	Stage Manager (Ballroom Only)	\$40.00	-	\$50.00
	(2) Stagehands for Stage Set up (Ballroom)	\$30.00	-	\$40.00
	(1) Stagehand load in/load out (All Levels)	\$30.00	-	\$40.00
	(2) Stagehands if venue is responsible for chair & table set up	\$30.00	-	\$40.00
Production:				
	Production Manager (Ballroom Only)	\$50.00	-	\$60.00
Audio: Sound Engineer, Monitor Engineer, PA Operator				
	Sound Technician (Ballroom & Social Hall)	\$500 per day/(8 hour flat)	-	\$50.00
	(2) Required for Bands			
Lighting Design:				
	Lighting Technician (Ballroom & Social Hall)	\$50.00	-	-
Information Services (IT): (If Elements of Event Require)				
		Quotes Upon Request		

Additional Associated Costs:

(85) 60" Round Tables	-
(30) 36" Round Tables	Café or Cocktail Height
(80) 30" Round Tables	Café or Cocktail Height
(550) Black Resin Folding Chairs (Ballroom & Social Hall)	\$2/chair
(230) Gold Chiavari Chairs (Lodge Only)	Note: Chairs do NOT have cushions \$3/chair

Coordination Fee	\$500.00
Cleaning Fee per Floor	\$600.00
Dumpster	\$350.00
Metered Parking	\$350.00
Confetti Cleanup Fee	\$300.00 per event

Location Agreement Fee	\$2,000.00
Coordination Fee	\$500.00
Refundable Security Deposit	\$1,000.00

Credit Card Fee	4% per transaction
Ticket Printing Fee	\$1 per ticket
Merchandise Seller	\$27.00

Ballroom Only Add-Ons:

Projection Screen	\$300.00
Projector	\$100.00
DJ Set Up	\$200.00
NOTE: We do not operate Video needs in house	