



San Francisco Wine Center Fact Sheet and Private Space Information

Hours:	10 AM – 7 PM Monday – Friday 12 PM - 6 PM Saturday Closed Sunday
	Event spaces can be used during business hours or with advanced notice and reservations, outside of business hours.
Locker access:	Locker options and sizes are listed on separate fact sheet. Access hours are also hours of operation as above. SF Wine Center members are given an emergency phone number to call if they need access to their collections outside of regular business hours. Member of the SFWC team live near the center, so we're always available to take care of our members' needs.
Use of space:	The event space is open to the public, but San Francisco Wine Center members get member pricing. The space is open to all levels of SFWC membership as long as there is availability. Members have priority and beneficial pricing.
Catering:	The SFWC has preferred catering recommendations with Bay Area caterers and private chefs as well as award-winning San Francisco restaurant chefs for special occasions. Our recommendations are based on long-standing relationships and the diversity of offerings. Please inquire for more details.
Equipment for Special Events:	Glassware, china, linens can be rented for special events. Classic Party rentals is a preferred rental firm for SFWC.
Contact for Event Bookings:	Brian McGonigle – 415 655 7300
Website:	www.sanfranciscowinecenter.com

San Francisco Wine Center Event Space – City Room (20x40)

- 12 people seated maximum at table (20 with additional rental table)
- 20-25 people seated maximum at mission table & wine bar
- 50 people standing room only – cocktail reception

Non-SFWC Member

- \$600/hour

SFWC Member

- \$500/hour

Hours/Use

- 1 hour minimum from 10am – 5pm
- Exclusive usage facility fee –from 11am-4pm, or 5pm – 10pm: \$1,500 (including set up/break down)
- Surcharge for any event past 11pm
- Facility fee can be reduced based on beverage minimum purchased through Indy Wines - Note: avg. $\frac{3}{4}$ bottle per person

Wine/Beverage Minimum

- **Non-SFWC Member**
 - Purchase Indy Wines through extended Friends and Family pricing (Options to be provided upon consult)
- Average case (12 bottle) price: \$350
-or-
\$15/bottle service fee (12 bottle max)
- **SFWC Member**
 - Purchase Indy Wines through Friends and Family pricing (Options to be provided upon consult)
- Average case (12 bottle) price: \$250
-or-
Pull bottles from your storage locker - \$10/bottle service fee (12 bottle max)

Wine Specialist (Fee may be applicable)

- Available for tasting, service and/or education as part of your meeting or event

Food

- Choice of SFWC-approved caterers/private chefs – pricing will vary based on menu selections offered or client can submit a caterer or chef for SFWC approval

Rentals (glassware, dishware, flatware, etc.)

- To be coordinated, as needed, through selected caterer

Water/Juice/Coffee Service

- To be coordinated, as needed, through selected caterer

***A 30% deposit upfront required for reservation of the event space*

***A major credit card must be on file to reserve the event space*

***Cancellation Policy: Cancellations must be finalized one week prior to event date, failure to do so will result in sacrifice of deposit*

San Francisco Wine Center Event Space – Reserve Room (12x20)

- 12 people seated maximum
- 20 people standing room only

Non-SFWC Member

- \$250/hour

SFWC Member

- \$200/hour

Hours/Use

- 1 hour minimum from 10am – 5pm
- Exclusive usage facility fee –from 11am-4pm, or 5pm – 10pm:
\$750 (including set up/break down)
- Surcharge for any event past 11pm
- Facility fee can be reduced based on beverage minimum purchased through Indy Wines - Note:
avg. $\frac{3}{4}$ bottle per person

Wine/Beverage Minimum

- **Non-SFWC Member**
 - Purchase Indy Wines through extended Friends and Family pricing
(Options to be provided upon consult)
- Average case (12 bottle) price: \$250
-or-
\$15/bottle service fee (6 bottle max)
- **SFWC Member**
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