

San Francisco  
War Memorial  
& Performing  
Arts Center

**WAR MEMORIAL OPERA HOUSE  
SIMPLE RECEPTION or DINNER PACKAGE**

**Catering by Global Gourmet Catering, exclusive caterer for the War Memorial Opera House.**

**VENUE FEE: \$8,300.00 (\$5,800.00 for Nonprofit Organizations)**

**Opera House Grand Main Lobby**

- Only the Grand Main Lobby (+ lower level restroom access) is open to guests.
- It is not possible to use the stage, auditorium or any backstage areas.

**Up to 500 Guests Standing / 250 Seated**

- Main Lobby can accommodate 500 guests for a standing reception with minimal furnishings or up to 200 guests seated for dinner.
- For seated dinners, adjacent Box Office Lobby may be used for up to 50 additional guests.
- For dinner events, addition of a dance floor in the Main Lobby reduces seating capacity by approximately 60 guests or requires that tables be removed following dinner.

**Eight Hours of Building Access**

- Rental is for one day/one event only. All set-up, event activities and load-out must be completed within 8 consecutive hours.
- Set-up may begin no earlier than 8:00 am. All load-out must be completed by midnight.
- Additional costs apply for hours before 8:00 am, after midnight or beyond 8 consecutive hours.
- We are unable to provide storage or accept advance deliveries. All materials must arrive and be picked up on the day of the event.
- A site visit to finalize details and review rules must take place two weeks before the event with all décor and entertainment vendors in attendance.

**Staffing Included**

- Venue Event Manager (day of event only)
- Basic building security
- Front of House Staff: House Manager, Doormen & Coat Check
- One union A/V Technician. Union labor is required for all lighting, sound, video and other non-catering set-up in the lobbies. One technician can handle simple lighting plus basic podium or DJ set-up. For events with extensive entertainment or technically complex events requiring additional union technicians, additional labor costs will apply.

**Other Requirements**

- Furnished lobbies, such as the Café, cannot be cleared. Existing lobby furnishings must remain in place.
- Floor and décor plans must be submitted for venue approval at least six weeks in advance.
- Protecting our historic venue is paramount. No décor may be affixed to the walls, columns, floors or any surface of the Opera House. Carpet or padding must be placed under any stages or theatrical set-up. No rigging is permitted.
- There are strict limitations on candles and open flame. No theatrical haze or fog may be used.

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**Other Requirements (continued)**

- The Opera House is a shared space. Resident company activities, such as technical work or rehearsals, may take place onstage or in backstage areas simultaneous with lobby set-up or event hours.
- No onsite parking is available.

**Venue Fee does NOT include:** catering, catering rentals, equipment, theatrical lighting, décor or audio/visual equipment. All catering costs, including food, beverage, service and rentals, are in addition to the Venue Fee. Additional union labor may be required, and is not included as part of the base venue fee.

**Additional venue fees:**

**Hours after midnight, before 8:00am or in excess of 8 hours in one day: \$800/hour.**

This includes time required for set-up or load-out, billed in 30-minute increments.

If client representatives, guests, materials or vendors are still in the building, charges will apply.

**Additional A/V Technicians as required: starts at \$675**

May be required for extensive or complex entertainment, sound, lighting, projection or décor.  
Determined on a case by case basis.

**City Holidays: \$2,900 Rent Surcharge**

**For more information please contact:**

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