



Louise M. Davies Symphony Hall

San Francisco
War Memorial
& Performing
Arts Center



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ABOUT SFWMPAC

Home to many of the Bay Area's most dynamic performing arts presenters, the San Francisco War Memorial and Performing Arts Center (SFWMPAC) is a landmark cultural institution owned and operated by the City and County of San Francisco.

Louise M. Davies Symphony Hall opened in 1980 as the home of the San Francisco Symphony. Collaboratively designed by architects and acousticians to create an auditorium that allows sound to rise to its very top, this modern but warm space captures and diffuses music



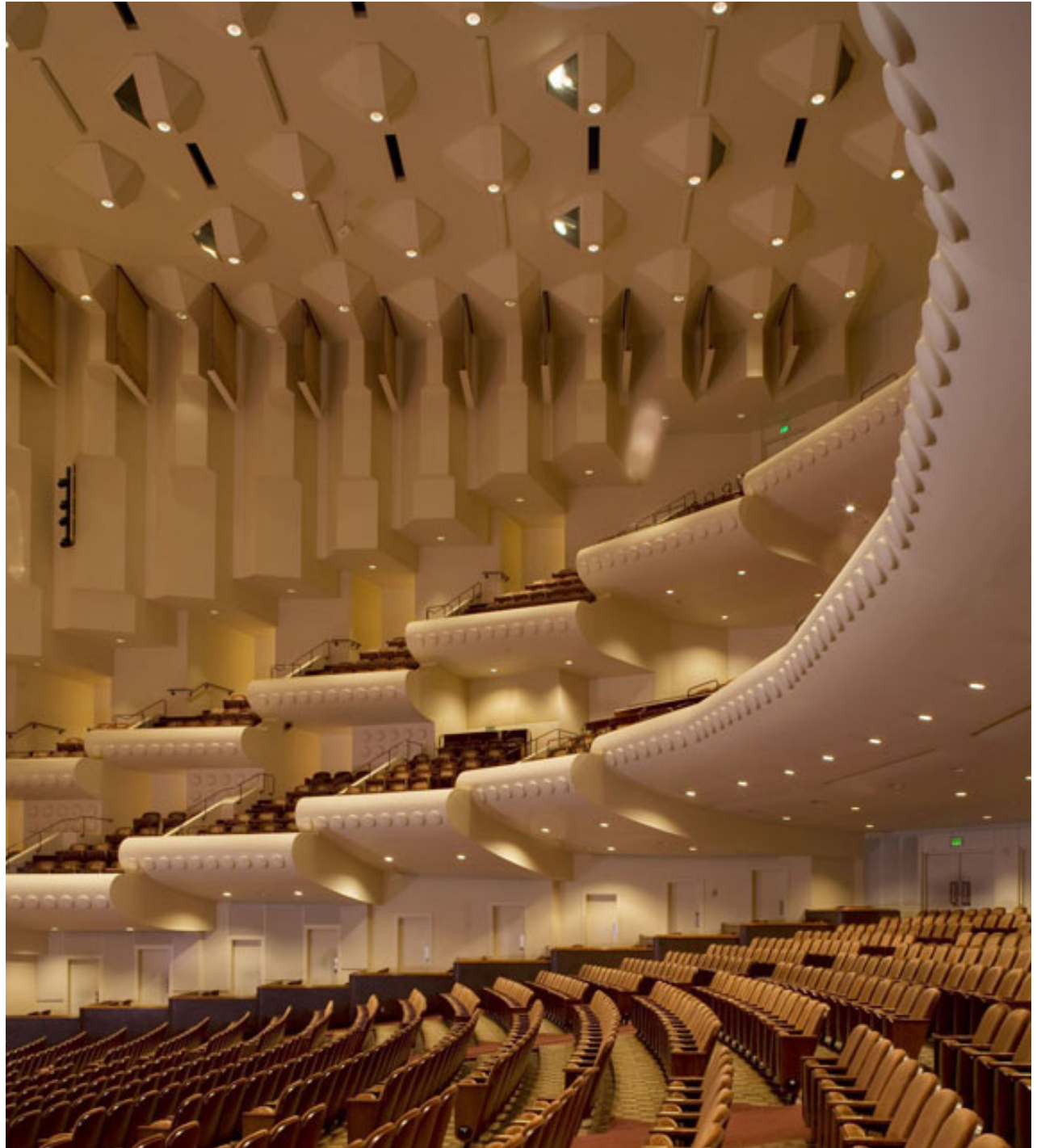
throughout the audience, creating an intimate setting that belies the stature of the building itself.

With sweeping views of San Francisco City Hall and the War Memorial Opera House, the curved lobby makes a gorgeous setting for receptions and parties. The 2739-seat

auditorium is ideal for concerts, speakers, readings and presentations. Named for the most generous benefactor of its construction, Louise M. Davies Symphony Hall is dedicated to the joy of music.



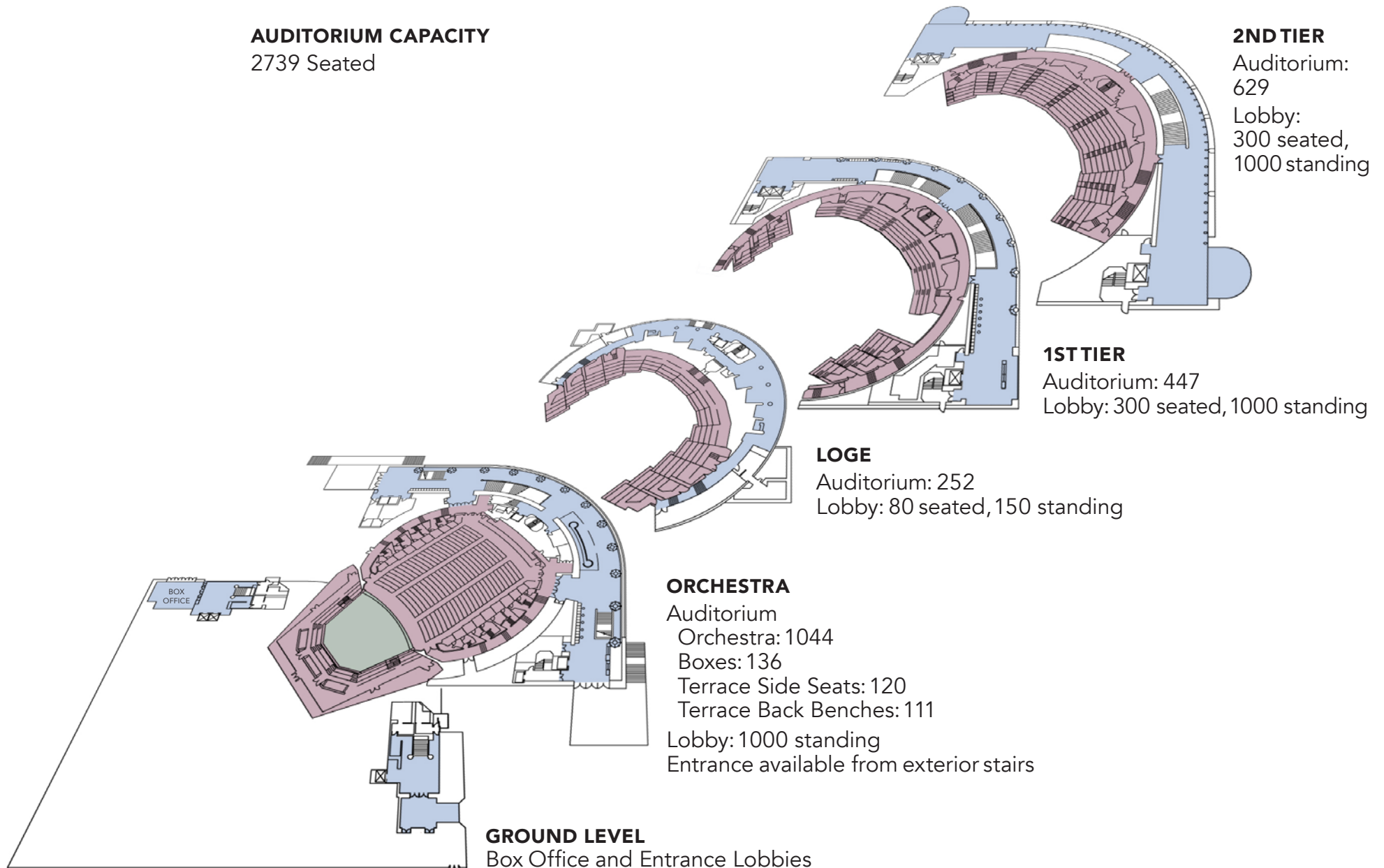
In the summer of 1983, the San Francisco Symphony installed a 22½ ton electro-pneumatic organ, the largest concert hall organ in North America. Fabricated by Fratelli Ruffatti in Padua, Italy, the organ is comprised of 163 ranks and 9,235 pipes varying in size from approximately that of a ballpoint pen to more than 32 feet tall.



capacity & floor plans

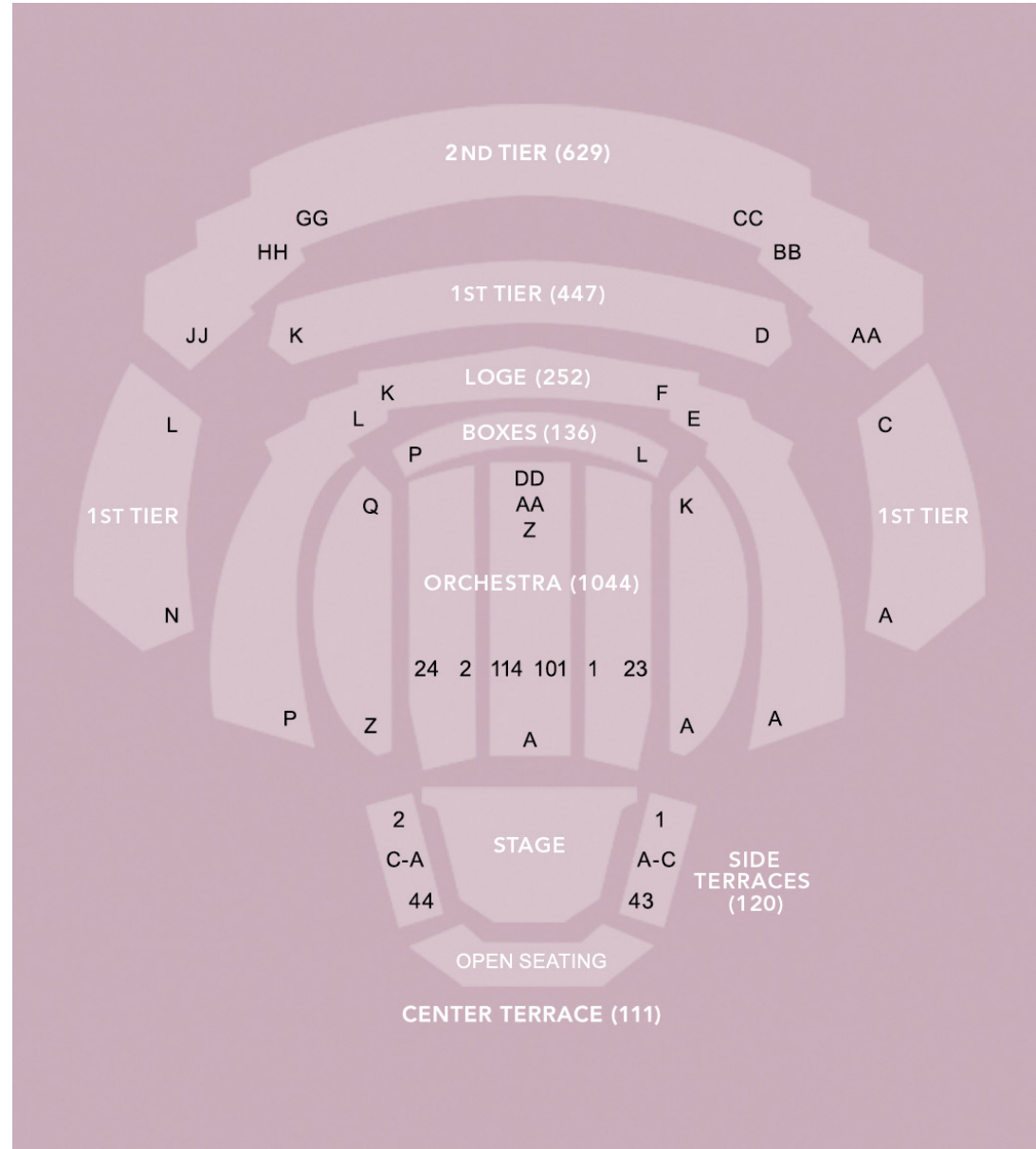
AUDITORIUM CAPACITY

2739 Seated



seating chart

**AUDITORIUM
CAPACITY**
2739 Seated



rental rates

Rental rates include same day set up and rehearsal, but do not include labor, equipment, insurance, box office services, lobby event space or additional rehearsal or set up days. Merchandise sales, commercial displays and audio/video recording require separate agreements and fees. Rentals on holidays are subject to additional costs. Rates for lobby event rentals in conjunction with stage performances vary based on guest count and type of use. Please see [Fee & Expenses](#) for more information.

STANDARD

Rent for performances with paid admission equals 10% of gross receipts per performance:

Minimum rent \$3060

Maximum rent \$8730

Rent for lobby-only events or stage performances with no paid admission \$8730

Additional full day for set up or rehearsal \$3400

NONPROFIT

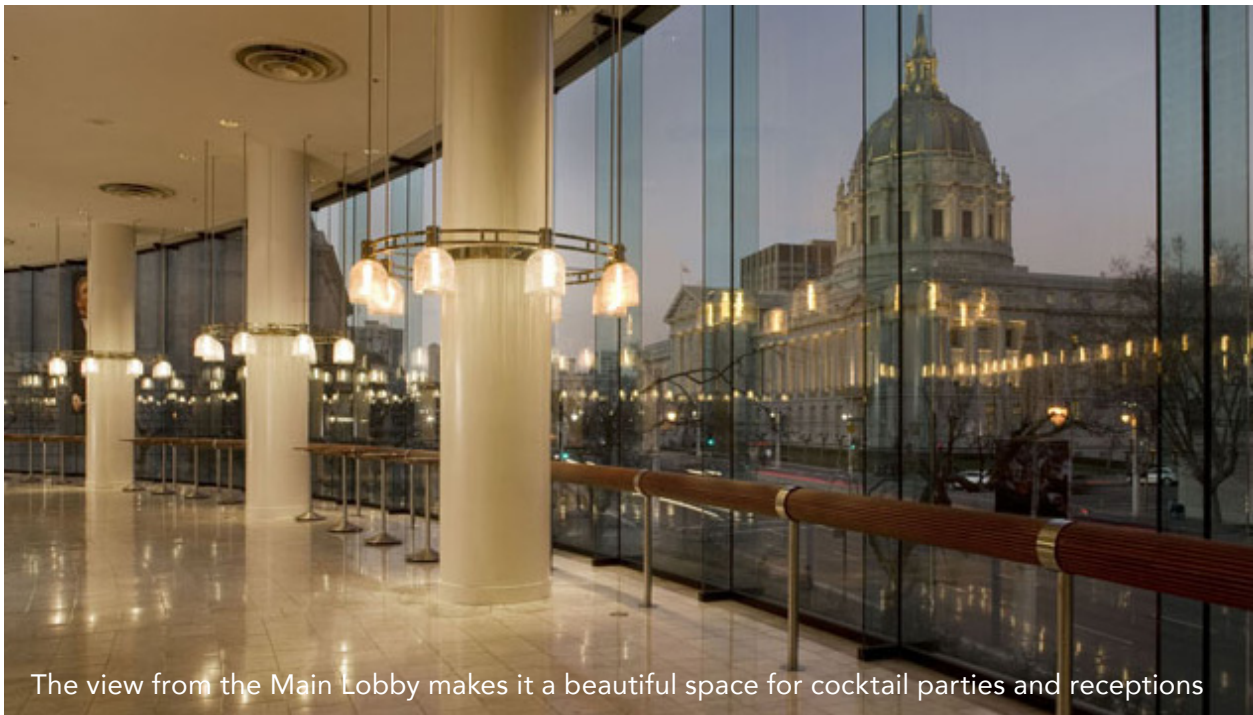
Rent for performances with paid admission equals 10% of gross receipts per performance:

Minimum rent \$3060

Maximum rent \$6100

Rent for lobby-only events or stage performances with no paid admission \$6100

Additional full day for set up or rehearsal \$2550



The view from the Main Lobby makes it a beautiful space for cocktail parties and receptions

fees & expenses



RENT

All fees and expenses are in addition to rent. See [*Rental Rates*](#) for more information.

BOX OFFICE

Licensees are required to enter into a separate agreement with a center-affiliated box office for ticket sales services. For a six-week sales period with ticket printing, the basic fee is \$2000 plus 3.5% of credit card sales. A minimum of two night-of-show ticket sellers are required at an additional cost of \$140 each per performance.

LABOR

Performances and events require union stage labor, front-of-house staff, event management, security, and custodial and engineering services. Creating an estimate requires knowing the exact nature of the performance or event, including its timeline, complete technical needs, expected guest count and desired audience services.

INSURANCE

A Certificate of Insurance with an Additional Insured Endorsement is required for all rental activities. Insurance must include Workers Compensation coverage, Public Liability coverage of \$1 million, and Property Damage coverage of \$1 million. Insurance is also available through SFWMPAC. Rates are available on request.

EQUIPMENT

Equipment rentals are dependent on the needs of each performance or event. Estimates will be developed at the time of booking.

MERCHANDISE SALES

Merchandise sales must be approved in advance. SFWMPAC retains 10% of net sales plus applicable sales tax. Licensee must provide seller(s).

AUDIO & VIDEO RECORDING

Arrangements for recording must be made in advance and require a separate agreement. Recording(s) may require additional equipment rentals, union labor and origination fees.

COMMERCIAL DISPLAYS

Third-party commercial displays in the venue (such as corporate sponsor banners or giveaways) must be approved in advance and may be subject to a commercial display fee of \$1500 per day.

RECEPTIONS

A variety of lobby spaces are available for receptions. Rent and other fees may apply. All catering requires a separate agreement with our exclusive provider of food and beverage, Global Gourmet. See *Food & Beverage* for more information.

technical specifications

STAGE SYSTEMS

Road Board hook-up is downstage right and consists of 600 Amp 3-phase "Wye" 120/208 VAC.

Conventional stage lights are in place. Lighting positions and circuit layouts are available on request.

Meyer center hung loudspeaker cluster on motorized reveal from ceiling

Front projection space is available by conversion of Boxes M, N and O. There are no projectors fitted and no house screen.

Closed-circuit television stage monitors

Call and show monitor to dressing rooms

Headset communication between all operating positions

LOADING ACCESS DIMENSIONS

Truck dock is located at 270 Hayes Street. Dock height is 3'4"

Inner fire door at dock:
20' wide by 10'6" high

Doors to stage:
6'9" wide by 6'9" high

MEASUREMENTS

Downstage sidewall to sidewall: 64'3"

Upstage sidewall to sidewall: 48'6"

Overall depth of stage at centerline: 34'2"

Stage height above auditorium floor: 3'3"

Stage floor to ceiling: 67'9"

Stage sidewall height: 11'9"

Upstage enclosed crossover
nominal width: 7'6"

Follow spot booth to center stage: 142'

Pit elevator center platform width: 14'

Pit elevator full width: 48'

STAGE INFORMATION

Hardwood, tongue and groove, sprung.

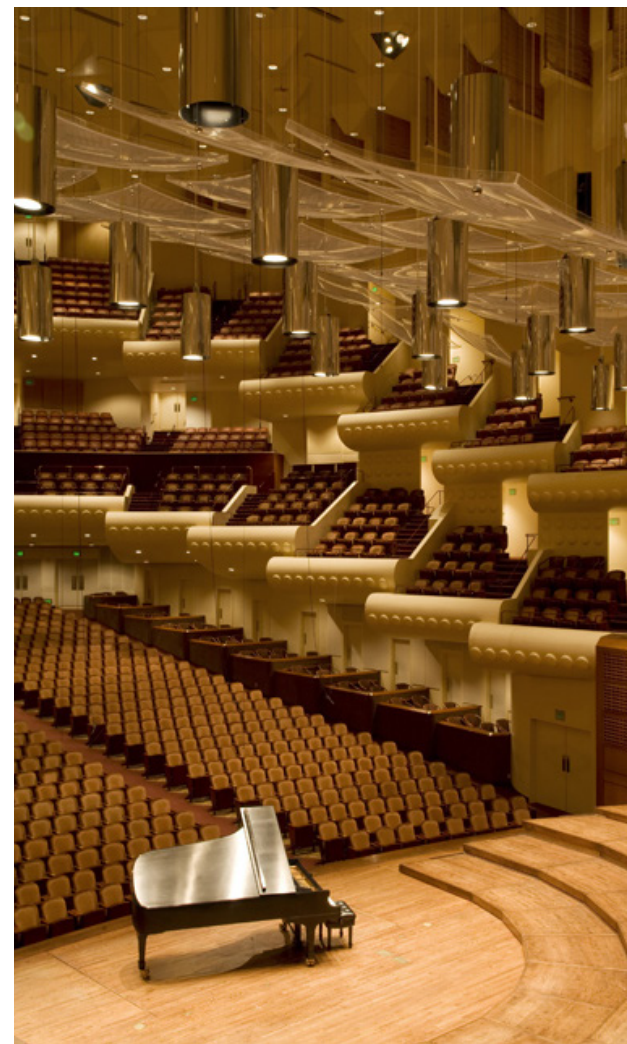
Upstage 12'3" of stage has permanent 36" high orchestra riser.

Stage width is 50'10" at downstage line of this permanent riser.

Full 5 tier orchestra risers in a half circle configuration are typically in place.

Pit has additional space at intermediate level below stage for placement of 40 to 50 musicians.

Pit may be raised to stage height or lowered to the basement as either a full width or center platform width elevator.



booking instructions

1. INITIAL INQUIRY

Contact us to check availability of your desired date(s). Availability is limited, so be prepared with alternate dates and a clear sense of your event and its timeline. If your desired date(s) appear open and your performance or event is compatible with the venue, you may place a soft hold while we confirm availability.

2. DATE CONFIRMATION

Once your date is confirmed, submit a completed application together with the rental deposit (one half of the Minimum Rent).



3. LICENSE AGREEMENT

We issue a Short Term License Agreement (STLA). Next steps:

- Sign and return the STLA.
- Pay the balance of the Minimum Rent.
- For ticketed events, execute a separate agreement with a center-affiliated box office.
- For performances and events requiring catering services, execute a separate agreement with Global Gourmet.

4. FINALIZE DETAILS

Prior to your performance or event:

- Confirm the timeline, technical elements and needed equipment with our Stage Electrician.
- Confirm desired audience services, food and beverage requirements, and any additional needs.

5. PAY PERFORMANCE BOND & INSURANCE

No less than two weeks prior to your event, furnish proof of insurance and pay your Performance Bond, which is a deposit paid to cover the total estimated cost of labor and equipment. See [*Fee & Expenses*](#) for more information.

6. SETTLEMENT

A settlement of rental fees and labor and equipment expenses will be completed following your performance or event. This process takes approximately two weeks.

For events and performances *with box office receipts*:

- SFWMPAC completes a preliminary settlement and withholds all actual expenses from box office receipts.
- The box office completes its settlement and transmits remaining receipts to Licensee.
- SFWMPAC completes final settlement and refunds unused portion of the Performance Bond.

For events and performances *without box office receipts*:

- All expenses are deducted from Licensee's Performance Bond. SFWMPAC refunds any unused portion of the Performance Bond.

food & beverage



Davies Symphony Hall is proud to have Global Gourmet Catering as its exclusive in-house food and beverage services provider. Global Gourmet is known for specializing in highly customized, large-scale catering, high-end weddings and receptions, intimate fine dining experiences, and for providing the highest caliber concession food and beverage services in the Bay Area.

PERFORMANCE CONCESSIONS

For performances with an intermission, Global Gourmet will operate pre-show and intermission food and beverage concession services in lobby areas. For performances with no intermission, pre-show service arrangements can be made and may require a minimum guarantee.

CATERING

Global Gourmet Catering creates incomparable experiences through customized food, beverage and event services, using sustainable practices and a customer service-driven team to exceed their clients' expectations.

GLOBAL GOURMET CATERING

Michael Horsley

Email: michael@ggcaterring.com

Phone: 415.252.1933

Global Gourmet Catering
1030 Illinois Street
San Francisco, CA 94107
www.ggcaterring.com

film & photography

The distinctive SFWMPAC venues and grounds are ideal for film and photography, having served commercial clients such as Ford, American Express and Eileen West, and set the scene for major motion pictures, including *The Right Stuff*, *Milk* and Danny Boyle's *Steve Jobs*.

RENTAL RATES

Rental rates include same day set up and rehearsal, but do not include labor, equipment, insurance or additional rehearsal or set-up days. Rentals on holidays are subject to additional costs.

FILMING

Minimum rent (includes four hours)	\$500
Per hour after four hours	\$200

STILL PHOTOGRAPHY

Minimum rent (includes four hours)	\$400
Per hour after four hours	\$100

BOOKING AGENT

Sharon Walton
Communications and Events Manager
Email: sharon.walton@sfgov.org
Phone: 415.554.6321



Movie still from *Steve Jobs*



frequently asked questions

Does SFWMPAC present or produce events?

No. SFWMPAC is the department of the City and County of San Francisco responsible for managing the rental and maintenance of the Performing Arts Center facilities. Production and promotion of all events and performances is the responsibility of Licensees.

Can we sell our own tickets?

No. Licensees must use a center-affiliated box office for ticket sales services.

Are the lobbies available for receptions?

Yes. Receptions may take place as stand-alone events or in conjunction with performances. Lobby receptions are subject to additional rent and labor costs.

May I use my own caterer?

Global Gourmet Catering is the exclusive provider of all concessions and catering services. Licensees must enter into a separate agreement with Global Gourmet for food and beverage service. For more information, please contact Global Catering at 415.252.1933.

What will my performance or event cost?

Cost depends on technical needs, as well as the timeline for load in, presentation and load out. While all performances and events are unique, costs typically range from \$15,000 - \$50,000 each.



The Main Lobby bar offers pre-show and intermission service

What is a Performance Bond?

A Performance Bond is a deposit paid to cover your estimated labor and equipment expenses. For ticketed events, the Performance Bond will be fully refunded provided that box office receipts are sufficient to cover expenses. For performances and events with no paid admission, the Performance Bond is used to cover expenses, and the unused portion is refunded at the time of settlement.

Where do we park vehicles for event staff, loading and unloading?

Arrangements may be made in advance to park staff vehicles in the lot at Franklin and Grove, when available. Street parking for large trucks and vehicles must be arranged in advance, and may require approval of the San Francisco Municipal Transportation Agency. See [*Technical Specifications*](#) for loading information.

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frequently asked questions (con't)

Where will event guests park?

See [*Directions & Parking*](#)

Is the building ADA accessible?

Seating charts identify specific locations of wheelchair seating. The Box Office is happy to work with you to accommodate special needs.

What time can we load in and set up?

Access hours will be determined at the time of booking.



What must be included in our program?

While a printed program is not required, any printed program must include the emergency exit diagram and a list of the War Memorial Board of Trustees provided in Appendix D of your Short Term License Agreement.

To where should our programs be delivered?

Delivery of programs must be coordinated in advance. SFWMPAC has limited storage for programs and cannot facilitate return shipping of any items.

Please address delivery to:
Davies Symphony Hall
Attn: House Manager
270 Hayes Street
San Francisco, CA 94102

Can you display my poster in your case? If so, what size should it be?

Davies Symphony Hall has a limited number of poster cases available for Licensee use. Posters are rotated as space becomes available. Posters should measure 70" tall by 40" wide.

Can we sell merchandise?

Yes. Merchandise sales must be approved in advance. SFWMPAC retains 10% of net sales plus applicable sales tax. Licensee must provide seller(s). No food sales are permitted.

Can we make an audio or video recording of our event or performance?

Arrangements for recording must be made in advance and require a separate agreement. Recording(s) may require additional equipment rentals, union labor and origination fees.

Are there dressing rooms?

A limited number of dressing rooms are available. To provide space for large groups, Zellerbach Rehearsal Hall may also be rented, when available.

What is IATSE stage labor?

The International Alliance of Theatrical Stage Employees, Moving Picture Technicians, Artists and Allied Crafts of the United States, its Territories and Canada (IA or IATSE) is a labor union for entertainment and related industries. SFWMPAC requires the use of IATSE Local 16 stagehands to perform all theatrical work in our venues.

directions & parking

Louise M. Davies Symphony Hall
201 Van Ness Avenue (at Grove Street)

DRIVING DIRECTIONS

FROM THE SOUTH BAY OR PENINSULA

1. Take 101 North and exit 9th Street
2. Turn left on 9th Street
3. At Market Street bear right onto Larkin Street
4. Turn left on McAllister Street
5. Turn left on Van Ness Avenue

FROM THE EAST BAY

1. Take I-80 West and cross the Bay Bridge
2. Take the 9th Street/Civic Center exit and stay right
3. Turn left on Harrison Street
4. Turn right on 9th Street
5. At Market Street bear right onto Larkin Street
6. Turn left on McAllister Street
7. Turn left on Van Ness Avenue

FROM THE NORTH BAY

1. Drive South on Highway 101 and cross the Golden Gate Bridge
2. Follow signs to Downtown via Lombard Street
3. Turn right on Van Ness Avenue
4. Continue to Grove Street



PARKING

P1 PERFORMING ARTS GARAGE
360 Grove Street | 415.252.8238

P2 CIVIC CENTER PLAZA GARAGE
355 McAllister Street | 415.863.1537

P Additional parking

TRANSIT

511.ORG

Phone: 511 | TDD: 711

BART www.bart.gov

415.989.2278 | TDD: 510.839.2220

MUNI www.sfmta.com

415.701.2311 | TDD: 415.701.2323

AC TRANSIT www.actransit.org

510.891.4700 | TDD: 800.448.9790

CALTRAIN www.caltrain.com

510.817.1717 | TTY: 650.508.6448

GOLDEN GATE TRANSIT
www.goldengatetransit.org

415.455.2000 | TDD: 711

SAMTRANS www.samtrans.com

510.817.1717 | TDD: 605.508.6448

Louise M. Davies Symphony Hall
201 Van Ness Avenue, San Francisco

RENTALS

Rob Levin, *Booking Manager*

Email: rob.levin@sfgov.org

Phone: 415.554.6317

San Francisco War Memorial
& Performing Arts Center
401 Van Ness Avenue, Room 110
San Francisco, CA 94102
Main Phone: 415.621.6600
www.sfwmpac.org

FOOD & BEVERAGE

Michael Horsley

Email: michael@ggcaterring.com

Phone: 415.252.1933

Global Gourmet Catering
1030 Illinois Street
San Francisco, CA 94107
www.ggcatering.com

BOX OFFICE SERVICES

City Box Office

180 Redwood Street, Suite 180

San Francisco, CA 94102

Phone: 415.392.4400

Email: info@cityboxoffice.com

www.cityboxoffice.com

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War Memorial
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