

THE WATTIS ROOM

RENTAL INFORMATION

Effective January 2017

THE WATTIS ROOM



A Premier Venue In Davies Symphony Hall

The Wattis Room is an exclusive event space nestled in the heart of the celebrated Davies Symphony Hall. Centrally located in the cultural hub of San Francisco's performing arts district, just steps away from City Hall and Civic Center Plaza, the Wattis Room is an outstanding choice for hosting your next event. From elegant cocktail receptions and rehearsal dinners to birthday celebrations and family gatherings, The Wattis Room has been the backdrop of many successful, memorable events.

Designed by the distinguished architect Andrew Skurman, the Wattis Room features deep crimson walls, a dignified built-in marble bar, and décor that incorporates the tasteful geometric shapes of art deco. The walls are graced with paintings on loan from SFMOMA's permanent collection, which lend the room the ambiance of a modern art gallery that is in step with the room's old world grandeur. As a featured space in the Davies Symphony Hall, the Wattis Room is further endowed with excellent acoustics and is complete with its own grand piano.

With a little over 1700 square feet of event space, the Wattis Room can comfortably accommodate up to 80 guests for an intimate seated dinner and up to 180 guests for receptions.

Looking for a locale that will impress your colleagues and associates? The Wattis Room is well equipped to handle the needs of any business function; a luncheon or conference in the Wattis Room may be the tipping point for your next big success! We welcome:

- Alumni Reunions
- Business and League Luncheons
- Committee Meetings
- Conferences and Board Meetings
- Corporate Receptions
- Holiday Parties
- Idea Summits
- Press Releases and Signings

THE WATTIS ROOM

Rental Information and Prices

WATTIS ROOM RENTAL

The Wattis Room may be rented by any individual or organization. Rates vary according to client:

	Weekends Weekdays After 2 PM	Weekdays Before 2 PM
Standard	\$2,000.00*	\$1,000.00*
Non-Profit	\$1,500.00*	\$750.00*
Government	\$1,500.00*	\$750.00*
Maestro & Baton Circle Donors	\$1,200.00	\$600.00

**An additional one-time donation to the Davies Symphony Hall in the amount of \$100 will also be required.*

Clients who choose a Wattis Room all-inclusive catering package will receive a discount on the room rental fee. Catering for the Wattis Room is proudly provided by McCall's Catering and Events.

AMENITIES AND FEATURES

- Built-In Marble Bar
- Dining Tables and Chairs
- Entryway and Self-Serve Coat Check
- Grand Piano and Great Acoustics
- Marble Center Island
- Matching Lounge Sets
- Paintings on loan from the SFMOMA permanent collection
- Private Restrooms

RESERVING THE WATTIS ROOM

For more information about The Wattis Room's availability and to book your next event, call the Wattis Room Manager, **Trisha Heigl**, at 415.503.5333 or e-mail theigl@sfsymphony.org.

To secure the event space, a refundable security deposit equal to 50% of the applicable room rental fee is required 30 days before the event, with the remaining balance due up to 14 days after the event. For clients using McCall's Catering--the in-house catering company of The Wattis Room-- the deposit will be agreed upon according to the estimated catering costs.

THE WATTIS ROOM

Wattis Room Policies & Procedures

INSURANCE POLICY

A certificate of insurance is required from the organization/individual renting the space and the caterer if one is being used. The requirements include an insurance certificate naming the San Francisco Symphony, its directors, officers, members of the Board of Governors, employees, agents and volunteers of the City and County of San Francisco, the San Francisco Performing Arts Center Foundation, and their agents, officers, and employees as additional insureds with a minimum 30-day cancellation notice for the caterer. The certificate must specify Workers Compensation coverage in place and public liability and property damage limits of at least \$1 million for both the caterer and organization/individual renting the space.

EXTERNAL CATERING

External caterers can be used to provide food and beverages in the Wattis Room. The caterer must have their own liquor license and permit approved by the department of Alcoholic Beverage Control to serve alcoholic beverages. The San Francisco Symphony can provide a list of preferred external caterers upon request.

There is an additional rental cost of \$500.00 added to the room rental fee when an external caterer uses the kitchen facilities. Clients who choose to use in-house catering provided by McCalls Catering will not be subject to this additional fee.

PROPERTY

The condition of the Wattis Room must be left as before the event started. We ask that you please do not use any tape or glue that sticks to the walls or permanent surfaces of the Wattis Room.

SECURITY

If the event occurs before or after the scheduled operating hours of Davies Symphony Hall, security services will be contracted through Maloney Security. The cost of additional security is \$22.00 per hour, with a four hour minimum requirement. These costs will be reflected on the final invoice as necessary.