

SAN FRANCISCO CITY HALL EVENTS



The background of the entire page is a photograph of the interior of the San Francisco City Hall dome. The dome is a masterpiece of Beaux-Arts architecture, featuring a central circular skylight surrounded by a series of smaller, ornate skylights. The walls are covered in intricate carvings, including large medallions depicting figures in classical poses. The overall color palette is a warm, golden-brown, with the text overlaid in white for high contrast.

*S*affectionately known as the People's Palace, San Francisco City Hall is the seat of government for the City and County of San Francisco and a destination historic landmark. Designed by Arthur Brown, Jr., this Beaux-Arts building originally opened in 1915 as a monument to the City Beautiful movement. Today, its elegant adornments and stately presence make it the crown jewel of San Francisco event venues. From the lavish Rotunda and its ornate Grand Staircase, to the naturally luminous North and South Light Courts, San Francisco City Hall is the perfect backdrop for galas, weddings, dinners and celebrations.

Celebrate under the Golden Dome

- 4 EVENING & WEEKEND EVENTS
- 6 RENTAL RATES
- 7 WEDDING PACKAGES
- 10 FEES & EXPENSES
- 12 BOOKING & VENDORS
- 13 CAPACITY & FLOORPLANS
- 14 DIRECTIONS & PARKING

CONTACT

City Hall Events Office
City Hall, Room 495
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Tel: 415.554.6079
Fax: 415.554.7446
Email: cityhall.events@sfgov.org
sfcityhallevents.org

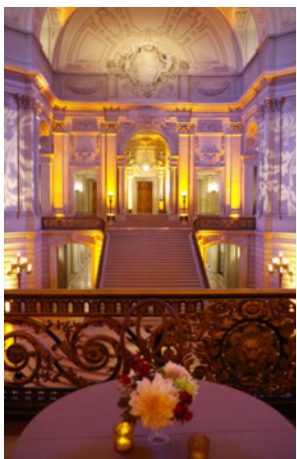
NAOMI KELLY
City Administrator

JOHN CALDON
City Hall Events Director





BLUEPRINT STUDIOS & GOT LIGHT (TOP LEFT AND RIGHT)



EVENING AND WEEKEND EVENTS

Celebrate under the golden dome. Exchange vows on the Grand Staircase, enjoy a cocktail reception in our inviting North Light Court, or treat your guests to an unforgettable night of dinner and dancing in the magnificent Rotunda.

City Hall is available for full evening rentals on weekdays and weekends. The building remains open to the public Monday through Friday from 8:00 a.m. to 8:00 p.m., though areas can be privatized for special event use during those hours.

BLUEPRINT STUDIOS & GOT LIGHT (LEFT AND CENTER)



SOUTH LIGHT COURT



JOEL PULIATTI: ARCHITECTURAL PHOTOGRAPHER

Rental Rates

EVENINGS & WEEKENDS

Rates include basic building services, but do not include labor, insurance, equipment, security and other charges. See [Fees & Expenses](#) for more information.

North Light Court load-in begins at 2:00 p.m. Load-in to all other areas begins at 4:00 p.m. Guest event must conclude by 12:00 midnight. Load-out must finish by 2:00 a.m.

The building remains open to the public Monday through Friday from 8:00 a.m. to 8:00 p.m., though areas can be privatized for special event use during those hours.

The Rotunda is not available for rent during daytime hours Monday through Friday, except with advanced approval for early access related to evening rentals.

Rotunda and One Light Court	1 - 499 guests	\$10,000
Rotunda and Both Light Courts <i>(over 2,000 guests requires special approval)</i>	1 - 999 guests	\$12,500
	1,000 - 1,499 guests	\$15,000
	1,500 - 1,999 guests	\$20,000
	2,000 - 2,499 guests	\$25,000
	2,500 - 3,000 guests	\$30,000
North Light Court	1 - 870 guests	\$5,000
South Light Court	1 - 600 guests	\$5,000
Early Access – Rotunda on Weekdays	Subject to approval	\$1,000/hour
Early Access – Light Courts on Weekdays <i>(per room)</i>	Subject to approval	\$500/hour
Early Access – All Areas on Weekends <i>(per room)</i>	Subject to approval	\$500/hour
Late Access – Guest Event	Subject to approval	\$5,000/hour
Late Access – Load-out	Subject to approval	\$500/hour
Set-up Day	Subject to approval	50% of Rent

WEEKDAY LIGHT COURTS

The North Light Court may be rented on an hourly basis from 8:00 a.m. to 2:00 p.m. and the South Light Court from 8:00 a.m. to 4:00 p.m.

Rental of the North Light Court requires an additional \$800 café buy-out. Rates do not include labor, insurance, equipment, security and other charges. See [Fees & Expenses](#) for more information.

North Light Court 1 - 870 guests	\$500/hour
South Light Court 1 - 600 guests	\$500/hour



SOUTH LIGHT COURT

JOEL PULIATTI: ARCHITECTURAL PHOTOGRAPHER

A full-page photograph of a wedding couple in a grand, classical hall. The bride is in a white gown with a long veil, and the groom is in a dark tuxedo. They are embracing and kissing. The hall features large, fluted columns and ornate, gilded railings. A large, multi-paned stained glass window is visible in the background, letting in natural light. The text 'Wedding Packages' is overlaid in a white, elegant script font on the left side of the image.

Wedding Packages



2ND FLOOR MAYOR'S BALCONY



2ND FLOOR MAYOR'S BALCONY



4TH FLOOR NORTH GALLERY

ONE-HOUR WEDDING PACKAGE

To accommodate simple ceremonies and modest budgets, City Hall offers a One-hour Wedding package, which includes private use of either the Mayor's Balcony or a Fourth Floor Gallery for up to one hour from Monday through Friday, with the earliest ceremony beginning at 9:00 a.m. and the latest at 3:00 p.m.

The rental cost for this package is \$1,000, which includes one hour of access for up to 100 guests. Chairs are an additional equipment rental, with the Mayor's Balcony seating up to 40 and the Fourth Floor Gallery up to 60 (remaining guests stand for the ceremony).

Due to time constraints, food and beverage service is not possible. Acoustic music may be played with advance approval.

The use of chuppahs requires advance approval and chuppahs must be hand-supported. Due to fire safety guidelines, freestanding chuppahs are not permitted for One-hour Weddings.

The One-hour Wedding package includes insurance and basic building services.

NOTE: We do not provide an officiant or manage marriage licenses and certificates.

TWO-HOUR WEDDING PACKAGE

Our Two-hour Wedding package offers the occasion of exchanging vows on the Grand Staircase of the Rotunda surrounded by family and friends. This \$5,000 package is available on Saturdays only with the earliest ceremony beginning at 9:00 a.m. and the latest at 12:00 noon.

The package accommodates up to 200 guests, including chairs, insurance and basic building services. Guest counts above 200 may incur additional labor and equipment charges, including additional rent of \$4/guest and an insurance fee of \$3/guest with a \$100 minimum. The two hour period is inclusive of load-in and load-out.

Due to time constraints the use of outside vendors, including food and beverage service, requires advance approval.

NOTE: We do not provide an officiant or manage marriage licenses and certificates.



DUBNOFF WEDDING PHOTOGRAPHY (TOP, BOTTOM CENTER AND RIGHT)



JOEL PULIATTI: ARCHITECTURAL PHOTOGRAPHER



Fees & Expenses

RENT

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

PROCESSING

A processing fee of \$500 to cover administrative costs is required for all events.

CONNECTIVITY

A connectivity fee of \$500 for use of building power is required for all events.

ADDITIONAL GUESTS

A \$4/guest fee will be charged for guest counts over 200 on Two-hour Wedding packages.

CAFÉ BUY-OUT

Use of the North Light Court on weekdays before 2 p.m. requires paying a buy-out fee of \$800.

EMT

Hiring an Emergency Medical Technician to be on site is required for events with 800 or more guests. Please visit our website for a , list of qualified vendors.

EQUIPMENT

City Hall has a limited inventory of rental equipment. Most clients will need to contract with an outside vendor to rent the equipment needed to execute their event. With exception of the 200 chairs included in our Two-hour Wedding package, rental rates do not include equipment.

EXTERIOR LIGHTING

Lighting the exterior of City Hall using its LED system is subject to advance approval from the Office of the Mayor and a fee of \$5,000. Please contact our staff to inquire about obtaining approval.

FIRE PERMITS & FIRE MARSHALL

The use of open flame is restricted in City Hall and on its grounds. Candles in approved candleholders with chimneys and on site food preparation is possible when approved in advance, and when needed permits have been secured. Floor plans for events must be approved first by the City Hall Events Office and then by the San Francisco Fire Department. Any event with hot food prep or storage on site, and all seated dinners, require the presence of a Fire Marshall throughout the event. Please contact the San Francisco Fire Department for more information regarding permit fees and other costs.

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 available through the City Hall Events Office for wedding clients only at a cost of \$3/guest with a \$100 minimum. Our One-hour Wedding package includes insurance, and the Two-hour Wedding package includes insurance for up to 200 guests, above which there will be a charge of \$3/guest with a \$100 minimum.

LABOR

Depending on the size and scope of your event, additional personnel may be required, including event managers, laborers, engineers and electricians. A cost for this labor will be provided with your estimate.

LATE SUBMISSION OF PLANS

Event diagrams submitted less than two weeks prior to an event, or event electrical plans submitted less than five business day prior to an event, will be charged a \$250 late submission fee.

LIFE SYSTEM ALARM

A \$5,000 fine will be assessed on vendors and clients who cause the activation of City Hall's Life System Alarm.

RECYCLING

A fine of \$1,000 will be assessed on vendors and clients who do not recycle waste produced by their event.

SECURITY

The San Francisco Sheriff's Department is the exclusive provider of security services in City Hall. Fees for service are based on the exact needs of each event, a cost for which will be provided as part of your estimate. The One-hour Wedding package rental rate includes security costs. The Two-hour Wedding package rental rate includes security costs for up to 200 guests.

BLUEPRINT STUDIOS & GOT LIGHT



JOEL PULIATTI: ARCHITECTURAL PHOTOGRAPHER

DUBNOFF WEDDING PHOTOGRAPHY



SOUTH LIGHT COURT

BLUEPRINT STUDIOS & GOT LIGHT

Booking & Vendors

BOOKING

1. INITIAL INQUIRY

Contact our office to check the 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, you may place a tentative hold.

2. CHALLENGE PROCEDURE

If another party has a hold on your desired date, you may challenge their hold by submitting a completed contract along with a cashier's check or money order for the rental deposit (75% of the full rental fee).

The challenged party will then have two working days to pay the rental fee or release the challenged date. Only one tentative hold can be challenged at a time.

If your challenge is successful, your deposit is not refundable and not transferable to another date.

If your challenge is not successful, your deposit may be refunded or applied to another date.

3. CONTRACT

To confirm your date, submit a completed contract together with the rental deposit (75% of the full rental fee).

4. EVENT PLANNING

Prior to your event:

- Submit an event timeline, floor plan, list of vendors and proof of insurance.
- Pay the preliminary estimate of costs to cover labor, equipment and additional fees. See [Fees & Expenses](#) for more information.
- Secure any needed permits, including from the San Francisco Fire Department.

5. SITE VISIT

Approximately three weeks before the event date, your caterer and other vendors will be required to conduct a site visit with City Hall Events office staff. Site visits are by appointment only, Monday through Friday, from 9 a.m. to 4:30 p.m.

6. PAY FINAL ESTIMATE

Approximately three weeks prior to your event, we will furnish a final estimate of costs to cover rent, labor and other fees. Final payment is due no less than five days before your event.

VENDORS

To streamline your planning efforts and bring you one step closer to executing a flawless event, City Hall has established an exclusive list of qualified vendors working in multiple service areas.

These qualified vendors are familiar with our Rules & Regulations and meet all necessary requirements to work in the building.

Please visit our website for a complete list of vendors and contact them directly to learn more about their services and pricing.

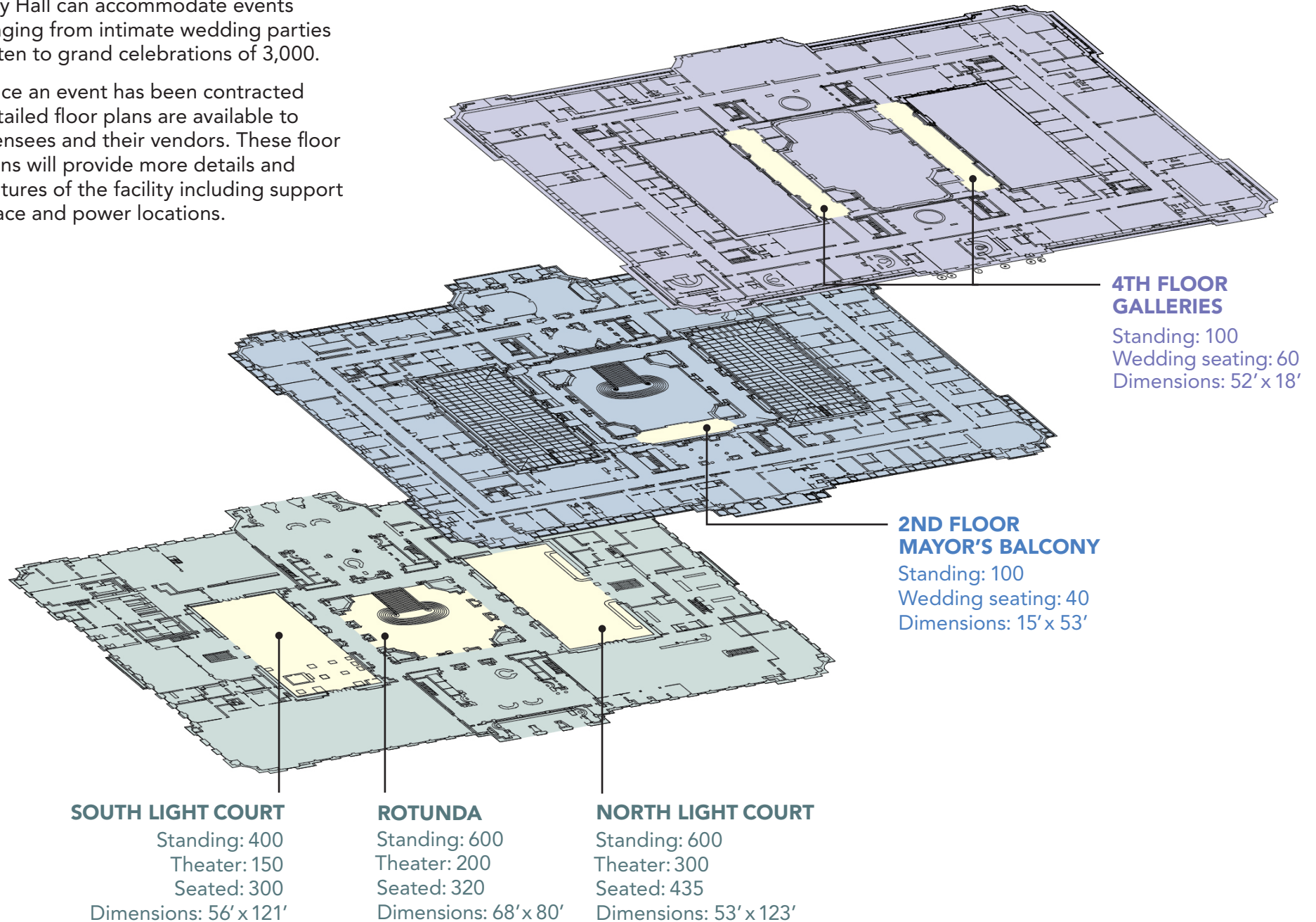


DUBNOFF WEDDING PHOTOGRAPHY

Capacity & Floorplans

City Hall can accommodate events ranging from intimate wedding parties of ten to grand celebrations of 3,000.

Once an event has been contracted detailed floor plans are available to licensees and their vendors. These floor plans will provide more details and features of the facility including support space and power locations.



Directions & Parking

San Francisco City Hall

1 Dr. Carlton B. Goodlett Place

(Polk Street between McAllister and Grove)

DRIVING DIRECTIONS

From the South Bay or Peninsula

1. From 101 North exit 9th Street
2. Bear left on 9th Street
3. At Market Street bear right onto Larkin Street
4. Turn left on McAllister Street
5. Turn left on Dr. Carlton B. Goodlett Place (Polk Street)

From the East Bay

1. From I-80 West cross the Bay Bridge
2. Exit 9th Street/Civic Center 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 Dr. Carlton B. Goodlett Place (Polk Street)

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 McAllister Street



PARKING

P1 Civic Center Plaza Garage
355 McAllister Street (at Polk) | 415.863.1537

P2 Performing Arts Garage
360 Grove Street (at Gough) | 415.252.8238

P Additional parking

TRANSIT

511.ORG 511.org | Phone: 511 | TDD: 711

AC TRANSIT actransit.org
510.891.4700 | TDD: 800.448.9790

BART bart.gov
415.989.2278 | TDD: 510.839.2220

CALTRAIN caltrain.com
510.817.1717 | TTY: 650.508.6448

GOLDEN GATE TRANSIT
goldengatetransit.org
415.455.2000 | TDD: 711

MUNI sfmta.com
415.701.2311 | TDD: 415.701.2323

SAMTRANS samtrans.com
510.817.1717 | TDD: 605.508.6448