






REGENCY CENTER

2018

PRICING GUIDE

		
THE REGENCY BALLROOM	SOCIAL HALL SF	LODGE
6,600 sq. ft.	5,700 sq. ft.	2,925 sq. ft.
Rental: \$15,000 (+staffing)	Rental: \$7,500 (+staffing)	Rental: \$7,500 (+staffing)
Stage: 30' Wide x 28' deep x 24'	Stage: 15' x 23'	Stage: 29' x 60'
Banquet Set Up: 350-400	Banquet Set Up: 300-350	Banquet Set Up: 200-240
Reception Set Up: 1350	Reception Set Up: 600	Reception Set Up: 300
Theatre Set Up: 628 (Includes 180 fixed seats in balcony)	Theatre Set Up: 400	Theatre Set Up: 300
Crescent Rounds: 240	Crescent Rounds: 210	Crescent Rounds: 144

Please contact the Private Events Department for more information.

Jaime Parres – Director of Sales
jparres@aegpresents.com/415.447.4909

Leah Fitzsimmons - Special Events Coordinator
lfitzsimmons@aegpresents.com/415.447.4908

ADDITIONAL SPACES PER FLOOR

		
PARLOR	ANNEX	CANDIDATE ROOM
		
1,150 sq. ft.	3,000 sq. ft.	1,110 sq. ft.
Banquet Set Up: 90	Banquet Set Up: 240	Banquet Set Up: 90
Reception Set Up: 165	Reception Set Up: 300	Reception Set Up: 125
Theatre Set Up: 130	Theatre Set Up: 300	Theatre Set Up: 130
Crescent Rounds: 54	Crescent Rounds: 144	Crescent Rounds: 54
MEZZANINE		REGENCY ROOM
		
		960 sq. ft.
		Banquet Set Up: 70
Reception Set Up: 300		Reception Set Up: 105
Theatre Set Up: 180		Theatre Set Up: 105
		Crescent Rounds: 42

IMPORTANT INFORMATION

So that you may fully budget for your event, please be aware that:

- A refundable security deposit of \$1,000 is required for all events.
- A non-refundable cleaning fee is required for all events -- \$600 for the Lodge, Ballroom or Social Hall.
- A non-refundable coordination fee is required for all events -- \$500 for the Lodge, Ballroom or Social Hall.
- Clients are responsible for securing décor, sound, lighting and audiovisual equipment; catering, and other services as required. The Regency Center is happy to provide as much in-house production services needed for an event.
- A limited number of tables and chairs are available in house at The Regency Center. Please work with your Sales Manager to ensure availability for your event.
- The Regency Center strongly encourages clients to choose one of the caterers from the preferred list who provide excellent service and are familiar with the facility. Outside caterers may be used; however, there is a \$1,000 fee and they must come in for a minimum of two site tours, as well as present a Business license & day of insurance policy listing The Regency Center.
- \$2,000 Bandwidth Import Fee to bring in Internet services outside of WiLine.
- Production advancements are subject to change based on the actual needs of the event. You will be working with our Production team to determine the staffing call on an event by event basis.
- Wedding planners are required for all wedding ceremonies and receptions.

***Private Event Sales
1290 Sutter, Suite 203
www.therengencyballroom.com/rentals***





REGENCY CENTER CONTACT INFORMATION

REGENCY CONTACTS			
Director of Sales	Jaime Parres	415.447.4909 213.358.1466	jparres@aegpresents.com
Special Events Coordinator	Leah Fitzsimmons	415.447.4908 415.629.8952	lfitzsimmons@aegpresents.com
Private Events House Manager	Shawn Khan	415.205.8387	shawn@goldenvoice.com
Production Manager	Jon Garrett	415.637.1662	jon@goldenvoice.com
Production Manager	Jack Watson	415.812.4940	jack.regencyballroom@gmail.com
Ticketing Manager	Renae Benavente	415.777.1715	renae@goldenvoice.com
Security Manager	Al Gordon	510.472.3936	Aone635@sbcglobal.net
Best Beverage Catering Manager	Ann-Marie Pawlicki	415.642.2410	AnnMarie@bestbeverage.com
WiLine Networks	Jared Wasowicz	415.724.1377	jared.wasowicz@wiline.com

CITY OF SAN FRANCISCO CONTACTS		
Bureau of Fire Prevention	415.558.3300	sf-fire.org
SF Dept. of Public Health	415.252.3828	sfdph.org
SFMTA	415.701.2311	sfmta.com



THE REGENCY CENTER PREFERRED VENDORS

PREFERRED CATERERS

*49 Square Catering	415.834.5348	49sqcatering.com
*Betty Zlatchin Catering, LLC	415.641.8599	bettyzlatchin.com
*Checkers Catering & Special Events	800.264.4278	checkerscatering.com
*Culinary Eye Catering	415.824.1225	culinaryeye.com
*Elaine Bell Catering	415.203.3411	elainebellcatering.com
*Global Gourmet Catering & Event Planning	415.701.0001	ggcatering.com
*Knight's Catering	415.920.3663	knightscatering.com
*Paula LeDuc Fine Catering	510.547.7825	paulaleduc.com
*Piazza Market Catering	415.981.9881	piazzamarket.com
*Small Potatoes Catering	415.701.0001	tinyspuds.com
*Taste Catering & Event Planning	415.550.6464	tastecatering.com
Bi-Rite Catering	561.713.8665	biritemarket.com/catering
Carrie Dove Catering & Events	415.460.9995	carriedovecatering.com
Componere Fine Catering	510.420.0900	componererefinecatering.com
Fraiche Catering	415.999.8687	fraichecater.com
Grace Street Catering	510.523.1600	gracestreetcatering.com
JJardine Catering & Events	415.999.0905	jjardinecatering.com
La Bonne Cuisine	510.549.3760	labonnecuisine.com
Left Coast Catering	415.934.0600	leftcoastcatering.com
McCalls Catering & Events	415.552.8550	mccallssf.com
Melons Catering & Events	650.583.1756	melonscatering.com
New Delhi Restaurant	415.816.4068	newdelhirestaurant.com

EXCLUSIVE BEVERAGE PROVIDER

*Best Beverage Catering	415.642.2410	bestbeverage.com
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AUDIO/VISUAL PRODUCTION

*Everything Audio Visual	415.671.3880	everythingav.com
*Gatsby Entertainment	415.497.3989	gatsbyentgroup.com
*Impact Lighting	510.232.5723	impactsf.com
*The Lux Productions	707.939.1200	thelux.com
Joel Nelson Productions	408.446.5000	joelnelson.com
Felix Lighting	415.676.1707	felixlighting.com
Got Light	415.863.4300	got-light.com
Sound on Stage	510.782.7000	soundonstage.com

STAGE PRODUCTION

Argent Event/Production, LLC	415.467.7100	argenteventpros.com
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ENTERTAINMENT/MUSIC

*Gatsby Entertainment	415.497.3989	gatsbyentgroup.com
Denon & Doyle	800.944.8595	djay.com
Entire Productions	415.291.9191	entireproductions.com
Gregangelo & Velocity Circus	415.608.0095	velocityartssf.com

PHOTOGRAPHY

Colson Griffith	415.314.6096	colsongriffith.com
Gary Sexton Photography	650.430.1743	garysextonphotography.com
Jim Vetter Photography	415.789.6150	vetterphotography.com
Julie Mikos	510.681.7616	juliemikos.com
Orange Photography	415.255.7478	orangephotography.com

CORPORATE EVENT PRODUCERS

*Trademark Productions	415.621.8000	trademarkevents.com
Adam Straus Events	415.377.2327	strausevents.com
All Set	650.339.1386	allset-online.com
Anna Marie Events	415.685.4440	annamarieevents.com
E. Cee Productions	415.430.5559	eceeproductions.com
Entire Productions	415.291.9191	entireproductions.com
EvntWrks	510.984.1340	evntwrks.com
Lisa Feldman Planning & Design	415.987.9393	lisafeldmandesign.com
Mason & Pine Events	925.413.3718	masonandpine.com
Mimi the Party Queen	415.259.1078	thepartyqueen.com
Tom-Roche Presents	415.418.0617	tom-roche.com

WEDDING PLANNERS

All Set	650.339.1386	allset-online.com
Dreams on a Dime Events & Weddings	415.481.7065	dreamsonadime.com
EvntWrks	510.984.1340	evntwrks.com
Lisa Feldman Planning & Design	415.987.9393	lisafeldmandesign.com
Mason & Pine Events	925.413.3718	masonandpine.com
Roque Event Production Design	707.628.9998	roqueevents.com

PROMS

Events to the T	925.335.0633	lavishevents.com
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RENTALS

*Dekko 88	844.335.5688	dekko88.com
Blueprint Studios	415.922.9004	blueprintstudios.com
Bright Event Rentals	415.570.0470	brightrentals.com

La Tavola Linen	415.440.3333	latavolalinen.com
Napa Valley Linens	510.788.4551	nvlinens.com
Standard Party Rentals	510.232.5030	standardpartyrentals.com
Stuart Event Rentals	650.291.7332	stuartrental.com
Unica Party Rentals	650.610.9002	unicapartyrentals.com

FLORISTS

Wish Social Events	888.780.9474	wishsocialevents.com
Soulflower Floral Design	415.963.9236	soulflowersf.com

PHOTO BOOTHS

Giggle & Riot Funbooth	916.760.8414	giggleandriot.com
SnapFiesta Photo Booths & Flipbooks	855.762.7343	SnapFiesta.com

GRAPHICS/PRINTING

*Blueprint Studios	415.922.9004	blueprintstudios.com
AP Keaton	646.561.9888	apkeaton.com

INVITATIONS/CALLIGRAPHY

Hyegraph Invitations	415.626.0461	hyegraph.com
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VALET PARKING SERVICES

Soiree Valet Parking Service	415.284.9711	soireevalet.com
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HOTEL ACCOMODATIONS

*Holiday Inn Golden Gateway	415.441.4000	goldengatewayhotel.com
*Hotel Carlton	415.392.1182	hotelcarltonsf.com

NEIGHBORHOOD PARKING

Holiday Inn Hotel 1500 Van Ness Ave.	415.441.4000	24 Hours - Gated + Security *special discounted rate
Direcpark 1101 Sutter St.	415.447.3931	Daily - 6:30am - 12am *special discounted rate
Simply Parking 80 Hemlock St.	415.673.1918	Mon - Thurs 7am - 9pm Fri 7am - 2am Sat 8am - 2am Sun 10am - 6pm *special discounted rate
Polk & Bush Garage 1399 Bush St.	415.567.7816	Mon - Thurs 7am - 10pm Fri 7am - 2:30am Sat 8am - 2:30am Sun 9am - 10pm
1770 Sacramento St.	415.567.4707	Daily - 6:00am – 2:00am
1775 Sacramento St.	415.771.6374	Mon-Thurs 5:30am - 12am Fri-Sat 6:30am - 2am Sun 6am - 12am
1300 Pine St. St. Francis Hospital	415.495.3909	Until Midnight
1540 Pine St. Golden Gate Cycle	415.771.4535	Mon-Sat 8am – 8pm Closed on Sundays
Clay & Van Ness Ave.	650.307.0206	24 Hours

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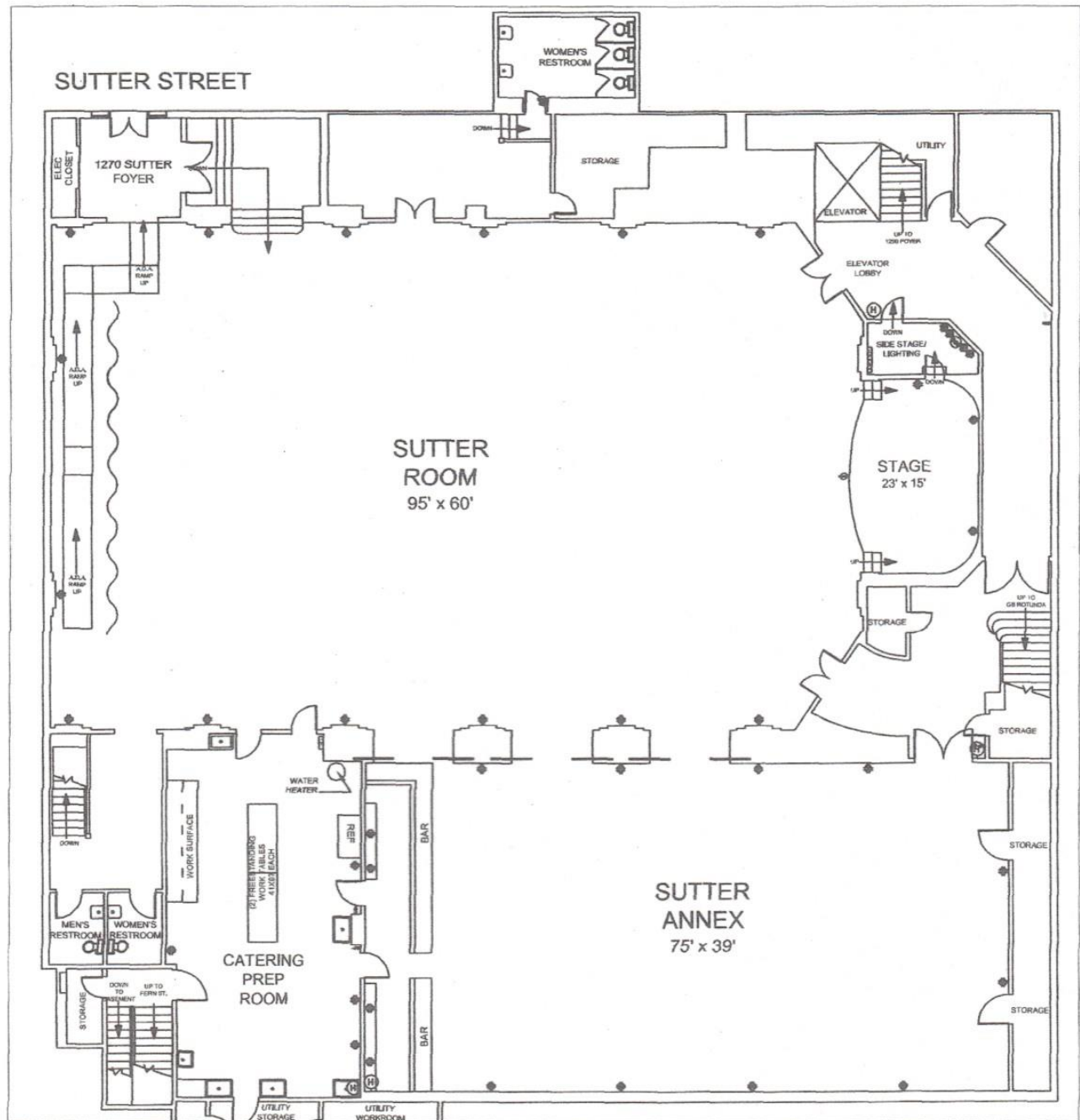
	110V-UNIPLEX OUTLET
	110V-DUPLEX OUTLET
	110V-QUADPLEX OUTLET
	220V-UNIPLEX OUTLET
	TELEPHONE PORT
	DATA COMM PORT
	ELECTRICAL SWITCH
	FIRE EXTINGUISHER

REGENCY CENTER

REGENCY BALLROOM

GENERAL LAYOUT

6/20/1



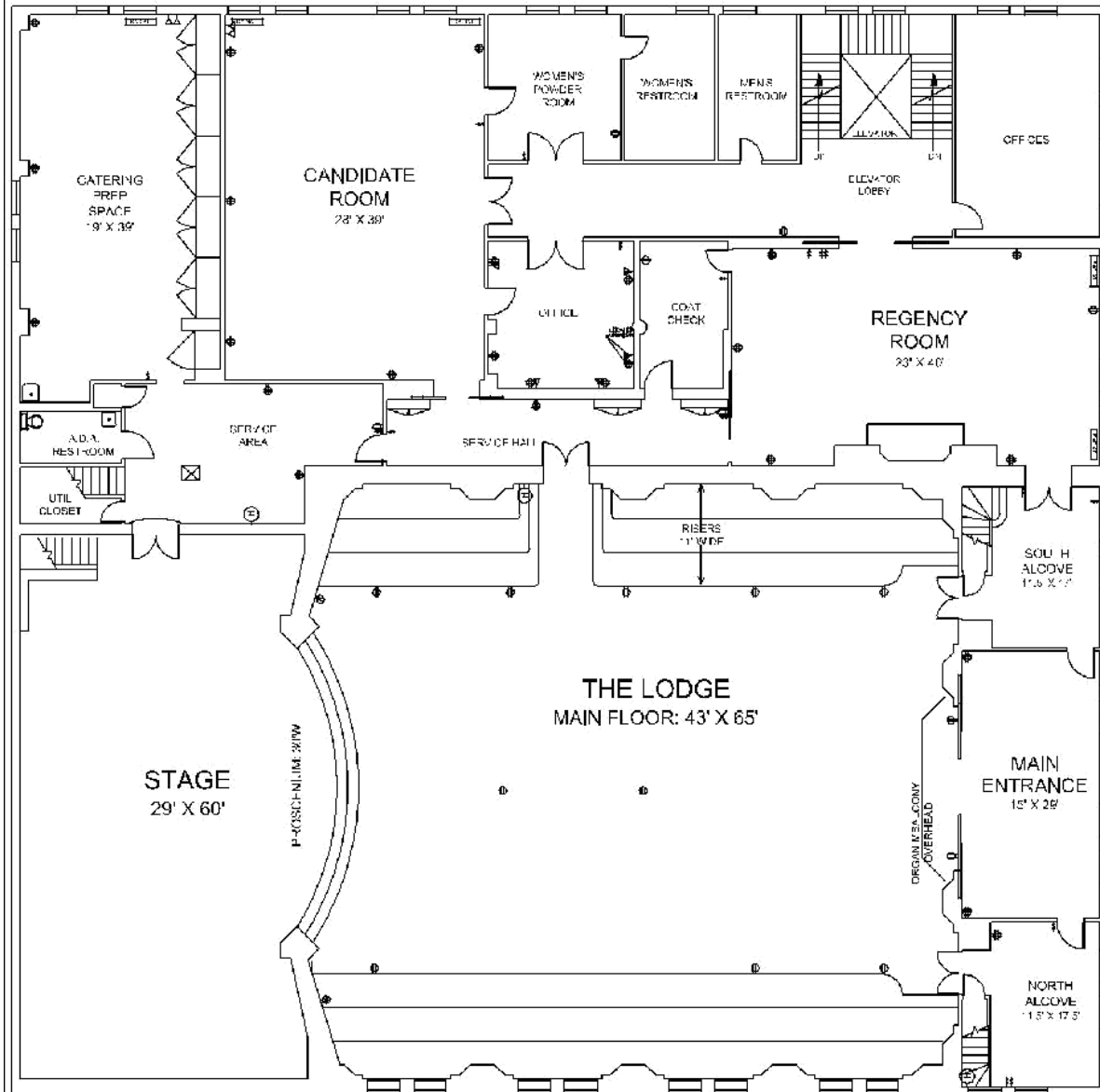
LEGEND		110V-UNIPLEX OUTLET
		110V-DUPLEX OUTLET
		110V-QUADPLEX OUTLET
		220V-UNIPLEX OUTLET
		TELEPHONE PORT
		DATA COMM PORT
		ELECTRICAL SWITCH
		FIRE EXTINGUISHER

CLIENT	REGENCY CENTER – 1290 SUTTER ST
PROJECT NAME	GROUND FLOOR – SUTTER LVL
DESCRIPTION	GENERAL LAYOUT
DATE	9/24/08
SCALE	1/16"=1'0"

BRIAN DAVIS-(909)446-6182



SUTTER STREET



SOUTH VAN NESS

LEGEND

- 110V-UNIPLEX OUTLET
- 110V-DUPLEX OUTLET
- 110V-QUADPLEX OUTLET
- 220V UNIPLEX OUTLET
- TELEPHONE PORT
- DATA COMM PORT
- ELECTRICAL SWITCH
- FIRE EXTINGUISHER

CLIENT	REGENCY CENTER – 1290 SUTTER ST
PROJECT NAME	THIRD FLOOR – LODGE LVL
DESCRIPTION	GENERAL LAYOUT
DATE	8/8/08
SCALE	1/16"=1'0"

BRIAN DAVIS—(909)446-6182