



BERKELEY CITY CLUB
A Julia Morgan Historic Hotel

Events

FAQs

Q: What is the deposit?

A: The deposit is for the services provided prior to the event date and is due upon receipt of the signed contract. The non-refundable deposit is the same cost as the room rental and will be applied to the final amount of the event.

Q: What does the event room rental include?

A: The event room rental includes the space for the time blocked, two (2) hours of additional set-up and break-down time, standard tables, wooden folding chairs or gold Chiavari chairs, ivory linens, ivory napkins, all dinner and glassware, and staff for set up and break down all these items for you.

Q: How long is the rental time?

A: A 4-hour minimum rental time is required but can be extended on an hourly rental basis if requested. Rental time can vary depending on your group's needs; however, all events and indoor music must end by 10:30 pm. Music on the Terrace must end by 9:00 pm.

Q: How late can the bar stay open?

A: The bar can remain open up to 30 minutes prior to your event end time. Last call is 15 minutes prior to the bar closing time.

Q: Do you offer private or semi-private dining in your restaurant instead of booking an event room?

A: Julia's Restaurant is a beautiful intimate restaurant on the second floor, and available for both members and guests to enjoy. Parties of 6-8 are welcome to call Julia's Restaurant to inquire about a large party reservation. Parties of 9 or more will be required to book a private event room.

Q: Do you allow outside catering?

A: No. All catering must be provided in-house, with the exception of cakes or specialty desserts from a licensed and insured bakery. You may also provide your own wine and beer for a fee.

Q: Is there a fee to bring in outside cake or specialty desserts?

A: We charge a \$5/person outside dessert fee. However, this fee can be waived if you choose to replace our in-house desserts included in our dining menus and only provide your desserts.

Q: Are you able to accommodate dietary restrictions and food allergies?

A: Our menus already offer several food selections that accommodate various dietary needs. We do our best to accommodate guests with additional dietary needs but cannot guarantee that all requests will be fulfilled.

Q: What is included in the food and beverage minimum?

A: All in-house food and beverage is included in the minimum. Exclusions are no-host (cash) bars and outside dessert, wine, and beer fees.



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Q: Are there any extra fees?

A: Yes. All in-house catering is subject to a service charge, and the entire event order including room rental and service charge is subject to the current sales tax. Any audio-visual equipment or other rentals will be charged accordingly.

Q: Can my guests view other spaces on the property?

A: Event guests are welcome to briefly view any available public areas or unoccupied private event rooms. However, loitering, food, beverages, and excessive noise are not allowed in any spaces not contracted for the event. Children must be always accompanied by an adult to view any spaces not contracted for the event.

Q: Where can guests smoke?

A: Smoking is not allowed anywhere on the property, including outdoor courtyards. Guests must fully leave the property and be a minimum of 25 feet away from any area around the Berkeley City Club building to begin smoking. A designated smoking area is located at the far end of our parking lot.

Q: Where can guests park?

A: We allow for one (1) parking space per event. Please ask your Sales and Catering Manager for a list of local parking facilities where your guests may park. Guests who are staying at the hotel can park in the BCC parking lot for a nightly fee. This is on a first come, first served basis and is not guaranteed.

Q: Is event insurance required?

A: Yes. Event insurance with a minimum of \$1,000,000 liability is required for the date of the event. Berkeley City Club must be named as the additional insured and host liquor liability is required. You can get this through your own homeowner/renter/car insurance or any other event insurance company. Please ask your Sales and Catering Manager for a list of recommended insurance companies.

Q: Are there any restrictions for décor?

A: Yes. All decorations and displays must be pre-approved by your Sales and Catering Manager. All décor must be free-standing with nothing attached, fastened, or bolted to walls, doors, ceilings, floors, windows, or existing fixtures. Candles must be enclosed in a container with the flame at least 2" below the rim. Use of loose items such as rice, glitter, confetti, and flower petals are not permitted. Unapproved decorations or any décor left behind more than 24 hours after the event will result in a minimum of a \$250 fee.

Q: Do we have to use the vendors on your Preferred Vendors list?

A: No! You may use whomever you would like for your vendors, with the exception of catering. We require that you supply us with their contact information and liability insurance.



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Q: Are there upgrades available?

A: Yes! We can provide upgraded linens, chairs, dinner and glassware, lighting, etc. through outside rental companies, for a fee. You may also order your own upgraded rentals. Please ask your Sales and Catering Manager for a list of recommended rental companies.

Q: Do I need security?

A: We usually do not require weddings to hire security, but there may be certain circumstances where you would be required to do so. The Berkeley City Club, in its sole discretion, will advise your group if security will be required for your wedding. Your Sales and Catering Manager will advise you of this requirement prior to your group's submission of a signed contract. Security obtained must be from an insured, licensed, and bonded company. Each security guard must be a CA Guard Card holder. Proof of these requirements must be provided prior to your event and is subject to approval.