

Gallery A



The West Bay Conference Center has proudly served the diverse communities of the Western Addition, Fillmore, Japantown, and San Francisco at-large, for over a decade. This competitively priced venue can accommodate anniversaries, weddings, birthdays, and other family events, and is also equipped to accommodate seminars, theater-style lectures and jazz concerts. With more than 3,000 square feet of flexible space, the Center offers an ideal location for your next event.

For Catering Services please contact our offices for assistance.

All payments are made by check payable to:
West Bay Conference Center

West Bay Conference Center

Please Contact Gales Creek Insurance
(800) 755-1575 Ext. 234

For Catering Services please contact our offices for assistance.

Hours of Operation

Monday- Friday 9:30- 4:30 P.M.

Saturdays- By Appointment

Sundays- By Appointment

Note: Clients are allowed 2 hours prior to event for:

- Decorations
- DJ Set-up
- Deliveries

1290 Fillmore Street, Suite 200
San Francisco, CA 94115
www.westbaysf.org
Floyd Trammell, Director
westbaysf@sbcglobal.net

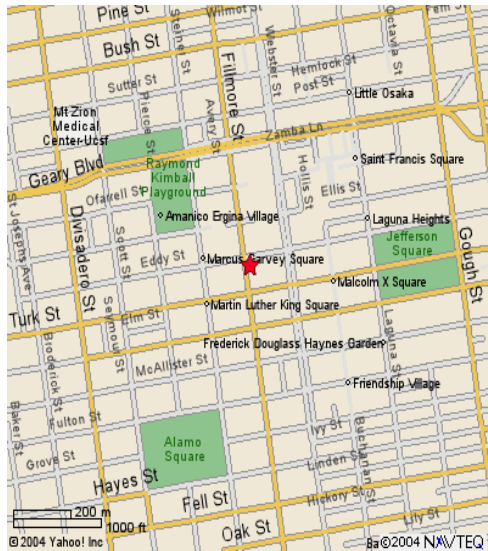
West Bay Conference Center Facility Price List 2007-2008



Providing 'Five Star' quality service for your business and personal needs

Phone: 415-749-6470
Fax: 415-749-6479
www.westbaysf.org

DIRECTIONS



PUBLIC TRANSIT INFORMATION

The Center is located at the corner of Eddy St. and Fillmore St. and is on the following MUNI routes:

- 22 Fillmore Northbound
- 31 Eddy Eastbound

** Note: Please review additional fees.
 *** ALL FEES SUBJECT TO CHANGE

Main Ballroom

Dimensions: 68' x 77'; 5,241 Sq. Ft.
 Room as reserved in 4-hour time blocks

Private Use

Capacity: 726
 Lecture Seating: 726; Dining: 350

Non-profit Organization

Seating Capacity: 726
 Lecture Seating 726; Dining 350

Additional Fees:

- Set-up & Clean-up \$150
- Overtime (per hour, per staff person) \$350
- Bartender (four hour coverage, per staff person) \$200
- Bar Guarantee \$1000
- Security (four hour coverage, per staff person) \$200
- Extended Dance-floor or Stage Relocation Standard Dimensions: 27' W x 15' D \$150
- Coat Check (four hour coverage, per staff person) \$75
- Insurance Certification for liability must be purchased through Gales Creek Insurance Company for an additional cost. Fees range from approximately \$350 to \$500.

Note: A 30% non-refundable deposit is required to secure the date of your event and final payment is due 14 days before your event.

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Gallery A

Dimensions: 16' x 77'; 752 Sq. Ft.
 Room as reserved in 4-hour time blocks

Private Use or Non-profit Organization

Capacity: 50
 Lecture Seating or Dining: 50

Gallery A Rate Per Hour

\$500

\$150

Additional Fees:

- Set-up & Clean-up \$150
- Overtime (per hour, per staff person) \$350



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Note: Total Amount Due upon reservation!

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