



## Education Center Events 2019 Pricing Information

### Facility Rental (per hour / min 3 hours)

*Includes taxes, up to 4 riedel glasses + 1 water glass pp, setup, clean up, state of the art AV and gorgeous top floor view of City Hall, the San Bruno Mountains and the San Francisco Bay. Sound proof movable walls between adjoining rooms may be opened to accommodate larger groups of up to 130 seated classroom or dining room style, 265 seated in chairs and 395 for standing reception.*

Room 1 (509 ft <sup>2</sup> ) - 34 class or dining / 56 theatre / 102 reception	\$150
Room 2 (732 ft <sup>2</sup> ) - 59 class or dining / 105 theatre / 147 reception	\$200
Room 3 (723 ft <sup>2</sup> ) - 51 class or dining / 103 theatre / 144 reception	\$175
Kitchen – includes use of 3 part sink, 2 stainless steal islands, 60" refrigerator, ice maker & 90 second dishwasher. Additional prep and plating tables available upon request.	\$150

**Security Deposit** (per 30 guests) \$500

### SFWS Instructor & Staff Rates (per hour / no min)

SFWS Instructor / Presenter	\$500	
SFWS Event Planning & Supervision	\$200	1 required per event
SFWS Event Service Staff	\$100	1 required for each 30 guests Volunteers accepted in lieu of SFWS Staff

### Catering & Corkage

Our resident chef and countless partners are available to meet your catering needs A.Q.

In the event you prefer to use your own chef or caterer, an additional catering in charge will apply

Bites & Platter Receptions	\$10pp	Includes compostables if requested
Seated Dining Experiences	\$25pp	Includes optional china, flatware, glassware, & linens if requested

SFWS has the experience and relationships to recommend and procure almost any wine within any budget. Should you wish to bring in your own wine, corkage charges do apply \$25/bottle Waived for trade sponsored events

### Optional Sales & Marketing Assistance

SFWS Marketing Support Services	\$500	Includes 1) listing on SFWS Public Events page and 2) integration into SFWS calendar and class filters linking to your registration page. SFWS Public Events page is periodically promoted in aggregate to SFWS student base through weekly newsletters and social media posts
SFWS Full Marketing & Registration Services (SFWS Approval Required)	\$1,500	Includes 1) listing on SFWS Public Events page with optional Event Registration, 2) integration into SFWS calendar and site filters linking to your registration page, 3) Named Event Promotion to SFWS student base in weekly newsletters and social media posts, 4) Attendee Screening Services and

## Optional Sales & Marketing Assistance (cont'd)

Post-Event Registration / Attendance Report (when Event Registration is used) 5) use of SFWS name & logo for event co-branding purposes, 2)

Custom Invitation Services	\$250 + \$0.50pp min \$500	Includes custom list creation based on audience requirements & one distribution of event invitation. Invitation creation AQ
Custom Printing Services	\$.35 B&W \$.85 Color	Includes standard letter & legal sized paper. Non-Standard sizes AQ. Design Services AQ w/ \$250min
<b>Wine Handling Services</b>		
Wine Receiver, Handling & Storage Fees	\$10/case per day	SFWS will take delivery of your wine, report deliveries as received, store unopened boxes in temperature-controlled environment, and deliver boxes to your room the day of your event
Wine Inventory & Staging Services	\$100/hr	SFWS will open cases and provide a detailed inventory of the wines received &/or stage the wines for your event.
Event Wine Retail Services	\$500 set up charge	Includes: Procurement of inventory, POS setup, Packaging, Staffing & Post-Event Reporting

## IMPORTANT INFORMATION FOR SFWS GUESTS

### Location

San Francisco Wine School is 9 miles from downtown San Francisco, conveniently located next to [San Francisco International Airport](#) and the 280/380/101 interchange halfway between the airport and the former Candlestick Park. San Francisco Wine School is located downtown just blocks from Highway 101 at the intersection of Grand Ave and Maple Ave.

### Parking

One and two hour metered parking is available on Grand Avenue and the surrounding streets. Parking is free after 8pm and on Sundays. Additional parking is available at the [24 hour garage](#) located one block north of the school at 329 Miller Avenue. Electric Vehicle Charging Stations are available on the ground floor. All spaces available for \$0.50 per hour. All day parking is available in spaces > #34 for \$2.00 for up to 24 hours.

### Public Transportation

The San Bruno and South San Francisco [BART](#) Stations and the South San Francisco [Ferry](#) Terminal are each two miles away. The city of South San Francisco offers a free [Shuttle](#) service from BART to City Hall. The South San Francisco [Caltrain](#) Station is a 10 minute walk through the downtown area. Go to [www.511.org](http://www.511.org) to plan your public transit to class.

### Dining & Hotel Options

[Armstrong Brewery](#) & [Dead Eye Coffee](#) are all located on the base level of our building at 415 Grand Ave. A variety of other pre and post event meal options are available within walking distance from the school. We also have affordable corporate rates with [Best Western Plus](#) and [Embassy Suites](#) for your convenience. Email [help@sfwineschool.com](mailto:help@sfwineschool.com) for more information.

### Deliveries

Deliveries can be made during regular business hours and by appointment. Trucks must park in the metered spaces on Grand Avenue. Double parking may result in a traffic violation. Hand carts and dollies may use ADA Access through 417 Grand Avenue and the passenger elevator as described above. There is no loading dock or freight elevator in the building. All pallet deliveries must be broken down truck-side and are not allowed in the building. Large delivery trucks and/or pallet deliveries may require a second delivery staff. Requests for assistance from San Francisco Wine School staff may be scheduled in advance for an additional fee.