

H I B E R N I A

—
SAN FRANCISCO

FAQ

BOOKING YOUR EVENT

What is included in the facility rental?

Use of the contracted space for up to 10 hours, existing furnishings (inquire for specific inventory) & wifi. Facility Fees are exclusive of tax and production fee.

What are your sales tax and production percentages?

San Francisco city sales tax is 8.63% and our production fee is 22%. The facility fee, and any additional outside services provided are subject to sales tax and production fees.

What is required to book your event space?

A signed contract, 50% of the total contract, and \$1000 damage deposit is required to confirm your space.

Can I place a "soft hold" on my event date?

Yes, but it does not guarantee that your date is reserved. If we receive an offer for that date from another event, you will have 24 hours to confirm your event date with a signed contract and deposit. If we do not hear from you, we will release the hold.

PLANNING YOUR EVENT

How late can we host our event?

Events must end by 2:00am.

Do you have floorplans/photos we can access?

Yes, they are available here and in our Planner and Vendor guide. Interactive floor-plans can also be accessed [here](#).

The entire building and all event spaces are ADA accessible through our entrance on Jones Street, one half block north of the rotunda. A ramp to the main banking hall and an elevator to the lower and upper floors are available at this location.

What are my decor options?

Decorations cannot be affixed to any wall. Non-adhesive, cling-type installations on walls and windows will be permitted only with venue approval. Glitter, confetti, rice, birdseed, flower petals, Mylar or helium balloons, or similar items are not permitted. Any approved decorations will be subject to applicable laws, regulations and permitting requirements.

Do you provide WiFi?

Yes, our gigabit highspeed fiber internet package is included in your rental. WIFI is accessible throughout the entire building using access points, with hardline/ethernet ports in all rooms and floors.

What is your electrical capacity?

We have a fully updated power grid that can support any event need. You can find more detail [here](#).

What amenities come with the venue rental? What amenities are available at an additional cost?

Please see a detailed amenity list [here](#).

Can I ship items before the event?

The Hibernia must be notified in advance if you are planning to have items shipped to the venue and must provide approval in writing. We can accept items no longer than 48 hours in advance and have limited storage onsite. Please note that the venue assumes no responsibility for items onsite before your contracted event time.

Do you have parking onsite?

Parking can be tricky in the heart of Downtown SF, but there are a few great options.

- *Civic Center Garage is the nearest parking station and BART stop, 1 min. walk away.*
- *Uber or Lyft ride share are popular options for hosts to provide codes for attendees.*
- *Event Valet services can assist with larger groups. We can help connect you with the best contact.*

Do you have refrigeration on site?

While we have limited refrigeration on site, we can work with you and your caterers on solutions depending on your unique situation.

VENDOR REQUIREMENTS

Is security required?

All proposals include a fee for professional security and IS required for load in, load out, and for the entirety of the event.

Do we have to provide our own cleaning services?

All proposals include a cleaning fee and fee for onsite porters. We require that you use our in-house cleaning services.

Are we required to use your preferred vendors?

The vendors on our preferred list are vetted as the best in the Bay Area, and are familiar with our spaces, rules/regulations, and safety procedures to ensure a seamless experience. While you are not required to use our preferred vendors, please note that any outside vendor you choose must meet specific insurance and operating qualifications, and will be required to provide a certificate of insurance.

Do you allow outside beverage service?

The Hibernia is the exclusive beverage provider for all events and you are required to utilize Hibernia's beverage services for alcoholic beverages unless special permissions have been given and included in your contract. Hibernia's beverage packages include mixers and non-alcoholic beverages. Bartenders and glassware are available at an additional fee and will be determined by headcount.

Am I required to use one of your preferred caterers?

The approved caterers on our preferred list can accommodate a range of budgets and needs, are familiar with our event spaces, rules/regulations/safety procedures and work as a part of the Hibernia team when onsite. Use of one of these caterers is encouraged. If you wish to use a caterer not on this preferred list, use is subject to approval by Hibernia at least 14 calendar days prior to your event, and they are required to provide business license, food service certification and insurance.

W E D D I N G D E T A I L S

Do you require a wedding planner?

A professional wedding planner IS required for weddings at the Hibernia Bank. Our staff is not responsible for décor or specialty setup, unless specifically included in your contract.

Can we schedule a wedding rehearsal?

We are happy to allow one hour for your wedding rehearsal, subject to availability.

Do you have getting ready suites or breakout spaces?

We have several smaller rooms associated with each floor that can be used as getting ready suites or breakout spaces.

R U L E S , R E G U L A T I O N S + I N S U R A N C E

Do I have to provide insurance

Anyone performing work on or within the property, including client, all vendors and contractors must obtain and provide a certificate of insurance (COI) naming SF Event Space, LLC dba The Hibernia Bank as additionally insured at least 14 calendar days prior to the event/ load in. Please inquire for specific insurance guidelines, endorsements, and coverage requirements.

Can we have live or amplified music? How long can we play music?

Absolutely! We permit indoor amplified music only. Outdoor amplified music requires a Loudspeaker Permit through the City of San Francisco. For public, ticketed music events special arrangements and permits are required: please inquire with Hibernia for details. We have permits allowing music to be play through the duration of your event as long as we are within our decibel range.

What is your open flame policy?

Candles are permitted as long as they are enclosed by a non-flammable vessel. The top of the flame must be at least 2 inches below the top/opening of the vessel. Open candles (i.e., not enclosed in a vessel) are allowed on a limited basis (i.e., unity wedding candle) only with a candle/open-flame permit from the San Francisco Fire Department. Open flames, sparklers, and fireworks of any kind are prohibited. Caterers must obtain permits for use of propane, butane or natural gas.