



## An Elegant & Contemporary Venue

### OUR FEATURES:

- Grand ballroom seating for up to 450 for dining or 800 theatre style
- Three (3) breakout/meeting rooms
- Full commercial kitchen
- Separate lounge has wet bars with multiple sinks
- Oak hardwood floor stage
- Professional sound system with exceptional speakers
- Audio/visual equipment available
- Ample free parking
- Nearby Livermore Municipal Airport, wineries, hotels, shopping & outdoor activities

### OUR ADVANTAGES:

- Highly competitive pricing, no hidden costs
- Bring your own caterer, select from our pre-approved list, or bring your own food
- Bring your own alcohol and beverages or purchase from your caterer
- The venue is exclusively yours
- Tables and chairs are set up according to your design and we do the tear down
- Religious flame ceremonies allowed with advance notice
- Short notice bookings welcomed
- Easy freeway access

Visit us for a personal tour Monday through Friday, 8:30 a.m. to 3 p.m. Scheduling an appointment in advance is recommended. Sunday tours can be arranged as well.

We want to be your first choice for all of your events, and will work hard to accommodate your special requirements. Our goal is to help make your event special and memorable.

Charleen Elliott  
Sales Manager  
[sales@ShrineEventCenter.com](mailto:sales@ShrineEventCenter.com)



## 2018 Rental Rates

### Main Hall, Kitchen & Lounge Pricing

#### Guest Counts that are 0-250 people:

Monday-Thursday: \$1,600

Friday: \$2,600

Saturday: \$3,200

Sunday after 3:30pm: \$2,200

New Year's Eve (12/31): \$3,600

#### Guest Counts that are 251-450+ people:

Monday-Thursday: \$1,950

Friday: \$2,950

Saturday: \$3,650

Sunday after 3:30pm: \$2,650

New Year's Eve (12/31): \$4,250

\* Pricing is for an 8 hour event; 2 hour set up, 5 hour reception & 1 hour take down.

\* Side rooms (3) added on to the above rates are an additional \$100 each.

\* Tables and chairs, as well as set up and tear down, are included.

\* Additional surcharge of \$300 for guest counts over 450.

### Lounge ONLY Pricing

#### Maximum Guest Count is 50 people:

\$400

+ \$250 set up & tear down fee

+ \$60 cleaning fee

### Side Rooms (3) ONLY Pricing

#### Maximum Guest Count is 25-50 people:

\$200 per room

+ \$250 set up & tear down fee

+ \$60 cleaning fee

\* Pricing is for an 8 hour event; 2 hour set up, 5 hour reception & 1 hour take down.

\* Kitchen rental is an additional \$250.

\* Tables and chairs are included.

Event Start Time: Monday-Saturday 8:00AM & Sunday 3:30PM

Event End Time: Sunday-Saturday 12:00AM

*All clients and vendors must be out of the building 1 hour after event end time*



## Other Fees & Information

### Audio/Visual

- \* Public Address System: \$50
- \* Electric Projection Screen: \$50
- \* Small Projection Screen: \$25
- \* A/V Tech: \$26 per hour
- \* Wired / Wireless / Lavalier Microphones: \$50 per microphone
- \* Refundable Microphone Deposit: \$600 per microphone
- \* Overhead Projector: \$50
- \* LCD Projector – 1200 Lumens: \$150
- \* Equipment Set up / Tear down: \$50

### Miscellaneous

- \* Coffee Makers (4) 36 Cups: \$25
- \* Grand Piano: \$100
- \* Wi-Fi: No Charge

### Additional Rental Fees & Information

- \* 50% of the total building rental is due along with a signed contract to book a date. If booking with 90 days of the event date, the full balance is due.
- \* Each event is required to provide a Certificate of Insurance, including Host Liquor Liability if serving alcohol. See separate page for details. \*Prices vary\*
- \* Each event is required to have a Shrine Coordinator on site for the entire event.
- \* Weddings & Special Events are required to have Security Guards present. We will provide the security guards. The number of guards will vary based on guest count.
- \* A Refundable Security Building Deposit of \$2,000.00 is required for every event.
- \* Additional hours may be purchased for a minimum of \$150 per hour, based on availability. You may not purchase an hour to go past the Event End Time of 12:00AM. You can however purchase an additional hour for early access before 8:00AM, this will be for 1 hour ONLY and will be a fee of \$200.
- \* All items brought in by you must be taken out 1 hour after the Event End Time. This includes any decorations, linens, chairs, extra alcohol, etc. You must pick up all trash off the tables & floors as well and take it out to the dumpsters in the back of the building. We can provide you with garbage bins. If anything was spilt on the floor you are required to mop it up, we have the necessary equipment for you to do this.

### Alcohol

- \* There is no Service Charge or Corkage Fee for bringing in alcohol. It must be brought in during set up times and cannot be replenished during the event hours. Guests are not allowed to bring in their own alcohol.
- \* Alcohol must be poured in the Lounge area. You may put 2 bottles of wine on each reception table if desired. These cannot be replenished either.
- \* If selling alcohol we require an ABC Permit. We will provide you with information on how to acquire this.
- \* It is recommended to hire a professional bartender.
- \* For Weddings & Special Events there will be a security guard located at the Lounge doors checking I.D.'s. No one under 21 will be allowed in. We can provide you with wrist bands, if desired, so that I.D.'s only have to be checked once.
- \* No alcohol is allowed outside.



## INSURANCE REQUIREMENTS

A requirement of occupancy of the Shrine Event Center facilities is that the TENANT maintain in full force and effect during the occupancy of said facility the following coverage with a maximum \$500.00 deductible:

### LIMITS OF LIABILITY

All Events	\$1,000,000
Host Liquor Liability (when applicable)	\$1,000,000

Verification of coverage shall be a Certificate of Insurance showing limits of insurance and indicating coverage for the use of the Shrine Event Center. For example: The renter sets-up on Friday, the event is Saturday, ending at midnight with tear-down until 1:00 am. All three days must be covered.

### THE ADDITIONAL INSURED:

Aahmes Shrine Event Center, Aahmes Shriners,  
the Board of Directors, their Employees and Representatives.

### THE CERTIFICATE HOLDER:

Aahmes Shrine Event Center  
170 Lindbergh Ave.  
Livermore, CA 94551

### Please do not abbreviate the above statements.

This certificate can sometimes take a while to receive from your insurance company, so it is a good idea to start the process well in advance of the event date. This certificate is due in our office 30 days before the event.

If caterers have employees, then Workers' Compensation will be required. Please contact your broker, CA State Compensation Insurance Fund [www.statefundca.com](http://www.statefundca.com), or IBA West 800.772.8998.

Special event insurance may be obtained from your homeowner insurance provider, or can be purchased. For your convenience, several insurance providers are listed below.

HUB International	925.609.6500
RV NUCCIO	800.567.2685
Thompkins Masonic Insurance Program	<a href="http://www.ebi-ins.com/tulip">www.ebi-ins.com/tulip</a> enter code 2769-002

# SHRINE EVENT CENTER

## Pre-Approved Caterers



925.518.5495

[www.AReveEvents.com](http://www.AReveEvents.com)



925.485.3288

[www.atastefulaffair.com](http://www.atastefulaffair.com)



925.513.0595

[www.brentwoodfinemeats.com](http://www.brentwoodfinemeats.com)



925.968.1121

[www.checkerscatering.com](http://www.checkerscatering.com)



510.325.8433

[www.dineindiagarden.com](http://www.dineindiagarden.com)



925.718.8075

[www.secatering.com](http://www.secatering.com)



925.426.7880

[www.cateringandmore.com](http://www.cateringandmore.com)



925.518.7244

[www.onthevinecatering.com](http://www.onthevinecatering.com)



408.640.6741

[www.imperiodecrystal.com](http://www.imperiodecrystal.com)



510.489.9100

[www.rajasweets.com](http://www.rajasweets.com)



510.792.2000

[www.massimos.com](http://www.massimos.com)



925.487.5792

[www.sansarindiancuisine.com](http://www.sansarindiancuisine.com)

Requirements for non-preapproved caterers are as follows: They must provide a signed Catering Memorandum of Understanding, a Certificate of Insurance as specified in the attached Insurance Requirements and a minimum of \$1,000.00 Refundable Cleaning Deposit as determined by the Building Manager. Cleaning

Deposit must be provided by caterer, not the renter.

### Approved Bartending Services

Acrobat Outsourcing  
Bartenders Unlimited

415.431.8826  
415.454.3731

[www.acrobatoutsourcing.com](http://www.acrobatoutsourcing.com)  
[www.bartendersunlimited.com](http://www.bartendersunlimited.com)