



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 2:30 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 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



2021 Rental Rates

Main Hall, Kitchen & Lounge Pricing

Guest Counts that are 0-250 people:

Monday-Thursday: \$1,770

Friday: \$2,770

Saturday: \$3,370

Sunday after 3:30pm: \$2,370

New Year's Eve (12/31): \$3,770

Guest Counts that are 251-450+ people:

Monday-Thursday: \$2,120

Friday: \$3,120

Saturday: \$3,820

Sunday after 3:30pm: \$2,820

New Year's Eve (12/31): \$4,420

- * 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.
- * Holidays (not listed above): add \$500 to corresponding daily rental fee.

Lounge ONLY Pricing

Maximum Guest Count is 50 people:

\$570

+ \$250 set up & tear down fee

+ \$60 cleaning fee

Side Rooms (2) ONLY Pricing

Maximum Guest Count is 25-50 people:

\$370 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.

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

Latest Event End Time: Sunday-Saturday 12:00AM

All clients and vendors must be out of the building by the scheduled event Out-By Time



Other Fees & Information

Audio/Visual

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

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 within 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 next page for details. This can be acquired through us for an additional \$132.00.
- * Each event is required to have a Shrine Security Coordinator on site for the entire event. They are \$30/hour regular time and \$45/hour overtime.
- * 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. They are \$30/hour regular time and \$45/hour overtime.
- * A Refundable Security Building Deposit of \$2,000.00 is required for every event.
- * Additional hours may be purchased for a minimum of \$155 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 by your scheduled Out-By Time. This includes any decorations, linens, chairs, extra alcohol, etc., that you brought into the venue. 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 and bags. 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/champagne on each reception table if desired. These cannot be replenished during the event 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:

	<u>LIMITS OF LIABILITY</u>
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, or IBA West 800.772.8998.

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

*Intact Insurance (TULIP)	www.intactspecialty.com/entertainment# enter code 2769-002
HUB International	925.609.6500
RV NUCCIO	800.567.2685

**TULIP is the insurance provider we use through the Shrine Event Center*

SHRINE EVENT CENTER

Pre-Approved Caterers



925.518.5495

www.areve-events.com/



925.485.3288

www.atasteful-affair.com/menu/



925.513.0595

www.brentwoodfinemeats.com/



510.325.8433

www.dineindiagarden.com



925.718.8075

www.secatering.com



925.426.7880

www.cateringandmore.com



925.518.7244

www.onthevinecatering.com



408.594.3757

www.imperiodecrystal.com



510.489.9100

www.rajasweets.com



510.792.2000

www.massimos.com



925.487.5792

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

Night & Day Productions
Bartenders Unlimited

866.504.8086
415.454.3731

www.ndpstaff.com
www.bartendersunlimited.com