



Russian Center of San Francisco  
2460 Sutter Street  
San Francisco, CA 94115  
(415) 921-7631

Thank you for your interest in our venue rentals.

Host to hundreds of events, The Russian Center is a beautiful example of Art Deco architecture, known for its grand staircase, soaring ceilings and expansive ballroom.

Book your next event in our historic building located in the heart of Lower Pacific Heights in San Francisco. With a wide variety of event spaces, we can accommodate your specific event or long-term rental needs. Our venue is the perfect canvas for any occasion, from weddings and receptions to corporate meetings and conferences to dance classes and sporting events.

If you have additional questions or would like to book one of our spaces, please reach out to our booking manager:

Alexandra Sabelnik-Whooley

(415) 921-7631

[RussianCenterSF.management@gmail.com](mailto:RussianCenterSF.management@gmail.com)

# Event Spaces

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## **Grand Ballroom & Theater Auditorium**

Our stunning large hall with a spacious stage and balcony offers high ceilings, hard-wood floors, and a customizable layout. It's the ideal setting for hosting large weddings, performances, conferences, and receptions.

- Located on the 2nd Floor
- Dimensions (excluding stage): 70' x 64'
- Theater-style seating: 620 in ballroom + 200 on balcony
- Seated Dinner: 289 in ballroom

## **Gold Room**

This room provides many flexible layouts in a smaller space perfect for meetings, lectures, classes, workshops, parties, and other gatherings. The adjacent Bar and Kitchen Prep rooms are available as rental options and allow you to configure the space to your needs.

- Located on the 2nd Floor
- Dimensions: 29' x 26'
- Theatre-style seating: 100
- Seated dinner: 50

## **Bar & Cocktail Lounge**

An intimate space that can be rented with the Ballroom or Gold Room to offer bar service and additional seating for your event.

- Located on 2nd Floor
- Dimensions: 40' x 18'
- Capacity: 70

## **Gymnasium**

An open floor plan perfect for a variety of sports and fitness activities. With a marked indoor court for basketball, volleyball, and other court-based sports, the gym is suitable for competitive play or casual games. Amenities include commercial wall-mounted basketball hoops, bleachers, and bathrooms with showers and lockers.

- Located on the Lower Level
- Dimensions: 70' x 59'
- Capacity: 280

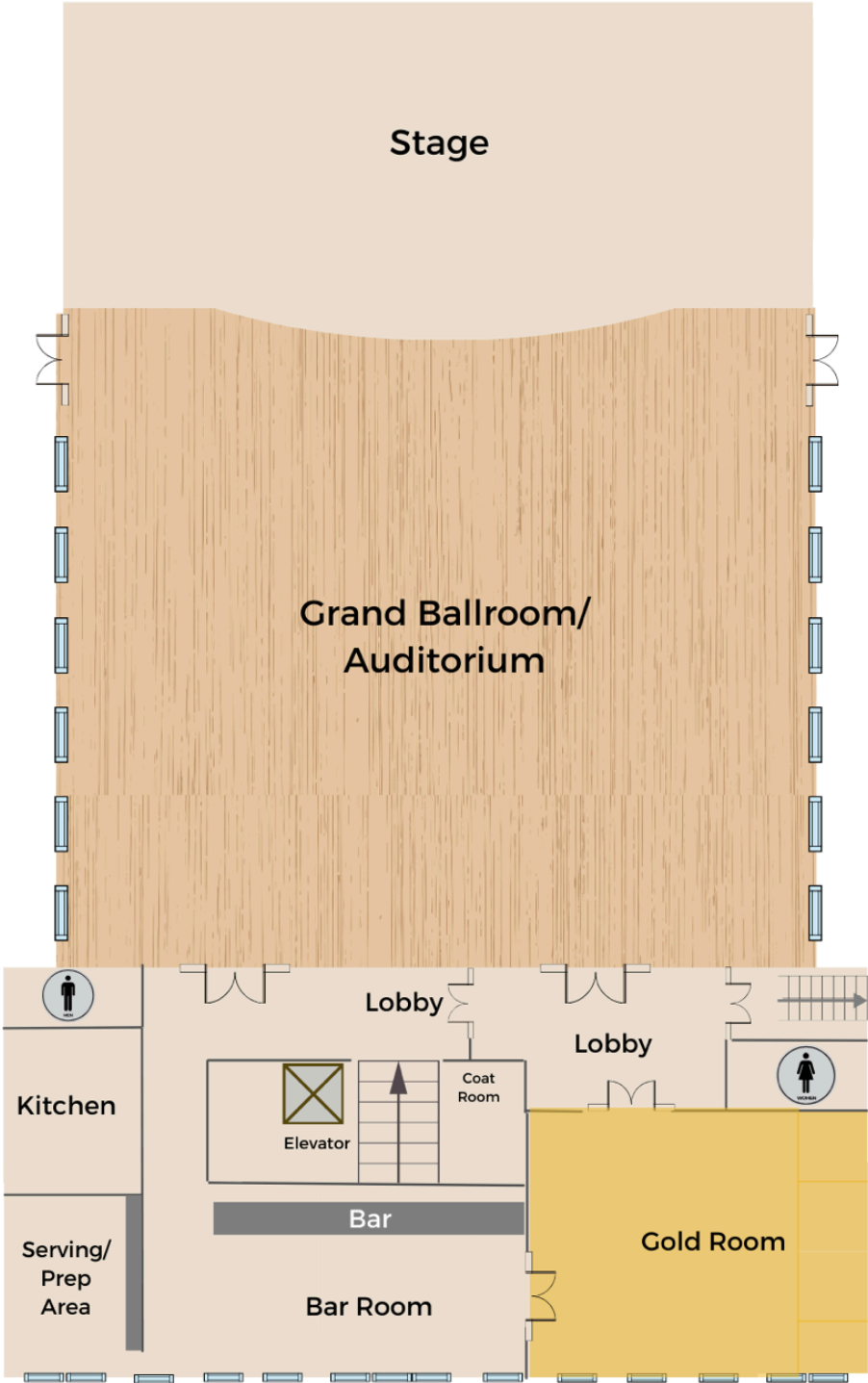
## **Dance Studio**

Perfect for rehearsing, teaching, or hosting a dance or fitness group. The Studio features a hardwood floor, floor-to-ceiling mirrors, wall-mounted ballet barres, sound system, and wall-mounted television screen for online hosting capabilities.

- Located on the 1st Floor
- Dimensions: 60' x 26'
- Capacity: 100

# Floor Plan of the 2nd Floor

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# Rental Rates

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## Grand Ballroom & Theater Auditorium

This rental includes access to the Grand Ballroom and Auditorium, its balcony and stage, the Gold Room, Bar Room and Kitchen Prep Room. Rental rates are for a minimum 8-hour access period that includes set-up, the event time and load-out. Rent does not include use of personnel, equipment, security or insurance. See Fees and Expenses for more information.

<b>Rental Rates</b>	<b>Standard Rate *</b>	<b>Non-Profit Rate</b>
8-hour package (minimum)	\$2,500	\$1,500
12-hour package	\$3,000	\$2,000
For each additional hour <u>before</u> midnight	\$200	\$150
For each additional hour <u>after</u> midnight	\$300	\$200

## Gold Room

This rental includes access to the Gold Room, and for an extra fee, the adjacent Bar Room and Kitchen Prep Rooms. Rental rates are hourly for a minimum 3-hour access period that include set-up, the event time and load-out. Rent does not include use of personnel, equipment, security or insurance. See Fees and Expenses for more information.

<b>Rental Rates</b>	<b>Standard Rate *</b>	<b>Non-Profit Rate</b>
3-hour package without bar or kitchen (minimum)	\$300	\$200
3-hour package including bar	\$400	\$300
3-hour package including bar and kitchen	\$500	\$350
For each additional hour <u>before</u> midnight	\$100	\$75
For each additional hour <u>after</u> midnight	\$150	\$100

\* Russian Center members receive a 15% discount.

## **Gymnasium**

This rental includes access to the Gym with marked indoor courts for basketball, volleyball, and other court-based sports, and bathrooms with lockers and showers. Rental rates are for a minimum 3-hour access period. No food or drink is allowed in the Gym.

<b>Rental Rates</b>	<b>Standard Rate</b> *	<b>Non-Profit Rate</b>
3-hour package (minimum)	\$450	\$300
For each additional hour	\$100	\$75

## **Dance Studio**

This rental includes access to the Dance Studio with wall-mounted barres, floor-to-ceiling mirrors, sound system and wall-mounted television screen. Rentals are for a minimum 3-hour access period. No food or drink are allowed in the Dance Studio. Discounted rates are available for regular rentals.

<b>Rental Rates</b>	<b>Standard Rate</b> *	<b>Non-Profit Rate</b>
3-hour package (minimum)	\$300	\$225
For each additional hour	\$75	\$50

\* Russian Center members receive a 15% discount.

# Fees and Expenses

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## **Personnel**

All events require the presence of a Russian Center Manager. For events in which alcohol is served, security staff is required during the event hours, and can be contracted through the Russian Center. To create a personnel estimate, we will need your complete timeline and expected attendance.

## **Insurance**

A Certificate of Insurance, naming the Russian Center of San Francisco as additional insured, is required for all events and performances. The \$1,000,000/\$2,000,000 General Liability private event policy must include: damage to rented premises, personal injury, general aggregate, and if alcohol is served, a host Liquor Liability. For events for which there is a charge, admission fee or fundraising, the renters must obtain the necessary license from the State Board of Alcoholic Beverage Control (“ABC”).

## **Equipment**

Equipment rental is a flat fee for use of chairs and tables. Sound and stage equipment are not included in the flat rate fee. A separate itemized charge will be applied. See Rental Equipment for an inventory.

## **Expense Deposit**

The expense deposit is a deposit paid to cover all estimated personnel and equipment costs, as well as any other costs that fall outside of the rent. It will be used to cover all expenses and any unused portion will be refunded at the time of settlement.

## **Catering & Bar Service**

You are welcome to use any licensed caterer of your choice, provided they are properly licensed and insured, adhere to our Rules & Regulations, and conduct a site visit prior to the event. Ask for more information if you intend to sell alcohol or provide alcohol as part of event attendance ticket price.

# Rental Equipment

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## **FLAT FEE RENTAL AVAILABLE EQUIPMENT**

*Rental Flat Fee includes use and set-up/take-down of the following:*

- 500 stackable chairs with red padded backs and seats
- 14 6' rectangular tables
- 14 8' rectangular tables
- 20 60" round tables
- 6 30" cocktail tables
- 9 36" cocktail tables
- Coat room

<b>Rental Rates</b>	<b>Standard Rate*</b>	<b>Non-Profit Rate</b>
Flat Fee Rental - Ballroom	\$500	\$300
Flat Fee Rental – Gold Room	\$75	\$50

## **SOUND, LIGHTING AND STAGE EQUIPMENT**

*Basic stage and hall lighting are included. Additional rental fees apply to the following equipment:*

<b>Rental Rates</b>	
Auditorium Lighting	\$500
Young Chang Grand Piano (Ballroom)	\$250
Baldwin Upright Piano (Gold Room)	\$100



# Booking Information

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**Please note:** *A minimum of 6 weeks is required to plan, contract, staff and execute your event at the Russian Center. Shorter booking timeframes may not be possible.*

1. INITIAL INQUIRY. Contact our booking manager, Alexandra Sabelnik-Whooley, at RussianCenterSF.management@gmail.com or by calling her at (415) 921-7631 to check venue availability for your desired date(s).
2. APPLICATION AND RENTAL DEPOSIT. To secure the date, submit a completed application, available from the Booking Manager, together with the rental deposit (one half of the base rent).
3. LICENSE AGREEMENT. The Russian Center issues a short-term license agreement. Sign and return the Rental Agreement.
4. EVENT AND SITE VISIT. Thirty days prior to your event, submit a desired floor plan layout and event timeline. Confirm desired services, food and beverage requirements and any additional needs. Schedule an appointment for a site visit with your caterer.
5. PAY REMAINDER OF FEES. No less than four weeks prior to your event, pay the remainder of the rental fee and the security deposit, and furnish proof of insurance. See Fees and Expenses for more information.
6. SETTLEMENT. Following your event, you will receive a mailed check for the security deposit, less any deductions or forfeitures, within 20 days after the rental event.

# Rules & Regulations

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## **ACCESS**

Hours specified in the Rental Agreement are the only hours Renters and their staff, vendors, performers, volunteers and guests may access The Russian Center or its support spaces. Russian Center staff must be present at all times. Events must end at 12:00 am, unless prior approval is granted by the Russian Center.

## **SET-UP & BREAK DOWN**

Renter is responsible for all set-up and break down of all non-Russian Center equipment and items. The rented venue must be left clean and clear of any non-Russian Center equipment and items; otherwise, an additional cleaning fee will apply. No overnight storage is available.

## **FOOD & BEVERAGE**

Only licensed and insured caterers may provide food and beverage service in the Russian Center. Caterers must have a manager on site at all times.

- Consumption of food and beverage is permitted only in the Ballroom, the Gold Room and the Bar Room.
- Sale of food or beverages is permitted only with prior Russian Center approval and requires appropriate licenses.
- Only ice and liquids may be disposed of in sinks (no coffee grounds or foodstuffs). Do not dispose of ice in restroom sinks or toilets.
- Should leaking or spills occur, clean them immediately.
- Renters and their caterers are responsible for removal of all food, beverages, ice and garbage from the Russian Center following the event. Failure to comply will incur additional fees.

## **CAPACITY**

There is no admission of persons in excess of the capacity approved at time of booking.

## **SMOKING**

Smoking is prohibited by law inside all spaces inside the Russian Center.

## **CARE & PROTECTION**

Special care should be taken to preserve and protect floors, walls, elevators and equipment. Use carts and dollies with rubber wheels to prevent scratching floors. Avoid dragging or rolling metal items, and items with metal edges, bases or glides. There is no use of tape, staples, tacks or nails to affix materials.

## **NOISE LEVELS**

Doors must remain closed whenever music or entertainment is occurring in the Auditorium. Music and entertainment must stop by 12:00 am.

## **ITEMS NOT PERMITTED**

Bottled gas in any form, “fog” or “smoke” producing equipment, flame candles, birdseed or rice for throwing, glitter or loose flower petals.

## **KITCHEN PREP ROOM**

Use of a modern catering kitchen is included in the rental. The kitchen must be left clean and clear of equipment or additional fees will apply. Provision of cleaning supplies is the responsibility of the caterer or renter. Renters and their caterers are responsible for removal of all garbage from the Kitchen Prep Room.

## **SECURITY GUARDS**

Security guards are required for any event in which alcohol is served. Security guards can be supplied by the Russian Center. If private security is hired, the security firm must be insured and bonded.

## **RESTORATION**

When load out is complete, Renter or their designated representative will accompany the Russian Center Manager on an inspection of all areas used for the event. Portions of the Deposit may be Security withheld if:

- Renter does not break-down and clean-up all non-Russian Center equipment.
- Caterer or renter does not remove all recyclables, bottles and garbage.
- Event access hours exceed those specified in the Rental Agreement.
- There has been damage to the facility or its equipment.
- Additional funds are required for rent, personnel fees or equipment rentals.