“The State Room”

306 BADEN AVENUE
SOUTH SAN FRANCISCO, CA 94080
Banquets - Private Parties - Weddings
Anniversary - Receptions



Contact:

Giorgi Bros. Furniture
211 Baden Ave.
South San Francisco, CA. 94080
(650)588-4621
www.stateroom.org

HISTORY

The State Room was originally a movie theater and in 1980, was converted into a social hall. The original decor from the theater was used when the hall was restored to what you see now.

FEATURES OF THE HALL

Accommodations for 360 guests in the main hall and 50 in the bar area.
An elevated stage area 20 feet wide by 10 feet deep.
A 900 square feet parquet dance floor surrounded by carpet.
Free use of rectangular tables and upholstered chairs.
Free internet included.
An elevator at the rear of building.
Full kitchen with 800 pound capacity ice machine and commercial refrigerator. Wolf stove with double oven, griddle and six burners.
A stock pot stove.

TO BOOK THE HALL:

We only book one party per day. The total rental fee is:

Monday thru Thursday	$3100.00
Friday or Sunday	$3400.00
Saturdays	$3600.00
National Holidays	$4100.00
New Year’s Eve	$4100.00

To reserve a date, we require a $500.00 deposit at the time of booking that is deducted from the total cost of the rental. The balance is due two weeks before the event.

Additionally, we require a $300.00 cash security deposit two weeks before the event. The security deposit is refundable the next business day after the event if there is no damage to the hall or excessive cleaning required. On some events the cash security deposit amount required is at our discretion and in some cases will increase.

CANCELLATION POLICY:

If a reservation is cancelled up to seven months before the event, the deposit is refundable. If a reservation is cancelled within seven months of the event, the deposit is not refundable. But if we are able to rebook the date, the deposit is refundable after the reserved date.

You have use of the hall from 9 a.m. until 12 midnight. You may go past midnight for a fee of $200.00 per hour, which is payable to the custodian before leaving the premises.

The State Room includes standard chairs and rectangular tables. These chairs and tables are included in the rental price and the placement is set by the hall renter.

We also offer ROUND tables for an additional cost of $500.00. We will set up the round tables and chairs for you.

We do have three styles of decorative chairs available for rent. The Chiavari Tiffany chairs come in dark gold, bright silver, or clear acrylic. The rental of the chairs includes free set up and removal. The cost per chair is $5.00. All chairs include a 2" padded seat cushion at no charge. No outside chair rentals will be permitted. No additional deposit is required at the time of your booking for the Chiavari chairs. All balances are due the two weeks before the event and at that time we would need the quantity and color selected.

We do all major cleaning. We do expect you or your caterer to clear the tops of all the tables, keep the dance floor, carpeted areas,kitchen floor, sink and stove free of major spills. We will provide the garbage cans and trash bags. Please sort garbage into compost and recycling bins or there may be a fine.

We maintain a custodian available during the main part of each party. He can be contacted by calling (650) 333-9369.

COST OF THE HALL:

	Saturday	**Friday & Sunday**	**Monday thru Thursday**	**National Holiday**	**New Year's Eve**
Rent	$3600.00	$3400.00	$3100.00	$4100.00	$4100.00
Deposit	-500.00	-500.00	-500.00	-1000.00	-1000.00
Balance	$3100.00	$2900.00	$2600.00	$3100.00	$3100.00

Plus $300.00 refundable cash security deposit.
The balance is due two weeks before the event.

Possible extra charges:

$500.00 for Round Tables
$200.00 per hour after midnight
$5.00 per Rental Chair with pad

SECURITY REQUIREMENTS

The South San Francisco Police Department requires an application for a permit to be submitted for any event of 75 people or more. You can apply here: Private Event Permits - City of South San Francisco Under most circumstances the Police Department requires security, either off duty police officers or a private security firm. You are responsible for arranging security. Below is a number for a firm that works with The State Room.

Event Insurance: You must name The State Room as an additional insured for a minimum of $1,000,000 and include host liquor liability clause. You may obtain the event insurance through your homeowner's policy or from www.wedsafe.com or www.privateeventinsurance.com. Proof of insurance must be provided prior to event date.

Impossibility: This agreement may be terminated in the event of conditions beyond the groups reasonable control. Cause(s) beyond the Group's reasonable control shall include, but shall not be necessarily limited to, acts of God, flood, drought, earthquake or other natural disaster, strikes, lockouts, labor troubles, power failure, collapse of building, fire, explosion or accidents, restrictive governmental laws, orders or regulations, riots, social unrest, insurrection, war, terrorist attack, cyber-attack, epidemic, pandemic or viral, bacterial, or any other disease outbreak, government-mandated quarantine or shelter-in-place orders, declared national, state, country, or city emergency. In the event the Group is unable to beneficially use the Premises in accordance with the purposes intended by this Agreement, either the group may terminate this agreement on thirty (30) days written notice to the other party and all deposits shall be refunded.

Indemnification: You agree to indemnify and defend us against, and to hold us harmless from, any liability, claim, or expense (including reasonable attorneys' fees) for the death or injury to you or any person in your group, or for the loss or damage to property belonging to you or any other person in your group, resulting from or arising out the use of the location by you or any person in your group.

On a Sunday event please call our custodian, Raul Lira a week before to let him know your arrival time, you can reach him at (650) 333-9369.

Police Department: (650) 829-3931 1 Chestnut Ave.
So. San Francisco, CA 94080
www.ssfca.gov/Services/Permit-Center/Event-Permits
Private Event Permits - City of South San Francisco

Custodian

Lira Janitorial: (650) 333-9369

Security

TS4 Security (415)335-6552
event@TS4security.com

Barrera Private Security
Josue Avelar
Barrerapatrol.com

(669) 294-5777
Josuecg105@gmail.com

Hotels:
La Quinta San Francisco Airport North

- Complimentary breakfast buffet
- Free airport shuttle service
- Competitive group rates and excellent customer service
- Wyndham Rewards points available for your stay
- Easy booking through a designated group block link

State Room | La Quinta SFO North or call the hotel directly at 650.583.2223.

The Courtyard by Marriott San Francisco Airport

- Located in San Bruno, less than 3 miles to The State Room
- Less than 4 miles from SFO
- Complimentary airport shuttle
- Customized group reservation link
- Bistro restaurant and 24-hr Market for provisions
- Marriott Bonvoy Rewards Points awarded per stay

For group room rates, please contact Rowena Baker at rowena.baker@marriott.com.
We look forward to welcoming you!
Courtyard San Francisco Airport
(650) 952-3333

Photo Booth:
Snapventos Photo Booth
www.snapventos.com

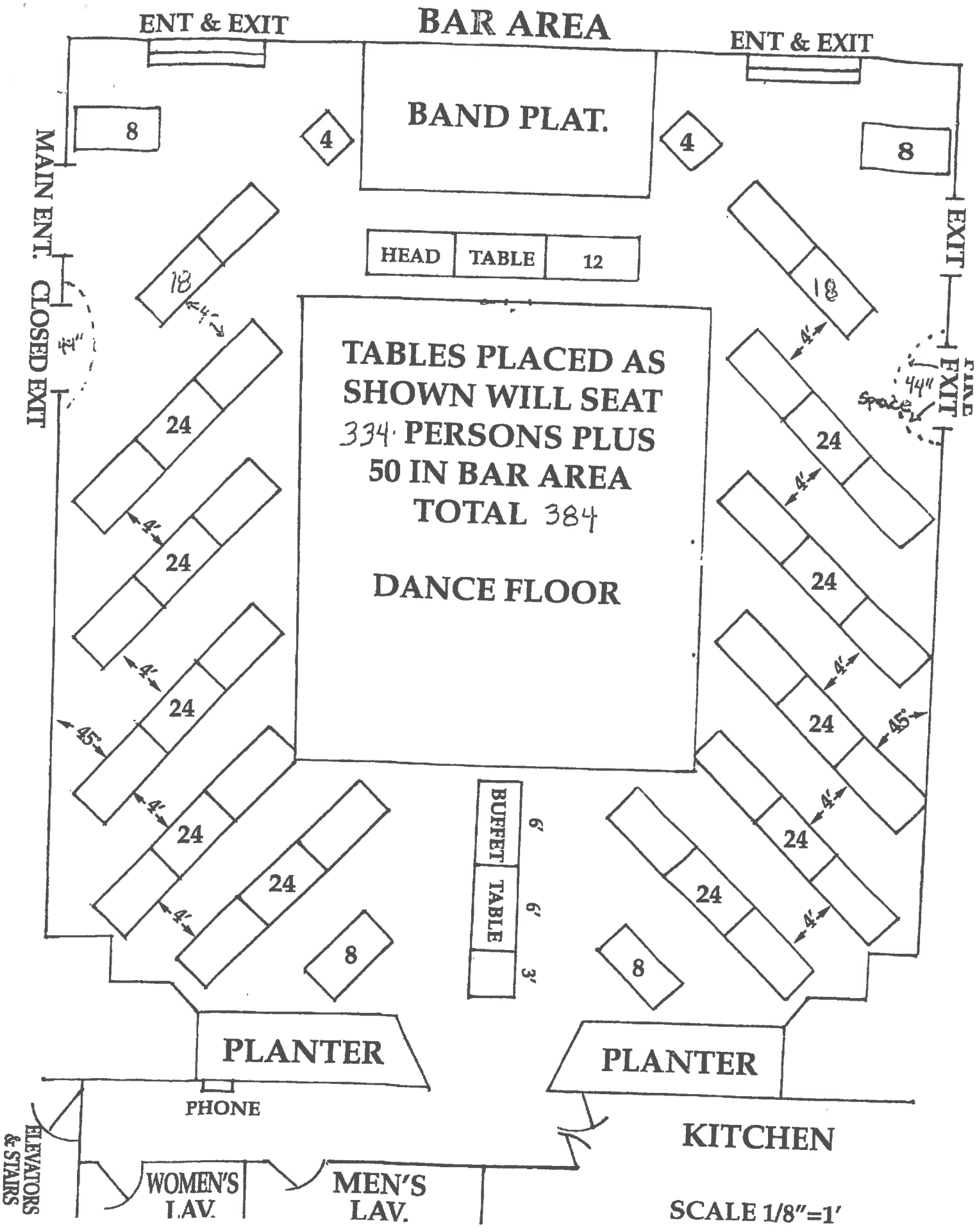
Erika Jimenez (415)524-3829
info@snapventos.com

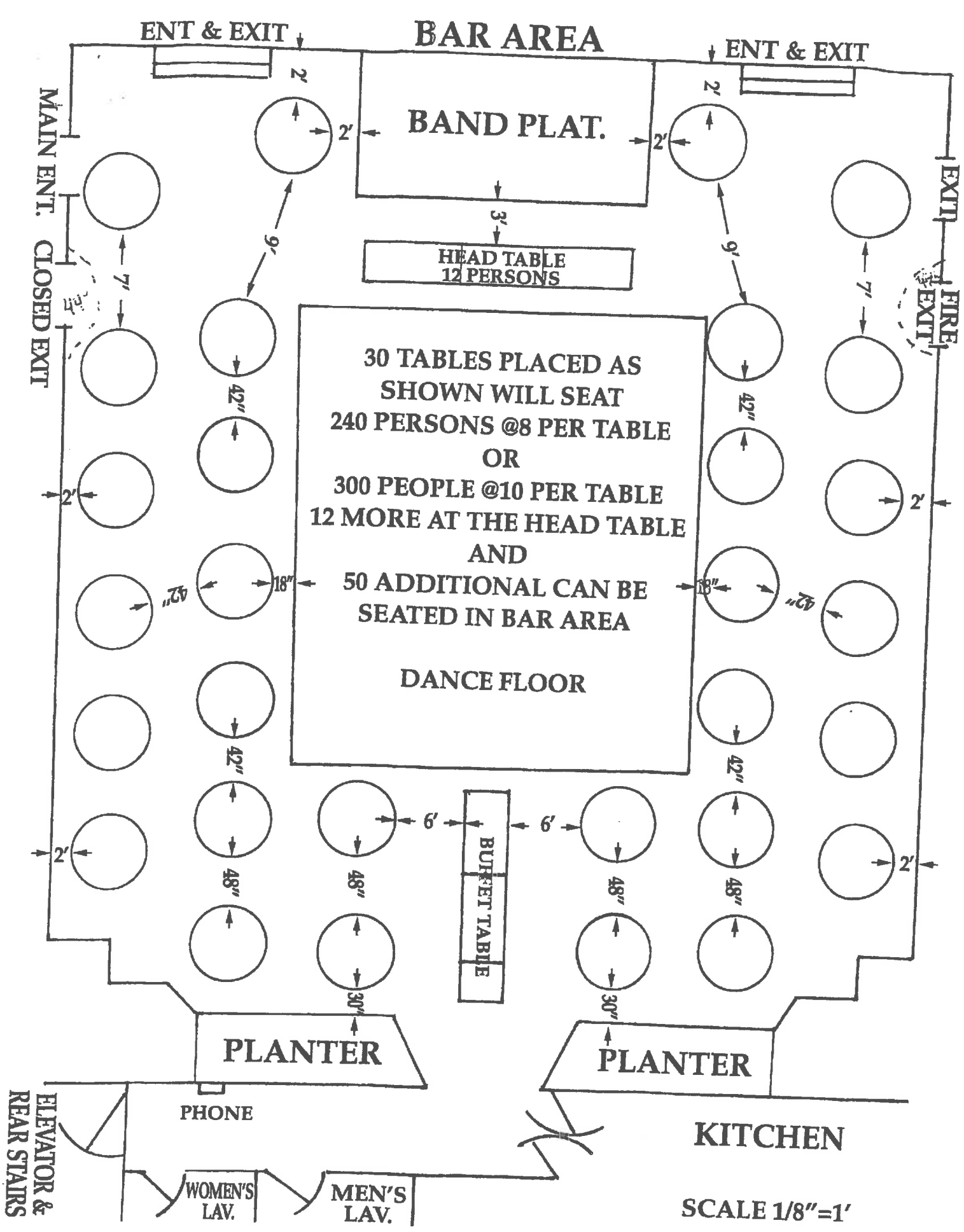
Catering:
Ulisess Catering Services
web site **Ulisess Catering - Catering Company, Continental Cuisine | San Francisco, CA www.ulisesscatering.com**

Contact (650)888-2315
ulisesscatering@gmail.com

As a courtesy to the neighbors and other businesses near the State Room, please do not play loud music until the start of the party. If possible, it is greatly appreciated.

Please sort your garbage into compost and recycling or you may be fined.


ENT & EXIT
BAR AREA
ENT & EXIT
BAND PLAT.
8
4
4
8
MAIN ENT.
CLOSED EXIT
EXIT
FIRE EXIT
HEAD TABLE 12
18
18
4'
44" space
TABLES PLACED AS SHOWN WILL SEAT 334 PERSONS PLUS 50 IN BAR AREA TOTAL 384
DANCE FLOOR
24
24
24
24
24
24
24
24
24
24
24
24
4'
45°
BUFFET
TABLE
6'
6'
3'
8
8
PLANTER
PLANTER
PHONE
KITCHEN
ELEVATORS & STAIRS
WOMEN'S LAV.
MEN'S LAV.
SCALE 1/8"=1'


ENT & EXIT
BAR AREA
ENT & EXIT
MAIN ENT.
CLOSED EXIT
BAND PLAT.
EXIT
FIRE EXIT
HEAD TABLE
12 PERSONS
30 TABLES PLACED AS
SHOWN WILL SEAT
240 PERSONS @8 PER TABLE
OR
300 PEOPLE @10 PER TABLE
12 MORE AT THE HEAD TABLE
AND
50 ADDITIONAL CAN BE
SEATED IN BAR AREA
DANCE FLOOR
BUFFET TABLE
PLANTER
PLANTER
PHONE
KITCHEN
ELEVATOR &
REAR STAIRS
WOMEN'S
LAV.
MEN'S
LAV.
SCALE 1/8"=1'











City of South San Francisco
Private Event Permit Guidelines

General Information Read Carefully

Private events are defined by the South San Francisco Municipal Code as, "any one-time activity, function, or event that occurs in rented or leased halls or other venues that are contained within the facility or private property and do not impact City departments beyond day-to-day operations (e.g. Birthday parties, Weddings, Baptisms, etc.)"

Application Submittal Deadline

The South San Francisco Municipal Code requires permit applications to be submitted no later than thirty (30) days prior to the actual date of your event (6.48.050 (a) SSFMC). However, it would be to your advantage to submit it sooner should there be additional requirements or for the purpose of canceling the event should your permit be denied. Holding an event without obtaining the proper permits may result in immediate closure of the event **(M.C. 6.48.070)**. *Applications may be submitted as early as one year before the event date*.

Application Must Be Complete

Prior to submitting the application to the South San Francisco Police Department, review it to ensure it is filled out completely. If any of the lines on the application are not completed with the information requested or marked "not applicable" when it does apply to your function or if false statements are made on the application, the application may be denied or revoked **(M.C. 6.48.160).**

Application Fee

All applications require a $100.00 processing fee payable to the South San Francisco Police Department. Application received thirty (30) days or less from the date of the event will be accessed an additional $45.00 late fee. Your willingness to pay a late fee does not guarantee that the City of South San Francisco will be able to process your permit application due to time or staffing constraints.



City of South San Francisco
Private Event Permit Guidelines

Security Considerations

Every event having an attendance of seventy-five (75) people or more shall hire a South San Francisco Police Officer or private security officer(s) approved by the Police Chief, to be present during the event, unless at the discretion of the Police Chief the hiring of a South San Francisco Police Officer or private security officer(s) is not necessary to preserve and protect the safety, welfare, and morals of those in attendance and the community. This discretionary waiver will take into consideration the on-site presence of the licensee's agent(s) during the event, and their ability to control behavior **(M.C. 6.48.100).**

Events that meet the following criteria will be required to hire South San Francisco Police Officers to provide security, at the rate of $116.00 per hour per officer, to preserve and protect the safety, welfare and morals of those in attendance and the community:

a) events intended to celebrate birthdays, graduations, presentations, promotions, etc. of minors (sixteen-years-old or younger) where alcoholic beverages will be served;

b) events which end after 12:00 a.m. where minors (under the age of eighteen-years-old) will be in attendance, alcoholic beverages will be served and/or live entertainment is being provided.

If the nature of the single event requires hiring of City police officers, the applicant shall deposit the necessary amount of funds with the South San Francisco Police Department. These funds MUST be received by the South San Francisco Police Department AT LEAST TEN (10) DAYS PRIOR TO THE EVENT. FAILURE TO DO SO COULD RESULT IN THE DENIAL OF A PERMIT.

Event Closure

Any activity, function or event within the City of South San Francisco being conducted without obtaining the necessary permits may be subject to being closed down **(M.C. 6.48.030)**. If during the function any of the provisions, which had been set forth at the time the application was approved, are not followed, the South San Francisco Police Department may at any time cancel the function and revoke the permit **(M.C. 6.48.160).**



City of South San Francisco
Private Event Permit Guidelines

Event Cancellation

If you cancel or reschedule the date of your proposed event you must notify the South San Francisco Police Department Community Relations Division in writing no less than 24 hours in advance of the set-up time for your event. If police officers were required to work your event and you fail to notify the Police Department within twenty four (24) hours prior to the time officers are scheduled to be there you will be billed for a minimum of two (2) hours per officer.

Final Permit

The final permit issued by the City of South San Francisco is valid only for the venue area(s) and event activities, including set-up and clean up. Event permits are non-transferrable. The applicant for which an event permit has been approved shall maintain in their possession during the event the event permit and any conditions, for inspection by the police and fire departments upon request.

If you have any questions regarding the application process and/or the conditions for obtaining a Private Event Permit with the City of South San Francisco, please contact the Office of Community Relations at 650-877-8922.

We wish you success with your event!

Sincerely,

South San Francisco Police Department
Office of Community Relations

South San Francisco Police Department

PRIVATE EVENT PERMIT APPLICATION

APPLICANT INFORMATION				
*Last Name		*First	M.I.	Date
*Home Address			Apartment/Unit #	
City		State	Zip Code	
Work Address			Building/Suite #	
City		State	Zip Code	
Day Ph:	Eve Ph:	*Cell Ph:	E-mail Address:	
*Date of Birth	Driver License #		Alternate Contact	

I have received a copy of the Special Event Permit Application and Conditions information form outlining the South San Francisco Municipal governing Dance Halls. I understand the requirements and hereby make application for the function described below.

Signature: Date:

EVENT INFORMATION				
*Location/Hall		*Type of Function		
*Date of Event	*Start Time	*End Time	Number Attending (Min)	*Number Attending (Max)
Minors under the age of 21 attending? Yes ☐ No ☐ If yes, how many?		Minors under the age of 18 attending? Yes ☐ No ☐		Type of Entertainment at event? Band ☐ DJ ☐ Other ☐
Will there be dancing? Yes ☐ No ☐	Will paid admission be required? If yes, how much? Yes ☐ No ☐ $____			Will the event be opened to the public? Yes ☐ No ☐
Will this event require an ABC License? Yes ☐ No ☐	Will Alcohol Be Served? Yes ☐ No ☐ Beer ☐ Wine ☐ Mixed Drinks ☐		How will this event be advertised?	

I certify that all the statements are true and correct and I authorize investigation into all statements contained herein. I agree and understand that misstatements of facts will constitute grounds for denial or revocation of any permit. **I understand that security may be required.** I agree to notify the South San Francisco Police Department of any changes or cancellations.

Signature_____ Print Name _____ Date_____

(SSFPD Use Only)

No Security ☐ _____ Private Security ☐ _____ Police Security ☐ _____ Other ☐

South San Francisco Police Department

PRIVATE EVENT PERMIT APPLICATION

Complete this page if this event is sponsored by a business venture, club, organization or corporation.

BUSINESS/CLUB/ORGANIZATION INFORMATION			
*Business/Organization Name		*Contact Person	
Address		Building/Suite #	
City	State		Zip Code
*Bus Ph:	Bus Fax:	Internet Home Page	Tax ID#

Does the group sponsoring the event have non-profit status in the State of California? Yes ☐ No ☐

Please check the following that apply:

Membership ☐ Corporation ☐ Partnership ☐ Fraternal ☐

Charitable ☐ Religious ☐ Benevolent ☐ Other ☐

PRESIDENT/OFFICERS INFORMATION			
*President/Officers Name		*Position (CEO, CFO, etc...)	
Home Address		Suite/Unit #	
City	State		Zip Code
Driver License #	Birth Date	Home Ph:	Email Address

Has anyone involved with this organization or business submitted any prior applications to the South San Francisco Police Department?

Yes ☐ No ☐

Has this organization or business ever been known by any other name?

Yes ☐ No ☐

Has this organization or business ever been denied a permit request in South San Francisco or any other City?

Yes ☐ No ☐

I certify that I have been duly authorized by the above entity to represent them in this matter. I attest that all statements made in this application are true and correct. **I/We agree to comply with all Municipal Codes of the City of South San Francisco and all requests of the South San Francisco Police Department.** *I understand that security requirements and other special conditions may be imposed by the Police Department at my/our expense.* I further understand that any false statements made in this application are grounds for denial or revocation of the Special Event Permit.

Signature_____ Print Name _____ Date_____.

Department of Alcoholic Beverage Control

State of California
Edmund G. Brown Jr., Governor

DAILY LICENSE APPLICATION/AUTHORIZATION - Non Transferable

Instructions: Complete all items. Submit to local ABC District Office with required fee (Cashier's Check or Money Order) payable to ABC. Once license is issued, fee cannot be refunded. For a listing of ABC District Offices please visit http://www.abc.ca.gov/distmap.html

Pursuant to the authority granted by the organization named below, the undersigned hereby applies for the license(s) described below.

LICENSE NUMBER	GEO CODE
RECEIPT NUMBER	
FEE	
$	

1. ORGANIZATION'S NAME	CONDITIONS REQUIRED	DIAGRAM REQUIRED
	☐ Yes ☐ No	☐ Yes ☐ No

2. LICENSE TYPE (Check appropriate license type AND organization type)

a. ☐ **Daily General ($25.00)** *(Includes beer, wine and distilled spirits)*

- ☐ Political Party/Affiliate Supporting Candidate for Public Office or Ballot Measure
- ☐ Organization Formed for Specific Charitable or Civic Purpose
- ☐ Other: _____
- ☐ Fraternal Organization in Existence Over Five Years with Regular Membership
- ☐ Religious Organization
- ☐ Vessel per Section 24045.10 B&P ($50.00)

b. ☐ **Special Daily Beer ($25.00)** ☐ **Special Daily Beer & Wine ($50.00)** ☐ **Special Daily Wine ($25.00)**

☐ Charitable ☐ Fraternal ☐ Social ☐ Political ☐ Other: _____
☐ Civic ☐ Religious ☐ Cultural ☐ Amateur Sports Organization

c. ☐ **Special Temporary License ($100.00)** *(Different privileges depending on statute)*

- ☐ Television Station per Section 24045.2 or 24045.9 B&P
- ☐ Nonprofit Corporation per Sections 24045.4 and 24045.6 B&P
- ☐ Person conducting Estate Wine Sale per Section 24045.8 B&P
- ☐ Women's Educational and Charitable Organization per Section 24045.3 B&P
- ☐ **Other Special Temporary Licenses, per Section** _____

License number _____ Amount $ _____

3. EVENT TYPE

☐ Dinner ☐ Dance ☐ Wedding ☐ Lunch ☐ Picnic ☐ Barbeque ☐ Social Gathering ☐ Festival
☐ Sports Event ☐ Concert ☐ Birthday ☐ Mixer ☐ Carnival ☐ Dinner Dance ☐ Other: _____

4. TOTAL # OF DAYS	5. ESTIMATED ATTENDANCE	6. HOURS OF ALCOHOLIC BEVERAGE SALES, SERVICE AND/OR CONSUMPTION
		From _____ To _____

7. EVENT DATE(S)	8. EVENT IS OPEN TO THE PUBLIC
	☐ Yes ☐ No

9. EVENT LOCATION (Give facility name, if any, street number and name, and city)

10. LOCATION IS WITHIN THE CITY LIMITS	11. TYPE OF ENTERTAINMENT	12. SECURITY GUARDS
☐ Yes ☐ No		☐ Yes ☐ No If yes, how many? _____

13. AUTHORIZED REPRESENTATIVE'S NAME	14. REPRESENTATIVE'S TELEPHONE NUMBER

15. REPRESENTATIVE'S ADDRESS

16. ORGANIZATION'S MAILING ADDRESS (If different from #15 above)

17. AUTHORIZED REPRESENTATIVE'S SIGNATURE	18. DATE SIGNED

PROPERTY OWNER APPROVAL BY (Name), REQUIRED	**PHONE NUMBER**	**PROPERTY OWNER SIGNATURE**	**DATE SIGNED**
LAW ENFORCEMENT APPROVAL BY (Name), IF APPLICABLE	**PHONE NUMBER**	**LAW ENFORCEMENT SIGNATURE**	**DATE SIGNED**
DISTRICT OFFICE APPROVAL BY (Name)		**ABC EMPLOYEE SIGNATURE**	**ISSUANCE DATE**

The above-named organization is hereby licensed, pursuant to the California Business and Professions Code Division 9 and California Code of Regulations, to engage in the temporary sale of alcoholic beverages for consumption at the above named location for the period authorized above.

This license may be revoked summarily by the Department if, in the opinion of the Department and/or the local law enforcement agency, it is necessary to protect the safety, welfare, health, peace and morals of the people of the State.