

INTERNATIONAL HOUSE



INTERNATIONAL HOUSE AT THE UNIVERSITY OF CALIFORNIA, BERKELEY HISTORIC RESIDENTIAL & CONFERENCE CENTER

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<http://ihouse.berkeley.edu>

Weddings Business Functions Special Events Accommodations

For almost 80 years, the International House has fostered intellectual respect and understanding through the promotion of a more tolerant and peaceful world. The House achieves its mission by providing students and scholars from the United States and around the world with an opportunity to live and learn together under the same roof. Its resources and activities are designed to stimulate diversity of thought and experience among residents, alumni, members of the campus, and the Bay Area community. International House is an independent, self-supporting, non-profit organization located on the University of California, Berkeley campus. This architecturally significant housing complex has been called home by students that have gone on to become prominent politicians, ambassadors, and Nobel Laureates.

And what a home it is! Built in 1930, the Spanish Mission Revival-style structure not only houses 600 students at a time, but has some exceptionally handsome spaces available for weddings, corporate functions and special events. Enclosed by stone walls softened by lacy palms, the brick-paved Clarence E. Heller Patio offers a peaceful, olive tree-shaded outdoor setting for ceremonies or informal receptions. For large banquets or awards ceremonies, the splendid Chevron Auditorium showcases the building's Spanish/Moorish influences. Multiple wrought-iron chandeliers hang from an ornately hand-painted ceiling, softly illuminating the hardwood floors below. Dark wood wainscoting, arched windows, and walls defined with Moorish arches and rust, beige and black banners are additional elements. A raised theatrical stage at one end provides ample room for musicians or a head table; the spacious hardwood floor can accommodate both diners and dancers. The stage is also equipped with a sound system, stage lighting and movie screen for performances or symposiums. The adjacent Slusser Room, with its intimate proportions, wood wainscoting and long, mahogany banquet table, make it eminently suitable for pre-party gatherings, rehearsal dinners, or company conferences.

For small gatherings, workshops or meetings, the Golub Home Room features antique furnishings, a grand piano, a large decorative fireplace, a Bay-and-Bridge view balcony, and a painted ceiling adapted from the Chapel in the Cathedral at Toledo, Spain. The Home Room reminds us of an inviting, elegant living room, just right for afternoon buffets or intimate, candlelit dinners. And should you desire a menu more exotic than the usual roast beef or chicken, the in-house catering department just happens to specialize in international cuisines--after all, it regularly satisfies the appetites of students so diverse that the International House has been dubbed "a mini-U.N." For a company event or personal celebration with a sophisticated multicultural flair, the International House provides just the right setting.

INTERNATIONAL HOUSE



POLICIES FOR THE USE OF INTERNATIONAL HOUSE FACILITIES

Full payment of the rental quote must be received along with a signed contract for confirmation of your reservation. This fee includes exclusive use of the designated areas in the building for the time specified: set-up times inclusive. We accept checks made payable to International House as well as Visa, Master Card, and American Express credit cards. Campus departments may use the Procurement Card (P-Card) for room rental payments.

International House disclaims all responsibility for any and all items left on premises by either the Lessee or guests/agents. This disclaimer applies especially to, but is not limited to, goods and equipment items, which must be removed from the premises immediately following the conclusion of the event. All rented items must be removed on the first working day following the event.

No alcohol is permitted at any non-resident student-sponsored event. All public, campus departments, non-student group or public events that include alcoholic beverage must end by 10:00PM. Beer and wine must be obtained through the International House Catering Department. No other alcoholic beverages are allowed. Unauthorized use of beer and wine in the Auditorium, Slusser, Homeroom, Sproul Rooms, Patio, or any room rented by the Events Department will result in an immediate termination of the event. No alcohol may be brought in or taken out of the event by the client or guests. This too will result in immediate termination of the event.

In the event of cancellation, such notice must be made in writing. If cancellation is made 30 days or more prior to the date of the event, the Lessee must remit 35% of the total quote, not including any discounts. If cancellation is made 29 days or less prior to the event date, the Lessee must remit 100% of the total quote.

The Policies and Procedures for Use of International House Facilities, copies of which are available from the Events Department, are hereby incorporated into and made part of this agreement.

Please note: The views of groups and/or individuals renting public rooms do not necessarily reflect the views supported by the Mission Statement of the International House.

It is the Lessee's responsibility to notify guests and service staff of these policies.

INTERNATIONAL HOUSE



FORMAL CEREMONY CAPACITY

Golub Home Room	60 seated
Clarence E. Heller Patio	180 seated
Chevron Auditorium	460 seated

ROOM ARRANGEMENT CAPACITY

Room	Lecture / Theater	Banquet	Classroom	Reception
Slusser Room	-	30	30	-
Ida or Robert Sproul	40	40	25	50
Ida & Robert Sproul	80	70	50	100
Golub Home Room	60	50	30	75
Great Hall –limited dates	200	150	-	300
Chevron Auditorium	460	240	150	480

FEES & DEPOSITS POLICY

One hundred percent of the room rental estimate is required to confirm your reservation. The balance is payable upon receipt of invoice after event. Audio Visual equipment is available at an additional charge.

AVAILABILITY

Year-round, daily, 8am-10:00pm, except December 20, 2008 -January 13, 2009 when the facility is closed.

SERVICES & AMENITIES

Accommodations: 2 guest rooms

Bride's & Groom's Dressing Area: yes

Catering: In-House Caterer Only

Cleanup: provided, with extra charge

Dance Floor: in Auditorium

Kitchen Facilities: None

Linens, Silverware, etc.: available with caterer

Meeting Equipment: see Rental Fees sheet

Outdoor Cooking Facilities: None

Outdoor Night Lighting: access only

Parking: on street, pay lots nearby

Restrooms: wheelchair accessible

Tables & Chairs: provided

Telephones: pay phones

View: of UC Campus and SF Bay from Homeroom

Other: grand pianos, A/V equipment, theatre lighting and sound, large stage in Auditorium

RESTRICTIONS

Alcohol: BWC provided, no BYO

Insurance: Read "Policies" sheet

Music: amplified OK indoors only

Smoking: not allowed

Wheelchair Access: all areas, except lower Heller Patio

SIGNS & MISCELLANEOUS ITEMS

Directional signs for your guests are routinely posted next to the visitor reception area. You are responsible for any additional signage. Please request easels in advance. In order to preserve the historic character of the building we do not allow signs to be taped to the doors or walls. **Absolutely no confetti permitted.**

CATERING

The International House Catering department provides a wide variety of foods for receptions, buffets, or seated meals. The full-service catering can provide linen tablecloths, skirting, napkins, floral centerpieces, color themes and other adornments. Alcoholic beverages are available. For planning purposes the Catering Department requires 10 working days advance notice. The Catering Coordinator, Greg Poullos, can be reached at (510) 642-8057. Outside catering is not permitted.

INTERNATIONAL HOUSE



TECH SUPPORT

Auditorium events that need any stage lighting or microphones require an International House technician to be present. Performance events require 2-4 technicians. Technicians are charged on an hourly basis, with an automatic 2-hour minimum for set-up and restore. Please see the Rental Fees page for current rates.

EVENT MONITOR

Some events may require an Event Monitor. Event Monitors are charged on an hourly basis. Please see the Rental Fees page for current rates.

PARKING

Due to construction, the I-House parking lot will be temporarily unavailable. For your convenience, there are a few parking lot structures in the area for you to use. The closest parking lot structures include: Boalt Law School Lot, Prospect Court Lot, Underhill Lot, Kroeber Lot, and Public Lots. The prices vary according to which parking lot you use. For additional parking information please call the Parking and Transportation Office on Campus at (510) 642-4283. Click here for a UC parking map: http://public-safety.berkeley.edu/documents/ParkingMap03-04_EastWest.pdf

Special Event parking arrangements may be requested through the Parking and Transportation Department on Campus at (510) 642-4283 or visit their website at <http://public-safety.berkeley.edu/p&t/>.

International House cannot assume the responsibility for parking violations incurred while visiting or renting I-House facilities. **The International House driveway is available for loading and unloading only.**

COMPUTER AND PHONE EQUIPMENT

High-speed T1 Ethernet connections and phone lines are available at additional charge. To guarantee service, they must be ordered at the time of room reservation. Laptops are also available at an additional charge.

Wireless Ethernet connection

Setup connection fee	\$ 90
Daily usage fee (weekly rate avail)	40

ADDITIONAL EQUIPMENT

SPECIAL CONFERENCE A/V PACKAGE: 1- mic'ed podium 1-laptop 1-LCD projector 1-projection screen 1-tv/vcr/dvd	\$ 250
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(A minimum tech support fee will be added @ \$43hr, min. 2hrs)

TV/VCR	\$ 30	Display chart pad	\$ 20
Podium with microphone	30	Display chart easel with whiteboard	10
Slide projector	30	Chalkboard	10
Overhead projector	30	Whiteboard	20
LCD Projector and Laptop combo (A minimum tech support fee will be added @ \$43hr, min. 2hrs)	150 250	← Half Day 20' x 20' Auditorium Projection Screen → ← Full Day	Inc. w/ aud.
LCD Projector (A minimum tech support fee will be added @ \$43hr, min. 2hrs)	100 150	Auditorium Only: Film Grade DLP Projector (from tech booth)	250 325
Laptop (A minimum tech support fee will be added @ \$42hr, min. 2hrs)	75 125	Small projection screen 8'x 8'	20

INTERNATIONAL HOUSE

**ROOM RENTAL PRICE LIST**

Prices effective July 1, 2009

Rental Room	Half Day	Full Day	Setup & Clean Up Fee	
Slusser	\$185	\$260	Lecture	\$90
Ida or Robert Sproul	\$185	\$260	Lecture or Theater	\$130
			Classroom or Banquet	\$130
Ida & Robert Sproul	\$290	\$420	Lecture or Theater	\$160
			Classroom or Banquet	\$160
Golub Home Room	\$385	\$460	Reception	\$140
			Lecture or Theater	\$140
			Classroom or Banquet	\$160
Clarence E. Heller Patio	\$525	N/A	Reception w/ tables	\$175
			Reception w/o tables	\$340
			Wedding Ceremony	\$450
Great Hall	\$525	N/A	Reception	\$340
			Lecture or Banquet	\$400
Chevron Auditorium (Mon-Thu)			Lecture or Theater	\$400
Student	\$550	\$675	Banquet or Classroom	\$400
UCB	\$590	\$725	Reception	\$290
Nonprofit	\$675	\$800		
Private	\$785	\$950		
Chevron Auditorium (Fri-Sun)			Lecture or Theater	\$400
Student	\$785	\$900	Banquet or Classroom	\$400
UCB	\$900	\$1,025	Reception	\$290
Nonprofit	\$950	\$1,100		
Private	\$1,075	\$1,250		
Room Combination: ADD			per room additional:	
Auditorium & Patio	\$420	n/a	Lecture or Theater	\$400
Auditorium & Great Hall	\$420	n/a	Banquet or Classroom	\$400
Aud., Patio, & Great Hall	\$800	n/a	Reception	\$320

† Half Day rental represents 4 hours or less.

†† All room rental fees include tables and chairs. Audio-visual rentals are available for additional charge.

Labor	Hourly Rate
Technician	\$43
Event Monitor	\$30
UCPD Security average rate	\$75 hr

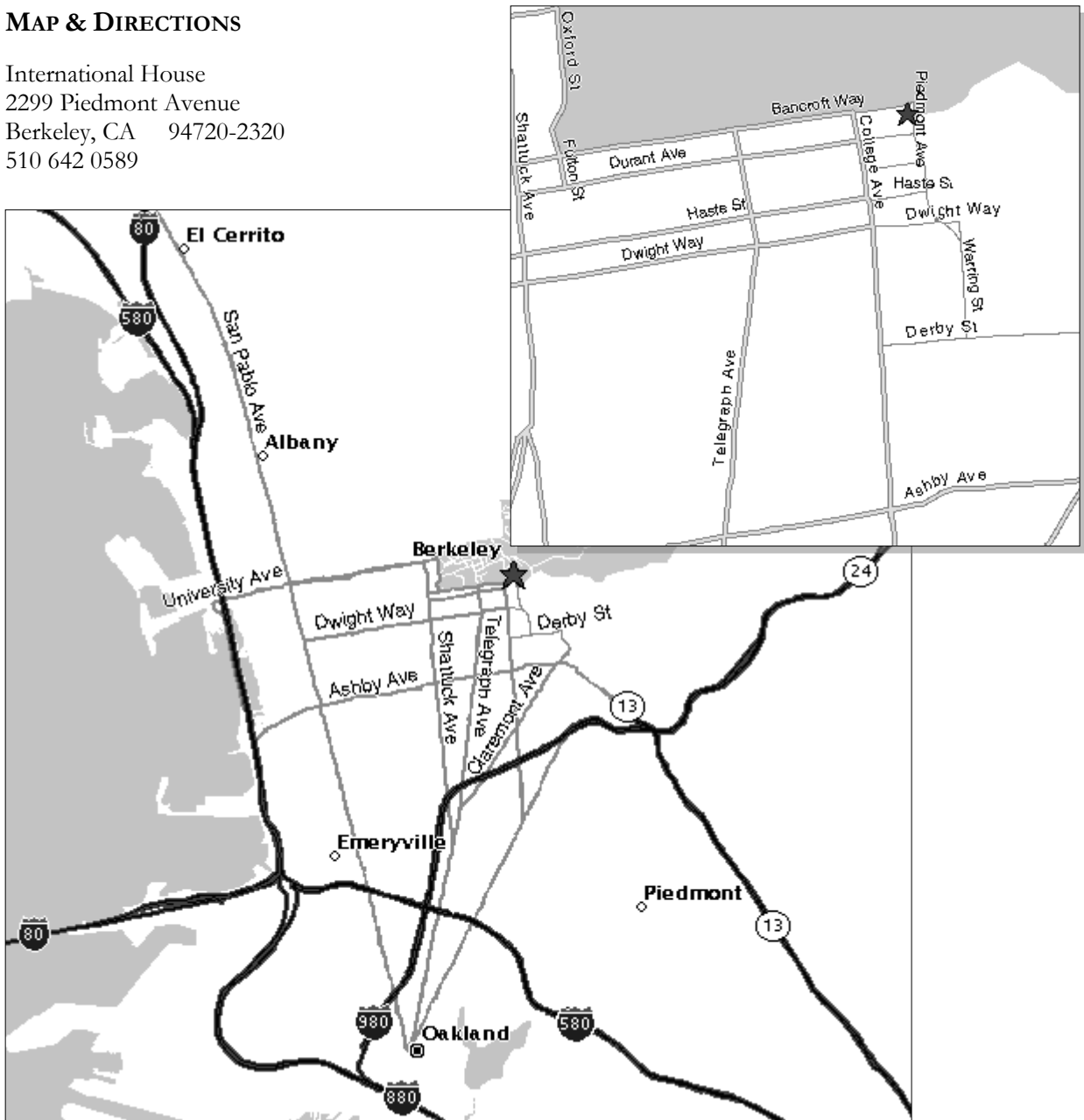
† Please see previous page for details regarding technicians, event monitors, and audio-visual rental rates.

INTERNATIONAL HOUSE



MAP & DIRECTIONS

International House
2299 Piedmont Avenue
Berkeley, CA 94720-2320
510 642 0589



From Highway 80

Exit on University Ave
Continue East on University Ave for
1.9 miles
Turn right onto Oxford St
Turn left onto Durant Ave
Turn left onto Piedmont Ave

From Highway 24

Exit on Highway 13 (to Ashby)
Turn right onto Claremont Ave
Stay in left lanes
Claremont Ave becomes
Belrose Ave
Turn left onto Derby St
Turn right onto Warring St
Warring St splits and becomes
Piedmont Ave

From Highway 880

Merge onto Highway 980 East
Exit onto Claremont Ave
Claremont Ave becomes
Belrose Ave
Turn left onto Derby St
Turn right onto Warring St
Warring St splits and becomes
Piedmont Ave