



20 Yerba Buena Lane | San Francisco CA 94103 At the foot of the Four Seasons Hotel | 415.744.5000 | [pressclubsf.com](http://pressclubsf.com)

### PRESS CLUB PRIVATE EVENTS

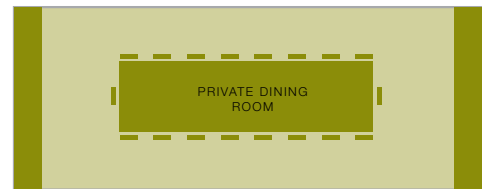
Thank you for considering Press Club to host your private event. The following are options for private dining space, along with our requirements and procedures on booking your event. Please inquire for more in-depth winery participation at your event. Note that all minimums quoted are exclusive of tax and service charges.

#### Private Dining Room

Can accommodate up to 18 guests for a sit down or 20 for a reception – a completely private experience.

58" plasma monitor is available for video use or presentations.

- Lunch/day use: food and beverage spend minimum
- Dinner Sat–Wed: spend minimum on wine
- Dinner Thurs–Fri: spend minimum on wine

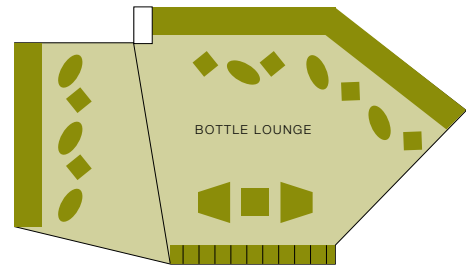


#### Bottle Lounge

Can accommodate up to 30 guests seated, for a semi-private lounge experience.

- Lunch/day use: food and beverage spend minimum
- Dinner Sat–Wed: spend minimum on wine
- Dinner Thurs–Fri: spend minimum on wine

*PDR + Bottle Lounge for pre-function, add additional amount for 1 hour Exclusive Use of both areas for 3 hours= Private Lounge fees + Private Dining Room fees*



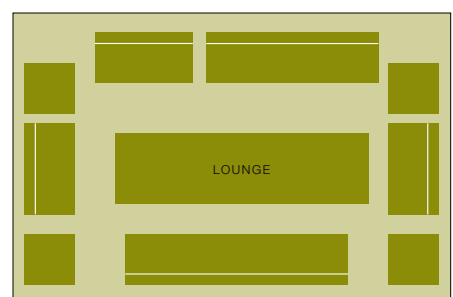
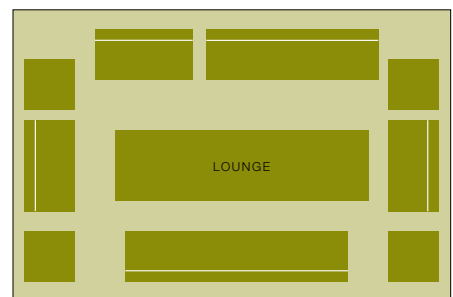
#### Lounge /Reserved Areas

Can accommodate 16 people in a seated semi-private setting in the lounge. 10 person minimum to reserve each area.

- Sat–Wed: per person spend minimum on wine or a wine minimum for each area.
- Thurs–Fri: per person spend minimum on wine or a wine minimum for each area.

*Minimums assume a 3-hour max use*

*Adding the 2 Lounge Areas above will add the additional minimum for each lounge.*



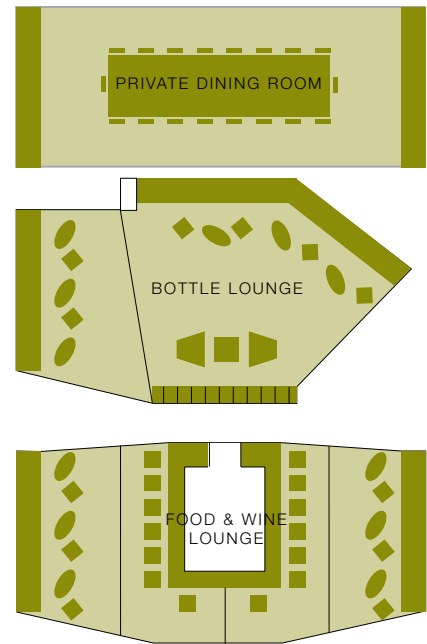
### Buyout of Food & Wine Lounge, Bottle Lounge, and Private Dining Room

For entire areas listed to accommodate up to 75 – 100 people in a semi-private setting for receptions, or 80 people for reception and 20 for sit down dinner.

- Sat-Wed: spend minimum on wine.
- Thurs-Fri: spend minimum on wine.

*Minimums assume a 3-hour max use*

*Adding the 2 Lounge Areas above will add the additional minimum for each lounge.*



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### Buyout of Full facility

For entire use of space, including wine halls, for a reception up to 300 people.

- Daytime, up to 2pm (not including Saturday, Sunday): spend minimum on wine
- Daytime, up to 2pm (for Saturday, Sunday): spend minimum on wine
- Sat-Wed evening (6 – 9pm): spend minimum on wine only
- Thurs-Fri evening (6 – 10pm): spend minimum on wine only
- For full facility buyout, wine purchases must utilize a selection from all partner wineries.
  - Spend minimums are exclusive of 15% service charge and applicable taxes.
  - Booking prices are subject to change and availability at the discretion of Press Club
  - Above prices do not include holidays, or month of December. See holiday pricing.
- Menus can be pre selected from a variety of published options, or customized with consultation from our catering specialist.
- Wine pairings can be recommended through our Wine Managers.
- Seminars, educational classes, and team building wine events are available.  
Prices vary to the size and type of event and venue.

**Payment** – A 25% deposit of expected total spend is required via credit card or company check with a signed contract in place to reserve your space and date. Final payment of all pending charges will be due at the conclusion of your event.

**Cancellation policy** – If cancellation is before two weeks of scheduled event, a refund minus the guaranteed minimum will be issued. If you cancel within two weeks prior to your event date, no refunds will be issued for the entire deposit.

**Service Charge & Tax** – Events are subject to a 15% service charge on all wine related expenses and 8.5% sales tax.

**Flowers** – Floral services are available through our catering specialist.

**Audio/visual** – Equipment may be made available for a charge with 7 day prior arrangements. Cancellations within 24 hours will be subject to full charges. Note restrictions may apply as to the placement and nature of all audio visual setup. Please consult with Press Club management.

**Valet/Parking** – Parking garages are within 2 blocks of Press Club: Jesse Square Garage, Mission and 5th Garage. Valet is available through Four Seasons Hotel Valet. Normal, Four Seasons Valet charges apply.

**Equipment rental** – Specialized linen, chairs, china, and other equipment are available to rent via our catering specialist. Restrictions may apply; consult with our catering specialist.