



The Queen Anne

HOTEL • SAN FRANCISCO



Wedding & Event Information

A Bit About The Fabulous Queen Anne Hotel...

The Queen Anne is an award winning boutique hotel in San Francisco with 48 elegant rooms and suites. Located at the corner of Sutter & Octavia, the building traces its origins back to 1890 when it was among the first major structures of the premier Pacific Heights district. To achieve its present ambiance, the Queen Anne has been lovingly restored from top to bottom and decorated with English & American antiques.

The detailed décor and selected art works reflect the historic origins of the building while providing for the ultimate in comfort, style, and serviceability. Whether you choose to have natural sunlight spilling in from a bay window, the coziness of a wood burning fireplace, or even our most simple accommodation, you will find yourself in a spacious room where the ambiance of the old is combined with modern amenities for a unique guest experience.

Where is the Queen Anne Hotel and what attractions are nearby?

The Queen Anne is located in Pacific Heights on a charming tree-lined street, just a few blocks from the popular Fillmore Street district with its unique restaurants, shops, & cafés. San Francisco's Japan Town is just two blocks away. The California Street Cable Car line is walkable in about 5 minutes for direct access to Nob Hill, China Town, Financial District, Embarcadero, & Ferry Building. (Connections may also be made to Union Square, Ghirardelli Square, Lombard Street, & Fisherman's Wharf). Otherwise Union Square is walkable in 15-20 minutes and some guests walk to the Wharf area in 30-45 minutes. Of course there is efficient MUNI BUS service to attractions running past 11:00pm or longer.

How Many Guests May We Invite?

Our wonderful meeting/function spaces can accommodate 80 people for a seated event and up to 150 for standing events. There are 5 unique and fully decorated areas that we use for all different types of gatherings. Please refer to the MEETINGS page on our website for additional details and descriptions.

May We Have Our Ceremony & Reception At The Hotel?

Yes! Our PARLOR is a beautiful setting for ceremonies and our SALON is perfect for receptions. A grand staircase enables the bride to make a picture perfect entry into the PARLOR where old English antiques combine with the ambiance of two fireplaces, chandeliers, and baby grand piano to make each ceremony magical. Afterwards, invite all your guests to join you in the SALON for a marvelous reception. Tables and chairs are included in the rental, up to 80 people. Weather permitting, we can open up our COURTYARD for use as the bar/beverage area.

May We Have Dancing At The Hotel?

Certainly... The best area for dancing is in the SALON. A dance floor is required to protect our floor if dancing is desired in the Salon. Due to noise and furnishings, dancing is not an option in the PARLOR or LIBRARY. Dance Floor space is approximately 12'x15' or larger. Sometimes an extra large dance floor covers 1/3rd of the space and the catering takes a few tables away after dinner for more dance capacity. For more guidance or to order a dance floor, please consult the caterer.

How About Live Music?

A DJ or Live Music is allowed until 10pm. From 10pm to 11pm the music must be soft. Music is not allowed after 11pm. We appreciate your consideration of other guests in the hotel not attending your event. Please see last page for musician and DJ referrals.

How About Parking?

The Queen Anne guarantees one over-night parking space rental (\$22.00 per night) per room for our over-night guests. Free street parking may be available in our area and, if you are lucky to find it, the 2 hour time limit is not enforced on weekends. JapanTown Parking Garage is the next best option. Please mind all signage whenever you street park in San Francisco. Do not leave anything valuable in your vehicle during your visit to the City. Please see last page for valet service referral.

How Long May We Use The Space?

The Queen Anne wishes not to rush anyone in or out, so we cater only one event per day. This policy allows you to have the Hotel's public space from 11:00am to 11:00pm, thus allowing catering, dj, florist, etc... ample set-up time.

Are Any Hotel Guests Going To Have Access To The Reception?

No. We will direct our other hotel guests around your event space via our elevator. If your event includes the PARLOR we will place signage in our lobby and atop our grand staircase noting there is a "Private Event In Progress".

Are Special Rates Available If I Have Guests Staying At The Queen Anne?

In most cases, YES. If sleeping rooms are needed, please inquiry with our Sales Department about a "Special Rate Offer" of available discount rates for you and your guests. (Some holidays & special event dates may be excluded).

Do We Get A Changing Room At The Hotel?

No. Due to limited space we are unable to offer a changing room. We can waive a potential two night minimum stay restriction and apply a discount if you would like to reserve a standard (Victorian) room for this purpose.

What Caterer May We Use?

All functions at the Hotel are catered by a Queen Anne Hotel preferred caterer. They will custom design your menu to fit your budget and individual taste. The use of an outside caterer is permitted only if all of the following conditions are met at least one week prior to the event: (1) an additional insured certificate naming the "Queen Anne Hotel and all related staff, officers, and agents" is provided, (2) a current San Francisco City & County Health Department catering license is provided, (3) a \$800.00 cash or money order damage deposit – refundable by mail after a satisfactory departure site inspection is performed, (4) a \$2,000.00 non-refundable buy-out fee is paid to the hotel with 50% at the time of booking and 50% paid one month in advance of the event.

What If We Need A Special Menu?

Ethnic cuisine and special dietary needs are not a problem for our caterer but in some specialty foods, like kosher, might require the use of another caterer. In this situation, the \$2,000.00 outside catering charge would be waived. Other conditions must be met as detailed in the previous paragraph.

Do We Need A Wedding Consultant?

It depends on the number of guests you invite and how many aspects of your wedding the caterer will arrange. If your budget allows it, and you have a big event, we recommend it.

What Are The Rental Fees For The Public Spaces?

The full ground floor event space on weekends ranges in price between \$1,500. & \$2,000. plus tax. If you do not require the entire space, our Salon, Library, Boardroom, or Courtyard may be rented individually. All rates include table & chair usage (up to 80 people) and use of fireplaces and outdoor heaters. You and your vendors will have exclusive use of the spaces you rent from until 11:00pm. Midweek discounts may apply depending on how far in advance you book and the timing of when your event is going to be held.

What Other Expenses May We Expect?

Other costs may include catering, (food, beverage & service), gratuity, linen rental, china, glass, silverware. Additional costs may also include, flowers, music, photographer, and dance floor.

What Do The Public Spaces Look Like?

PARLOR: A beauty to behold! The Parlor is chock full of antiques in sumptuous fabrics of burgundy and brocade, and dark natural wood exude Victorian charm. However, to accommodate your needs, a few pieces can be removed at no extra charge. The grandeur of the columns, the staircase and the fireplaces, provide an exquisite setting for cocktail parties, and if you desire, your wedding ceremony.

SALON: The Queen Anne's dining room is ideal for groups of up to 80 people. It can be lit by natural sunlight or blackened out completely. This room is wallpapered in gold and burgundy and heavy Victorian drapes dress the windows. Mirrors, a decorative fireplace, and fabulous custom made medallions with chandeliers give a unique ambiance to sit down dinners, buffets and cocktail receptions. Two sets of doors provide access to the Courtyard.

COURTYARD: An idea area, weather permitting, for your bar services at your special event.

LIBRARY: Through elegant French doors, the Parlor connects to another magnificent space, the Library. A flickering fireplace invites you, through an archway, into this comfortable room. Period antiques, oil paintings, and historic books complete the ambiance of this cozy setting. Intimate dinners and fireside chats have been among the best uses of this space.

BOARDROOM: A very elegant and private meeting room that has been used for everything from legal depositions to product launchings. It features a large boardroom table and 8 large chairs. It is possible to expand the meeting capacity to 16 with the use of smaller chairs and a table extension. During weddings, the caterer uses this area as a staging area to provide the most efficient service for you and your guests.

PUBLIC DIMENSIONS AND APPROXIMATE CAPACITY (10 Foot Ceilings In All Rooms).

Room	Banquet	Reception	Approximate Size	Notes
Parlor	N/A	150	960 Sq. Feet	
Salon	80	104	935 Sq. Feet	
Library	10	25	288 Sq. Feet	
Boardroom	12-16	N/A	250 Sq. Feet	

Handicapped Accessibility?

Yes. The ground floor area is entirely without steps or barriers to any/all event spaces. There is an elevator to all floors. Several guestrooms are fully handicapped accessible. Please advise the hotel in advance about guests with special needs.

Have You A Honeymoon Suite and/or Other Rooms That Could Work As Such?

ROOM 210: Yes, we've named it "The Garden Suite" for its garden theme. It's a very one-of-a-kind room with a four poster king bed, English and American antiques, unique décor, and two wood burning fireplaces. The walls are papered in a Victorian print, the bay windows draped in rich fabric and the ceiling towers at 12 feet. Rate range = \$250.00 to \$389.00, depending on time of year.

Room 310: (Senator Fair's Suite). An exceedingly warm and cheery jr. suite with canopy king bed and wood burning fireplace. A bright bay window and sitting area make this a lovely choice for the newlywed couple. Rate range = \$225.00 to \$375.00, depending on time of year.

ROOM 410: ("Miss Mary Lake's Suite). Uniquely spacious and ornately furnished in the 18th century French style, this junior suite is romantically decadent. A grand Louis XVI King bed is fit for any royal couple. A charming sitting area is tucked into the bay window alcove. And the throne room is wonderful in its size and amenities. The rate range = \$200.00 to \$350.00, depending on time of year.

Why Have My Event At The Queen Anne And Not Somewhere Else?

*** Spectacular furnished areas, romantic ambiance.

*** Only one event per day. Unlike other properties, we will not rush you in or out.

*** From beginning to end, and from top to bottom, you are our very special guest.

*** Affordable elegance, great value.

*** Picture perfect. No additional decorating necessary. (Unless you wish to add flowers, etc...).

*** Great food. We only work with the best catering company in the city, carefully selected based on service, food quality, and value. All services are reasonably priced and custom designed to fit your taste and budget.

*** Several nearby parking options.

*** The safety and convenience of housing out-of-town guests at the reception location.

*** Because the fabulous Queen Anne is the quintessential essence of San Francisco.

What About The Booking Process?

We can hold the reception space for two weeks without any deposit. In order to keep holding the space we need a signed contract by the end of the two week "hold period" with fifty percent of the total rental fee. The balance is due no later than one month before your event.

Feel free to see the property at your convenience but please call in advance if you would like to meet with someone to discuss your wedding event. We are here to take care of you and to help make your event the wonderfully memorable event you desire.

All The Information Here Is Current As Of When?

July 2014

Time Line: As An Aid In Planning Your Wedding Event...

12 Months Out:

Call: Hotel for a site inspection, Caterer for proposal. Buy wedding rings. Order engraving.

6-12 Months Out:

Order wedding gown. Reserve limo transportation. Decide budget. Arrange guest rooms. Choose what type of wedding; formal or informal. Compile bride & grooms invitation list. Choose attendants. Select veil and accessories. Select attendant's gown. Select men's formal wear. Plan reception. Order cake. Select Photographer and/or videographer. Select menu & service. Select music for ceremony & reception. Select florist. Select bridal registry. Discuss honeymoon. Order invitations, personal stationery, & wedding programs.

4 Months Out:

Address and send out wedding invitations (esp. if friends and family must make long distance travel plans, otherwise, send at the "1 Month Out" marker. Reserve rehearsal dinner location. (The Queen Anne Hotel is an option)! Make parking arrangements for guests attending your special event. Shop for trousseau. Set an appointment for a complete physical exam, blood test, etc... Finalize honeymoon plans.

2 Months Out:

Select attendant's gifts. Check local newspaper wedding announcement deadline. Set a date with your fiancé to get your marriage license. Reserve rental items for ceremony & reception.

1 Month Out:

Send out wedding invitations if all guests are local. Send balance of payment for rental of the event spaces. Arrange for final fittings on your gown. Remind bridesmaids of final gown fittings. Test new hairstyles you are considering. Buy groom's wedding gift. Check on hotel rooming list of your guests. Arrange for a formal wedding portrait. Make reservations for bridesmaid's luncheon. Confirm honeymoon suite reservation.

2 Weeks Out:

Record wedding gifts as you receive them and write thank you notes promptly. Double check attire and accessories for all members of the wedding party. Confirm time and date of wedding rehearsal with members of the wedding party. Review reception seating plans. (Prepare place cards - if desired in your plans). Schedule hairdresser and manicurist. Arrange for name and address change on bank accounts, credit cards, driver's license, social security, and utilities as needed. Complete trousseau shopping. Arrange for a professional to preserve and heirloom your gown for after you've returned from honeymoon.

Who Are The Queen Anne's Favorite Vendors?

Catering & Coordination = Premier Catering * laura@premiercatering.com * 415-486-4710

Formal Wear = Selix * www.selix.com * 415-362-1133

Floral Design & Decoration = A New Leaf Florist * sales@anewleaffloristandplants.com 415-771-1066

Photography = Michael Mustacchi * mm@mustacchi.com * 415-285-5252

DJ = The Fuse * Daniel Del Rosario * the.fuse@comcast.net * 510-384-5806

Live Band = Magnolia Jazz Band * www.magnoliajazz.com * 408-245-9120

Harpist = Robin Chudy * robinchudy@sbcglobal.net * 415-672-7009

Pianist = Socorro De Castro * 415-923-9059

Cake = Beaux Gateaux * www.beauxgateaux.com * 415-831-2682

Limousine Transportation * www.protocoltransportation.com * 415-923-0934

Airport Shuttle = Please book discounted rate on www.queenanne.com SERVICES & FEATURES page.