



The Queen Anne Hotel

1590 Sutter Street @ Octavia
San Francisco, California 94109
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Reservations (800) 227-3970
Web site: <http://www.queenanne.com>

PLEASE NOTE - *(May 2008)*
*While we try to keep details included in this guide up to date -
things do change. Please contact us for the latest information.*

The Queen Anne Hotel - San Francisco

Wedding & Event Information

A Bit About the Queen Anne Hotel

The Queen Anne Hotel is an award-winning luxury guest house in San Francisco with forty-eight rooms and suites. Located at the corner of Sutter and Octavia Streets, the building traces its origins to 1890, when it was among the first major structures in the historic Western Addition. Today, residing in the premier Pacific Heights district, the Queen Anne has undergone a series of renovations to achieve its present ambiance.

The detailed decor 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 light spilling in from a bay window, the coziness of a wood-burning fireplace, or even our most simple accommodation, you will find yourself in an oversized room where the ambiance of the old is combined with modern amenities for a unique guest experience.

Where is the Queen Anne Hotel?

The Queen Anne is located in lower Pacific Heights on a charming tree-lined street. Just a few blocks from Fillmore Street, a popular area with wonderful restaurants and coffee shops and two blocks away from San Francisco's Japan Town. The California Street cable car line is only a few minutes away and by car or taxi you can reach either downtown San Francisco, or The Fisherman's Wharf in five to ten minutes.

How many guests may we invite?

Our meeting/function space accommodates 70 people with a sit-down meal and a dance floor, 80 people with a sit-down meal and no dance floor and about 150 people with a buffet/reception style setup and a dance floor. Refer to the room descriptions page for more accurate numbers and room dimensions.

May we have our ceremony and reception at the hotel?

It really depends on the number of guests you invite. If you have up to 80 guests, The Parlor is a wonderful setting for a ceremony. A grand staircase enables the bride to make a picture perfect entry into The Parlor, and the old English antiques combined with the ambiance of the two fireplaces make each

ceremony magical. The furniture in the Parlor can be moved upon request.

May we have dancing at the hotel?

Certainly! The best area for dancing is the breakfast area or Salon. Due to noise and furnishings, dancing is not an option in the Parlor or library areas. Dance floor space is approximately 12'x15". We are happy to speak to you about what you have in mind. Or for more guidance, consult Premier Catering and Events 1 (415) 986 4710.

How about live music?

A D.J. or live music is allowed until 10:00 PM. From 10:00 PM until 11:00 PM the music must be soft. No music is allowed after 11:00 PM. We appreciate your consideration of other guests in the hotel not attending your event.

How about parking?

Parking facilities at the Queen Anne are limited. You must make arrangements in writing to use it. We would recommend valet service. Valet service is provided by Soiree Valet and you may contact them directly at 1(800) 660-1906. Another less expensive option for parking would be the Sutter

Place Garage. The address is 1355-1375 Sutter Street at Van Ness; 1(415) 474-0152. Call them for current rates and hours of operation. If you decide to use this garage - don't forget to let your guests know where to find it in advance.

How long may we use the space?

We do not want 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 11:00 AM - 11:00 PM, thus allowing your florist and caterer ample setup time.

Are any hotel guests going to have access to the reception?

No, the hotel's public space is yours for the day. All entrances will be blocked with the signs "Private Reception - Do not enter."

Do I get special rates if I have guests staying at the hotel?

If sleeping rooms are needed, we can discuss a special rate based on the number and availability of rooms. Furnished in lovely antiques and appointments, each sleeping room has cable TV and its own bathroom, complete with an extra phone, blow dryer and luxury

amenities. Every overnight stay at the Queen Anne includes complimentary continental breakfast, newspaper, week day morning chauffeur service to the downtown area, tea and sherry each afternoon in our fabulous Parlor, and twenty-four hour concierge service. Guests also receive preferred rates for valet laundry service, nearby workout facilities (with swimming pool, sauna and tennis courts), across the street parking lot and meeting facilities. Please call to arrange for a site inspection.

Do we get a changing room at the hotel?

If you are not renting one of our honeymoon suites and packages which are discounted for guests booking weddings at The Queen Anne, you may rent a sleeping room at a discounted rate. Special suites description and rates are available. Please call the hotel for information on our current honeymoon packages.

May we serve red wine?

Yes.

What caterer may we use ?

All functions at the hotel are catered by our exclusive caterer - Premier Catering. They will custom design your menu to fit your budget and individual taste. You may contact Premier Catering & Events on: 1 (415) 986 4710 or visit their web site at: www.premiercatering.com

The use of an outside caterer is permitted only if all of the following conditions are met at least 5 days prior to the event: (1) an additional insured certificate naming the "Queen Anne Hotel and all related staff, officers and agents", (2). a current San Francisco City and County Health Department Catering license and (3). a \$750 cash or money order damage deposit - refundable by mail after a satisfactory departure site inspection is performed. Additionally, a nonrefundable buy-out fee of \$2000 must be paid to the hotel with 50% at time of booking and the remainder no later than 5 days prior to your event.

What if we need a special menu?

Ethnic cuisine and special dietary needs are not a problem for our caterer, but some specialty foods like kosher, might require the use of another caterer. In this situation, the \$2500.00 outside catering charge would be waived. Other conditions must be met as detailed in the earlier paragraph.

May we bring our own liquor?

We encourage you to speak to our caterer for assistance in making the best plans for your event. Considering their volume, caterers often are better value and offer you piece of mind as they provide bartenders.

Do we need a wedding consultant?

It depends on the number of guests you invite and how many aspects of your wedding your 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?

For weekend weddings the cost to rent the public areas of the hotel is \$1500.00. The public areas include The Parlor, The Salon, The Library and The Boardroom. If you do not require the entire space, The Salon, The Library, The Boardroom and the courtyard may be rented individually, but not in combination. All rates include table and chair rental, firewood for the fireplaces and the use of outdoor heaters. You will have exclusive use of the spaces you rent from 11:00 AM until 11:00 PM.

Midweek events may be discounted depending on how far in advance you book, the timing and the day and month your event is going to be held.

What other expenses may we expect?

No other costs are related to the hotel, however, other costs may include catering (food and drink), the service staff, gratuity, rental of linen, china, glass and silverware. Additional costs may include music, flowers, photographer and dance floor.

What do the Public Spaces look like?

The Parlor: The Parlor is beautiful! Antiques in sumptuous fabrics of burgundy hues and dark natural wood exude Victorian charm. However, to accommodate your needs, the antiques can be partially or wholly removed at no extra charge. The grandeur of the columns, the staircase and the fireplace provide an exquisite setting for cocktail parties and receptions, and, if you desire, your wedding ceremony.

The Salon: The Salon is The Queen Anne's dining room and it is the ideal room for groups of up to 80 people. It can be lit by natural sunlight or blacked out. The Salon is wallpapered in gold and burgundy and heavy Victorian drapes dress the windows. Mirrors, chandeliers and a fireplace give a unique ambiance to sit down dinners, buffets and cocktail receptions. Two sets of doors provide access to The Courtyard. This newly renovated space has a

glass ceiling and outdoor heaters to provide weather protection for all seasons. A gazebo and a water fountain add beauty and ambiance to this charming outdoor area. The Courtyard is a perfect space for small cocktail receptions.

The Library: Through elegant French doors, The Parlor connects to another magnificent space, The Library. A wood-burning fireplace is the centerpiece of this comfortable room. Period antiques, a 150 year old bar, and oil paintings complete the ambiance of this cozy setting.

The Boardroom: The Boardroom has two entries into The Salon and it works wells as a buffet or desert station. If you do not wish to use this space as part of your reception area, it can also provide storage for personal items such as presents, coats and wraps.

Public Space Dimensions and Approximate Capacity (All rooms have 10 foot ceilings):

<i>Room</i>	<i>Banquet</i>	<i>Reception</i>	<i>Approximate Size</i>
Salon	80	104	30'x47'/20'x15', 935 Sq.Ft.
Boardroom	12		10'x25', 250 Sq. Ft.
Library	10	25	12'x24', 288 Sq. Ft.
Parlour	N/A	150	24'x40', 960 Sq. Ft.

(The Parlor is Best Used for the Ceremony. It may accommodate up to 150 people standing)

Visit our web site www.queenanne.com for more details, diagrams and photos.

Are you handicapped accessible?

Yes, and we also have wheelchair accessible rooms. Please advise the hotel in advance about guests with special needs.

How about a Honeymoon Suite?

A discount may apply for one of the following newly renovated suites or rooms if you rent the Queen Anne public spaces for your wedding reception. Please inquire for more details...

The Garden Suite: Dreamy and romantic, this junior suite is easily one of the most unusual hotel rooms in San Francisco. Two fireplaces, one in each corner of the room, set the intimate tone, while a canopied bed further ensconces the newlywed couple. The walls are papered in Victorian print, the bay window draped in sumptuous fabric and the ceiling towers at twelve feet. Furnished in authentic English and American antiques, this room has the theme of an

English garden. Cherry blossoms, curly willows, 6 foot weeping willow tree and a water fountain will make this night a most memorable one. Rack rate for the room \$250.00.

Ms. Mary Lake's Suite: Uniquely spacious and ornately furnished in the 18 th century French style, this junior suite is romantically decadent. A charming sitting area is tucked into the bay window alcove, the grand king-size bed dominates the room and, as always, chilled champagne awaits you. Rack Rate for the room: \$205.00

Senator Fair's Suite: A warm and comfortable junior suite, whose elegance makes it one more lovely choice for the newlywed couple. The bay window sitting area, the warmth of the wood-burning fireplace and the king size bed present a cozy invitation. Rack rate for the room: \$205.00

Why have my event at the Queen Anne and not somewhere else?

- Spectacular furnished areas, romantic ambiance.
- Only one event a day. Unlike other properties -- we will not rush you in or out.
- No corkage fee. We encourage you to save money and bring your own wine and/or liquor, as opposed to holding you to the mandatory

"in house" liquor services common with other properties.

- Affordable elegance, great value. Rental includes tables and chairs, the reception area, the dining area and a great outdoor area. Because the space is already finely decorated in Victorian antiques, wallpaper, drapes and candelabras, there is less floral and other decor expenses.
- The service for which the Queen Anne is known.
- From beginning to end and from top to bottom, you are our very special guest.
- 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 convenience of housing out of town guests at the reception location.
- Discounts in sleeping rooms, honeymoon suites and honeymoon packages.

What about the booking process?

We can hold the reception space for two weeks with out 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 then 30 days before your event.

Since we suggest that you work with the same person throughout your wedding event, we encourage you to work closely with our Queen Anne / Premier Catering representative. We can help you with all aspects of your event at the Queen Anne; from advance planning, onsite coordination of food, drink, and song... We are here to take care of you and to help make your event the wonderfully memorable event you desire.

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. You may visit our web site at <http://www.queenanne.com> or contact the Queen Anne for more information, to check availability, visit the property and to make a reservation.

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Notes:

Who would you recommend as a supplier for our wedding needs?

While we suggest Premier Catering coordinate all the suppliers for your event at the Queen Anne -- The following list of vendors have worked with previous clients and have done an outstanding job...

Catering and Coordination

Premier Catering & Events (415) 986-4710

Photography

Judith Pietromartire (415) 331-5726

Michael Mustacchi (415) 285-5252

Floral Design-Decoration

A New Leaf Florist - Gabriel (415) 771-1066

Accent on Flowers - Glen (415) 824-3233

Music

Peter Rudolfi (415) 550-1872

Bella Cosi String Quartet (800) 477-7449

Calligraphy

Adrienne Keats (415) 759-5678

Valet Parking

Soiree Valet (800) 660-1906

Formal Wear

Bridal Galleria (415) 246-6160

Selix (800) 558-1140

Interfaith Ministry

Pastor Robert Stewart (415) 751-1140

Pastor Jeff Johnson (415) 751-8180

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Notes:

As an Aid in Planning Your Wedding Event...

We have included the following time line style checklist.

Source: Premier Bride.

Twelve Months or More Prior:

- Call the Queen Anne for a site inspection and finalize a day for your event
- Call Premier Catering and ask for a proposal.
- Buy wedding rings. Order engraving.

Six to Twelve Months Prior:

- Order wedding gown
- Reserve limousine transportation
- Decide budget
- Reserve guest rooms
- Choose what type of wedding: formal or informal
- Compile bride and groom's invitation list:
_____ # for Bride _____ # for Groom
- Choose attendants
- Select veil & accessories
- Select attendants' gowns

- Select mens' formal wear Vendor & Phone:
- Plan details of reception
- Select photographer Photographer & Phone:
- Select videographer Photographer & Phone:
- Select menu and service Catering Contact & Phone:
- Select florist Florist & Phone:
- Select bridal registry Vendor & Phone:
- Select music for wedding ceremony Musician & Phone:
- Select music for reception Musician & Phone:
- Discuss honeymoon plans
- Order wedding cake Baker & Phone:

Four Months Prior:

- Make reservations for rehearsal dinner. Call the Queen Anne to find out if you may hold it there.
- Make parking arrangements for guests attending the ceremony and reception.
- Order invitations, personal stationery and wedding programs. (Don't forget to include the parking arrangements you made while guests are attending the ceremony and reception).
- Shop for trousseau.
- If applicable, Find a new place to live.
- If applicable, Shop for home furnishings.
- Set an appointment for a complete physical

exam.

- Update your immunizations.
- Set appointment for blood test, etc. Check with the Health Department.
- Finalize honeymoon plans

Two Months Prior:

- Address wedding invitations
- Select attendants' gifts
- Check local newspaper wedding announcement deadline
- Set a date with your fiancé to get your marriage license.
- Reserve rental items for ceremony and reception
- Send balance of payment for the rental of the reception areas.

One Month Prior:

- Mail invitations.
- Arrange for final fittings on your gown.
- Remind bridesmaids of final gown fittings.
Date: _____ Time: _____
- Test new hairstyles you're considering
- Buy groom's wedding gift
- Arrange rooming list for out-of-town guests if paying for guests attending. Otherwise rooms

held for individual reservations will be released.

- Formal wedding portrait...
Date: _____ Time: _____
- Make reservations for bridesmaids' luncheon
- Confirm honeymoon suite reservations.

Two Weeks Prior:

- 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 & date of wedding rehearsal with members of the wedding party.
- Review reception seating plans and prepare place cards, if necessary.
- Arrange to move your belongings to your new home, if applicable.
- Schedule appointment with hairdresser & manicurist.
- Arrange for name & address change on your bank account, credit cards, driver license, social security number and utilities.
- Complete trousseau shopping.
- Arrange for a professional to preserve and heirloom your gown upon return from honeymoon.