

**FACILITY  
RENTAL**



**OUR SPACE,  
YOUR UNIVERSE.**





## Take Your Next Party to an Out-Of-This-World Destination

Chabot Space & Science Center is a magical location to hold your wedding, prom, special event, meeting or team building. Indoors or out, small, large or somewhere in between — we've got events down to a science and we'll customize a space for you.

Many guests have held fun and unique events in our exhibition halls, meetings in our multipurpose classrooms, dinner under the stars or have taken a mission to Mars and been back in time for dinner.

Located amidst the majestic redwoods, Chabot offers a unique and convenient location with ample complimentary parking. Contact us today to discuss your event with our experienced event planners, take a virtual tour or schedule a walk through.

### CONTACT:

[Rentals@ChabotSpace.org](mailto:Rentals@ChabotSpace.org) or (510) 336-7311

### VIRTUAL TOUR:

[ChabotSpace.org > Facility Rental > Virtual Tour](https://www.chabotspace.org/facility-rental/virtual-tour)

## CONTENTS

- + Description of Venues
- + Capacity
- + Preferred Caterers List
- + Policies & Procedures
- + Facility Maps

Chabot Space & Science Center is perfect for all your special events needs whether you rent the entire facility or one building, floor or room; we have events down to a science. From corporate dinners, bar/bat mitzvahs, anniversary and family reunions to indoor or outdoor wedding ceremonies and receptions, and small to large meetings, lectures and seminars, to team building events, Chabot can customize a rental for you. There are six primary venues that are available for rent. Capacities may vary depending upon the current exhibit.



.....



**RICHARD L. SPEES BUILDING**

This building is the main entrance to the facility. The Spees Building consists of 3 levels and 3 main exhibit areas for your guests to explore. The entire building can accommodate up to 500 guests for a standing reception and 300 guests for seated dining, split on two floors. There are three levels that can be rented in the Spees Building.

The lower level, the Ansari X-Prize exhibit, can accommodate up to 100 people for a standing reception or approximately 60 seated. This space makes for a charming greeting/cocktail area, private meeting space or even a picturesque bridal suite.



The first level is made up of the Rotunda and the Skyline Bistro areas.

The Rotunda makes a lovely greeting/cocktail area or add a few colored lights to accent our sleek silver pillars and it's a perfect setting for an intimate dance floor. The Bistro area can be piped and draped, which makes for a wonderful formal dining room. *Destination Universe* is exhibited on this level and is a fun and interactive attraction for your guests.



The second level consists of the upstairs Rotunda, Mezzanine and the Loggia; all are perfect for setting small dining tables or a buffet station around. This level also contains the *Beyond Blastoff: Surviving in Space* exhibit, which for larger parties makes for a unique dining or cocktail experience.



## RONALD V. DELLUMS BUILDING

On the first level, this building offers four private rooms known as the *Galileo Room*, *Kepler Room*, *Copernicus Room* and the *Hauben Resource Center Room*. All the rooms are perfect for meetings, luncheons, private rehearsal dinners, a bridal suite or groom's lounge, or even a childcare room for the day of the event! Each of them boast AV capabilities with overhead LCD projectors, drop down screens and dimmable lighting; ideal for a slideshow or movie presentation when those kids are tired from dancing—it's the perfect retreat!

This building houses our largest exhibition space on its second level, named *Astronomy Hall*. This hall houses our newest exhibit, **Bill Nye's Climate Lab**, and can accommodate up to 75 standing guests. This is a great addition to your venue and night; you and your guests will have a great time riding a bike with Bill Nye and learning how to help improve our environment.



## PLEIADES COURTYARD

including Amphitheater, Bistro Tent, and EnviroGarden



This fascinating outdoor space is perfect alone or as an add-on to one of our buildings. Located between the *Spees* and the *Dellums Buildings*, the *Amphitheater* and the *EnviroGarden* are joined by the **Pleiades Courtyard** — all of which provides an informal presentation space or a lovely outdoor setting for special events such as weddings, anniversaries, family reunions, corporate or client appreciation dinners.

Your guests can drink, dine and dance under the stars in this magical space.

The *Amphitheater* accommodates up to 130 guests. The rental of this space includes the *Bistro Patio*, which can hold another 100 guests for a seated banquet. Additional guests may be accommodated within the *Pleiades Courtyard*.

## OBSERVATORY COMPLEX



Located next to the *Dellums Building*, this space houses Chabot's powerful telescopes. With the help of one of our expert astronomers you and your guests can explore the magnificent night sky and discover stars, planets and colorful nebulae clearly visible through our 8" and 20" refractor telescopes and our 36" reflector telescope.

The **Observatory Complex** is perfect for an intimate cocktail reception or a spectacular evening event with breathtaking views of the Bay, Redwood forest, Oakland Skyline and the sun setting over the horizon.

Private rental of the telescopes is available in 2-hour increments, weather permitting, alone or as part of an event.



## ASK JEEVES PLANETARIUM

Located inside the *Spees Building*, this space boasts the most advanced state-of-the-art digital full dome planetarium in the western United States. **The Planetarium** seats 241 people under a 70 foot diameter



dome, and features pre-recorded star shows. This is a wonderful place to hold a unique wedding ceremony. We can customize the projection to send you into outer space as you say “I do.” No matter what time of the year it is we can give you the perfect ceremony under the stars!



The planetarium can also be added to a facility rental. Treat your guest to a private planetarium show and choose among several in our current roster. Shows run between 30 – 45 minutes in length.

## TIEN MEGADOME THEATER



Located in the *Spees Building* directly across from the Planetarium, the **MegaDome Theater** seats 205 guests. The theater features a High Definition Projector and is home to the Bay Area’s only 70mm, 8-perf projection system. Presentations feature thrilling, larger-than-life films capable of convincing viewers they are aboard a space shuttle lift-off, navigating the celestial labyrinth of outer space or roaming the Earth with the dinosaurs. Hold onto your seat in the 60 foot dome screen auditorium!

This space can be rented alone for a special lecture, business presentation, meeting or as an add-on to a facility rental. Treat your guests to a private screening of one of our larger-than-life movies or your favorite movie on High-Definition Blu-Ray or DVD. You can even rent it to play video games for massive game play!



Please note all rentals begin after 5pm.

CAPACITY

CHABOT SPACE & SCIENCE CENTER	CAPACITY	
	Standing	Seated

Entire Facility<sup>1</sup>  
(Includes Private Telescope Viewing  
or One Digital Planetarium Show)

Varies

SPEES BUILDING	CAPACITY	
	Standing	Seated

Entire Spees Building & Courtyard<sup>1</sup>  
(Doesn't include Planetarium or Megadome)

500

350

1st Floor<sup>1</sup>

300

200

Bistro Area<sup>1</sup>

150

100

2nd Floor<sup>1</sup>

200

150

Lower Level (Ansari X-Prize)

100

60

1: Rental is up to 7 hours including set-up time.

MEETING ROOMS	CAPACITY	
	Standing	Seated

Galileo, Copernicus, and Kepler Rooms

90

45

Hauben Resource Center

75

35

Kepler and Copernicus Combined

140

90

OUTDOOR SPACES	CAPACITY	
	Standing	Seated

Pleiades Courtyard<sup>2</sup>  
(Bistro Tent/Amphitheater/EnviroGarden)

Varies

Bistro Tent

200

100

Observatory Complex<sup>2</sup>  
(With 2 Hour Private Telescope Viewing)

130

100

2: Reception Space Only



# CAPACITY

CEREMONY OPTIONS <sup>3</sup>	CAPACITY	
	Standing	Seated
<b>Pleiades Courtyard<sup>3</sup></b> (Includes the Tent's 15 Tables & 60 Chairs)	Varies	
<b>Observatory Complex<sup>3</sup></b> (Includes up to 100 Chairs)	Varies	
<b>Planetarium<sup>4</sup></b> (Indoor Ceremony Only from 4pm - 6pm)	N/A	Varies

3: Ceremony rentals are held from 4pm - 6:30pm (2.5 hours). Time includes set-up and break-down.

4: Additional technicians and usage over 2.5 hours are additional.

CEREMONY & RECEPTION PACKAGES <sup>5</sup>	CAPACITY	
	Standing	Seated
<b>Entire Spees &amp; Courtyard</b> (Includes Planetarium Ceremony)	500	350
<b>Observatory Complex</b> (Includes up to 100 Chairs for Ceremony & 2hr Private Telescope Viewing)	130	100
<b>Pleiades Courtyard</b> (Includes Tent, EnviroGarden & an Amphitheater Ceremony)	Varies	

5: Includes a 7-hour rental. Ceremony space is 2.5 hours.

VENUE ADD-ONS	CAPACITY	
	Standing	Seated
<b>Planetarium<sup>6</sup></b>	N/A	241
<b>Tien MegaDome Theater<sup>6</sup></b>	N/A	205
<b>Private Telescope Viewing (2hr)</b>	N/A	N/A

6: One (1) show included in price; additional shows, additional technicians and usage over 2 hours are additional.



**SELECTION OF CATERER**

Chabot Space & Science Center has seven (7) preferred caterers who have an established relationship with Chabot and are familiar with the facilities and Chabot's policies and procedures. If a client would like to bring in an outside caterer, the client must receive approval from the Sales & Events Department. A \$1000 non-preferred catering fee is required.

**CHECKERS CATERING**



*checkers catering*  
and special events

83 Wright Brothers Avenue  
Livermore, CA 94551  
CheckersCatering.com  
Contact: Sandee Munroe  
Phone: (925) 968-1121 x302  
Fax: (925) 968-9506  
sandee@checkerscatering.com

*Checkers Catering & Special Events* takes great pride in the quality of our cuisine, legendary service & attention to every detail. Our satisfied clients will tell you this attention to detail makes us unique. Whether you are looking for Weddings or Special Event Planning, a Corporate or Team Building event or a Full Service Barbecue, *Checkers Catering & Special Events* is your first choice. As a certified GREEN caterer with 25 years serving the Bay Area, we look forward to serving you.

**GRACE STREET CATERING**



4629 Martin Luther King Jr. Way  
Oakland, California 94609  
GraceStreetCatering.com  
Contact: Jessica Rampel  
Phone: (510) 523-1600  
Fax: (510) 523-1388  
info@gracestreetcatering.com

Founded in 1987, *Grace Street Catering* produces more than 600 events annually. Their team of professionals is experienced in orchestrating catered affairs of every size and scope, from intimate, personal dinners and storybook weddings to large gala civic events.

**MIRAGLIA CATERING & EVENT PLANNING**



2094 Burroughs Avenue  
San Leandro, CA 94577  
CateringAndMore.com  
Contact: Karen Zachary  
Phone: (510) 483-5210  
Fax: (510) 483-6855  
karen@cateringandmore.com

Gracious staff and tasteful presentation are the hallmarks of a well-planned event and experience is the foundation for ensuring both. *Miraglia Catering* has been serving inspired fare since 1948. Whether you are planning a budget-conscious corporate affair or a lavish wedding or gala, this Certified Bay Area Green Business is dedicated to making it the best it can be.

THE OTHER WOMAN



1485 Franklin Street  
Santa Clara, CA 95050  
CateringByTow.com  
Contact: Tami Perez  
Phone: (408) 899-2766  
Fax: (408) 899-2635  
tami@cateringbytow.com

For over 20 years, *Catering by The Other Woman* has helped to create wonderful memories from weddings to anniversaries, cocktail parties to corporate events, and every other occasion where superb food and polished, professional staff are part of the mix.

Supporting local farmers whenever possible, our unforgettable cuisine emphasizes a seasonal, sustainable ideology. We look forward to making your gathering memorable in the best possible way!

RED DOOR CATERING



6613 Hollis Street  
Emeryville, CA 94608  
RedDoorCatering.com  
Contact: Reign Free  
Phone: (510) 459-6212  
info@reddoorcatering.com

*The Red Door Catering* is a full service catering company committed to freshly picked; freshly prepared; freshly presented gourmet dining experiences. Whether a corporate working lunch; company gala, birthday celebration, family wedding or a private gathering of friends, we go beyond your menu to make a memory. Executive Chef Reign Free's Caribbean roots join Creole, Pan-Asian and Low Country influences to present explosive flavor combinations, imaginative menus and the best comfort food this side of your grandmother's dining room table.

**Create. Celebrate. Commemorate.**



SPRINGLOAF CATERING



Lafayette, CA 94549  
 SpringLoaf.com  
 Contact: Caroline Somary  
 Phone: (415) 699-1816  
 Fax: (510) 276-1735  
 info@springloaf.com

*SLF* is innovative full service and event planning company that specializes in events for clients who value memorable good food, flavor and service. Whether celebrating a personal milestone such as wedding, graduation, b'nai mitzvah or anniversary or a key professional event such as a fundraiser, meeting or conference, *SpringLoaf* provides a wide range of menu and service options. From casual buffet lunch or bbq to cocktail parties or elegant sit down dinners, the *SpringLoaf* team looks forward to bringing your event to life at Chabot Space & Science Center.

WILLOWSTONE CATERING



1130 Burnett Ave, Suites J&K  
 Concord, CA 94520  
 WillowStreetCatering.com  
 Contact: Jennifer Lindorf  
 Phone: (925) 969-9826  
 Fax: (925) 969-9339  
 events@willowstonecatering.com

At *Willowstone*, our emphasis goes beyond innovative and beautifully prepared food. We prioritize flavorful fare created from locally sourced ingredients, elevate display to artistry, and offer you unparalleled personal attention that carries you from planning to presentation. The *Willowstone* team of industry experts takes pride in providing creative solutions to your every culinary need. We offer:

- + Full-Service Catering & Event Staffing
- + Corporate & Private Drop-Off Menus
- + Wedding Coordination Services
- + In-Home Private Chefs for unique and Intimate Dinners

Give us a call — We'd love to chat about making your next event effortless and unforgettable!

## SELECTION OF CATERER

Chabot Space & Science Center has a list of preferred caterers who have an established relationship with Chabot and are familiar with the facilities and Chabot's policies and procedures. If a client would like to bring in an outside caterer, the client must receive approval from the Sales & Events Department. A \$1000 fee is required. It is the responsibility of the client to communicate to the caterer Chabot's Policies and Procedures. Upon approval of an outside caterer, the client and caterer must sign and agree to our Outside Vendor Policies Agreement.

## MENU

Frying and grilling (see Grilling) on the premises **must be** approved by the Sales & Events Department. Electrical power is limited in the areas used for caterer staging. Please contact the Sales & Events Department regarding any electrical needs. Under no conditions will food or drink be allowed into any of the telescope observatories or theaters.

## GRILLING

Chabot's Caterers are allowed to grill on the premises but **must be** approved by the Sales & Events Department. General rules of grilling are as follows:

- (1) Must be propane or Liquid Propane Gas, charcoal/wood is prohibited
- (2) Grilling can occur on the East or West Loading Dock or in the Pleiades Courtyard
- (3) Grilling is acceptable only if weather permits (i.e. high fire danger)
- (4) Permits stand as required by the City of Oakland
- (5) Caterer's need to let Events Team know at a minimum of 2 weeks in advance of event date if they plan on grilling

## MUSIC

Music is permitted throughout the Science Center. Please consult the Sales & Events Department about any electrical and/or logistical requirements and sound restrictions.

## PRE-EVENT FLOORPLAN/WALKTHROUGH

A total of two (2) walkthroughs/site visits with the Chabot Events Coordinator are free of charge. In the event that additional walkthroughs/site visits are needed an additional fee will be applied. A pre-event walkthrough is required with the contracted caterer and lighting company. Additional vendors should attend at your discretion.

## STAGING & STORAGE

There is a full catering kitchen in the *Spees Building* as well as a covered, outdoor staging area. A staging area is available in the *Dellums Building*. See Deliveries/Pick Up and Clean Up for more information. There are no serving platters, cooking implements or utensils in the kitchen. Please be sure to have your caterer contact the Events Coordinator for additional information.

## BISTRO AREA

Rental of the *Spees Building* includes the use of the Bistro area excluding the concessions space; use of the sinks, counters and kitchen area is not permitted. A separate kitchen is available.



## SET-UP, BREAKDOWN & CLEAN-UP

Plans for set-up must be reviewed and approved no later than fourteen (14) days in advance by Chabot. Set-up will not be allowed to commence until 5pm unless prior consent is given by Chabot. Renter is responsible for all set-up and breakdown in the museum and for proper handling and storage of all equipment items. Doorways must not be obstructed. Entry doors may be propped open only for delivery and removal of equipment. Exit doors, exit lights, fire alarm stations, wet standpipe hose cabinets and fire extinguisher locations shall not be concealed or obstructed.

At the end of the function Renter must remove all equipment and décor unless special arrangements have been made with Chabot. Chabot will not be responsible for any items remaining on the premises. A fee may be charged for any items not removed by the pre-arranged time.

Chabot will not be responsible for any lost or stolen catering supplies, equipment, or other property, which is the sole responsibility for the Client and/or its subcontractors.

After the event, Chabot's facilities must be returned to the condition in which they were found. Clean up and removal of refuse is the responsibility of the Client and/or Client's subcontractors. Facility is to be cleared of all stray plates, glasses, etc., and all debris and garbage should be bagged and removed by the caterer at the end of the event.

Caterers are to supply brooms, mops and buckets. It is advisable that for large parties, caterers supply extra trash containers. Facility should be swept "broom clean." All boxes must be flattened before going into the recycling bin and all flowers, décor, etc., removed from the premises. Cleanup must be done promptly so that the building can be secured. If Chabot judges routine cleaning and maintenance inadequate to return the premises to its prior condition, the additional cost of special maintenance services or repairs will be deducted from Client's security deposit and/or billed directly to Client.

## DELIVERIES

**All deliveries and next-day pickups must be scheduled and coordinated in advance through the Events**

**Coordinator.** Equipment deliveries to the site can be made on the day of the event starting at 12pm to the East Loading Dock unless a different time is approved in advance. All early equipment deliveries must be made to the East Loading Dock. All deliveries must first check in with Chabot Security located at the main entrance before loading/unloading equipment to the loading docks. Chabot staff will not assist in loading, unloading, or carrying any items. The client must provide all dollies and/or carts. All equipment must remain on the dock until Chabot is available for set up at the contracted time.

The East Loading Dock is the first dock accessible from the driveway to the right of the center. **DO NOT BLOCK THE FIRE LANE.** You must park your vehicle so that other cars may pass on one side.

If you are unloading at the Front Entrance of Chabot, you may not park your vehicle in the roundabout drive-way until 30min prior to the contracted start time. **DO NOT BLOCK THE ENTRANCE.** You may begin unloading your equipment, but must keep a clear pathway for Chabot guests.

## PICK-UPS

Equipment must be removed at the end of the evening unless specific arrangements have been made in advance. Any equipment left overnight can only be stored on the loading dock with prior arrangement. It is the responsibility of the Renter to make sure that all equipment, tools, decorations and props brought in by the Renter or by vendors of the Renter are picked up between 8am - 12pm the day after the event. The Renter will be charged a storage fee for anything not picked up from the loading dock by 12:00pm the day after the event. A storage charge of \$225.00 per hour (or any portion of a day) will be assessed and the charge will be deducted from the Renter's \$1000.00 damage/cleaning deposit. \*Chabot assumes no liability for property left overnight.



## **DÉCOR SPECIFICATIONS**

- + No scotch tape, masking tape or adhesive shall be placed on any smooth surface (placing such materials on carpeted walls is acceptable). Blue painters tape is permissible.
- + Nothing shall be affixed to walls, windows, door woodwork, curtains, beam ceilings, lighting fixtures or pieces of furniture.
- + No acids, dyes, solvents, paint pigments, rubber backed mats or rubber casters are to be used.
- + Throwing of rice, birdseed, flower petals, glitter, confetti or any similar material is prohibited in or close to the indoor facilities of Chabot.
- + Helium and Metallic balloons are not permitted
- + All draperies, hangings, curtains, drops or other such material brought into the halls shall be made from nonflammable materials.
- + Exit doors, exit lights, fire alarm stations, wet standpipe hose cabinets and fire extinguisher locations shall not be concealed or obstructed by decorative materials or any other item.
- + Exit ways and required means of egress shall not be used in any way that will obstruct their use as an exit or that will present a hazardous condition.
- + Due to fire code restrictions, setting up tables for dining on the skybridge is prohibited.
- + Candles and small votives must be surrounded by glass which extends 2" above the flame.
- + Any plant brought into Chabot must be clean and free of pests.

## **RENTAL HOURS**

Rental Hours are inclusive of any time needed for set up and break down and prices listed are for 7 hours, additional hours vary in price.

## **EVENT STAFF & SECURITY**

The Chabot Events Coordinator or another Chabot representative will be on-site the day of your event to ensure your vendors have proper access to the facilities rented and ensure that our policies and procedures are being observed. There is one security guard on the premises at all times. Additional guards may be required at the discretion of the Event Manager. Security staff protects Chabot and its contents only; they do not guard attendees, visitors or their property. Persons with a need for personal protection should make separate arrangements.

Chabot Staff and Security are not responsible to supervise guests. Children under the age of 12 must be accompanied by an adult at all times.

Additional onsite staff including Chabot Astronomers, technicians, docents and more can be added, please see the Facility Rental Agreement for additional information and associated fees.

## **INVITATIONS & PRINTED MATERIALS**

Prior to printing and issuing, all invitation copy, ticket copy, prices, programs, press releases, etc., **must be** approved by the Sales & Events Department at Chabot Space & Science Center. Please provide the Chabot staff with copies of all final print material before the event date.

## **INSURANCE**

All individuals and organizations must show proof of insurance for bodily injury and property damage liability. Please see the Facility Rental Agreement for minimum limits and additional information.

## **SPECIAL EVENTS**

For special Events including corporate parties, weddings, proms, Bat/Bar Mitzvahs, etc, with a guest count exceeding 250, additional event and custodial staff would be required.

Special Events including Bat/Bar Mitzvahs, Proms or other school and youth related functions require a chaperone ratio of 1 adult per 15 youths/students.

For events over 50 people that may impact the normal flow of traffic, renter may wish to contact the Oakland Police Department at (510) 238-3154 to obtain information on special event permits. Fees may apply and the client is responsible for all charges.

## **DAMAGE/CLEANING DEPOSIT**

A refundable damage/cleaning deposit of \$1,000 will be required no later than fourteen (14) days before the event. This deposit will be returned approximately six weeks following the event provided the event ended on time, the venue was clean and no damage was done to the facilities that were rented. Immediately following the use of the facilities, the Event Manager or designated Chabot staff member is required to check the rental areas in order to provide information that will determine whether the security deposit is returned.

## **SMOKING**

Smoking is not permitted within the Science Center at any time.

## **CONTRACTS**

The Facility Rental Agreement must be signed and returned to Chabot Space & Science Center with a 50% deposit to secure a date.

## **PAYMENTS & PAY SCHEDULE**

Fees may be paid by company check, personal check, cash, cashier's check, money order, or MasterCard/Visa. A separate payment will be required for the deposit if paying by check, cashier's check or money order. All payments should be made out to Chabot Space & Science Center. There is a \$25 fee for returned checks. The payment schedule is listed below.

**To Secure a Date:** 50% deposit

**30 Days Prior to Event:** Remaining fees due

**14 Days Prior to Event:** \$1000 damage/cleaning deposit due

## **CANCELLATIONS**

Cancellations must be received in writing. Refunds will be given according to the following schedule:

**90+ Days Prior to Event:** 100% of deposit minus \$50.00 processing fee

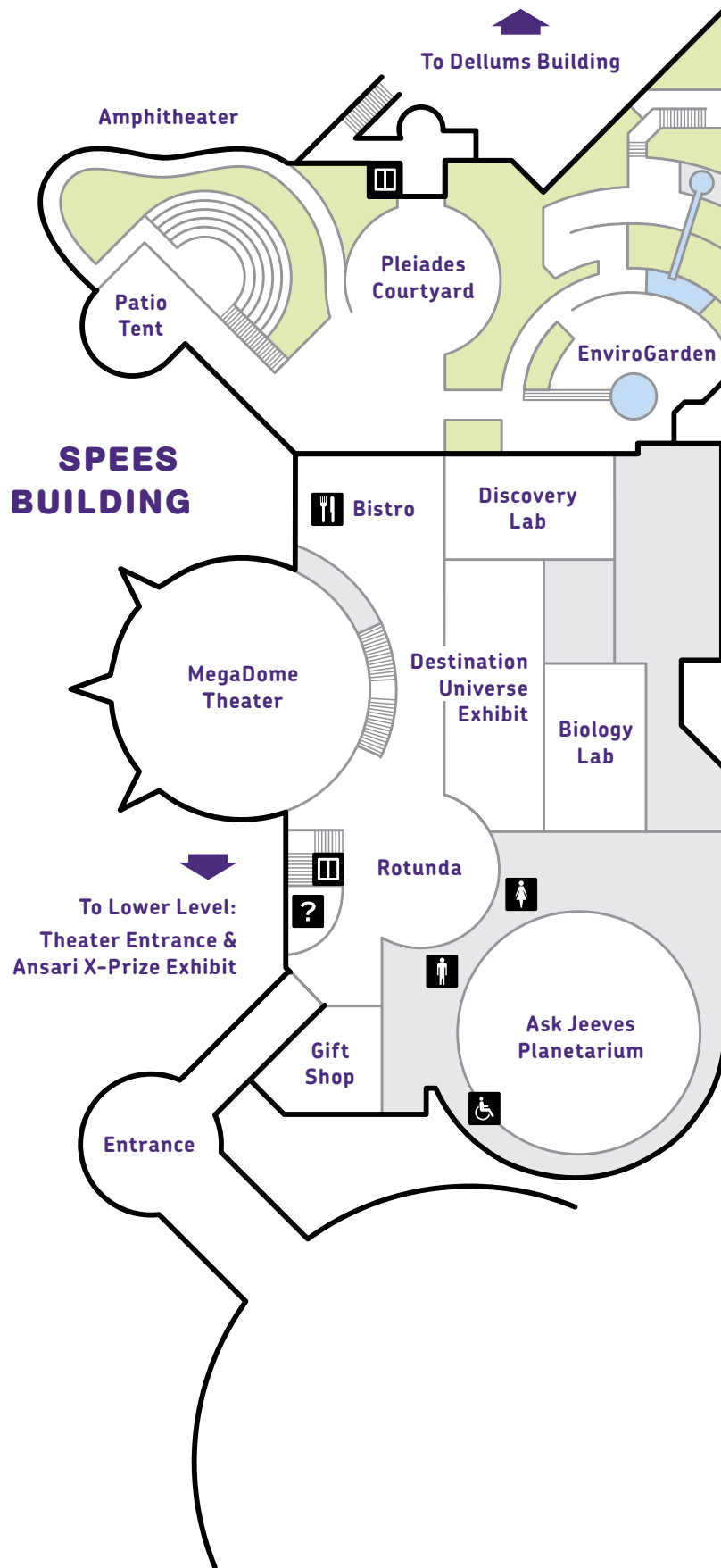
**60 - 90 Days Prior to Event:** 50% of deposit

**1 - 59 Days Prior to Event:** 0% of deposit

If a reserved date is changed more than one time, no refund will be allowed if the reservation is cancelled, no matter how far in advance the cancellation is received.

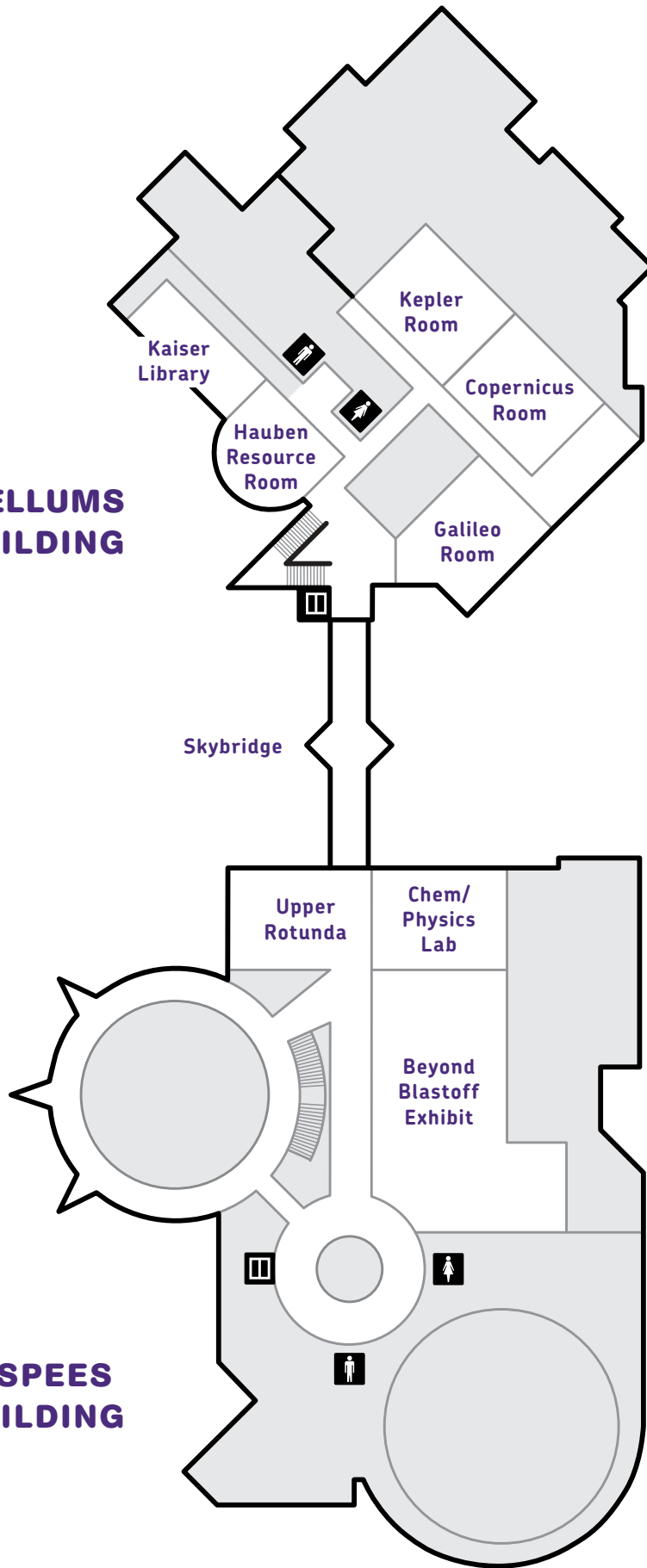


FACILITY MAPS






KEY	
	Information
	Skyline Bistro
	Elevator
	Disabled Access
	Women's Restroom
	Men's Restroom

**DELLUMS BUILDING**

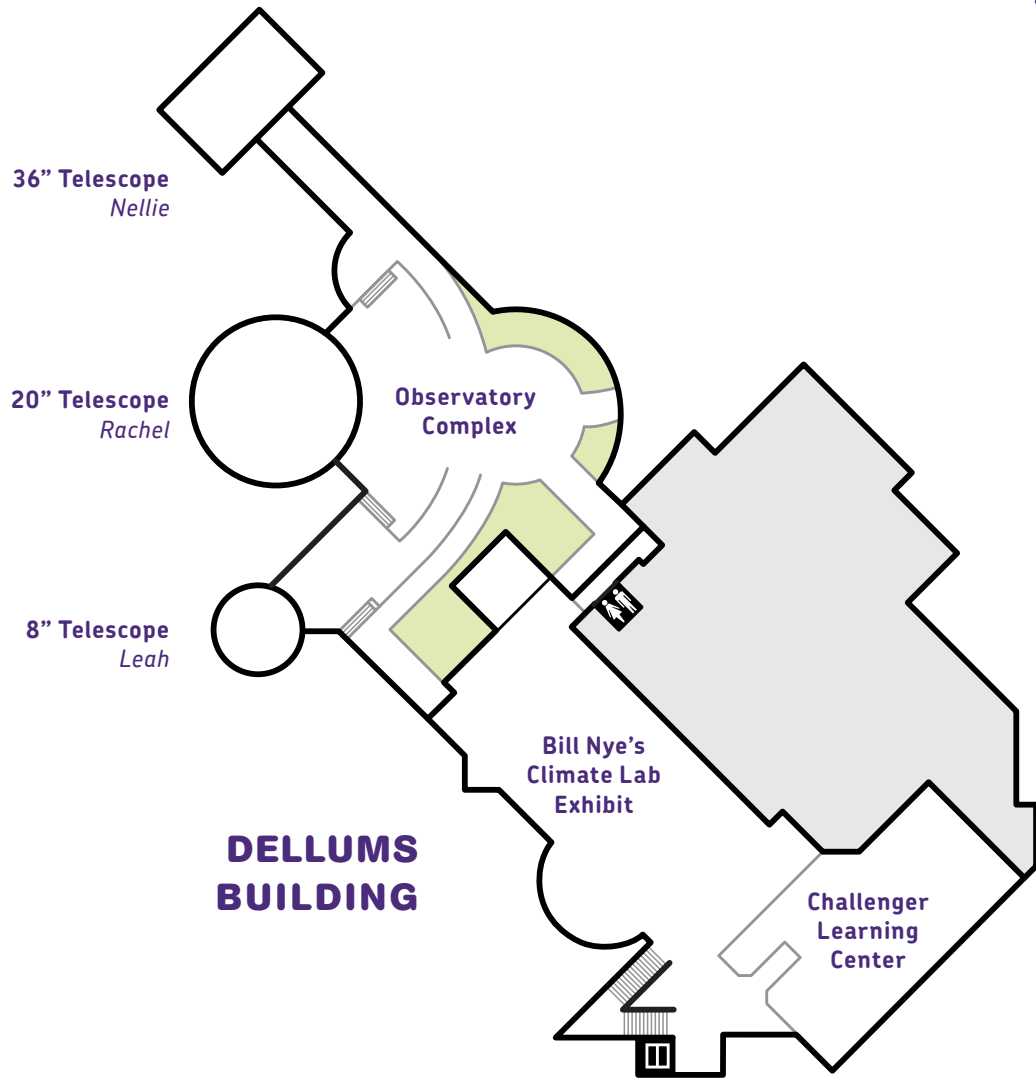





Skybridge

**SPEES BUILDING**

KEY	
	Elevator
	Women's Restroom
	Men's Restroom

FACILITY MAPS



KEY	
	Elevator
	Women's Restroom
	Men's Restroom