



GRACE  
CATHEDRAL

**Who may rent space at Grace Cathedral?**

Anyone may apply to rent space at Grace Cathedral. All events are reviewed and approved by senior management, and we reserve the right not to rent our space. Spaces are rented on an as-available basis.

**What types of events may be scheduled at Grace Cathedral?**

We often welcome arts programming, performances, meetings, workshops and receptions. We do not host any fundraising events or events for political candidates. Any event with religious or spiritual elements must be approved before booking as being compatible with our mission.

**What are the sizes of the rentable spaces?**

Our event spaces range from 335 to 2,500 square feet and can accommodate small meetings to larger groups of up to 250 people. For a list of venue rates and capacities, [please click here](#). The cathedral is also available for rental with rates and capacities dependent upon the needs of the event. Please contact us for more information. Information on sacred events can be found here: [weddings](#), [funerals](#), [confirmations](#) and [baptisms](#).

**How can I check availability or place a hold on a date?**

The best way to begin is to email [spacerental@gracecathedral.org](mailto:spacerental@gracecathedral.org). We do not rent our spaces in the month of December.

**How long can we place a hold on a date?**

If someone else makes a serious inquiry for the same date and time that we have on hold for you, we will notify you and you will need to either book the space within 24 hours or lose the hold. The date is not officially booked until the deposit and contract have been submitted.

**What hours are available for events?**

All event hours, including set up and clean up, must be scheduled in advance. Our open hours are normally between 7 a.m. and 10 p.m. With prior approval, event times may be extended out of this range, subject to additional fees. A half day is considered to be four hours, and is the minimum rental. A full day is eight hours. Overtime charges will apply for rooms not vacated by the pre-arranged time.

**What fees are due upon booking a space?**

We require a payment of 50% of the estimated rental fee along with a signed contract. This payment is refundable if the event is cancelled 90 days or more before the event date, minus an administrative fee.

**Do you require proof of insurance?**

All renters of meeting and event spaces need to provide proof of general liability insurance. Grace Cathedral will not assume any responsibility for injury or accidents due to the activities conducted by event holders, or injury or accidents caused by materials provided by event holders.

**How do we view the spaces?**

Appointments to tour the spaces may be set up by contacting [spacerental@gracecathedral.org](mailto:spacerental@gracecathedral.org).

**What is included in the rental fee?**

Rental fees include janitorial services before 10 p.m. and set-up requests for available chairs and tables made at least two weeks in advance. Janitorial services after 10 p.m., audio visual and other equipment are available, subject to extra fees (cathedral rentals include amplification). We do not provide security services.

**Do you charge a cleaning deposit?**

We reserve the right to charge a cleaning deposit if necessary. This deposit is fully refundable upon verification that the space was left in the agreed-upon state and by the specified time.



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**Can I use my preferred caterer?**

Yes, but they must be licensed, follow codes and alcohol permit requirements and agree to abide by our written policies for kitchen use and trash disposal. Upon request, we can also provide you with a list of recommended caterers.

**Does Grace Cathedral provide any event supplies?**

No, we are not able to provide any event supplies, including but not limited to linens, plates or flatware. We do have audio visual and other equipment for additional fees.

**Are there special rules for events taking place in the cathedral?**

Work must be suspended or silent during the cathedral's daily worship schedule or to accommodate a special service. Advance notice of the need to suspend work will be given to the extent possible. The altar rail and altars are sacred spaces and may not have items placed upon them. Candles may only be lit with advance notice and permission. Cathedral furniture may not be moved without advance permission.

**Are food and beverages permitted within the cathedral?**

No, food and beverages, other than water, are not permitted within the cathedral. Food and beverages are allowed in our other rental spaces.

**Is it possible to have alcoholic beverages at an event?**

Alcohol may be served with prior approval from Grace Cathedral and only with the proper permitting. All organizations are required to obtain a one-day alcohol use permit from Alcohol Beverage Control (415.356.6500) and an insurance certificate for their event that is serving alcohol, naming Grace Cathedral as an additional insured. Event holders are to follow all San Francisco laws and regulations regarding the distribution of alcohol. Open alcoholic beverages must not leave the room(s) rented by event holder, may not be served in bottle form and must be served along with food and water. Private events where alcohol is peripheral to the event may not require use permits or insurance certificates.

**Do you provide security?**

Grace Cathedral does not provide security nor does it accept responsibility for security. Do not leave valuable equipment or personal belongings unattended at any time, including vehicles parked in the cathedral garage.

**Cleaning**

Rooms must be left in the same condition as they were found. Additional fees will apply if extra cleanup is needed.

**Are there any restrictions on decorating, music or entertainment?**

We do not allow loud music that could disturb other spaces at the cathedral or our neighbors. We also do not allow any decoration that poses a safety hazard, could leave a mark or harm any of the cathedral's buildings or property. All decorations must be removed and taken away at the end of the event.

**Do you offer discounts for organizations or parishioners?**

We offer a non-profit or discounted rate to selected groups and discounts to currently pledging members of the cathedral community.

**Is parking available?**

There is a small parking garage at the cathedral operated by AMB Parking. Arrangements for reserved parking may be made directly by calling AMB at 415.346.9156. Whenever possible, we encourage visitors to the cathedral to investigate options for public transit. For more information, please visit [www.gracecathedral.org/getting-here](http://www.gracecathedral.org/getting-here). There is a white loading zone located on California Street near Taylor and on Taylor Street near the garage entrance. Please note any No Parking regulations. The plaza driveway entrance on Sacramento Street may be used for loading and unloading only. Vehicles may not be left unattended. Vehicles are not allowed on the plaza.



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**May I fly a drone at Grace Cathedral?**

Drones may never be flown within the cathedral or other cathedral buildings. If you would like to fly a drone outside over cathedral property, you must obtain written permission in advance and abide by all FAA rules.

**May I have items delivered in advance of my event?**

All event deliveries must be received by event holder. Deliveries and pick up of equipment, supplies or materials outside of the scheduled event time must be arranged in advance. Extra fees may apply for delivery, pick-up and/or storage of materials outside of scheduled event times.

**Advertising and promotion**

If advertising your event, all photos of the cathedral or use of the cathedral logo must be approved by the cathedral. The cathedral would like to help you promote your event if open to the public; please submit event details at least two weeks prior to your event.

For more information, please contact: [spacerental@gracecathedral.org](mailto:spacerental@gracecathedral.org)