

San Francisco Conservatory of Music Frequently Asked Questions

- What are SFCM's hours of operation?
 - Our office hours are Monday through Friday from 9:00am to 5:00pm.

Event hours can typically go until 11pm with the opportunity to extend with advance special permissions.
- Can I use my own caterer?
 - While we have a list of preferred caterers, we are currently open to other professional catering companies working on site as long as they attend a pre-event walkthrough of the space and adhere to all policies and procedures.
- Can I bring my own alcohol?
 - You can coordinate this directly with your caterer. All alcohol must be served by a licensed provider, typically your caterer can provide this service, or recommend a licensed beverage company to manage a bar. Individuals can not pour or provide their own alcohol.
- How many hours are included with the rental?
 - 8 hours (9 for social events and weddings). This is inclusive of load in and load out for vendors. Additional hours available at a rate dependent on each space starting at \$250.00 + tax.
- Does SFCM offer full buyouts?
 - The Bowes Center includes a residence hall, restaurant, and office spaces; clients may rent all available spaces, but the building cannot be completely bought out.
- Do I need to provide insurance for my event?
 - Yes, you must provide a certificate of insurance which can often be provided by your current insurance company (car insurance, homeowner's insurance, etc.) or you can procure one-time event insurance from a company like [eventsured.com](https://www.eventsured.com).
- Is the rooftop terrace included?
 - No, Casey Terrance has its own rental fee.
 - All rooftop events have a 10:00pm curfew.
- What about parking?
 - SFCM can recommend nearby parking and valet options
 - There is no dedicated parking for SFCM Bowes Center
 - We encourage guests to carpool, use shuttle services, or public transportation when possible

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- Is there a non-profit discount?
 - Yes, we offer a discount on the venue rental fee for 501(c)(3) organizations. Discounts may be variable based on spaces and availability..
- When can I view the venue?
 - Based on availability, site visits can be scheduled Monday – Friday between 9am to 5:00pm. Please reach out to rentals@sfcmm.edu to set up a time or fill out the inquiry form to share information about your event.