AS FEATURED IN

the knot

\* WEDDINGWIRE

ZOLA 🖤

WWW.CURIODYSSEY.ORG

events@curiodyssey.org | 650.340.7565 | 1651 Coyote Point Drive, San Mateo, CA 94401

# An Unforgettable Venue For Your Unforgettable Day!

What better way to celebrate your love and the beginning of your new journey than to do so surrounded by California's rustic flora and a panoramic view of the San Francisco Bay, all while contributing towards the greater good?

Choosing our venue for your special event goes beyond celebration; it's a commitment to making a positive impact. Our rental fees support early childhood education and animal conservation initiatives. With a steadfast dedication to environmental sustainability, we strive for diversity, equity, and inclusion, amplifying marginalized voices. Your event becomes a catalyst for meaningful change and support for a better world.

Whether choosing a modern theme, a casual one, or anything in between, our team will work with you to ensure your special day is exactly what you imagined.

Let us know what you have in mind and our team will work with you to bring it to life. As we work together, our goal is to create an unforgettable and flawless experience!

# If you have any questions, please contact:

Narod Panossian, Event Sales Manager
npanossian@curiodyssey.org
650.340.7565





#### **REDWOOD HALL**

- 8,000 square feet
- Up to 350 seated guest capacity
- Spread across up to four tiers
- Unique rustic architecture

#### **BAY LABS**

- 1,450 square feet
- Up to 75 seated guest capacity
- Modern and Versatile
- Look out over the bay





#### **BAY VIEW GROVE**

- Up to 120 seated guest capacity
- Panoramic view of the bay
- Surrounded by eucalyptus trees
- Excellent location for ceremonies



#### **REDWOOD**

Up to 350 seated guest | \$9,000

Access to all four tiers of Redwood Hall from 10 AM-11 PM

# **SEQUOIA**

Up to 275 seated guests | \$8,000

Access to three tiers of Redwood Hall from 10 AM-11 PM

# **CYPRESS**

Up to 200 seated guests | \$7,000

Access to top two tiers of the Redwood Hall form 10 AM -11 PM

#### **SYCAMORE**

Up to 120 seated guests | \$5,500

• Access to top tier of the Redwood Hall from 10 AM - 11 PM

# **BAYSIDE**

Up to 75 seated guest | \$4,500

• Access to Bay Labs 1 & 2 and gallery space from 1 PM-11 PM



All packages include access to the museum and zoo, parking, taxes and staffing.



# Discover the heartbeat of entertainment at CuriOdyssey, where every moment becomes a memory.

#### **Animal Ambassadors**

Choose an animal ambassador for your wedding. Excellent way to delight your guests. \$350 for 30 minutes \$475 for 1 hour

# Otter Feeding

Feed our river otter to make your wedding experience even more memorable. \$150 for 30 minutes



# **Aviary Photoshoot**

Our aviary, home to around 15 animals, provides a unique scenery for photo shoots. \$350 for 30 minutes

#### **Accent Lights**

10 portable uplights that add a pop of color to the walls. \$150



# **Astro Botanical Sculpture**

Botanical-inspired inflatable fabric sculptures that can be used to light up and decorate. \$500

# **Chandelier Package**

LED chandelier, umbrella globe & bottom level exhibits. \$350



#### **Brown Resin Padded Chairs**

Up to 200 chairs available \$4 each

#### **Round Tables**

Up to 25 tables available \$14 each



#### **Cocktail Tables**

Up to 10 tables available \$10 each



# Catering

Arguello Catering 650-363-2030 arguellocatering.com B & B Catering & Events 650-595-3058 bnb-catering.com Cheat a Little Catering 650-227-1125 cheatalittle.com

Heirloom Catering 650-622-4171 heirloomcatering.co Kitchenina 415-2992670 www.kitchenina.com Le's Kitchen 415-340-0017 leskitchen.com

La Mediterranee 415-921-2956 ext 2 cafelamedsf.com Michi Events & Catering 408-786-6684 michilife.com Melon's Catering & Events 650-583-1756 melonscatering.com

Nora Spanish Catering 510-833-6672 510nora.com Par 3 at Poplar Creek 650-522-7525 par3thelodge.com Toast Catering 650-877-8225 toastbayarea.com

Tony Caters 408-263-4366 tonycaterstoyou.com

Taste Catering 415-550-6464 tastecatering.com 49 Square Catering 415-834-5348 49sqcatering.com

# **RENTAL COMPANIES**

AM Party Rentals 650-363-1050 ampartyrentals.com Chairs 4 Events 650-226-5992 chairs 4 events.com

Unica Party Rentals 650-610-9002 unicapartyrentals.com



# PHOTO BOOTHS & PHOTOGRAPHY

Eric James 925-451-5332 ericjamesphoto.com Six & Ten Studio 510-338-4186 cwagnerphotography.com

Vivian Chen 510-579-3477 vivianchen.com

Just the Little Things Photos 415-735-4728 justthelittlethingsphotos.com Selfie Soiree 650-222-0734 selfiesoiree.com

# **BARTENDERS & BEVERAGES**

Bartenders Unlimited 415-454-3731 buevents.com

# **MUSICAL TALENT**

Erica Messer 415-786-9143 hauteharpist.com Speechless Music 774-231-8589 speechlessmusic.com Benny B Music 415-290-8487 bennybemusic.com

# **HOTELS**

Crowne Plaza - San Mateo 650-295-6112 cpfcc.com Hilton - SFO Bayfront 650-340-8500 x2106 cara.allan@hiltonsfo.com Residence Inn - San Mateo 650-574-4700 x412 mariott.com/sfosm

# **DJS, DECORATIONS & MORE**

DJ Buford Brown 408-472-4900 buford@abrownfilm.net Denon & Doyle 800-944-9585 djay.com Elite Entertainment 408-733-8833 e3music.com

Four Leaf Entertainment 415-699-6048 fourleafent.com

Verducci Event Productions 510-746-8279 verduccies.com

# **EVENT PLANNERS**

2 Friends Events 925-683-3937 2friendsevents.com

Adrian Parties, Weddings & Events 707-979-0749 adrianparties.com

Dreams on a Dime 415-264-2764 dreamsonadime.com



#### **Selection Of Caterers**

Our preferred caterers have worked with CuriOdyssey and are familiar with our building, policies, and procedures. All the caterers on the list are environmentally-friendly companies who will adhere to our green guidelines. Caterers are required to complete a walkthrough with the events manager to make arrangements regarding deliveries, power needs, floor plan, loading areas, and pick up times. Off-list caterers are subject to additional fees, policies, and approval by the events manager.

Music and Decorations

CuriOdyssey is home to over 60 animals, and our primary concern is for their welfare. Music and decorations are restricted to ensure their safety. We do not allow balloons, piñatas, noisemakers, or fog machines. Any music outside must be approved in advance by our wildlife staff, and may be turned off if it is deemed harmful to our animal residents. Decorations may be hung on the walls of the Redwood Hall and must be removed (along with adhesives) at the end of the event. Decorations may not be hung nor adhered to the Redwood Hall ceiling or rafters.

#### Pre-Event Floorplan/Walkthrough

A pre-event floorplan and walkthrough are required and must be provided to the events manager no later than two weeks prior to the event. The walkthrough must be scheduled in advance, and must take place during normal business hours.

#### **Deliveries and Pick-Ups**

All deliveries and pick-ups must be scheduled and coordinated in advance through the events manager. Deliveries and pick-ups must take place during CuriOdyssey's closed hours unless approved in advance. Equipment must be removed at the end of the event unless specific arrangements are made in advance. There will be a charge for equipment that is not removed at the scheduled time. CuriOdyssey staff will not assist in loading, unloading or carrying any items.

#### **Staging and Preparation**

CuriOdyssey has prep and additional staging areas; there is no kitchen or cooking facilities on site. All catering spaces are multi-use areas and must be cleaned thoroughly after use, and used according to the restrictions set by the events manager. Any additional time needed in the catering spaces must be arranged in advance. Caterers may also set up an outdoor kitchen to prepare food onsite. CuriOdyssey welcomes the use of grills, ovens and fryers in our outdoor areas. All catering areas must be cleaned thoroughly after use. Caterers are required to remove all trash offsite at the end of the event.

#### Set-Up, Break-Down and Clean-Up

Plans for setup must be reviewed and approved four weeks in advance by the events manager. Set-up will not be allowed to begin before the pre-arranged time. Limited set-up is allowed during open public hours. The renter is responsible for all setup and breakdown in the museum and for proper handling and storage of all equipment. Renter and vendors must use only the entrances and exits permitted by the events manager.

At the end of the event the renter must remove all equipment and décor unless special arrangements have been made with the events manager. CuriOdyssey will not be responsible for any items remaining on the premises. A fee will be charged for any items not removed by the pre-arranged time. CuriOdyssey will not be responsible for any lost or stolen catering supplies, equipment, or other property.

After the event, CuriOdyssey's facilities must be returned to the condition in which they were found. Cleanup and bagging of trash and recycling is the responsibility of the renter and/or renter's subcontractors and vendors. If a CuriOdyssey representative deems 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 renter's security deposit and/or billed directly to the renter.



#### **Rental Hours**

Agreed-upon rental hours include set-up and breakdown time. When booking an event, it may be necessary to work with your caterers to determine adequate time for setup and cleanup. Additional time may need to be scheduled for equipment deliveries and pick-up, which will require additional fees.

#### **Smoking**

Smoking and vaping are not permitted anywhere within the Coyote Point Recreation Area. Event visitors must leave the Park if they want to smoke. Renter is responsible for communicating to guests that smoking is not allowed. Any guest found violating this rule will be asked to leave the event. Any evidence of smoking on the premises will lead to forfeiture of the security deposit.

#### **Event Staff**

Our events manager will work with you in the planning stages to organize your event and will serve as the main point of contact. During your event, we will provide additional staff members to help supervise your event. Depending on the size, time, and needs of your event, additional staff and/or a security guard may also be required at an additional fee. CuriOdyssey staff is responsible for the safety of the facility, exhibits, and animals. CuriOdyssey staff is not available to help the renter, vendors, or subcontractors with set-up, clean-up, or breakdown.

#### Insurance

All events require special event insurance. Please see the Facility Rental Agreement for minimum limits and additional information.

#### Security Deposit and Cleaning Fee

A refundable security deposit and a non-refundable cleaning fee are required no later than three months before the event. The security deposit will be refunded in full provided the event ended on time, the venue was clean, and no damage was done to the facilities. The refundable security deposit will be forfeited in the case of any event guest or vendor smoking or vaping on site.

#### Payments and Pay Schedule

Fees may be paid by check, cash, or credit card. For all events, 30% of the total rental amount is due at the time of booking, and the remaining amount and refundable security deposit is due 90 days prior to the event. For events booked fewer than three months in advance, the entire rental amount and refundable cleaning/damage deposit is due at the time of booking.

#### **Cancellations**

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

- 30% of the rental fee is due at the time of booking. This deposit is non-refundable.
- Cancellations that occur more than 90 days from the scheduled event are refunded all non-deposit fees.
- Cancellations that occur 61-90 days from the event are refunded 50% of the non-deposit fees.
- Cancellations that occur 31-60 days from the event are refunded 25% of the non-deposit fees.
- · Cancellations that occur 30 days or fewer from the event will receive no refunds or credits.

Thank you for considering CuriOdyssey!

