



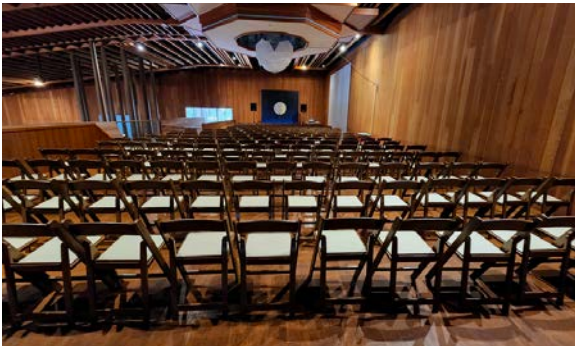
CORPORATE MEETINGS

[WWW.CURIODYSSEY.ORG](http://WWW.CURIODYSSEY.ORG)

[events@curiodyssey.org](mailto:events@curiodyssey.org) | 650.340.7565 | 1651 Coyote Point Drive, San Mateo, CA 94401

# INTRODUCTION & RENTABLE SPACES

CuriOdyssey, located in San Mateo, California, offers a unique and inspiring venue for corporate meetings. Nestled within a stunning natural setting, this science and wildlife center provides a refreshing departure from the typical conference room. With state-of-the-art facilities and engaging exhibits, CuriOdyssey fosters creativity and collaboration, making it an ideal choice for companies looking to invigorate their team and drive innovation. Whether you're hosting a small team meeting or a large corporate event, CuriOdyssey's versatile spaces and immersive environment ensure a memorable and productive experience.



## REDWOOD HALL

- 2,500 square feet
- Up to 150 seated guest capacity
- On the top level of the hall
- Unique rustic architecture



## BAY LABS

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

Location	Price	Capacity
Top level of Redwood Hall	\$4,000	150
Bay Labs 1 & 2	\$3,200	75
Bay Lab 1	\$2,000	30

- Prices include six hours rental, tables and chairs, access to the museum and zoo, AV equipment, staffing, taxes, and parking.
- Each additional hour will be charged at \$250.
- The designated rental hours are from 9 AM to 5 PM. Adjustments to pricing will be made for events extending beyond this timeframe.

## PROGRAM ENHANCEMENTS

### Animal Ambassadors

Choose an animal ambassador for your event, while contributing to the financial well-being of our wildlife programs. (Availability varies depending on recommendations from the Wildlife team)

*\$350 for 30 minutes*

*\$475 for 1 hour*

### Team Building Programs

Join our CuriOdyssey Science Educators in team building during your meeting.

You can choose between two themes. (Not available May through August).

*\$500 for 45 minutes for up to 25 people*

*\$1000 for 45 minutes for 30-50 people*

## LIGHTING AND DECOR

### Chandelier

LED chandelier & bottom level exhibits

(Available for Redwood Hall events)

*\$350*

### 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 any space

*\$500*

## CATERING

Arguello Catering  
650-363-2030  
arguellocatering.com

49 Square Catering  
415-834-5348  
49sqcatering.com

Par 3 at Poplar Creek  
650-522-7525  
par3thelodge.com

B & B Catering & Events  
650-595-3058  
bnb-catering.com

Heirloom Catering  
650-622-4171  
heirloomcatering.co

SB Catering & Events  
650-868-0250  
www.SBcatering.net

Cheat a Little Catering  
650-227-1125  
cheatalittle.com

Kitchenina  
415-2992670  
www.kitchenina.com

Nora Spanish Catering  
510-833-6672  
510nora.com

## RENTAL COMPANIES

AM Party Rentals  
650-363-1050  
ampartyrentals.com

Chairs 4 Events  
650-226-5992  
chairs4events.com

Unica Party Rentals  
650-610-9002  
unicapartyrentals.com

## PHOTO BOOTHS & PHOTOGRAPHY

Eric James  
925-451-5332  
ericjamesphoto.com

Just the Little Things Photos  
415-735-4728  
justthelittlethingsphotos.com

Selfie Soiree  
650-222-0734  
selfiesoiree.com

Six & Ten Studio  
510-338-4186  
cwagnerphotography.com

Vivian Chen  
510-579-3477  
vivianchen.com

## DJS, DECORATIONS & MORE

Denon & Doyle  
800-944-9585  
djay.com

DJ Buford Brown  
408-472-4900  
buford@abrownfilm.net

Elite Entertainment  
408-733-8833  
e3music.com

Four Leaf Entertainment  
415-699-6048  
fourleafent.com

Verducci Event Productions  
510-746-8279  
verduccies.com

## MUSICAL TALENT

Benny B Music  
415-290-8487  
bennybemusic.com

Erica Messer  
415-786-9143  
hauteharpist.com

Speechless Music  
774-231-8589  
speechlessmusic.com

## EVENT PLANNERS

Adrian Parties, Weddings & Events  
510-394-4435  
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 Bay Labs with non-damaging tape and must be removed (along with adhesives) at the end of the event. Decorations may not be hung nor adhered to the Redwood Hall or Bay Labs 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 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

A refundable security deposit is 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 security 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!