



435 Brannan St #110, San Francisco, CA 94107 // 415-200-2288 // colorbloqsf.com

## Event Guide

Woohoo 🎉 Thanks for booking with Colorbloq.

### Location

We're located in SOMA at 435 Brannan St #110, San Francisco, CA. Entrance is at back of building down alley behind TechSoup.

If you Google Map 40 Lusk St, it will drop you near the entrance to the space.

### Parking

There are several parking lots within one block of our venue at 470 and 475 Brannan St. No parking is permitted in front of the venue except for loading and unloading.

No parking is permitted on the premises, as there are reserved parking spots by tenants. Vehicles will be towed by building owner.

### Access

If during business hours, press the Ring doorbell at the entrance and we'll meet you.

If you need access outside of business hours or an onsite venue manager is not available, we can arrange key access. We use Proxy app to provide key access using a smartphone. Provide us your email and visit <http://proxy.co> to download the app.



## Insurance

Vendors will need to provide a COI and name The Quadrangle LLC and Brannan Ritch Properties LLC as additional insured.

## Wifi

Your stay includes high speed Internet (100 Mbps wifi, gigabit data ports & fiber ISP)!

Please connect devices to:

Wifi ssid: Colorbloq

Wifi pwd: gathercreatively

## AV

Your rental includes:

- Built-in 4000 Watt sound system
- 4x 12" powered QSC K12 speakers
- 32 channel digital sound mixer (Behringer x32, iPod plug-in)
- 1x wireless microphone (Shure BLX)
- 1x Dukane ImagePro 8974WU projector
- 4x flat screens

You are welcome to supplement with your own AV equipment. We can also recommend our AV specialist to help assist on a consulting basis.

**Front Gate needs to be closed by 7pm.**

**Amplified music must be turned off by 10pm.**

**Load out to be completed no later than 11pm with permission.**



Quiet hours begin at 10 pm. Keep amplified sounds down (at or below 45 dBA) to respect our neighbors and to comply with SF's noise ordinance. We have full authority to ask you to turn the entertainment down and/or off. If repeated disturbances are created, at our discretion, you may be expelled from the premises or the offending noise will be ended.

## Furniture & Fixtures

Your rental includes:

### Furniture

- 12 wooden biergarten tables & benches (seats 50)
- 60 stackable chairs
- 2 living room sets (seats 10)
- 1 cafe table (seats 8)
- 3 highboy tables
- 1 foosball table
- 1 ping pong table

### Space

- 5 shipping containers dedicated for your use
- 1 food truck scooter
- 1 camper trailer
- Built-in bar and catering station
- Refrigerator, freezer, ice machine & kegerator
- Self-serve lockers and coat check area
- Bicycle parking

## Decorating



Decorations are permitted just as long as they are non-permanent and don't damage any walls or structures, such as streamers and banners.

### Heating & Air Circulation

Built-in fresh air circulation is always running. There are 3 ceiling fans that can be controlled by remotes hanging on the columns.

There are radiant heaters mounted to the ceiling beams. These are controlled using the Nest thermostat located at the center column.

### Safety

Our first aid kit can be found in the Kitchen area. Fire extinguishers can be found throughout mounted on the columns.

No open flames (including candles) are allowed.

### Supplies

There are additional restroom and garbage supplies stored in the back storage closet.

### Cleanup Procedures

Cleaning up after your event:

- Take down any decorations and throw all trash away into the bins.
- Caterers and bartenders must haul away their own trash.
- Turn off all lights (light switch by entrance).
- Turn off fans or heater if used.
- Close all doors before leaving.



## Questions

If you have any questions or are having any trouble, feel free to either text or call 415-200-2288.

We hope you enjoy your activity!