GUIDE TO RENTING THE SPUR URBAN CENTER
The ideal venue to host a meeting, party, special event, social gathering, board meeting, cocktail reception or formal dinner party in San Francisco
The SPUR Urban Center is a contemporary LEED Silver certified green building located in the Yerba Buena District — San Francisco’s cultural and business hub — walking distance from the Moscone Center, museums, major hotels and public transit.

- Contemporary LEED-certified green building with natural light, high ceilings and outdoor terrace overlooking Mission Street
- 3 floors of versatile event space
- Complimentary WiFi, AV equipment, tables and chairs
- Walking distance to Moscone Convention Center
- Easy transit access via Muni and BART, with parking garages nearby
- Access to unique urban planning and design exhibits with local character
- Catering preparation space, located on basement level

**Rental of the entire Urban Center** offers exclusive use of three event floors including: the 1st floor Gallery, 2nd floor Public Assembly Hall and 4th floor Penthouse with terrace, providing more than 3,840 square feet of space for up to 425 guests.

The Urban Center can also be rented by individual floor and is ideal for intimate or large-scale dynamic meetings and events.
1ST FLOOR GALLERY

Highlight  Rotating urban planning exhibits
Best for  Receptions and breakouts
Capacity  75-150 standing*
          Two 20-person breakouts*
Area  1,428 sq feet
Ceiling height  14’

*Varies based on current exhibit

Audio visual  Portable AV (for use on 1st or 4th floor) features:
  • Movable screen
  • Projector (on rolling cart)
  • MacBook (on rolling cart)
2ND FLOOR PUBLIC ASSEMBLY HALL AND FOYER

PUBLIC ASSEMBLY HALL

<table>
<thead>
<tr>
<th>Highlights</th>
<th>Built-in AV; open floor plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Best for</td>
<td>Meetings and social set-ups</td>
</tr>
<tr>
<td>Capacity</td>
<td>100-175 standing</td>
</tr>
<tr>
<td></td>
<td>120 theatre style</td>
</tr>
<tr>
<td></td>
<td>80 at rounds</td>
</tr>
<tr>
<td></td>
<td>60 classroom style</td>
</tr>
<tr>
<td></td>
<td>40 boardroom</td>
</tr>
<tr>
<td>Area</td>
<td>1,173 sq feet</td>
</tr>
<tr>
<td>Ceiling height</td>
<td>15' 6”</td>
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</tbody>
</table>

FOYER

<table>
<thead>
<tr>
<th>Highlights</th>
<th>Natural lighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Best for</td>
<td>Food and beverage tables, congregating pre/post-meeting and during breaks</td>
</tr>
<tr>
<td>Capacity</td>
<td>30 standing</td>
</tr>
<tr>
<td>Area</td>
<td>474 sq feet</td>
</tr>
<tr>
<td>Entire floor</td>
<td>1,647 sq feet</td>
</tr>
</tbody>
</table>

Audio visual

- 2 built-in screens
- 2 built-in projectors
- 1 lectern with MacBook and built-in mic
- 1 cordless handheld mic

- 1 lapel mic
- 4 tabletop mics
- 21 in-ceiling speakers
- Basic lighting settings
4TH FLOOR PENTHOUSE

Highlights
- Outdoor patio overlooking Mission Street; privacy

Best for
- Receptions, breakouts and small-scale meetings

Area
- 768 sq feet

Ceiling height
- 11’ 8”

Capacity
- 90-100 standing
- 40 theatre style
- 45 classroom style
- 80 at rounds
- 12-16 boardroom
- 22 u-shape
- 22 hollow square
- Two 25-person breakouts

Audio visual
- Portable AV (for use on 4th or 1st floor) features:
  - Movable screen
  - Projector (on rolling cart)
  - MacBook (on rolling cart)

THE SPUR URBAN CENTER
654 Mission Street (near Moscone Center) San Francisco, CA 94105
Contact: rental@spur.org or call 415.644.4296
# Preferred Vendors

You want to know about these people. They provide great service and are familiar with our facility, so you can rely on them when planning your event.

## Audio Visual

**Everything A/V**  
Chris Williams  
415/671-3880  
everythingaudio@sbcglobal.net

**Got Light**  
Jon Retsky  
415/863-4300  
jon@got-light.com  
www.got-light.com

## Beverage Providers

**Bartender’s Unlimited**  
John Radovich  
415/454-3731 x 108  
jjrad@bustaff.com  
www.bubars.com

**Best Beverage Catering**  
Suzanne Kavert  
415/642-2410  
suzzane@bestbeverage.com  
www.bestbeverage.com

**Tonic Beverage Catering**  
Mike Naugle  
415/350-4614  
mike@tonicbevcatering.com  
www.tonicbeveragecatering.com

## Caterers

**Cako Bakery & Catering**  
Tina Choy  
415/418-3677  
tina@cako.com

**Hugh Groman Catering**  
Hugh Groman  
510/647-5165  
info@hughgromancatering.com  
www.hughgromancatering.com

**JJardine Catering and Events**  
Nicole Jackson  
415/999-0905  
nicole@jjardinecatering.com  
www.jjardinecatering.com

**LRE Catering**  
Kim Stevens  
415/522-1417 x 201  
kim@lrecatering.com  
www.lrecatering.com

**McCall’s Catering**  
Hannah Tiblier  
415/418-8550  
hannah@mccalssf.com  
www.mccalssf.com

**Melon’s**  
Sheldon Sloan  
650/583-1756  
ssloan@melonscatering.com  
www.melonscatering.com

**Taste Catering**  
Tina Hirshberg  
415/550-4777 x 102  
tina@tastecatering.com  
www.tastecatering.com

## Meeting & Event Production

**Cappa & Graham, Inc**  
Sue Meylan  
415/512-6967  
sue@cappa-graham.com  
www.cappa-graham.com

## Rentals and Décor

**BluePrint Studios**  
Leslie Wong  
415/922-9004  
leslie@blueprintstudios.com  
www.blueprintstudios.com

**BlueWater Rentals**  
Karen Gitter  
650/875-1144  
karen@bluewaterpartyrentals.com  
www.bluewaterpartyrentals.com

**Classic Party Rentals**  
Valerie Vasquez  
650/652-0400 x 305  
vvasquez@classicpartyrentals.com  
www.classicpartyrentals.com

**Hartmann Studios**  
Leah Trefry  
510.232.5030  
leah@hartmannstudios.com  
www.hartmannstudios.com