

Saturday Venue Rental FAQs: Weddings + Events

Headlands Center for the Arts is just fifteen minutes away from San Francisco, but feels like another world. Off the beaten path (and off the grid) the Marin Headlands is where the land meets the sea, and home to Headlands Center for the Arts—a unique and memorable venue for weddings and special events. The beautiful natural setting, close attention to detail, and excellently prepared food make Headlands a warm and convivial gathering place for celebrations of all kinds. Set against a backdrop of coastal California, Headlands' Main Building 944, a former army barrack, is a voluminous, four-story structure with big windows, expressively treated walls, tin ceilings, oak balustrades, maple floors, and yard after yard of history, character, and possibility.



The Basics

- Headlands is available on Saturdays for weddings and large celebrations.
- When you rent Headlands, you are renting the first two floors of Headlands' main building, Building 944.
- Saturday venue rental is by “building buyout” only for a flat rate of \$10,500. Partial building rental for a lower fee is not possible. *The flat rate does not include the cost of catering services.*
- The maximum capacity for the Mess Hall (Dining Room) is 140. This is the max capacity if you want to have a sit-down dinner as part of your event, which we highly recommend.
- For events with a guest count above 140, a different event flow is required, as a sit-down dinner is not possible. Please contact Headlands' Exclusive Caterer and Special Events Manager if you'd like to discuss possibilities for an alternative event format.
- 50% of the total balance and a signed contract are required to secure your date.
- \$1,000 of your initial payment is non-refundable.
- Remaining balance is due 6 months prior to the event date.
- After the 6-month mark, the entirety of the rental fee is non-refundable.
- A \$500 refundable damage deposit is required (check only as we do not deposit unless necessary).
- Liability Insurance is required (\$1,000,000 coverage policy).
- Renters have access to Building 944 from 12PM–11:30PM on the day of the event.
- Music and alcohol service must end by 10PM.
- Catering and bar service is done through Headlands' exclusive catering company, Katie Powers Catering. Catering minimums apply.
- Katie Powers Catering provides bar service, and clients provide the alcohol (there are no corkage fees).
- All guests, vendors, décor, and rental equipment must be completely out of the building by 11:30PM.
- A Headlands representative (Event Monitor) will be present at the event.
- A Friday rehearsal is included. Non-perishable décor supplies and alcohol may also be dropped off on Friday and stored overnight in the Westwing—but not set up—until the event on Saturday.



How to Book a Date

Step 1 - Holding a Date

- Check the list of available dates online.
- You may place a “soft hold” on one date for up to 5 business days at no cost by contacting the Special Events Manager at info@headlands.org
- Include both names of the couple and your contact information (phone, email, mailing address.)

Challenging a Hold

- If a date you are interested in is being held by another couple, you may challenge that hold.
- Challenging a hold gives the other couple a 24-hour window to confirm their hold by putting down a deposit.
- If the other couple does not put down a deposit, you (the challenger) must do so immediately to secure the date.

Step 2 – Confirming Your Hold

- To confirm a hold, you must call or email the Special Events Manager by 5PM on the 5th day of your hold.
- Your hold will automatically be released at 5PM on the 5th day if you do nothing.
- When you confirm your hold, a contract will be created for you and emailed to you, along with other relevant paperwork.
- You will have one week (5 business days) to review this paperwork and send in your signed contract and deposit.

Step 3 – Signing A Contract + Putting Down A Deposit

- To secure your date, you must send in a signed copy of your venue rental contract along with your deposit (50% of total).
- You may pay by check, made out to Headlands Center for the Arts, or credit card - AMEX, Visa, or Mastercard.

How to Set Up a Site Visit

- To set up a tour of Headlands, contact Headlands’ Special Events Manager, at info@headlands.org. The timing of a tour is based on the availability of Headlands’ Special Events Manager and Exclusive Caterer. Typically, tours are available Monday–Friday between 10AM and 7PM, and occasionally Saturday mornings before 1PM.
- If you would like to come for a self-guided visit on the weekend, the building is normally open to the public Sunday-Thursday from 12–5PM. Please visit our website, headlands.org to confirm our open hours, which may vary depending on our artist season and events schedule. Headlands is open for tours by appointment only on Friday and Saturday.
- Whenever you plan to visit Headlands, especially with vendors or family and friends, contact 415-331-2787 x28 or email info@headlands.org just to make sure there are no special events planned, and to confirm that we’re open the day you’d like to visit.





Building 944: Room by Room



First Floor - Mess Hall

- This is the artist-commissioned room where dinner takes place.
- Included are 12 wooden dining tables (8' L x 3' W) and 75 wooden (mismatched) dining chairs.
- Table arrangements in Mess Hall are to be determined by client in consultation with the Exclusive Caterer prior to the event.

First Floor - Kitchen

- Large open floor plan kitchen where all food service is prepared.
- No dishware, glassware or silverware provided by venue—all rentals and flatware are managed through Katie Powers Catering.
- Access to kitchen is restricted to Headlands Center for the Arts staff and staff of Katie Powers Catering.

First Floor - Latrine

- This is the only restroom facility in the building, and is unisex. However, the restroom may easily be separated into men's and women's sides with the use of curtains. Please contact the Special Events Manager for more information.



Second Floor - Eastwing

- This is the room where both an indoor ceremony and the reception (dancing) occur.
- Room contains bench seating for up to 140 and a grand piano.
- Piano may be used for ceremony but no food or beverages are permitted on top of the piano.
- The back tiered bleacher-style bench seats and piano cannot be moved or relocated.

Second Floor - Foyer + Rodeo Room

- The steel decorative tables on the 2nd floor foyer and in the Rodeo Room can be used for décor or food service, but cannot be moved or relocated.
- Bar service, cocktail hour appetizers and beverages, dessert, coffee and tea service are often staged in the Rodeo Room and on the 2nd floor foyer.

Second Floor - Westwing (Officer's Club)

- This is a raw, unrenovated space that is offered for dressing and storage purposes only.
- The Westwing contains a mix of items owned by Headlands that are off-limits to renters.
- Ladders available for decorating purposes are located here (available by contacting the Event Monitor).
- The Westwing may not be used for any formal part of an event or as a gathering place for guests. It cannot be used for the ceremony, cocktail hour, dinner, or dancing without special consultation with the Special Events Manager and Exclusive Caterer. It may be used as a space for: the couple to take a moment away, close family and friends that are part of the wedding event, and vendor meal service. It may also be used as a meal and play area for children with adult supervision.

Second Floor - Office

- This is where the Headlands representative, the Event Monitor, is stationed throughout the event. Guests and vendors are welcome to contact the Headlands' Event Monitor should they need assistance.



Outdoor Ceremonies in the Park

- Couples are welcome to have an outdoor ceremony on the Fort Barry Parade Ground (the big open field next to our main building) or other surrounding areas. The land around Headlands' buildings is operated and maintained by the National Park Service (NPS). The Commons, Headlands' outdoor gathering and ceremony space, is available for use without an NPS permit.
- If you are interested in an outdoor ceremony, you must obtain a Day Use Permit from the National Park Service's Office of Special Park Uses. For more information on obtaining a permit, contact 415-561-4300.
- Use of outdoor space in the Golden Gate National Recreation Area cannot be guaranteed by Headlands Center for the Arts.



Decoration Restrictions

- No open flame candles, incense, or sparklers are allowed. Only votive candles in glass containers are permitted. The rule of thumb is that the top of the flame cannot be higher than the votive container it is contained within.
 - For safety reasons, candles cannot be placed on the floor, on benches, in windowsills, or hung. Candles may be placed on the dining tables, bathroom sinks, cocktail rounds, metal tables, under the windows in the Latrine, and along the upper window ledge in the Mess Hall (on the right side when you walk into that room). Refer specific candle questions to the Special Events Manager.
 - Use of nails, tacks, pushpins, or adhesive tape is not permitted on all surfaces of the interior and exterior of the building.
- All decorations, flowers, equipment, signage, and any other items brought in for the event must be completely removed from the premises by 11:30PM Saturday night.
 - All decorations must be approved in advance by Headlands' Special Event Manager.

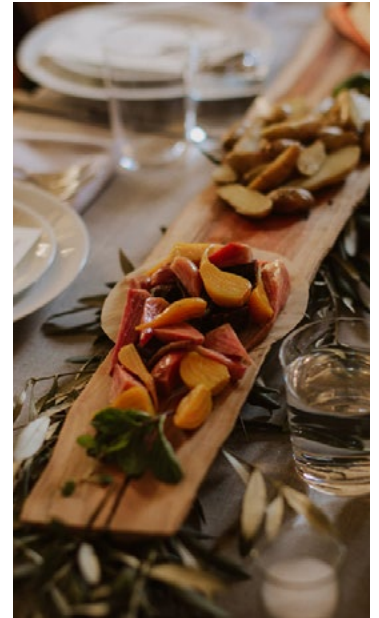
Other Things You Should Know

- Headlands Center for the Arts does not provide event coordination or planning services as part of the rental.
- Couples are highly encouraged to work with a Wedding Planner or Day-of Coordinator for their event. A list of recommended planners is included within the Headlands Preferred Vendors sheet.
- Cell phones do not work in the park, but guests may use the house phone in the first floor hallway. Wireless internet is available upon request, but is not suitable for streaming or large downloads.
- Due to the historic nature of Headlands' building, only the first floor is partially accessible. Access to the second floor is only available by stairs; there is no elevator. Please contact Headlands' Special Events Manager with questions or concerns.



Vendors + Service Providers

- In order to ensure the highest quality and service to clients, and also to ensure the greatest amount of care to Headlands' unique facilities, Headlands Center for the Arts has an exclusive contract with Katie Powers Catering (katiepowerscatering.com) to cater all weddings and special event rentals at Headlands. Use of outside caterers at Headlands is prohibited.
- A list of preferred (but not exclusive) vendors is available at headlands.org.
- Clients are responsible for distributing the "Vendor Information Sheet" to any vendors they are working with to ensure that all of their service providers are fully informed of Headlands' policies.
- A cleaning checklist will be presented to the service providers and caterer before the end of the event. Headlands' Event Monitor must sign off on all clean-up.
- All excess recycling and trash must be removed from Headlands by the caterer and/or renters. Headlands' Event Monitor will oversee any trash or recycling removal.
- All items brought in by outside vendors must be removed by 11:30PM the night of the event.
- No set-up or decoration on Friday is permitted, but décor and other materials may be staged overnight.
- Deliveries or rentals outside of those through Katie Powers Catering must occur on Saturday.



Katie Powers Catering

As Headlands' Exclusive Caterer, Katie Powers and her team have produced over hundreds of weddings and special events over the course of 10+ years. All food is prepared and served out of Headlands' historic open kitchen and artist-renovated Mess Hall. As a chef, Katie understands that it's her job to make the food integral to any event, and she does this by highlighting seasonal ingredients sourced from regional farmers.

Katie Powers joined Headlands Center for the Arts first as the chef for the Artist in Residence program, and later transitioned into the role of exclusive caterer. Her time as chef shaped her well-loved and respected philosophy of the dining experience as a feast without a fixed beginning or end, and the space of the Mess Hall as the foundation for something far greater: for conversation and for community.



Services Provided

Katie Powers works closely with clients to produce a menu tailored to their food and drink interests.



Catering services include:

- Event consultation
- Menu and recipe development
- Cocktail Hour hors d'oeuvres
- Buffet, family-style or plated dinner service
- Linens and china and other specialty rental items
- Decor consultation
- Bar service (client provides alcohol)
- Event staffing (table service, bartending)

Purveyors:

Star Route Farms
Cowgirl Creamery
Hog Island Oyster Co.
Marin Agricultural Institute
Full Belly Farms
Marin Roots Farm

Prather Ranch
The Peach Farm
Dave Hales Apple Farm
De Santis Farms
McFarland Springs Trout
La Tercera Bright Party Rentals
La Tavola Linen Company



Additional FAQs

Is there an elevator?

Due to the historic nature of Headlands' facilities (Building 944 was erected in 1907), there are no elevators. The indoor ceremony and reception spaces are located on the second floor of the building. There is wheelchair accessible access to the front door from the nearby accessible parking area, and The Commons, Headlands' outdoor gathering and ceremony site, is accessible.

Is there cell phone service?

There is no cell phone in the Marin Headlands. There is a house phone onsite available to guests (if they need to check up on a babysitter, contact a vendor, etc.) Headlands' day-of Event Monitor will be onsite to assist guests with making phone calls. Access to Headlands Wi-Fi network is available upon request.

How do we get there?

Encourage your guests and vendors to follow the directions on Headlands website. Sometimes GPS systems can lead guests astray as there is no cell phone in the Marin Headlands. For this reason, Uber, Lyft, and other car service phone apps can be unreliable. We recommend scheduling your trip with a taxi service.

Should I rent a shuttle bus for my guests?

We recommend hiring a bus service for groups larger than 80. Parking is available, and it is possible to arrange for cab service, but due to Headlands' location in a National Park, the roads can be quite dark at night. Plan ahead, and encourage your guests to carpool.

Can you tell me more about the bathrooms?

Headlands artist-renovated restroom facility (The Latrine) is both an art installation and a unisex restroom. California Home + Design named The Latrine, the work of Bruce Tomb and John Randolph, as one of "50 places to pee before you die." Many couples choose to hang dividing curtains in the space, and we recommend bringing an iPod and dock station to play music. Guests will feel right at home in this unique space by the end of the night!

Can I have my ceremony outside?

Yes! The Commons, Headlands new outdoor space, is available for ceremonies and cocktail hours. If you want to have a ceremony outside Headlands' footprint within the parklands (for example the nearby field, the Fort Barry Parade Ground) these ceremony sites are at the discretion of the National Park Service and require a permit. Please contact NPS directly if you'd like to reserve outdoor space within the Golden Gate National Recreation Area.

What are some nearby accommodation options for my guests?

Headlands has limited availability to host wedding groups in our nearby artist accommodations. Inquire with info@headlands.org for information about pricing and availability. There are quite a few lodging options in Marin County and San Francisco that are easily accessible to Headlands. The Marin Headlands Hostel is right next to Headlands Center for the Arts, and is a popular choice for many couples that opt to share quarters with their close friends and family. Additionally, nearby Cavallo Point features lovely, comfortable accommodations.

How much is catering?

Katie Powers will work with you to create a customized catering quote based on your needs and food interests. The catering fee is separate from the venue fee. Please note: catering minimums do apply, contact katie@katiepowerscatering.com for more information regarding pricing.

Tell me more about the Friday rehearsal options.

You are welcome to a one-hour rehearsal on the Friday before your event. The rehearsal can take place between 4PM and 6PM, and you may arrive as early as 3:30PM to drop off non-perishable décor and alcohol.

How does clean-up work?

We strongly encourage clients to enlist a day-of coordinator to act as the point person for set-up, clean-up and load-out. Everything brought into the building must be removed by 11:30PM the night of the wedding. Floral arrangements and other large objects may not be disposed of in Headlands' dumpster. A team of friends and family can typically load-out in an hour or less—just remember when you're planning your decor that what goes in must come out!





The Commons

In the summer of 2017 Headlands Center for the Arts completed The Commons, a campus expansion project that created new outdoor spaces for programming and rental activities, three new permanent artworks, and more places to relax and take in the area's stunning natural landscape.

The Commons is available for clients to use for a variety of purposes, including outdoor ceremonies and cocktail hours. Use of The Commons is included in the venue rental fee, though additional catering fees may apply for outdoor cocktail hours or ceremonies. Bleacher seating for approximately 80 guests is included with the space, along with some basic outdoor furniture such as metal chairs, side tables, and couches, couples rent additional furnishings as-needed through Katie Powers Catering. Additional guidelines will apply for use of this space.

If you are interested in learning more about options for use of this space, along with use guidelines, please contact the Operations & Special Events Manager at info@headlands.org.

