



*UC Davis' Conference and Event Services*

## SPECIAL EVENTS GUIDE



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*Alumni & Visitor Center  
Good Life Garden  
UC Davis Conference Center*

# THE QUAD

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*Freeborn Hall*

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*Gazebo & Arboretum  
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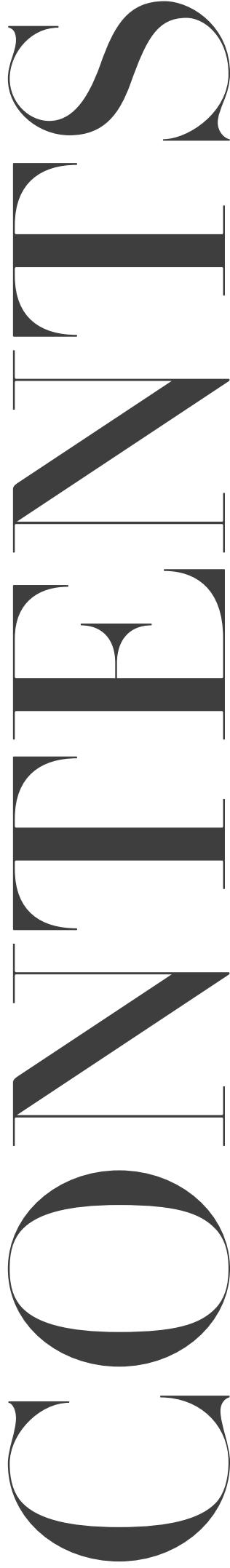
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# UNIVERSITY GATEWAY

*District*

University Gateway is the modern front door to a celebrated campus embarking on its second remarkable century. A regional center for the exchange of ideas, culture and art, it is anchored by the chic Mondavi Center for the Arts. Vanderhoef Quad, a charming green space with an avant-garde waterfall, serves as a unique breakout space for the Alumni and Visitor Center and the Conference

Center. With its mix of versatility and comfort, the Conference Center is perfect for large scale special events, like receptions and birthday parties. Hyatt Place is both a venue for special events as well as a retreat for out-of-town guests. An ever changing edible landscape, the Good Life Garden is a feast for the eyes and makes a lively backdrop for any special event.



# ALUMNI & VISITOR CENTER

*The Arboretum District*

The Alpha Gamma Rho Room is a bright and airy space with high vaulted ceilings. Natural light floods in through large windows that look out on a shaded patio and manicured lawn. The space is well suited for wedding ceremonies, private parties, and banquets. A circular outdoor patio features its own garden and is an inviting place to stage ceremonies.





The patio can be booked alone, or as a companion space for the Alpha Gamma Rho room. The AGR Room fits 152 for dining, and 260 for receptions, and the patio fits 350 for dining.



# GOOD LIFE GARDEN

*The University Gateway District*

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Agriculture and food sciences have held a prominent place at UC Davis for the past century, so it didn't come as a surprise when the University created an edible garden to host the campus' events. A bright landscape and Tuscan colored surroundings make the Good Life Garden a cheery setting for special events. This vibrant garden

features organic fruits, vegetables, herbs, flowers, and even the university's very own olive tree grove. Row upon row of the campus' 12.5 acre teaching vineyard is within view of the Good Life Garden, adding to the Tuscan inspired setting. Tents can be used to accommodate up to 800 guests.



# UC DAVIS CONFERENCE CENTER

*The University Gateway District*

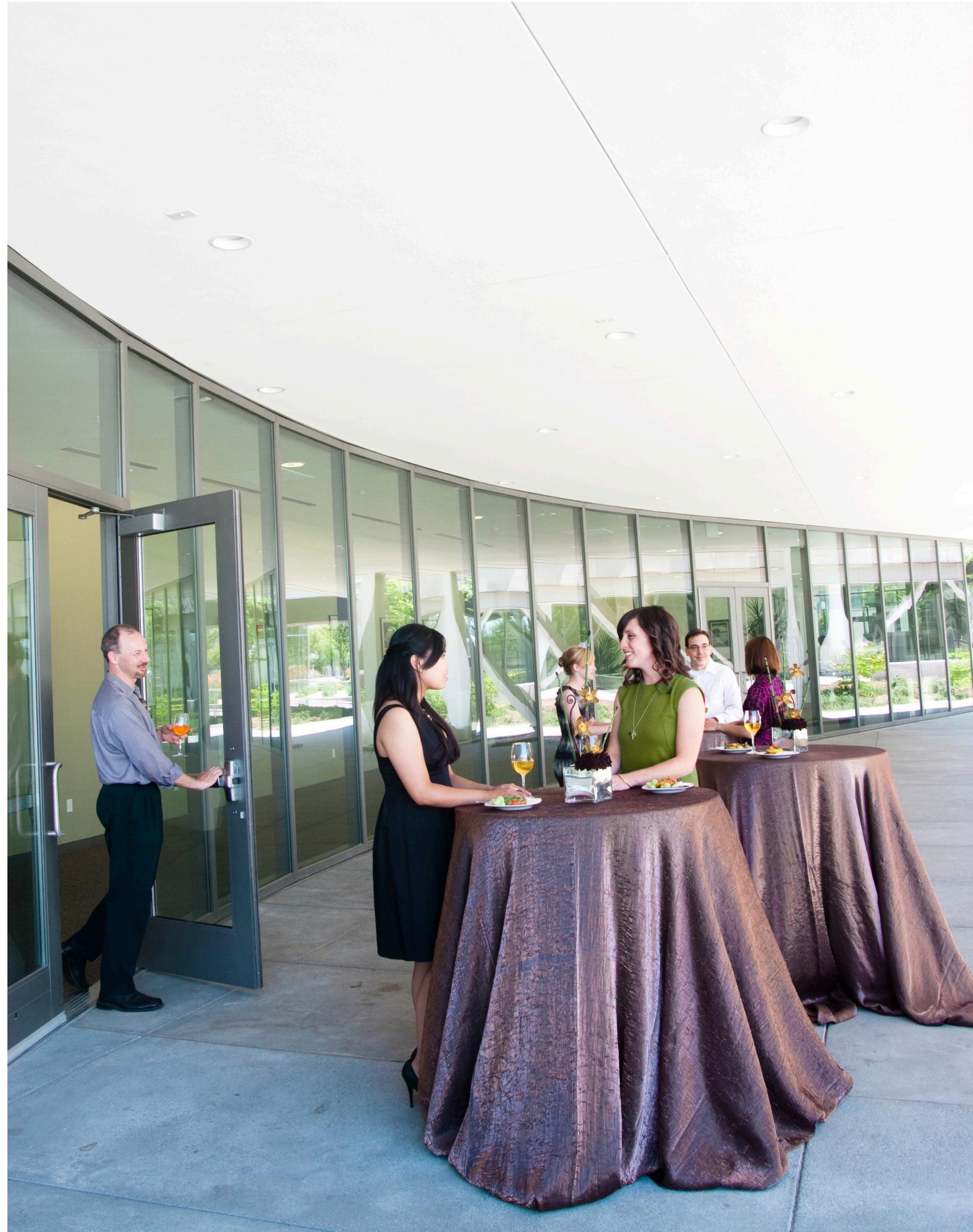
A contemporary host to many celebrations, the UC Davis Conference Center offers a large ballroom to accommodate receptions and special events of all kinds. Rich brown overtones and handsome slate gray finishes follow the interior. A hallway of floor-to-ceiling windows looks out on the Conference Center's patio, a complimentary outdoor

space to the modern indoor ballroom. Celebrate and save the earth at the same time: the Conference Center is a Gold LEED certified building: it is designed with sustainable resources and utility efficiency in mind. The Conference Center Ballroom can accommodate 256 for banquets or 650 for receptions.





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# THE QUAD

*District*

A beautifully tree-lined lawn anchors the Quad District, the center of student life. The University's vintage auditorium, Freeborn Hall, is a first-class venue for weddings, banquets and celebrations with its theatrical lighting and ample floor space. For the convenience of our clients a large selection of event decorations are available to personalize Freeborn Hall for your special event. Epitomizing the culture of University life with large magnolia canopies draping the lawn in shade, the Quad is a pleasant special event location. The Quad is a flexible venue that can be used as an open-air space perfect for special events with live music, or can be tented to accommodate weather conditions.



# FREEBORN HALL

*The Quad District*

**T**raditional and spacious Freeborn Hall sets the stage for elegant events. Perfect for receptions and banquets, the auditorium features a stage, and even leaves extra space for a DJ and dancing. This venerable hall

fits 500 seated guests and up to 800 standing guests. Located in the heart of campus, Freeborn Hall is host to an array of events year round and is one of the campus' most popular event venues.



# THE ARC

*District*

With an fashionable courtyard and ballroom, the ARC Conference Center is one of the campus' premier special event venues. Large floor plans can fit banquets and receptions, leaving space for food and beverage stations as well as ample floor space to suit even large events. Ambient lighting options add a warm touch to all types of special events. From Bar Mitzvahs to wedding receptions, the ARC ballroom, with its entrance onto a private courtyard, is an impeccable location for any event.



# ARC BALLROOM

*The ARC District*

**T**he spacious ARC Ballroom plays a classy host to celebrations. For large events, it serves as a versatile venue that can take the shape of any event it holds. Light yellow walls and elegant hanging golden globe lights create a mellow mood for this large space. Take advantage of the size of the Ballroom by adding a dance floor or banquet area. The space is perfect for accommodating receptions and parties, and can fit 264 for dining or 713 for receptions. A large courtyard comes as an additional space to the ARC Ballroom. Serve refreshments out here, or use the terrace for post-celebration photography.

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A photograph of a man and a woman walking on a wooden dock. The man is on the left, wearing a light-colored t-shirt and white pants, looking towards the woman. The woman is on the right, wearing a red sleeveless dress, looking back at him with a smile. They are walking away from the camera, towards a body of water. The background is filled with lush green trees and foliage. The overall atmosphere is romantic and peaceful.

# THE ARBORETUM

*District*

Along the southern strip of campus, Putah Creek drifts serenely by, reflecting the flora that makes the Arboretum District unique. Rated time and time again as the most romantic spot on campus by University students, the Arboretum is known for its impressive and worldly botanic collection. The colorful Arboretum paints a beautiful backdrop for your special event. A charismatic gazebo set in a fragrant garden is perfect for a reunion, marriage or reception. Share a moment amidst the cherry blossoms, let your guests stroll through an awe-inspiring redwood forest, or warm up near the hearth in Putah Creek Lodge. Overlooking Putah Creek and acres of beautifully landscaped grounds in the southwest region of the Arboretum, Putah Creek Lodge is an intimate locale for your special event.

# GAZEBO & ARBORETUM

*The Arboretum District*

**E**xchange vows beneath a gazebo nestled in a white flower garden. Quaint and delightful, the Gazebo is easily one of the campus' most popular wedding venues. This alluring gazebo is part of the enchanting UC Davis Arboretum, a 100-acre park with worldly botanical collections and a gently trickling creek. The Gazebo is the perfect location for couples looking for a natural outdoor setting. Use the Gazebo as-is, or add canopies and extra lighting to add your own flair.

Peter J. Shields Oak Grove, a retreat for visitors, pays homage to one of the founders of UC Davis who fought to make Yolo County the home of agricultural education. The grove includes an expansive lawn overlooking Putah Creek, providing a striking location for hosting private events or receptions. One of the largest collections of Redwoods outside of their native home, the T. Elliot Weier Redwood Grove will inspire and amaze your guests. The Wyatt Deck, part of the Wyatt Pavilion Theater is yet one more of the Arboretum's many spaces for hosting personal events.

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# PUTAH CREEK LODGE

*The Arboretum District*

A bridge through the University's Arboretum leads to Putah Creek Lodge. The building distinguishes itself with a hexagon shape and cozy brick fireplace that serves as the focal point. French doors lead to beautiful acres of lawn and trees and an outdoor

amphitheater with bench seating. Putah Creek Lodge comes with its own self services kitchen and audiovisual equipment. Host a celebration or reception in the lodge which holds 100 guests for banquets and up to 200 guests for receptions.



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# OTHER SERVICES

To make sure your special day goes off without a hitch, let Conference and Event Services assist you in planning it. With more than fifteen years of experience in event planning, no event is too big for the expert staff at Conference and Event Services. Let one of our event planners arrange for everything from audiovisual rentals, to lodging and space reservations. Food and

beverage arrangement is hassle free when you plan with us. We have a variety of on and off campus catering options as well as the availability of alcohol permits. For your convenience, you can choose from a list of nearly fifty preapproved caterers from the Davis and Sacramento region. Look no further than Conference and Event Services – everything you need is already here.



# FOOD & BEVERAGE



## BUCKHORN CATERING

*Publication Sponsor*

**S**ince established in 1983, Buckhorn Catering has been developing its standard, high quality, off-premise catering throughout Northern California counties. Buckhorn Catering has become dedicated to providing superior food and service. Many clients return year after year for the Buckhorn experience.

P: (530) 795-1722  
catering@buckhornsteakhouse.com  
www.buckhornsteakhouse.com

## CATERING OPTIONS

**N**o event can be complete without food and drinks. Indulge guests with a menu suited for luxury, chosen from an extensive list of pre-approved caterers. Non-registered caterers can serve on-campus events once they have fulfilled the requirements listed on <http://cevs.ucdavis.edu>. When you plan your special event with Conference and Event Services, we make it easy to eat, drink and be merry.

# LODGING



## HYATT PLACE

*Publication Sponsor*

**H**yatt Place is a plush, state-of-the-art hotel located on campus. Your guests will enjoy a cozy living space, spacious guest rooms, and 24/7 assistance from the gallery host. Hyatt Place is located within walking distance from the University's special event facilities, allowing guests to relax in the hotel before and after your special event. Complimentary Wi-Fi and breakfast are also included.

173 Old Davis Road, Extension Davis, CA 95616  
P: (530) 756-9500  
[ucdavis.place.hyatt.com](http://ucdavis.place.hyatt.com)

## OTHER OPTIONS

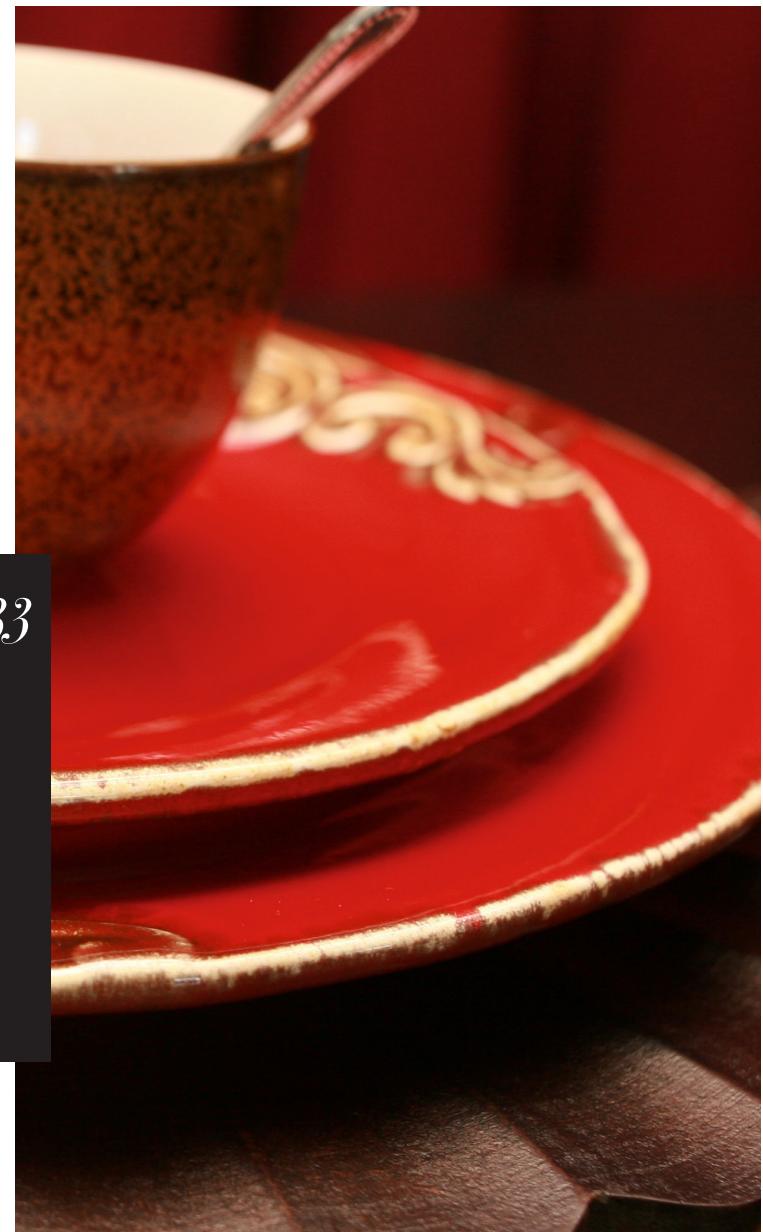
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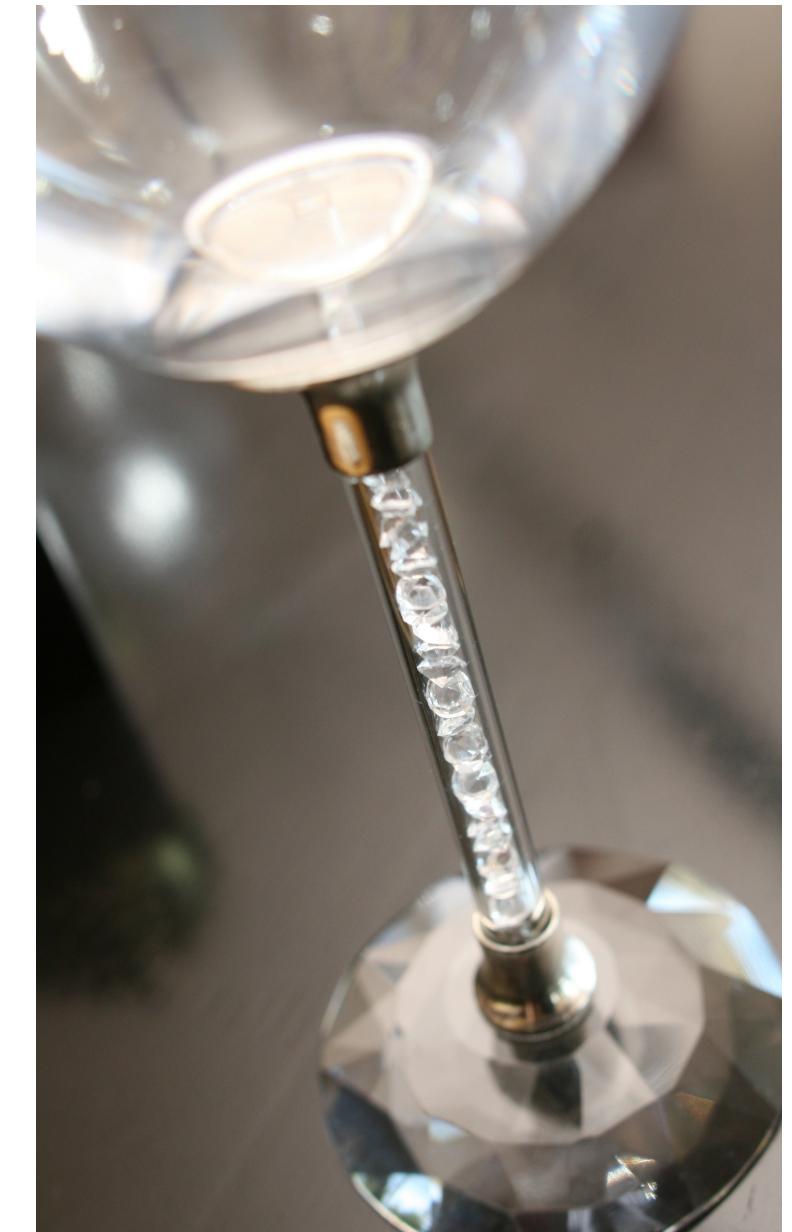
# TABLEAUX

event rental

*Publication Sponsor*

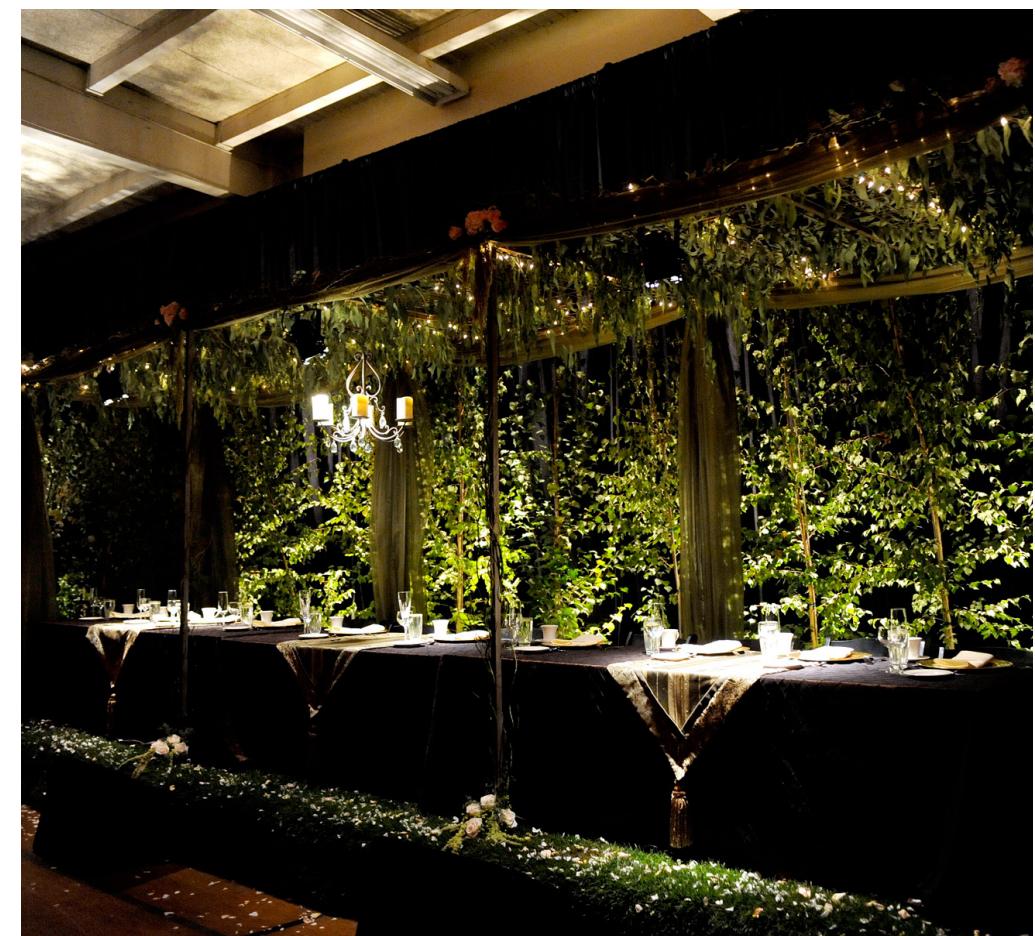
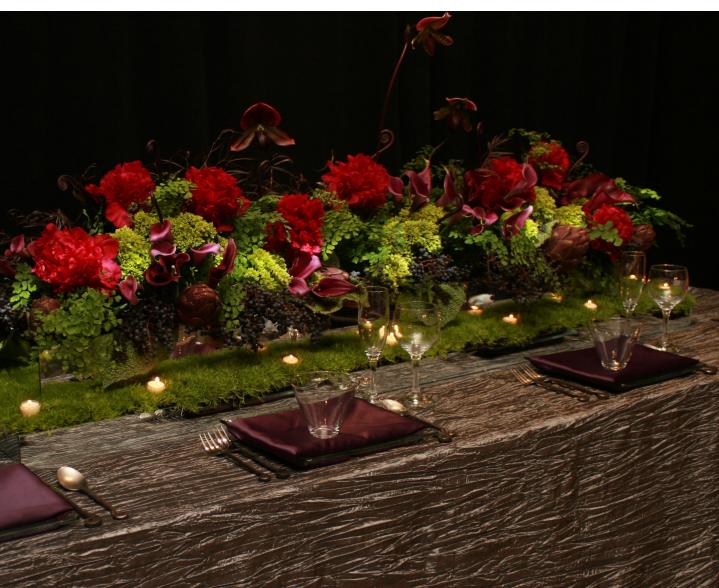
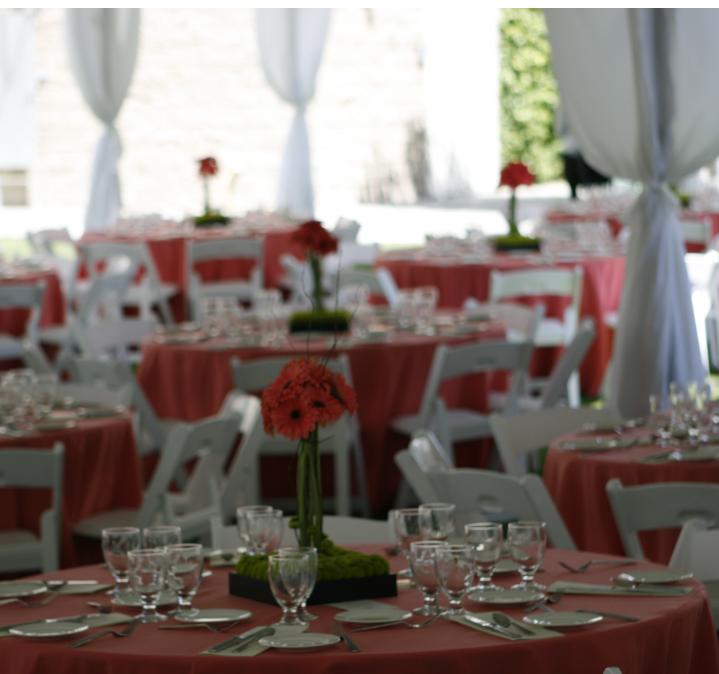


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**S**et a striking scene with the inspired creative design of Tableaux Event Rental. Serving Northern California, Tableaux offers a different perspective in event rental with picturesque tables, chairs, linens, tableware and lounge décor. Visit the showroom, located in historic Vacaville, for samples and event design assistance, and a taste of the Tableaux experience.

218 Dobbins Street, Vacaville, CA 95688  
[tableaux.typepad.com](http://tableaux.typepad.com)  
(707) 469-8500



# fiore

*Publication Sponsor*

(916) 363-4673  
[fiorestyle.com](http://fiorestyle.com)

Celebrate your event in style by having FIORE's designers create your event! Event design services include linens, lighting and furniture rental. Trees and greenery at a lush touch and are offered in a variety of sizes and shapes. FIORE's floral couture is lavish and sophisticated, transforming any event into a work of art! Services are available in Sacramento and the Bay Area, as well as, the Central Valley of California.

# PACKAGES & PRICING

## ALUMNI CENTER

Event for 150 People (6 Hour package)  
AGR Only \$1350.00  
AGR and Patio \$1600.00

Event for 150 People (10 hour package)  
AGR Only \$1500.00  
AGR and Patio \$1850.00

Package Notes: Please note that your package time needs to include time for all your vendors (e.g., caterer, decorator, DJ, etc.). Includes use of kitchen, West Conference Room and library. Package price does not include the cost of security, catering or audio/visual equipment. Price includes labor for one set up. If changes to the set up are needed during the course of the event, additional labor charges may apply. The facility must be left in the same condition in which it was found or additional cleaning charges will be assessed. Food must be provided and served by University Catering or a registered caterer. The use of candles is not permitted without prior approval from the UC Davis Fire Department. Please consult with your coordinator for more information.

## ARC BALLROOM

Event for 150 People (12 hour package)  
Full ballroom, courtyard and meeting room \$3805.00

Package Notes: Please note that your package time needs to include time for all your vendors (e.g., caterer, decorator, DJ, etc.). Includes dance floor rental, projector and screen, one wireless microphone, event staff, one facility coordinator. Package price does not include the cost of security, catering, or additional audio/visual equipment. Price includes labor for one set up. If changes to the set up are needed during the course of the event, additional labor charges may apply. The facility must be left in the same condition in which it was found or additional cleaning charges will be assessed. Food and alcohol must be provided and served by University Catering or a registered caterer. The use of candles is not permitted without prior approval from the UC Davis Fire Department. Please consult with your coordinator for more information.

## PUTAH CREEK LODGE

Event for 100 People (6 hour package)  
Entire facility \$1,400.00

Event for 100 people (10 hour package)  
Entire facility \$1,550.00

## GOOD LIFE GARDEN

Call for pricing.

## RECREATION POOL LODGE

For those planning to have an outdoor setup, the package does not include furniture rental or labor for outdoor setup. Client is responsible for arranging for rental and set up. Alcohol must be provided and served by University Catering or a registered caterer

Scheduling Guidelines:  
Staff, students, faculty and alumni may schedule Recreation Pool Lodge six months in advance throughout the year.

## SHEIELDS GROVE GAZEBO (wedding ceremonies only)

Wedding Ceremony (3 hours)  
NO FOOD OR BEVERAGES ALLOWED  
Gazebo only \$775.00  
Gazebo with other facility \$675.00

Package Notes:  
Rental covers rental of the Gazebo structure only. This is an OUTDOOR area that is located in a natural environment. The Gazebo is rented as is.

Scheduling Guidelines:  
Staff, students, faculty and alumni may schedule six months in advance throughout the year.

## FREEBORN HALL

Event for 400 people (6 hour package)  
Entire facility \$2,075.00

Event for 400 people (10 hour package)  
Entire facility \$2,650.00

NOTE: These prices are only for University Catering catered events. If you plan to use a registered off-campus caterer, please anticipate additional chargeS

Package Notes: Catering time does not need to be included in the package time (see NOTE). Catering time will be set outside the package time. All other vendor set-up times must be included in the package time (e.g., decorator, DJ, etc.). Package price does not include the cost of security, catering, or audio/visual equipment. Price includes labor for one set up. If changes to the set up are needed during the course of the event, additional labor charges may apply. The facility must be left in the same condition in which it was found or additional cleaning charges will be assessed. Food must be provided and served by University Catering or a registered caterer. The use of candles is not permitted without prior approval from the UC Davis Fire Department. Please consult with your coordinator for more information.





# CAPACITIES

## ALUMNI CENTER

FACILITY	SQUARE FT.	THEATER	DINING
AGR ROOM	2,075	200	152
FOUNDERS BOARD ROOM	1,319	-	-
WEST CONFERENCE ROOM	405	-	-
MOSS PATIO	9,348	9,348	350

## GOOD LIFE GARDEN

FACILITY	SQUARE FT.	DINING
LARGE PATIO	1,550	103
SMALL PATIO	961	64
LARGE LAWN	4,164	277
SMALL LAWN	19,32	128
OLIVE GROVE	5,286	250

## UC DAVIS CONFERENCE CENTER

FACILITY	SQUARE FT.	BANQUET
BALLROOM A, B, & C	3,993	256
BALLROOM A	1,222	80
BALLROOM B	1,547	103
BALLROOM C	1,224	80
BALLROOM A&B	2,769	184
BALLROOM B&C	2,771	184
CONFERENCE ROOM A	683	TBA
CONFERENCE ROOM B	725	TBA

## FREEBORN HALL

FACILITY	SQUARE FT.	THEATER
MAIN FLOOR	14,481	1,318
STAGE	2,960	150
LOBBY	1,975	-

## ARC BALLROOM

FACILITY	DIMENSIONS	SQUARE FT.	THEATER	RECEPTION
BALLROOM A & B	80' x 61'	4,880	400	713
BALLROOM A	-	-	250	500
BALLROOM B	-	-	150	213

## PUTAH CREEK LODGE

FACILITY	DIMENSIONS	SQUARE FT.	THEATER
PUTAH CREEK LODGE	47' x 33'	1,420	100



# FAQs

## *HOW SOON IN ADVANCE DO I NEED TO CHOOSE A DATE?*<sup>9</sup>

All facilities, with the exception of Shields Grove Gazebo, can be booked up to eleven months in advance – Shields Grove can be reserved no earlier than 6 months prior to your event date. Call (530) 752-2675 to check facility availability, or visit [http://cevs.ucdavis.edu/dept\\_cont/space](http://cevs.ucdavis.edu/dept_cont/space) for a single date, and [http://cevs.ucdavis.edu/dept\\_cont/space\\_multi/](http://cevs.ucdavis.edu/dept_cont/space_multi/)

## *WHAT DOES IT TAKE TO RESERVE A DATE?*<sup>9</sup>

After you choose a facility and a date, you must submit an application to hold your reservation. Once your application is approved, you will be assigned an event coordinator, who will be your go-to person through the completion of your event.

## *HOW CAN I CATER MY EVENT?*<sup>9</sup>

When you host an event on campus, you must have your event catered by a vendor from our preapproved list of caterers or University Catering by Sodexho. Please keep in mind that not all caterers are licensed to sell and/or serve alcohol, and only those with appropriate licenses and insurance will be approved to serve alcohol on campus. Please visit [www.cevs.ucdavis.edu/dept\\_cont/caterers](http://www.cevs.ucdavis.edu/dept_cont/caterers) for a list of approved registered caterers.

## *HOW WILL MY EVENT BE SET-UP?*<sup>9</sup>

Every special events facility has different set-up requirements, especially if you choose to use outdoor space. Your coordinator can help match your needs with University policy and fire codes.

## *CAN I SERVE ALCOHOL AT MY EVENT?*<sup>9</sup>

Requests to serve alcohol are generally approved if: alcohol is not the sole focus of the event, non-alcoholic beverages (besides water) and food are available, a maximum of one drink per person per hour is approved, and if alcohol is served by a caterer who has the appropriate licenses and insurance. In some cases a specific family member can be designated to serve alcohol that is not purchased from a caterer; this person must monitor the alcohol at all times during the event. Hard liquor can only be served by a licensed caterer.

Note: The State of California Department of Alcohol Beverage Control estimates that 70% of people over the age of 21 will drink alcohol.

## *WILL MY EVENT BE INSURED?*<sup>9</sup>

When renting any UC Davis facility for a wedding, special event insurance is required. If you are a homeowner, some insurance companies allow you to use your coverage for a one day special event certificate. This certificate will need to list the UC Regents as additionally insured and have a minimum General Liability coverage of \$2,000,000. Coverage is also available through Marsh, the University's broker. Visit [www.marshcampusconnexions.com/ucd/tulip](http://marshcampusconnexions.com/ucd/tulip) for more information.



# CONTACT US

*CONFERENCE & EVENT SERVICES  
UNIVERSITY OF CALIFORNIA, DAVIS  
ONE SHIELDS AVENUE  
DAVIS, CA 95616*

*UC DAVIS CONFERENCE  
AND EVENT SERVICES  
Phone: (530) 752-2675  
Fax: (530) 752-5791  
[events@ucdavis.edu](mailto:events@ucdavis.edu)  
<http://events.ucdavis.edu>*

*Everything You Need is Already Here*

**UCDAVIS**