



Falkirk Cultural Center

Rental Information Packet

1408 Mission Ave. San Rafael CA 94901 – (415) 485-3328

falkirk@cityofsanrafael.org – www.cityofsanrafael.org/falkirk

Thank you for selecting Falkirk as a potential venue for your event. This packet provides an overview of the steps required to reserve the Falkirk Cultural Center, outlines policies, and provides sample layouts and helpful resources for your event planning. Please review the material carefully and let us know if you have any questions.

Falkirk is open to the public Tuesday - Friday from 1:00pm-4:30pm and Saturdays 10am-2pm. Hours may be modified due to holidays and/or private events. Staff are available during these hours to answer questions, show the facility and grounds, and make the galleries available during art exhibits. Modified hours are posted at the front door and on Facebook.

We do our best to respond to your inquiries as soon as possible. Looking forward to hosting you!



Table of Contents

Page

Application Process/General Information.....	2-3
Rental Fees/Cancellation Policy/Refund Policy/Insurance.....	4-5
Conditions of Use/Venue Details/Included Amenities.....	5-7
Property Map/Floor Plan and Sample Layouts.....	8-14
Parking Information.....	15
Clean-up Requirements Checklist.....	16
History of Falkirk.....	17
Sample Vendors.....	18-20

FACILITY RENTAL RESERVATION POLICY AND PROCEDURES

Please carefully read through this entire document – renters are responsible for following the rules and policies outlined below.

APPLICATION PROCESS

1. You are welcome to visit and tour Falkirk during hours of operation, provided an event is not in progress. Please call or e-mail ahead before making a site visit.
2. In order to reserve a room, a person 21 years or older must submit both a complete Library and Recreation rental application and a reservation deposit. You may submit your application in person or by email. If you submit your application by email, a San Rafael Library and Recreation staff member will contact you to collect the appropriate deposit to secure your reservation.
3. Applications are accepted on a first-come, first-served basis. Applications will be accepted up to one year in advance.
4. If more than one person applies at the same time for the same room on the same date/time, priority will be given to residents of San Rafael. If two residents or two non-residents apply for the same rental date, a lottery will be drawn to determine priority.
5. Rental requests will be reviewed and processed in the order in which they were received. Renters will be notified by phone, mail, or e-mail as to the status of their application. The booking deposit will be refunded in full if the application is not approved.
6. Rental Contracts are not finalized until a department staff member has contacted you and provided you with an approved rental contract.

GENERAL INFORMATION

1. The applicant whose name and signature appears on the rental contract should be present for the full length of the event. If the applicant cannot be present, he/she must designate an individual who will be present and submit their name and phone number on the application. The designated person **MUST** check-in with facility attendant on the day of event and is responsible for following and helping to enforce the policies/regulations. Application permits are non-transferable, and applicants must be 21 years of age.
2. Hours stated on rental application must include set-up, decorating, main event and clean-up, which are the responsibilities of the renter. To avoid exceeding rental times, please plan at least 1.5-2 hours for clean-up. Rentals that exceed stated rental hours are charged double the hourly rate, rounded up in 30-minute increments. All renters, guests, vendors, and rented equipment must leave the property by the end time listed on the rental agreement.
3. Reservations will be confirmed and considered complete only after all required forms are signed and submitted, and applicable fees and deposit have been received. No dates are tentatively held for any group who has not submitted a facility rental form and booking deposit.
4. Incomplete or inaccurate information by the renter on the contract may result in cancellation of the contract and loss of fees paid.
5. The applicant's name and signature that appears on the rental contract must match the name on the proof of insurance and payment.
6. Only the renter(s) whose name is on the rental application can submit changes. Changes are subject to approval and must be made in writing (email preferred) or directly with the community center office. All rental changes are tentative until confirmed by Department staff and any/all additional fees have been paid.
7. Renter acknowledges that the facility may be rendered unusable or otherwise unavailable due to circumstances beyond the City's control, including but not limited to flooding, fire, natural disaster, power outages, public health emergencies, criminal acts or acts of war or terrorism. In the event that the facility should become unavailable due to any such circumstances, the City will refund any fees received from renter and such refund will constitute the limit of City's liability to renter in connection

with the unavailability of the City facility. The City shall not be liable to renter for any actual or renter's consequential damages, including but not limited to other costs incurred in connection with renter's event, lost profits, and lost opportunity.

8. Reservations may be revoked at any time whenever the use of buildings or facilities may interfere with Department program activities or where there has been a violation of approved regulations.
9. Reservations may be revoked or terminated, and additional guests will not be allowed in the building if it is determined that the event is different or larger than represented on the rental application.
10. The City reserves the right to make any physical or furniture changes to the building.

FALKIRK CAPACITY/MEASUREMENTS

Falkirk can accommodate up to 125 guests for outdoor events and up to 100 indoors using the entire first floor. Please refer to the sample layouts included in this packet when planning seating capacities and any equipment or supplies you may rent from an outside vendor. The below table provides capacities and measurements for specific spaces within the facility.

Space	Capacity (Assembly/Dining)	Measurements
Wedding Lawn	125/125	72' x 30'
Rose Garden	125/50	Unusual Dimensions
Veranda	100/90	36' x 18'
Parlor	80/64	25'8" x 23' x 16' x23'
Front Porch	NA	10' x 10'
Dining Room	NA/15	16' 19'

INCLUDED FURNITURE

- Chairs: 100 mahogany/brown folding chairs.
- Rectangular Tables: (7) brown and (8) white 6' x 2 ½' tables. (2) brown 5' x 2 ½' tables.
- Dining Room Table: 8' x 4'
- Round Table (dining room): 52" diameter
- Side Table (dining room): 62.5" x 20"
- Foyer Table (entry hall): 51" x 26"
- Bar Table (solarium): 6' x 2'
- Parlor Carpet: 12' 8-1/2" x 14' 7"

ADDITIONAL AMENITIES

- Baby Grand Piano
- Sofas: Parlor (3) and Dining Room (1)
- Wooden Lectern: 18" x 12" x 52"
- Fans: (3) small fans and (5) standing oscillating fans. Falkirk has central heating but no air conditioning.
- Easels: (8) Basic easels available upon request for additional signage.
- Extension cords available upon request
- 2 prong adaptors for outlets available upon request
- Kitchen Oven: 2 racks; 22 ½" x 29"
- Stove top- 6 gas burners
- Commercial refrigerator
- Free Wi-Fi available within the Mansion. Please ask staff for network information.

RENTAL FEES

Deposit

A deposit is required for all facility rentals. The deposit must be paid in full at the time of booking and is separate from rental fees. It will not be applied toward the rental balance.

The deposit is fully refundable except:

1. If money is withheld due to cancellations (see Cancellation and Refunds section for details).
2. The deposit refund will be reduced to cover any extra costs due to cleaning, damage to facility or grounds,

overtime hours, additional equipment used during event, if event exceeds estimated capacity, or is in violation of any facility rules or policies.

3. The entire deposit will be retained, and event may be shut down if attendance exceeds the amount specified on the application.

Additional charges may be required if damage exceeds deposit amount.

Fees

1. All rental fees are due **6 months** prior to the event or at time of booking if within 6 months.
2. Payments may be in the form of check, cash, or credit card. All checks should be made payable to “City of San Rafael”.
3. Rentals that exceed stated hours or that use rooms beyond those included in the rental contract will be charged double the stated hourly rate for all related fees.

	Minimum Rental Length	Non-Profit Organizations (Tax ID # required)	Private Use & Non-Profit Fundraisers	Commercial Groups
Friday & Sunday	6 hours	\$900R/1,020NR Flat Rate	\$1,350R/1,470NR Flat Rate	\$1,800R/1,920NR Flat Rate
Saturday	10 hours	\$1,500R/1,700NR Flat Rate	\$2,250R/2,450NR Flat Rate	\$3,000R/3,200NR Flat Rate
Friday – Sunday Additional Hours	30 minutes	\$150R/\$170NR Per Hour	\$225R/\$245NR Per Hour	\$300R/\$320NR Per Hour
Monday - Thursday	2 hours	\$100R/\$120NR Per Hour	\$150R/\$170NR Per Hour	\$200R/\$220NR Per Hour

R = Resident; NR = Non-Resident

If a rental payment is not received within the specified time, the reservation will be cancelled, and the deposit will be retained by the City and not refunded.

CANCELLATION AND REFUNDS

Confirmed reservations that are canceled will be subject to penalties. Cancellation fees are determined by the amount of notice given prior to the scheduled event.

- Refunds will be processed within 30 days after your event.
- Fees will not be refunded for reserved time not used. Reserved time should be chosen carefully; once fees are paid, there will be no refund for decreased reserved or actual use time.
- If the City cancels an activity, all fees will be returned.
- Only the applicant named on the contract can make cancellations.

Refund Schedule

Cancellation Date	Deposit Fee Returned	Rental Fee Returned
More than 6 months	0%	100%
3-6 months	0%	50%
3 months or less ¹	100%	0%

Cancellations made by either party more than 6 months prior to reserved date will be refunded 100% of rental fees; however, the City will retain 100% of the deposit. Cancellations made less than 6 months but more than 3 months prior to reserved date will receive 50% of the room rental fees; however, the City will retain 100% of the deposit. Cancellations made less than 3 months prior to reserved date will receive 100% of the deposit fee and any fees paid for security or insurance; however, the City will retain all of the room rental fees. Cancellations made with 72 hours or less notice will be required to pay for 4 hours of security fees, in addition to the room rental fees.

¹ *If rental fees paid are less than the deposit, the deposit will be withheld, and rental fees will be returned.

INSURANCE

All rentals are required to provide a Certificate of Insurance for liability for a minimum of \$1,000,000, with required endorsements.

The certificate of insurance must include endorsements naming “City of San Rafael” as additional insured.

1. Rental insurance certificates must be received by the Library and Recreation Department at least 30 days prior to the event.
2. Organizations/Individuals that have insurance through a parent organization may issue one proof of insurance which names “City of San Rafael” as an additional insured for a full year for all the organization’s uses.

The name on the Certificate of Insurance must match the applicant’s name on the rental contract. Insurance is available for purchase through Diversified Risk/HUB International Insurance. Contact the Library and Recreation Department office for procedure and rates.

FACILITY CONDITIONS OF USE

1. Care of Falkirk/Hours

All groups using a City facility shall be responsible for proper use and care of all property, equipment, and facilities. Department displays will not be taken down to accommodate private receptions or parties with the exception of the Front Hall where staff will take down all promotional material.

Events must stay within the following facility schedule:

	Facility Opens	Event ends, Amplified sound turned off	Clean-up complete, Renters out of facility
Sunday-Saturday	8:00am	9:00pm outside/10:00pm inside	11:00pm

2. Preparation and Clean-up

Rental rooms/space must be left in the condition in which they were found. Any items, including all decorations, brought in during the rental must be removed by the end of the rental time.

Preparation and clean up shall be completed by the renter including removal of decorations and other items brought by the renters. A facility-specific clean-up checklist will be provided. Falkirk staff will walk through the facility with the renter before and after the event to ensure all cleaning requirements are met.

Decorations must abide by the following regulations:

- a) No adhesives, nails, screws, staples, tacks, etc., in walls, woodwork, on windows or any other surface throughout the Mansion or on the property are allowed.
- b) All decorations must be fireproof or of fire-retardant materials.
- c) At no time shall exits be covered or obstructed.
- d) No candles or open flame are allowed (except STERNO, which is frequently used by caterers).
- e) Barbecues and open-flame cook-tops are not allowed.
- f) Portable air conditioning units are not allowed.
- g) Outdoor heat lamps are not allowed.
- h) Balloons and/or balloon string must be removed and disposed of. Any balloons that become entangled in fans will need to be removed using scissor lift at the expense of the renter.
- i) Rice, birdseed, confetti, rose or other flower petals, and open flames are not allowed, indoors or outdoors, on any part of Falkirk Cultural Center property.
- j) Balloons and/or balloon string are permitted but must be to be removed by the end of the event.

Curtains, shades, drapes and windows are not to be rearranged or opened except by Falkirk Staff. Most interior furnishings (including the piano) are not to be moved except with Falkirk Staff approval. Exceptions are the red chairs in the dining room and the sofas in the parlor, which may be moved to other locations within the first floor of the Mansion. The bar table in the solarium may be moved within the Mansion or taken outside onto to the Veranda.

Approval in advance is REQUIRED for any of the following: Additional indoor or outdoor lighting; outdoor tent on Veranda or Wedding Lawn; Dance Floors; Food Trucks.

All activity, including set-up and cleanup, must be listed as rental time on the application. Users shall supply additional garbage containers (dumpsters) at the user's own expense at the discretion of Department staff.

Falkirk Staff are on site during rentals as the City representative. Their role is to greet the renter or renter-designated contact person to walk through the facility before and after the event, provide access to electrical, lighting, cleaning supplies, and any additional amenities like fans and easels. They also serve as your connection to City-contracted security staff. They do their best to make sure rentals conclude on time and follow cleaning requirements so that the full deposit may be returned following the event. They are not responsible for any set up or clean up.

3. Renter Properties

Any property or temporary fixtures brought to the facility for any event must be pre-approved by the Department staff. The renting party shall remove such property within a predetermined and agreed upon time after the scheduled event. Any property installed without prior approval will be removed at renting party's expense. **The City of San Rafael is not responsible for lost or stolen items and will not be responsible for any items delivered before or left after an event.**

4. Security

Security is required year-round for rentals at Falkirk. This requirement ensures privacy for you and your guests as exclusive users of an otherwise public facility. The charge for security services is \$40/per hour (30 minutes before guest arrive to 30 minutes after the end of the rental) and is listed as an "additional fee" on your rental contract. Security rate is \$55/hour after 8 hours to reflect overtime. The security fee is not included in the hourly rental rate.

Exceptions can be made if the department Director, in consultation with the City Attorney, determines in writing that the event and the activities taking place at the event pose no credible risk to the health and safety of participants or the facility. Should security be required, authorized security services of the City's choice will be retained at the renter's expense.

At the discretion of Department staff and/or Department Director, additional security, facility attendants, bonds or insurance may be required at the renter's expense.

5. Use of Alcohol

Renters must comply with all the rules and regulations of the State Department of Alcoholic Beverage Control. City of San Rafael Alcohol Management Policy must be read, signed, and adhered to by renter.

If alcoholic beverages are to be sold, and the sale of alcohol is approved by staff, the City requires the user to obtain a permit from the State Alcoholic Beverage Control Department. A permit is only required if the user is planning on selling alcohol. A copy of the permit shall be submitted to the Library and Recreation Department 2 weeks prior to the event.

Events involving exchange of any type of monetary consideration (example: purchase of meal ticket with alcohol being served as part of that meal) requires the renter to obtain an ABC permit. State law prohibits the serving of alcoholic beverages to minors or to anyone who is or appears to be under the influence of alcohol. Alcohol must be served by an adult, over 21, from a bar or staffed beverage table.

Renter is responsible for any of their guests who bring alcohol into the facility without obtaining the proper insurance and security requirements. Events may immediately be cancelled if alcohol is consumed without meeting these requirements.

6. Exits

All exit doors must always be kept clear. At no time can exits be covered or obstructed by tables, chairs, or equipment. Fire code requires 3 ft. clearance to be maintained around all exit's doors throughout the event. The city reserves the right to cancel or stop an event that does not meet exit door clearance requirements.

7. Service of Food or Beverages

In all facilities, no food items shall be sold to the public, unless approved in advance by Department staff. County permits are not required for the sale of food at a single day event. Events for longer than one day, which include serving or selling food, are required to obtain a "Temporary Food Facility Permit" from the Marin County Environmental Health Department. In all cases where food is available, renters shall be advised to contact the Environmental Health Department regarding safe food handling.

8. Catering and Kitchen Use

Renters may provide their own food and beverages, or they may utilize professional caterers for their event. Renters are responsible for arranging their own catering, linens, dishes, and catering supplies. Any equipment or decorations brought on site must be delivered and picked up within your reserved time.

Renter is responsible for ensuring that all vendors and caterers must have a current City of San Rafael business license and any other required food handling license.

Renter is responsible for the condition of the kitchen and for the caterer in charge of the event. Failure to comply with kitchen regulations will result in a deduction or forfeiture of the deposit. Kitchen must be returned to the same condition in which it was found at beginning of event. Barbecuing requires pre-approval and is restricted to certain areas outside the facility.

Renter is responsible for communicating facility policies and requirements with vendors they contract with. Falkirk Staff should communicate with only the Renter/Designated Representative.

Note: Falkirk does not have a freezer or ice maker.

9. Parking

Parking availability is not guaranteed and may be limited. Parking spaces may not be reserved. Valet parking must be pre-approved by Department staff prior to event.

Renters are responsible for notifying their guests and vendors of parking restrictions around the Falkirk Cultural Center prior to and on the day of the event. Falkirk has no jurisdiction over parking enforcement and is not responsible for parking tickets. Parking maps and details available through the City's Parking Services Department: www.cityofsanrafael.org/departments/parking/. Note: Parking restrictions for the parking lots located next to and across from Falkirk Cultural Center differ from weekdays to weekends, signs are posted.

10. Amplified Sound

Renters must bring their own equipment.. Amplified sound must be turned off based on the facility schedule included in the "Care of Facilities/Hours" section. Please refer to the facility's noise policy for additional specifications.

11. Smoking and Chemical Sensitivity

Smoking is not permitted in any City building or park. Renter is responsible for adhering to and enforcing the non-smoking ordinance. To allow individuals with environmental illness or multiple chemical sensitivity to attend functions at the community centers, individuals are requested to refrain from wearing scented products.

12. Photography

Library and Recreation Department staff reserve the right to photograph events for promotional purposes.

13. Publicity

The City of San Rafael reserves the right to review and approve materials used to publicize events to be held in a city facility. City staff may not/will not give out information on private rentals. The community centers are not to be listed as a contact for your event.

14. Youth Dances

School-aged open dances are prohibited.

Property Map

Falkirk has 3 outdoor spaces. Exclusive use of all three areas plus the lawn areas are included in the rental agreement.

Wedding Lawn: 72' x 30'

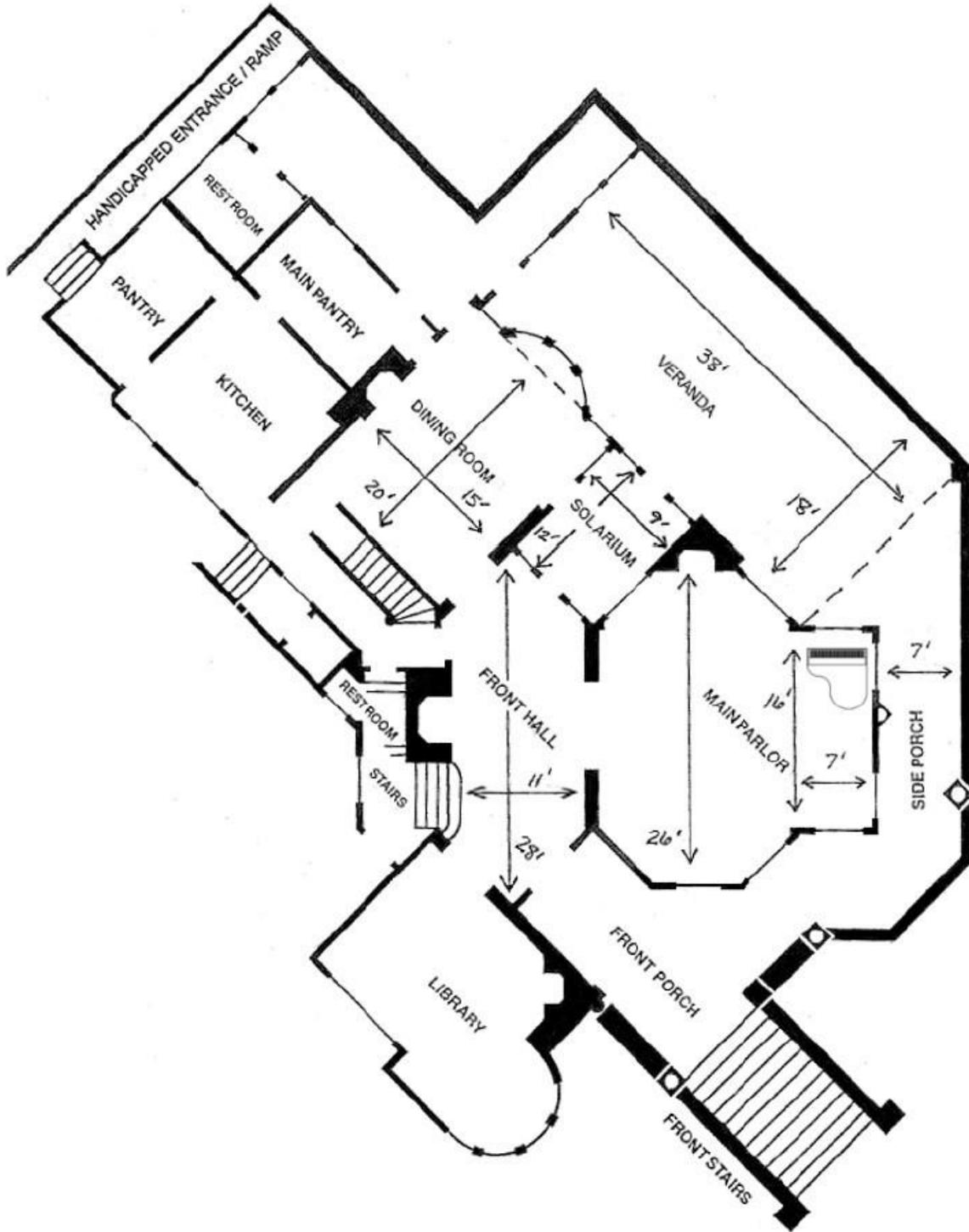
Rose Garden: approx. 46' x 17'

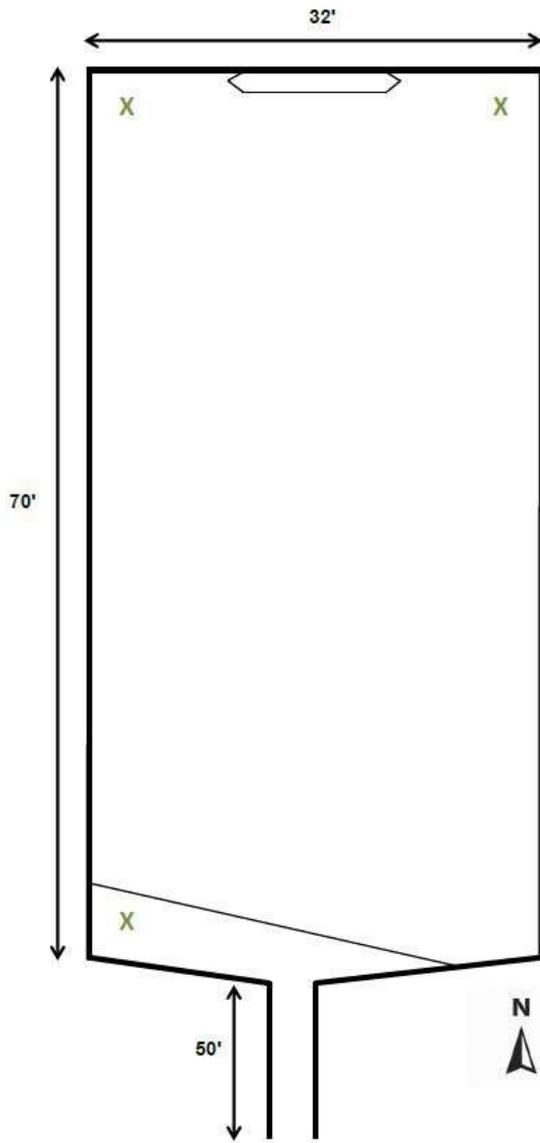
Veranda: 36' x 18'



Falkirk Staff Tip: Renters may want to consider how spaces will be transitioned during the event program. For example, moving provided or rented tables & chairs, what guests will do or where they will go during the transition time, etc. It is easy to want to use all spaces, but that often increases the cost to the renter in time, equipment and decorations.

Mansion First Floor Plan & Measurements

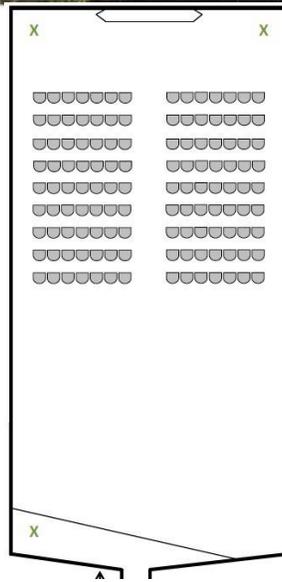




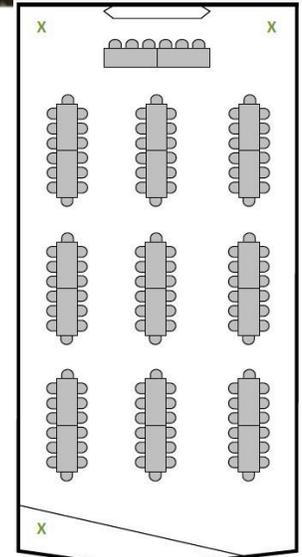
WEDDING LAWN



Vivian Chen Photography



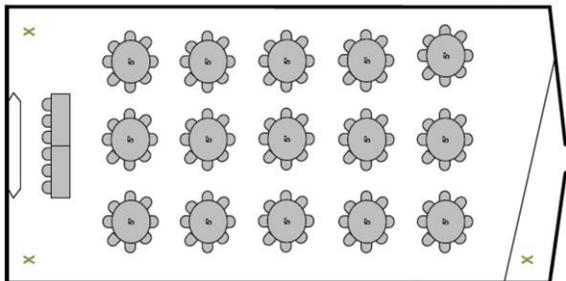
Seats approx. 125



Seats approx. 78



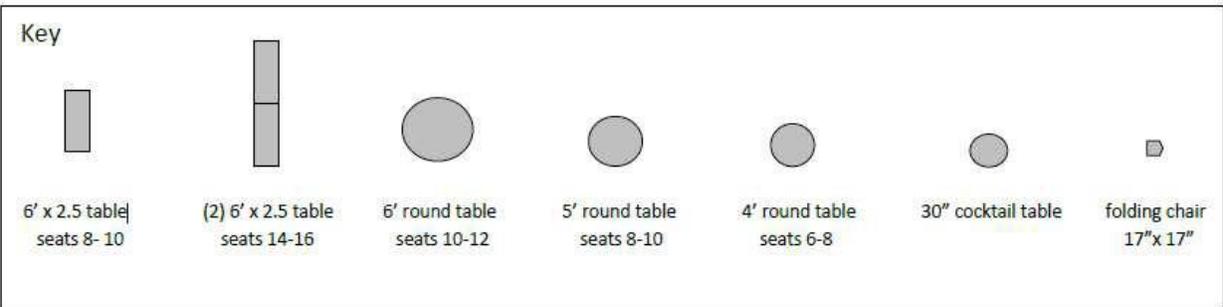
Note: There is no built-in electricity on the Wedding Lawn. Electricity can be provided via extension cords from the Greenhouse. Suggested locations are indicated by **X**. Lamp posts or up lighting may be rented from a party equipment vendor.



Seats approx. 125



Seats approx. 98



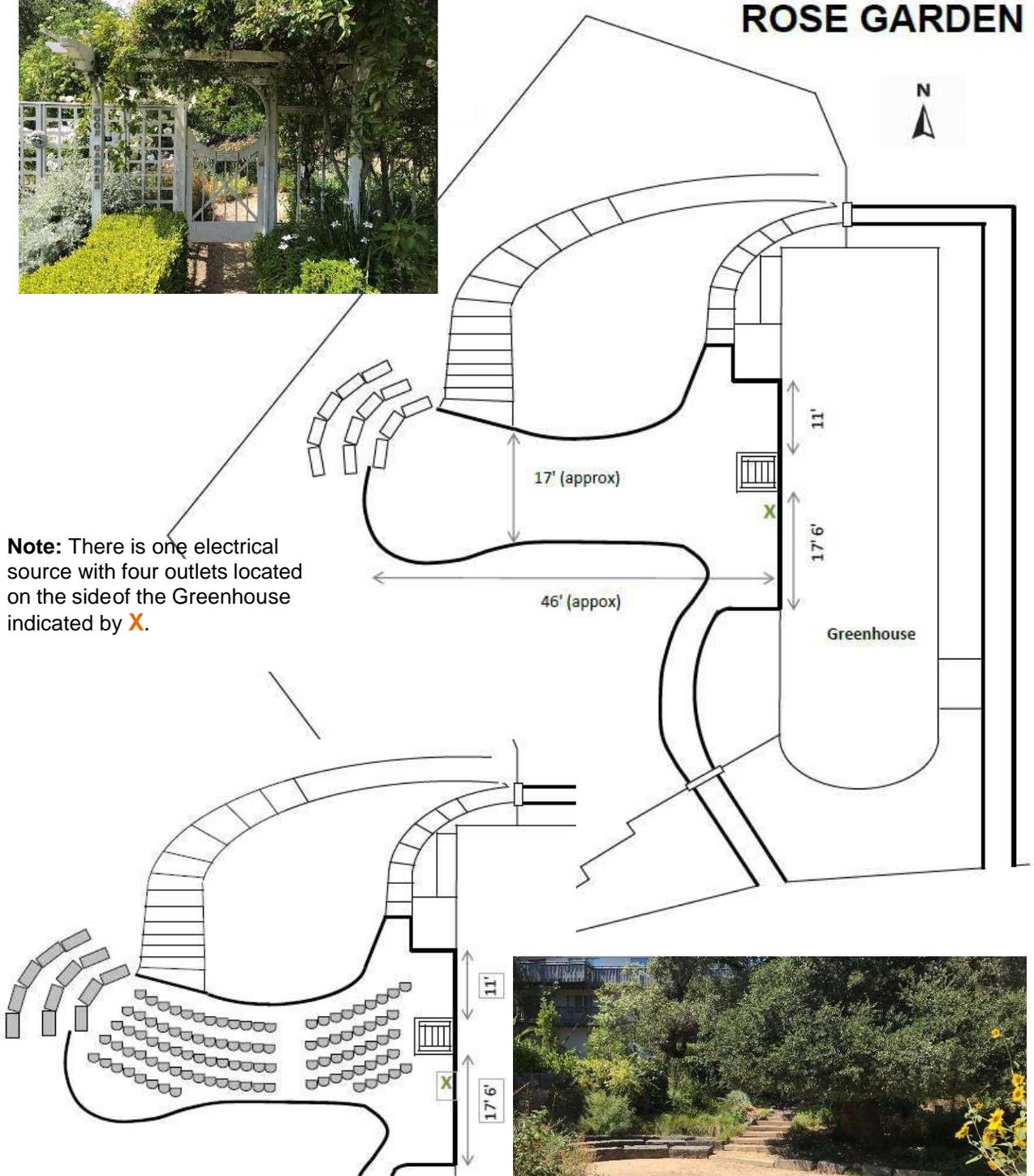
Note: Falkirk provides rectangular tables. Round tables are coordinated by the renter through an outside vendor.



ROSE GARDEN

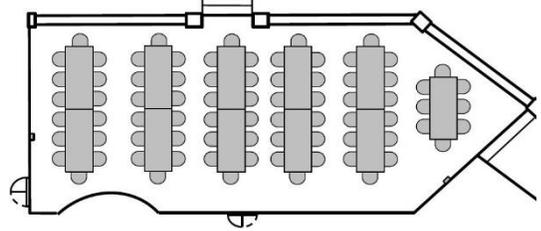
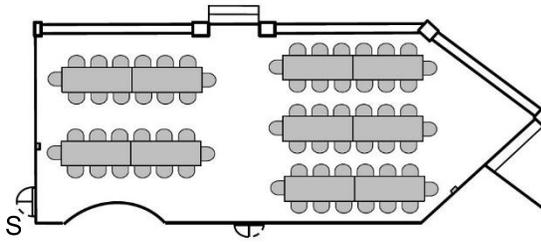


Note: There is one electrical source with four outlets located on the side of the Greenhouse indicated by **X**.

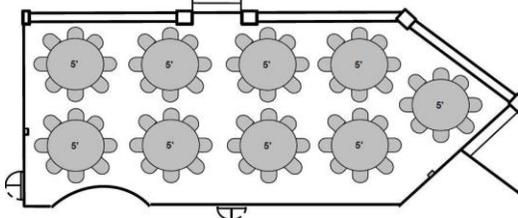


Seats approx. 100 folding chairs + 25 on granite amphitheater. Maximum 125





Seats approx. 76



Seats approx. 72-90

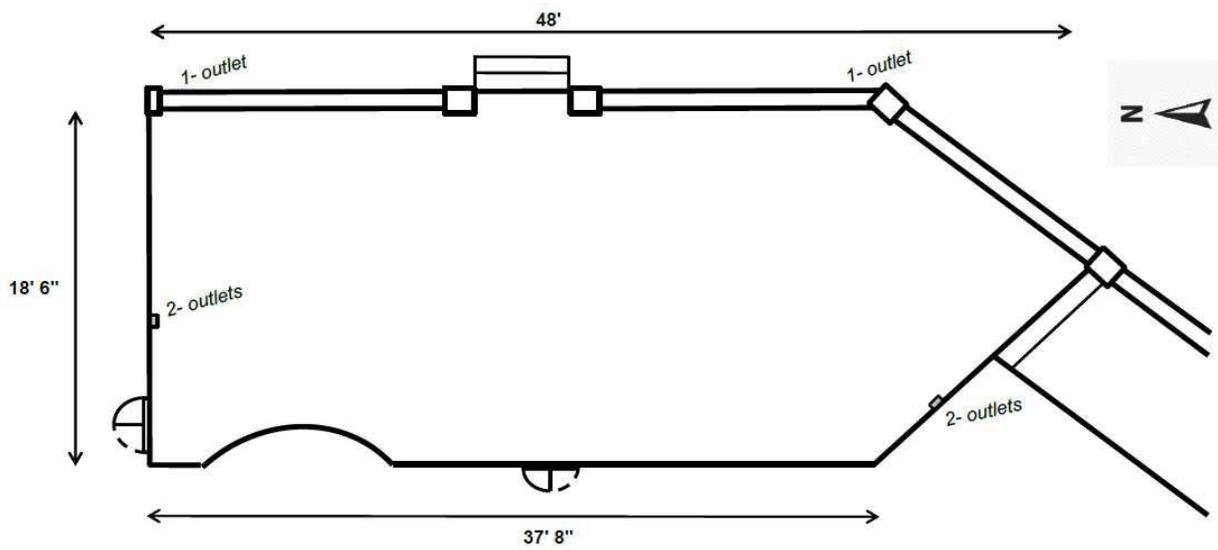


Vivian Chen Photography

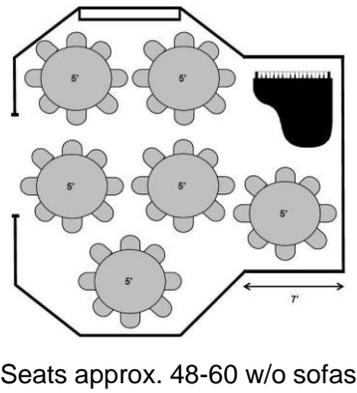
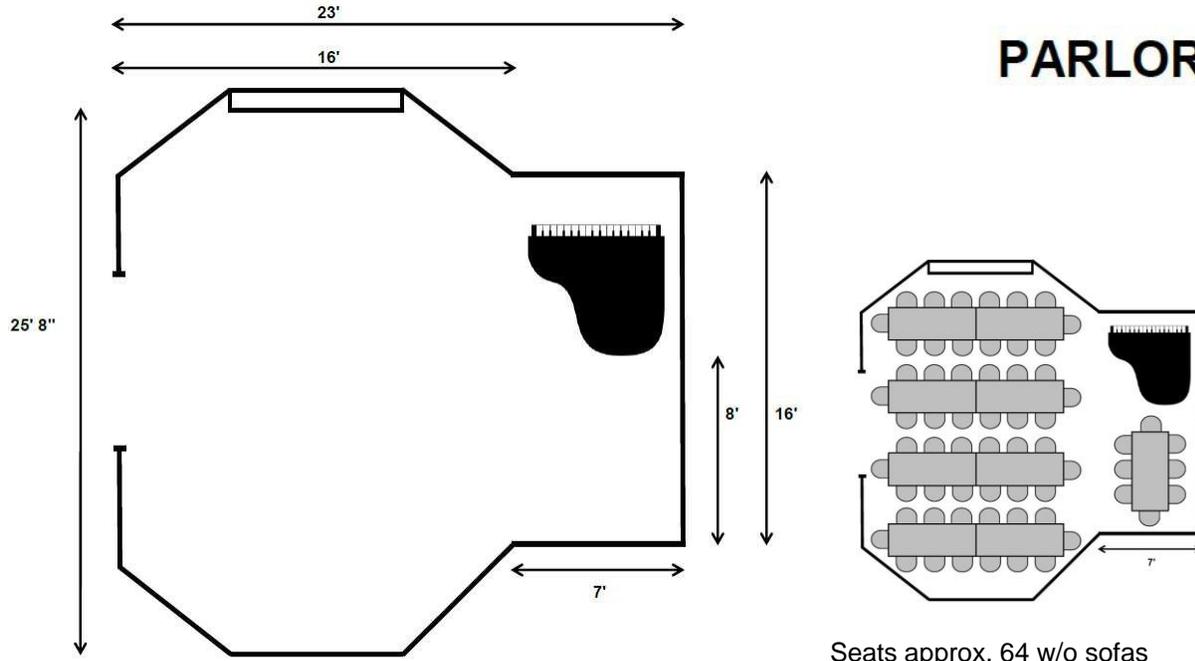


Vivian Chen Photography

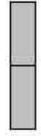
VERANDA



PARLOR

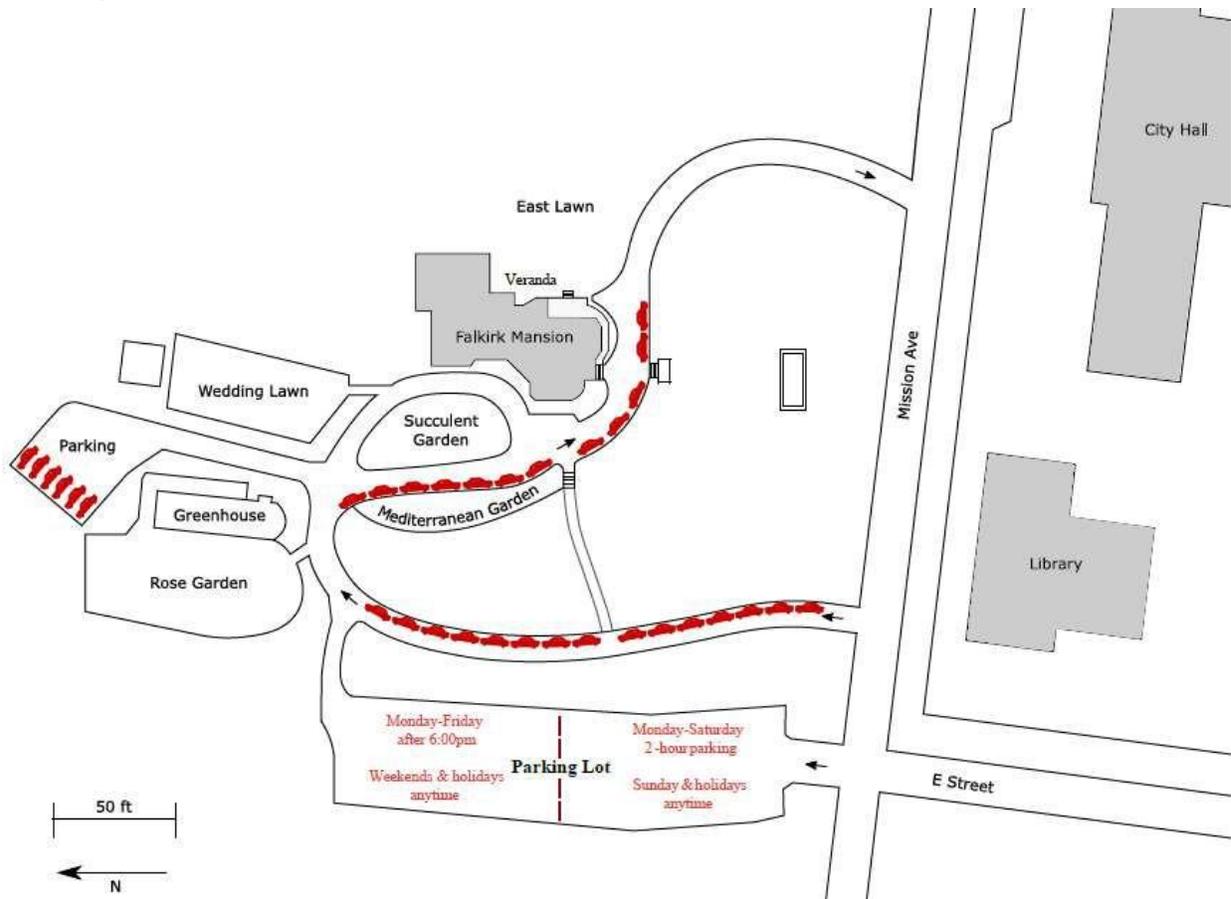


Key

						
6' x 2.5 table seats 8- 10	(2) 6' x 2.5 table seats 14-16	6' round table seats 10-12	5' round table seats 8-10	4' round table seats 6-8	30" cocktail table	folding chair 17" x 17"

Note: Falkirk provides rectangular tables. Round tables are coordinated by the renter through an outside vendor.

Parking Information



Guests and vendors may park along the right side of the driveway and in the back lot behind the greenhouse as long as a fire lane is accessible in case of emergency.

Note: Falkirk Staff do not have any jurisdiction over parking violations in neighboring lots and streets. Please encourage guests to read signs carefully and consider parking alternatives through the City's Parking Services Department: www.cityofsanrafael.org/departments/parking/

Driving Directions

Falkirk Cultural Center

1408 Mission Avenue, San Rafael, CA
94901 (415) 485-3328

Driving North:

US 101 North
Central San Rafael Exit
Stay in center lane, 5
blocks Left onto Mission
Avenue
Stay right on Mission at B Street
Driveway is on your right, just before "E
Street"

Driving South:

US 101 South
Central San Rafael Exit
Right at first light, onto Mission Avenue
Stay right on Mission at B Street
Driveway is on your right, just before "E Street"



Clean-up Requirements Checklist

Falkirk Staff will perform walk through at start and end of rental with this sheet. All renters and vendors must follow this checklist to be eligible for full refund on deposit.

By signing the Rental Application, you confirm you have reviewed and will follow the Falkirk Cultural Center Clean-up Requirements Checklist.

Minimum \$50 FEE for improper waste disposal.

Trash & Recycling Disposal

- BROWN BINS= GLASS & PLASTIC ONLY**
- BLUE BINS= CARDBOARD & PAPER ONLY**
- GREEN BINS= COMPOST**
- *DO NOT** throw green bag into the big compost bins outside. Food scraps **MUST** be dumped out into the outside **GREEN** bin and **GREEN** bag must be thrown in the **BLACK/GREY** bins outside.
- BLACK & GREY BINS= GARBAGE**

Bags to Use in receptacle:

No bag

No bag

GREEN Bag*

BLACK Bag

Rented Equipment

- All rental equipment should be removed/picked up by end of contracted rental time.

Kitchen Cleaning

- Both sinks cleaned.
- Refrigerator emptied & cleaned of all food particles, spills, etc.
- Floor swept and clear of major debris and food particles- mop if needed.
- Oven cleared of all trays, food & food particles.
- Trash bins emptied & returned to kitchen area. Fresh green & black trash bags in appropriate receptacles.

Interior Spaces & Veranda Deck

- Decorations and equipment removed.
- Tables wiped down and all surfaces cleared of items and clean.
- Floors cleared of all food particles, debris, and event décor- vacuum if needed.
- Veranda/Deck cleared, spillage, food particles, debris cleaned or swept up.
- Final sweep of ALL rooms used: Parlor, Dining, Bridal Suite, restrooms, etc. Clean & no items left behind.
- Trash bins emptied & returned to kitchen area (where tables and chairs are stored)

Wedding Lawn & Rose Garden

- Decorations & trash removed.
- All Falkirk equipment & rented equipment removed from event spaces and stowed neatly.
- Trash bins emptied & returned to kitchen area (where tables and chairs are stored)

Falkirk Equipment Returned

- 100 x chairs, 19 6 ft. tables and 2 4ft tables returned to storage (kitchen storage area).
- Extension cords, easels, signs, etc. returned to Falkirk Staff/put away.



History of the Falkirk Cultural Center

Falkirk, a California Victorian, was built in 1888 in the Mission city of San Rafael. An excellent example of the Queen Anne style, it captures the spirit of early California. It has a complex, picturesque roof-line of gables and chimneys, variously shaped bays and decorative details that relate playfully to the different levels as was common of the style. A celebration of country living with seventeen rooms, three floors, and a large porch with oversized turned posts, Falkirk's open floor plan was not common in Victorians. The home and the history of its occupants reflect both the emergence of San Rafael as a fashionable suburb of San Francisco and the growth of rail and shipping industries in the west.

Ella Nichols Park, born in Vermont in 1847, travelled with her parents via the Isthmus of Panama to San Francisco in 1850. Summers were spent at Violet Terrace; a portion of the property includes San Rafael's Gerstle Park. A wealthy and reclusive young widow, she returned to San Rafael in 1882 after the death of her husband, Trenor Park; but it was not until October 1886 that she purchased the 11-acre estate from railroad magnate James D. Walker and had his house removed. In February 1888 she commissioned E. F. Chisholm to build her home, designed by architect Clinton Day. He is best known for the original chapel on the Stanford University campus and the City of Paris Department Store on Union Square in San Francisco. By August of that year this elegant country home was completed for a cost of \$30,000. A devout Presbyterian, Ella donated the land and a matching grant to build the original stone church at Fifth Avenue and E Street.

After Ella's death in 1905, the estate was purchased by Captain Robert Dollar in 1906. Captain Dollar was born in 1844 in Falkirk, Scotland and became very wealthy, first through the timber industry and later in the shipping business. He founded the Dollar Steamship Company, established trade with the Orient, and began the first regularly scheduled round-the-world passenger/freight line. Captain Dollar is often credited with founding the Merchant Marine. Also a devout Presbyterian, Dollar donated the bells and stained-glass windows to the same church. An active member of civic life in San Rafael and one of the drafters of the City Charter, Dollar donated much of the city's adjacent open space on San Rafael Hill. He also gave lavishly to his hometown of Falkirk, Scotland, where he is fondly remembered today. In October 1988 San Rafael and Falkirk became sister cities.

Many alterations occurred during the Dollar years. The rear addition was built to house the family of Dollar's son Harold when they returned from Shanghai, China. Agnes (Mrs. Harold) Dollar then undertook the renovation of the grounds in 1927. The brick steps, pond, and rolling lawns replaced what had once been a Victorian garden. The picnic terrace and garage were also part of this renovation. The newly defined grounds became a showcase for the new wonder and toy of the wealthy – the automobile. A Gatsby garden.

In February 1972, an attempt was made to secure the property from the Dollar family for development. The plans included destruction of the mansion and all out buildings. In December the estate was placed on the National Register of Historic Places and a grassroots citizen's group, Marin Heritage, began a three-year struggle to save the estate for the people of the City of San Rafael. In November 1974 voters approved a 4-cent tax to allow for the purchase and maintenance of the estate. Shortly after the mortgage was paid California State Proposition 13 disallowed the tax, leaving the City to maintain Falkirk Cultural Center from the General Operating Fund. Falkirk now operates as an historic site with tours available upon request. The house and grounds are available for receptions, weddings, and meetings. The center houses a contemporary art gallery and an educational center for cultural arts.

Vendor Resources

CATERERS

A Fork Full of Earth - www.forkfull.com - (415) 448-5178
 All Season's Catering - www.allseasonscatering.com - (415) 383-9355
 Bartenders Unlimited - www.buevents.com - (415) 454-3731
 Blue Heron Catering - www.blueheroncatering.com - (510) 533-0781
 D'Angelo Catering - www.piazzadangelo.com - (415) 388-3468
 Forks & Fingers - www.forksandfingers.com - (415) 883-1900
 Global Gourmet Catering - www.ggcatering.com - (415) 701-0001
 Carrie Dove Catering - www.carriedovecatering.com - (415) 460-9995
 Cater Marin - www.catermarin.com - (415) 892-2777
 Comforts Too - www.comfortscafe.com - (415) 454-9840
 Debbie Ghiringhelli Catering - www.debbieghiringhellicatering.com - (415) 847-0006
 Insalata's - www.insalatas.com - (415) 457-7700 or (415) 457-8223
 Knight's Catering - www.knightscatering.com - (415) 920-3663
 Mangia Nosh - www.mangianosh.com - (415) 612-4100
 Mollie Stone's - www.catering@molliestones.com - 415-301-1147
 Park Avenue Catering - www.parkavecater.com - (707) 793-9645
 Paula Le Duc - www.paulaleduc.com - (510) 547-7825
 Ray's Catering - www.rayscatering.com - (415) 883-4939
 Robin Scott Catering - www.robinscottcatering.com - (415) 435-4785
 Sage Catering - www.sage-catering.com - (415) 491-2222
 Shirl Ackeret Catering (under 80 guests) - www.ackeretcatering.com - (415) 259-0403
 Taste Catering - www.tastecatering.com - (415) 550-6464
 The Vegetarian Gourmet - www.VegetarianGourmetCatering.com - (510) 865-2935
 Il Davide - www.ildavide.net - (415) 454-8080

HOTELS IN MARIN

Acqua Hotel Mill Valley - www.marinhotels.com/acqua-hotel/home - (415) 380-9696
 Courtyard by Marriot Novato - www.marriott.com - (415) 883-8950
 Casa Madrona Hotel and Spa Sausalito - www.casamadrona.com - (415) 332-0502
 Cavallo Point Resort and Spa Sausalito - www.cavallopoint.com - (415) 339-4700
 Embassy Suites San Rafael - www.embassysuites3.hilton.com - (415) 499-9222
 Four Points Sheraton San Rafael - www.fourpointssanrafael.com - (415) 479-8800
 Panama Hotel San Rafael - www.panamahotel.com - (415) 457-3993

EQUIPMENT RENTALS

Celebrations Party Rental - www.celebrationsofmarin.com - (415) 261-7346
 Event Magic - www.eventmagic.com - (510) 434-0406
 Heirloom Events - www.heirloomevents.com - (707) 778-1078
 A Party Center - www.apartycenter.net - (415) 456-5970
 Hartmann Studios - www.hartmannstudios.com - (515) 326-3400
 Got Light? - www.got-light.com - (415) 863-4300
 Shell Ridge Audio - www.shellridgeaudio.com - (925) 330-5599
 Marin Event Lighting - www.marineventlighting.com - (415) 283-8874
 Frances Lane Event and Rental Studio - www.franceslane.com - (415) 234-6665
 Stuart Event Rentals - www.stuartrental.com - (408) 856-3232

PHOTOGRAPHERS

Kara Gwyn Photography - www.karagwyn.com - (415) 637-9627
 Sweetbay Photography - opal@sweetbayphoto.com - (707) 628-6027
 Vissalli Photographics - Jere@visalli.com - (415) 331-1223
 Megan Clouse Photography - www.meganclouse.com - (707) 971-0367
 Kathryn MacDonald Photography - kathryn@macdonaldphoto.com - (415) 640-7506
 Melinda Le Photography - www.melindalephotography.com - (415) 730-0407
 Gina Logan Photography - www.GinaLoganPhotography.com - (415) 485-9283
 Christine Glebov Photography - www.christineglebov.com - (415) 823-499
 Grier Cooper Photography - grier@photographybygrier.com - (415) 302-2739
 Capture Create Studios - www.capturecreatephoto.com - (916) 393-6551
 Jennifer Mihalyi Photography - www.jmihalyiphotography.com
 Jessmyn Photography - www.jessmynphotography.com - (925) 698-4058
 Robert Valdes Photo-Cinema - www.RobertValdesPhotoCinema.com - (415) 413-8541
 SMGFOTO - www.smgfoto.com - (415) 770-1998
 Stuart Lirette Photography - www.lirettephotography.com - (415) 328-5783
 Michael Loeb - www.loebphoto.net - (415) 717-1220
 SF Portraits - www.SFportraits.com - (415) 302-5262

WEDDING PLANNERS

Ribbon & Tie - www.ribbonandtie.com - (415) 370-4771
 Sugar Rush Events - www.sugarrushevents.com - (925) 212-6904
 Love Laughter & Ever After - www.lovelaughterandeverafter.com - (925) 963-7959
 A Monique Affair - www.amoniqueaffair.com - (510) 334-3752
 Limelight Productions - www.limelightp.com - (415) 686-7452
 Fine Events by Zoe - www.eventsbyzoe.com - (415) 849-1115
 Bella Celebrations - www.bellacelebrations.com - (415) 497-1250
 Lisa Feldman Event Planning & Design - www.lisafeldmandesign.com - (415) 987-9392
 A Savvy Event - www.asavvyevent.com - (707) 996-3340
 Parties Parties Parties - www.parties-sf.com - (415) 389-8069

D J SERVICES

Amy Foster - www.amyfostermusic.com
 Reid Watley - www.misterspin.com - (510) 407-3955
 Dave Tutton - (415) 350-3771
 Jerry Schultz - www.djerryschultz.com - (415) 608-8222
 Hector Flores - www.DJSS.ONLINE - (408) 930-2663

LIVE MUSIC

Trio Viva - www.trioviva.com
 Sound of Harp - www.SoundOfHarp.com - (415) 336-6353
 Dolce Duetto - www.Justgrand@msn.com - (978) 895-5763

PHOTO BOOTHS

BUZZ Photo Booths - www.buzzphotoboosts.com - (415) 250-0931
 Photo Matica - www.photomaattica.com/photo-booth-rentals/marin-county (415) 466-8700
 Fun Frame - www.funframephoto.com - (707) 559-9987

FLORISTS

Poppy's Petalworks - www.poppypetalworks.com - (415) 806-2950
Gina Lett-Shrewsberry - www.inspirationsbygina.com – (415) 506-9070
Mill Valley Flowers - www.millvalleyflowers.com - (415) 388-7781
Soulflower Design Studio - www.Soulflowersf.com - (415) 971-8507
Sharla Flock Designs - www.sharlaflockdesigns.com - (415) 668-9905
Angella Floral Arts - www.angellafloralarts.com - (415) 279-5360
The Village Green - www.myvillagegreenflowers.com - (415) 453-6969
SF Bay Blooms - www.sfbayblooms.com - (415) 964-8921
Laurel and Vine - www.laurelandvine.com - (415) 964-8921
Local Flora - www.marinflora.com - (415) 459-4490
Bell and Trunk Flowers - www.bellandtrunk.com - (415) 648-0519
7 Petal Floral Design Studio - (415) 457-9247
Stems Custom Floral Design - www.stems-floral.com - (707) 546-7522
Sara McConneloug - www.verde-flowers.com – (415) 457-7542
Passion Flowers - www.passionflowersmarin.com – (415) 888-2624
Marin Floral - www.marinfloral.com – (415) 717-8999
Marin Flowers and Gifts - www.marinflowersandgifts.com – (415) 459-7335
Bella Vita Floral Productions - www.hello@bellavitafloralproductions.com - (707) 412-8007

MISCELLANEOUS

Marin Jewelers Guild - www.marinjewelersguild.com - (415) 454-2711
Holy Redeemer Lutheran Church - Reverend John Freeseemann - www.HRLCSJ.org - (408) 296-4040
Golden Gate Center for Spiritual Living - Reverend Sarah Hargrave - www.revSarah.com - (415) 383-1763

CONCIERGE SERVICES

WHIM Agency - www.whimagency.com - (415) 524-8247

VALET PARKING

Marin Valet - www.marinvalet.com - (415) 466-2999
Westpark Express Valet - www.westparkexpress.com - (415) 883-8500