



EVENTS AT COVO



Ease. Elegance. Hospitality.

HELLO COVO

ONCE AN OLD PRINTING WAREHOUSE, WE TRANSFORMED COVO INTO A GORGEOUS BRICK AND TIMBER EVENT SPACE IN THE HEART OF SAN FRANCISCO'S SOMA DISTRICT.

1 EVENT HALL

Our open floor plan and soaring ceilings make Covo a great event venue for small, intimate gatherings or large conferences and parties.

Our Main Hall can be used as an open area for drinks and mingling for up to 400 people or it can be adapted to accommodate up to 200 in theater-style seating, with attractive West Elm furniture provided at no additional cost.

2 CAFÉ & TAP LOUNGE

Our on-site Tap Lounge features a curated selection of some of the best wines, beers, and hard seltzers you'll find anywhere.

Our expertly trained team of baristas and bartenders provide remarkable service with a smile, ensuring your guests feel special and well looked after.

3 BREAKOUT ROOMS

Make use of one or all of our four ground-level meeting rooms (each named for a team favorite style of beer).

These are ideal as VIP green rooms, breakout discussion areas, coat check, event storage, a VR room, or just about anything else you can think of.

CLICK [HERE](#) TO CONNECT TO OUR EVENTS WEBSITE

AMENITIES

1

A/V

- 2 PA speakers
- 4 wireless microphones, 1 corded microphone
- 1 mixing board for sound control and recording equipment (not included)
- 2 fixed 55" monitors equipped with HDMI and wireless casting
- 1 rolling 75" monitor equipped with HDMI and wireless casting

2

FURNITURE

- 60 bar-height chairs
- 150 table-height chairs
- 10 wooden high-top tables with built-in power (6'x3')
- 2 glass high-top tables
- 8 wooden table-height tables (2'x2')
- 12 wooden table-height tables on casters (6'x2')
- 3 elegant soft-seating areas

3

STAFF

- Onsite Venue & Events Manager
- Onsite A/V Technician
- On-call IT Specialist
- On-site Bartender
- On-site Barista
- Janitorial

4

UTILITIES

- Superfast fiber optic wifi with customizable network configurations
- Printing capabilities
- Ice machine
- Water station
- Men's, women's and all gender restrooms
- Lactation room
- App-based temperature control
- Bike room
- Coat rack
- Refrigerator

5

AMBIENCE

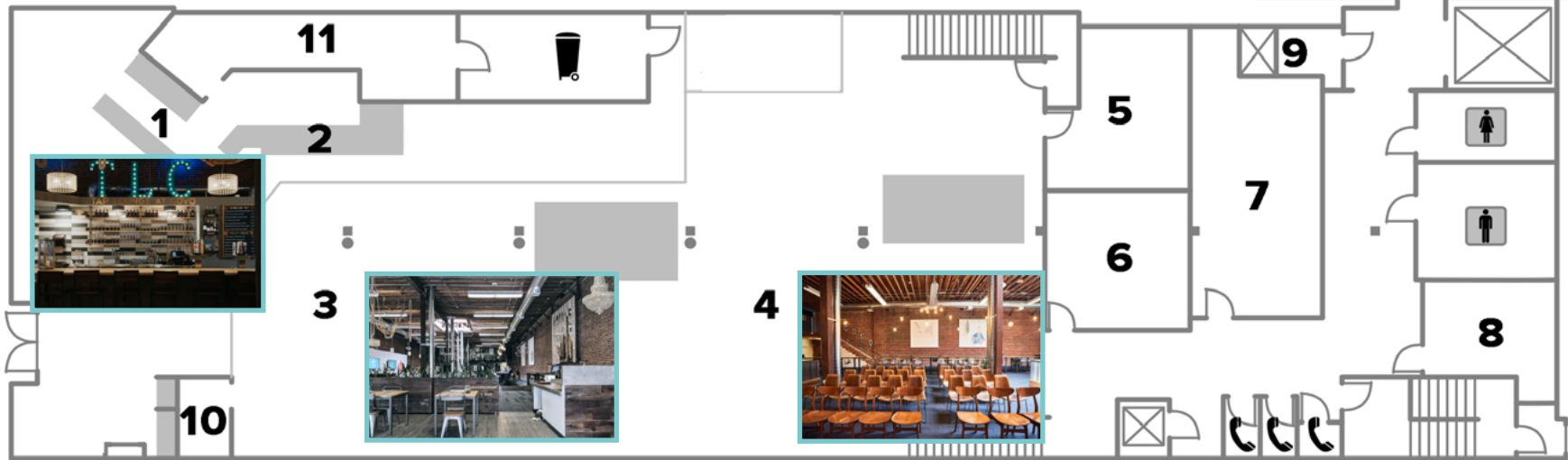
- Dimmable Edison pendant lights
- App-controlled music with customizable playlists
- House speakers for anything from ambient to blow-the-roof-off music
- Color-changing LED party lights
- Wall-to-wall contemporary, local art
- Exposed original brick walls
- 18' high ceilings with redwood rafters
- Enormous skylight and floor-to-ceiling windows provide natural light

6

VENDOR PARTNERS

Whether it's catering, staging, decor or entertainment, we have a network of professional vendors with whom we'd love to connect you.

FLOORPLAN



1. **Covo's Café** can provide brewed coffee and tea or a barista can be made available to craft specialty espresso beverages for your guests.
2. **Covo's Bar** features a number of delicious craft beer and wine on rotation. Ask about our discounted bar packages!
3. **The Tap Lounge** at Covo has a mix of standing room and soft seating for the perfect networking event or happy hour-style mixer.
4. **Covo's Assembly Area** can seat up to 200 people for a presentation or it can be turned into a rockin' dance floor.

5. **The Saison Room** is a beautiful 8 person conference room perfect for meetings, breakouts, green room or event storage.
6. **The Porter Room** is another gorgeous 8 person conference room that can be used for just about anything you can think of!
7. **The Stout Room** is our largest and most modular conference room. It can be used for group breakouts, film screenings, VIP room or even a VR booth!
8. **The Amber Room** is a cozy 6 seater, ideal for creating a VIP room for speakers.

9. **The Latte Room** is perfect for one-on-one meetings or it can provide privacy for new mothers, if desired.
10. **Covo's Front Desk** is the ideal place to greet your guests for sign-in or registration as they enter.
11. **Our Back of House** is perfect for catering prep, complete with a commercial refrigerator, ice machine, dishwasher, 3 compartment sink and microwave.

HELLOCOVO

SINCE OPENING IN 2016, WE'VE HOSTED OVER 400 EVENTS AND HAVE WORKED WITH MANY OF THE FINEST ORGANIZATIONS IN THE WORLD



FAQ



HOW CAN I SCHEDULE A SITE VISIT?

We'd love to show you around! Simply send an appointment inquiry to EventsSF@hellocovo.com to schedule.



WHAT DOES THE PROCESS LOOK LIKE?

Once we have discussed the details, you'll receive a proposal and a request for a 50% deposit. The remaining balance will be due by the event day.



DO YOU OFFER WEEKDAY BUYOUTS FOR DAYTIME EVENTS?

We do this rarely, but under certain circumstances, yes! Please inquire for rates and to check date availability.



DO YOU OFFER DISCOUNTS?

We offer discounts for non-profit and other mission-aligned organizations and will work with you to keep costs under budget whenever possible.

COVO EVENTS TEAM



BEAU-ROBERT METCALFE EVENTS MANAGER

Beau-Robert is here to ensure that every step of the event planning process is smooth and efficient. He and the rest of Covo's event staff are available for you at a moment's notice.



LEONARDO FLORES EVENTS ASSISTANT

Whether he's the lead or assistant, Leonardo helps events run smoothly at Covo from the initial planning stages through the big night.



"Our company came from Atlanta to San Francisco to host an event at Covo, and the experience was nothing short of perfect!"

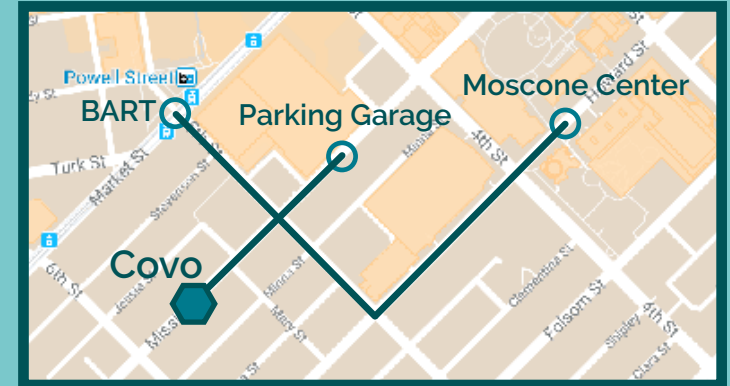
Beau was on top of everything and made the process smooth and easy. It can be stressful coming from across the country and not being able to see the space, but Beau was quick to respond to all my questions and make us feel comfortable.

If we come back to San Francisco for other events, Covo will be the first place we go!."

- Kelsey Glass 2019

RATES

EVENT TYPE	HOURLY RATE
Standard	\$8 / person / hour
Non-Profit	\$6 / person / hour
Convention & Holiday	Please Inquire



CAPACITY

AREA	SQUARE FOOTAGE	STANDING	SEATED
Tap Lounge	1000	50	25
Main Hall	5000	400	200
Assembly Hall	2500	150	100
Stout Room	350	30	15
Saison Room	250	-	8
Porter Room	225	-	8
Amber Room	130	-	6

CONTACT

email: eventsSF@hellocovo.com, call: 415.886.6206, or visit: sf.hellocovo.com/events