



Conference Center Room Rental Agreement

All clients may book conference rooms up to six (6) months in advance.

Dates are available on a first-come, first-serve basis. There will be no temporary or tentative holds on calendar dates and times. A signed contract is needed to confirm a date.

\_\_\_\_\_ (initial)

**Clients shall have access to the conference room rented, catering kitchen, and breakout area only during the specified times. This allocated time shall include Client's set up, catering deliveries, decorating, clean up, and removal of persons, personal belongings, all rental equipment, and display materials.**

\_\_\_\_\_ (initial)

**Usage and access to any area of the reserved space beyond the time specified in the Room Rental Agreement will be billed at a rate of \$100/per hour and begin accruing 10 minutes after the reservation expires.**

\_\_\_\_\_ (initial)

Nontenants are required to guarantee their reservation by providing a credit card.

Payments may be made either by credit card (Visa and MasterCard) or corporate check. Checks should be made out to:

Sunset Development Company

P.O. Box 640, San Ramon, CA 94583

**Payment must be received ten (10) business days prior to reservation date. No cash is accepted.**

\_\_\_\_\_ (initial)

Any cancellation must be made **10 days** prior to the reservation. If the group does not appear at the scheduled time, the client shall be responsible for the full fee.

\_\_\_\_\_ (initial)

It is required that all food and/or alcohol service in the facility be provided by one of the caterers listed on the Conference Room Caterers list.

\_\_\_\_\_ (initial)

The Conference Center is a business environment designed for meeting and training purposes. Amplified music must be kept at a minimum level.

Clients shall be responsible for any and all damage caused by any person or persons in attendance. Clients shall replace any fixtures, equipment, or supplies missing from the facility following the use of the conference center.

\_\_\_\_\_ (initial)

Sunset Development Company does not provide storage and is not liable for Client's materials. Any items left in the facility are the responsibility of the user. All local (925) calls are complimentary in the Conference Center. Any out-of-area calls require the use of a personal, corporate or prepaid calling card.

I, the undersigned, authorized agent for the organization or individual named below, have read the terms and conditions listed above, and agree to comply fully with all provisions stated herein.

Client Signature

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Date

Company

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