



FACILITY RENTALS
are Chabot Space & Science Center





Our Space, Your Universe

Witness our state-of-the-art science center transform into an out of this world destination. Surrounded by 13 acres of majestic redwoods in the Oakland Hills, Chabot Space & Science Center is a unique and stunning location to hold your next event.

Whether you are planning a large 500 guest gala or a small team building event, Chabot offers a variety of rentals spaces to fit your needs. Our experienced events team will help you customize a unique experience inside Chabot's architectural buildings, outdoors surrounded by the redwood forest or up our observation deck where Chabot's three historical telescopes sit.

Contact us today to schedule a walk through:

Rentals@ChabotSpace.org or (510) 336-7421

RICHARD L. SPEES BUILDING

The Spees Building is the grand entrance to Chabot Space & Science Center, with a circular drive and elegant rotunda. You can rent any or all of the three levels, with fascinating and fun exhibit areas for your guests to explore.

The entire building can accommodate up to 500 guests for a standing reception and 350 guests for seated dining, divided between the upper and main floors.

ENTIRE SPEES BUILDING

Our largest events take over our grand entryway building which includes the Lower Level, the First Level with Rotunda and Café Area, and the Second Level along with the Loggia & Sky Bridge. Here your guests can explore the majority of our exhibitions and stroll our balcony high in the Redwoods. All the world's a stage, and rousing speeches and heartfelt toasts will soar throughout space.

SEATED CAPACITY: 350 STANDING CAPACITY: 500

LOWER LEVEL: Touch the Sun

Ideal for a meet-and-greet and cocktail party, a small seated dinner or private meeting space, the Lower Level of Spees is a charming area surrounded by gorgeous images of our Touch the Sun exhibition. The space can also be used as an elegant bridal suite or groom's room for your preparations before the ceremony.

SEATED CAPACITY: 60 STANDING CAPACITY: 100

FIRST LEVEL

Great for receiving guests, dancing and live entertainment, this space includes the Rotunda topped by a skylight that radiates sunlight and moonlight in the evening. Our Destination Universe exhibition invites guests to engage in fascinating interactives and digital media displays about the wonders of our universe.

SEATED CAPACITY: 200 STANDING CAPACITY: 300

SECOND LEVEL

Our second level includes a series of dramatic settings with various views of the redwoods, skyline and hilltops that can be enjoyed from our Loggia. The Upper Rotunda, Mezzanine and Loggia all provide space for dinner tables and buffet stations. Your guests will have a ball in our Beyond Blastoff exhibition and you can offer cocktails and appetizers in an elegant space-themed room they won't soon forget.

SEATED CAPACITY: 150 STANDING CAPACITY: 200

CAFÉ AREA

Wall-to-wall windows encircle your guests here as you sit within a coronal mass ejection from the Sun. The ancient trees stand outside in silent salute to your event. Circular tables with accompanying chairs are already located in this space and are included with the rental, should you choose.

SEATED CAPACITY: 90 STANDING CAPACITY: 150



FIRST LEVEL ROTUNDA



SECOND LEVEL ROTUNDA



CAFÉ AREA



AMPHITHEATER

Photo courtesy of Patrick Roddie Photography



COURTYARD TENT



OBSERVATORY COMPLEX

PLEIADES COURTYARD

This multifaceted outdoor space is perfect alone or as an add-on to one of our buildings.

Located between the Spees and the Dellums Buildings, the Courtyard Tent, Amphitheater and the EnviroGarden are joined by the wide open space of the Pleiades Courtyard. This location is perfect as an informal presentation space or a lovely outdoor setting for special events such as weddings, anniversaries, family reunions, and corporate or client appreciation dinners.

COURTYARD TENT

Set just outside our Café Area, the Courtyard Tent is an outdoor, covered space complete with circular tables and accompanying chairs that are included with the rental.

SEATED CAPACITY: 100 STANDING CAPACITY: 150

AMPHITHEATER

This open-air amphitheater offers is an ideal location for listening to live music, theater, or a unique presentation. It also serves as a romantic ceremony location for outdoor weddings.

SEATED CAPACITY: 130 STANDING CAPACITY: 200

ENVIROGARDEN

The EnviroGarden is a multi-tiered area that lends itself to a variety of options – from a dining space with tables, to a conference space for booth set-up.

SEATED/STANDING CAPACITY: Varies

OBSERVATORY COMPLEX

Located next to the Dellums Building, this space houses Chabot's iconic telescope domes. With the help of one of our expert astronomers, you and your guests can explore the magnificent night sky and discover stars, planets and colorful nebulae visible through our 8" and 20" refractor telescopes and our 36" reflector telescope.

This is an ideal location for a smaller wedding ceremony and reception, or a lovely cap to the end of a business retreat or special event. Rental of this space includes a 2-hour Private Telescope viewing for you and your guests.**

SEATED/STANDING CAPACITY: Varies

** Must be dark for viewing and weather permitted



GALILEO ROOM

MEETING ROOMS

On the second level, this building offers private rooms we fondly call Galileo, Kepler, and Copernicus, and our Hauben Resource Center – perfect for meetings, luncheons, private rehearsal dinners, a bridal suite or groom’s lounge, or even a childcare room for the day of the event. Each is fully equipped with AV capabilities, overhead LCD projectors, drop down screens and dimmable lighting; an ideal retreat for a slideshow or movie presentation when young guests are tired from dancing! Rooms come with round tables and chairs and can be set up in theater (semicircle), classroom (straight rows) or any variety of configurations.

COPERNICUS ROOM

SEATED CAPACITY: 45 STANDING CAPACITY: 90

HAUBEN RESOURCE CENTER

SEATED CAPACITY: 35 STANDING CAPACITY: 75

COPERNICUS & KEPLER ROOMS (joined)

SEATED CAPACITY: 100 STANDING CAPACITY: 180

GALILEO ROOM

SEATED CAPACITY: 45 STANDING CAPACITY: 90

KEPLER ROOM

SEATED CAPACITY: 45 STANDING CAPACITY: 90



PLANETARIUM

THEATERS

PLANETARIUM

Located inside the Spees Building, this space boasts the most advanced state-of-the-art digital full dome planetarium in the western United States. Under the 70-foot diameter dome you can treat your guests to a private 30 - 45 minute planetarium show from our collection, use the dome to project your own slideshow or presentation, or have a perfect ceremony under the stars no matter what time of year.**

SEATED CAPACITY: 240 STANDING CAPACITY: N/A

TIEN MEGADOME THEATER

Directly across from the Planetarium, the MegaDome Theater features a 60-foot diameter giant screen. This space can be rented alone for a special lecture or business presentation, or your guests can hold onto their seats if you choose to treat them to a private screening of one of our larger-than-life movies. Customize your own experience by playing your favorite movie on High-Definition Blu-Ray or DVD. You can even rent the auditorium to play video games on a massive scale!***

SEATED CAPACITY: 205 STANDING CAPACITY: N/A

AMPHITHEATER

Nestled between our two buildings, this open-air amphitheater is an ideal location for theatrical performances, listening to live music, or a unique presentation. It also serves as a romantic ceremony location for an outdoor wedding.

SEATED CAPACITY: 130 STANDING CAPACITY: 200

** Must be dark for viewing and weather permitted

*** Additional costs may apply

EXHIBITION SPACES

Throughout our Center are a variety of fun and informative exhibitions that create an excellent space for an entertaining cocktail party, dance floor or dining area.

You and your guests will share laughs and done your thinking caps together as you explore our space and science themed rooms.

BEYOND BLASTOFF

Get a glimpse into the life of an astronaut, and experience the mixture of exhilaration, adventure, and confinement that is living and working in space. See real spacesuits, a spacecraft and astronaut food. Try out astronaut exercise gear and space tools, and snap a picture yourself in a weightless environment as a souvenir. Learn how astronauts cope with the physical and mental challenges of weightlessness, isolation, and a grueling workload.

SEATED CAPACITY: 75 STANDING CAPACITY: 115

BILL NYE'S CLIMATE LAB

Journey from space to Earth on an urgent mission to thwart climate change with this hands-on exhibition, joining Bill Nye as the commander of the clean energy space station. As Climate Agents, explore the science of climate change, learn how to use the Sun, wind, land and water to generate clean energy. Come discover exciting clean opportunities and solutions.

SEATED CAPACITY: 40 STANDING CAPACITY: 85

DESTINATION UNIVERSE

Take a journey from our Sun to the farthest reaches of the cosmos! Along the way, you'll see where stars are born, how they die, meet nebulae of all kinds, and travel to distant galaxies. Experience the Origins Theater; crawl into a black hole; see what happens when galaxies collide; and view stunning space images.

SEATED CAPACITY: 40 STANDING CAPACITY: 75

TOUCH THE SUN

Bask in the light of our Sun in all its electromagnetic glory - but beware of its explosive nature! Explore awe-inspiring real-time images from space; get hands-on with sunspots, magnetism and solar storms; and see how the Sun's bluster touches us.

SEATED CAPACITY: 60 STANDING CAPACITY: 100



BEYOND BLASTOFF

Photo courtesy of Sonia Savio Photography



BILL NYE'S CLIMATE LAB



TOUCH THE SUN



BIOLOGY LAB



CHEMISTRY & PHYSICS LAB



DISCOVERY LAB

LABORATORIES

Chabot has four laboratories available that are perfect for performing demos and presentations and provide a unique environment for learning, teambuilding or strategic planning. The labs turn a standard meeting into an engaging experience with state-of-the-art, science-themed settings. Lab equipment may be rented for an additional fee. Speak to Chabot's Sales and Events Coordinator for more information.

BIOLOGY LAB

The first floor of Spees houses our Biology Lab, with a quintessential science classroom feel, including lab stations, an aquarium and striking biology posters hanging throughout.

SEATED CAPACITY: 60 STANDING CAPACITY: 90

CHEMISTRY & PHYSICS LAB

This lab is located on the second floor of the Spees Building and is a fun space for people to brainstorm together at tables or gather in small groups around fully equipped lab stations. Great ideas and creativity begins to flow in this space while models of the solar system spin overhead.

SEATED CAPACITY: 60 STANDING CAPACITY: 90

DISCOVERY LAB

Just off our café area, Discovery Lab is a hands-on, open lab environment just for kids. Children will explore our playful environment using their sense of curiosity to discover a new outer space world! Discovery Lab offers large, open-ended play areas for young scientists, including dramatic play, space art, science discovery tables and futuristic building areas. Young ones can dress up in lab coats or astronaut costumes and blast off in our space ship. Additionally, there are books, gadgets and much more to experiment with!

SEATED CAPACITY: 60 STANDING CAPACITY: 90

ENVIROLAB

EnviroLab is a great space for outside learning. Tucked behind our Amphitheater, the space lends itself to a more casual meeting environment. The room includes five round tables with chairs, a sink and small refrigerator, and is surrounded by a long countertop, convenient for spreading out supplies and lunch items.

SEATED CAPACITY: 25 STANDING CAPACITY: 50

VENUE ADD-ONS

To make your event even more memorable, Chabot offers a variety of additional services and activities. If you are looking for something unique that's not listed below, contact our Sales & Events Coordinator so we can help you find the appropriate addition to make your event unforgettable.

PRIVATE TELESCOPE VIEWING

Set high on our hilltop overlooking the Bay Area, Rachel, Nellie and Leah, our 8" and 20" refractor telescopes and 36" reflector telescope, are a breathtaking presence against the night sky. With the help of one of our expert astronomers, you and your guests can discover stars, planets and colorful nebulae as they circle overhead.

SEATED/STANDING CAPACITY: Varies

CHALLENGER LEARNING CENTER

Hold onto your seats as you and your "crew" fly a simulated space mission. Participants are thrown into a demanding space mission that forces them to work together to survive a life and death scenario. Critical thinking, problem solving, decision making and communication skills all come into play for the mission to be successful. Each person experiences two simulator locations – mission control which is patterned after NASA's Johnson Space Center and the operations deck of the space simulator.

MINIMUM CREW: 14 MAXIMUM CREW: 34

PLANETARIUM & MEGADOME SHOWS

Add to your rental one of our fully immersive, larger-than-life shows in the Planetarium or Megadome Theater. You can choose from a pre-recorded film or our Cosmos 360 live show led by an in-house presenter. Your guests will sit back, relax and be surrounded by images extending beyond the peripheral vision while being thrilled by jaw-dropping digital sound. See Chabot's website for a current show list.

PORTABLE INFLATABLE PLANETARIUMS

Make your event really out of this world! In one of our two portable domes, we can show you the wonders of the night sky, and then fly up into space to view them up close. Our system is an accurate model of the entire known universe, projected onto an inflatable dome. Find out how to use the stars to find your direction, rocket past Jupiter's great red spot, and journey outside of our galaxy to explore the wonders of the cosmos! The rental of the planetarium includes a Chabot facilitator to run the projections and describe the information.

[Cosmic Ray Planetary Theatre \(recommended for adults & children ages 5+\)](#)

SEATED CAPACITY: 30 STANDING CAPACITY: N/A

[StarLab \(recommended for children ages 5+\)](#)

SEATED CAPACITY: 25 STANDING CAPACITY: N/A

PRIVATE DOCENT TOURS

Docent led tours are available through reservations and provide an overview of our most popular and significant exhibitions. Tours are 45-minutes and can be customized to include demonstrations, hands-on activities, a tour of our historic telescopes and an in-depth look at an exhibition of your choosing. Tours leave promptly as scheduled. One docent will be needed for every 20 people. To guarantee your tour, please book one month in advance.

CATERING KITCHEN

Our professional-grade catering kitchen (complete with large double bay refrigerator and freezer, multi-burner gas range, ovens & griddle, sinks, stainless steel counters and large stainless steel prep table) can be made available for private cooking classes. Cleaning off the entire space is required and not supplied by Chabot staff.

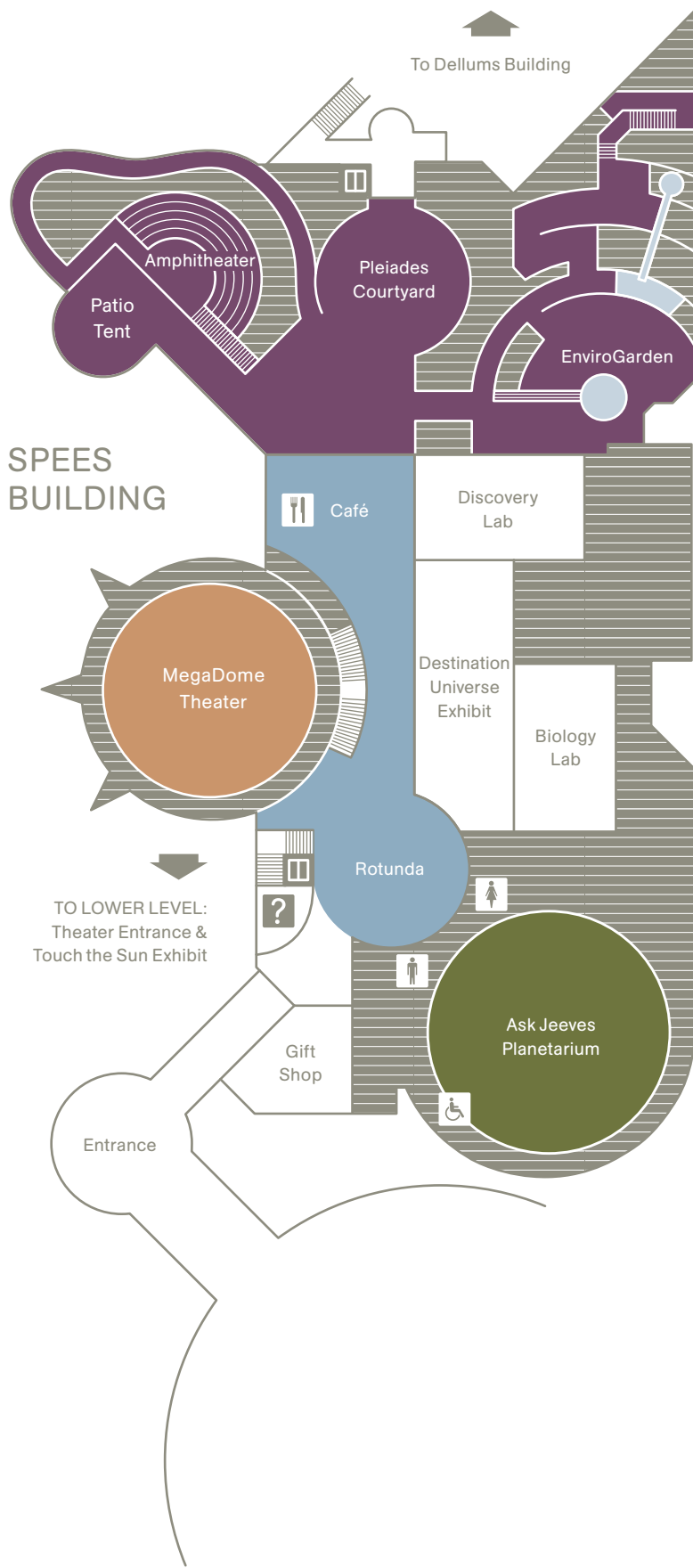
FILMING AT CHABOT

What makes Chabot a filmmaker's paradise? Where do we begin? Chabot was designed to ignite creativity and promote inspiration. We have a uniquely designed, futuristic backdrop that lends itself to a variety of film shoots, photo shoots, commercials, videos and more. Before scheduling a shoot, please contact the Oakland Film Office (<http://www.filmoakland.com/static.htm>) to get more information about filming within the city limits. Some of the many film friendly areas to consider include:

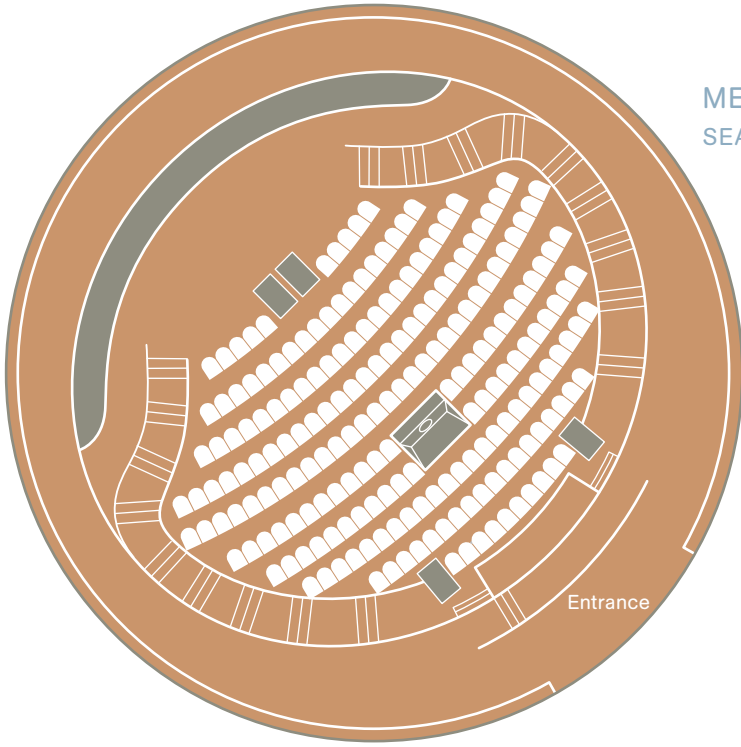
- Long corridors
- Huge historic telescopes
- Mission Control
- Spacecraft replicas
- Redwood forests
- Loading docks
- Spacious parking lots
- Laboratories and classrooms
- Theaters with tiered seating
- Boardrooms & office spaces
- Café & retail store
- Observation decks with romantic views
- Amphitheater
- Professional-grade catering kitchen
- Random rooms...
- Strange spaces...

MAPS & FLOORPLANS

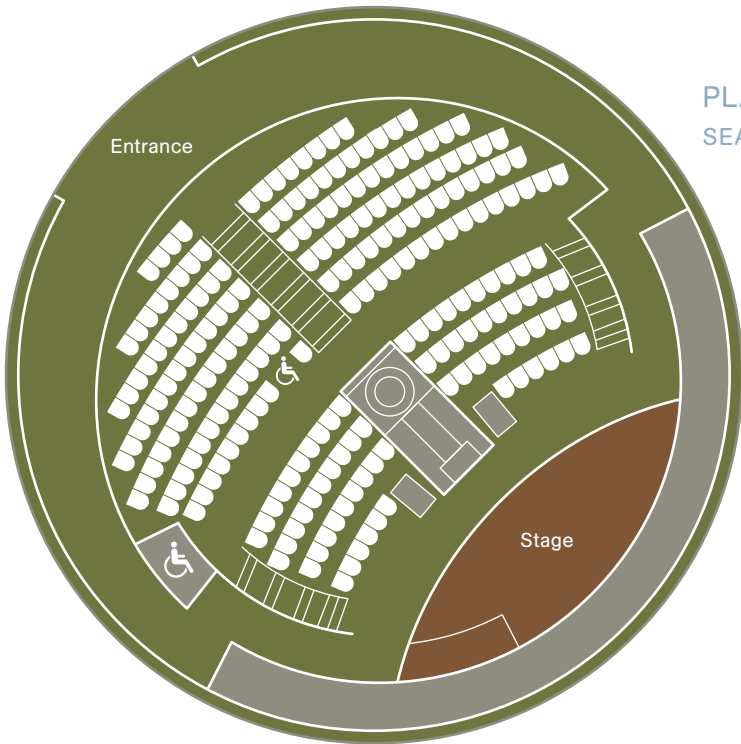
FIRST LEVEL



MEGADOME THEATER
SEATS 205

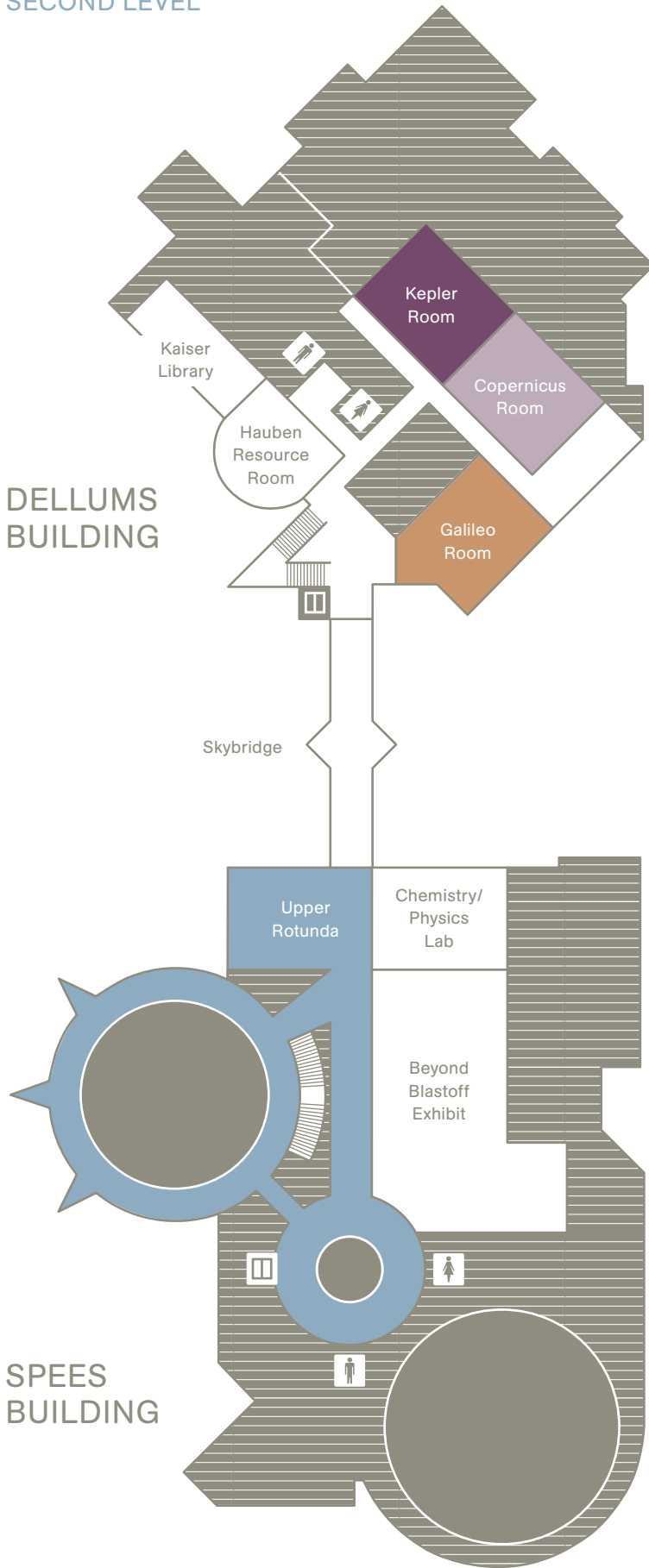


PLANETARIUM
SEATS 240



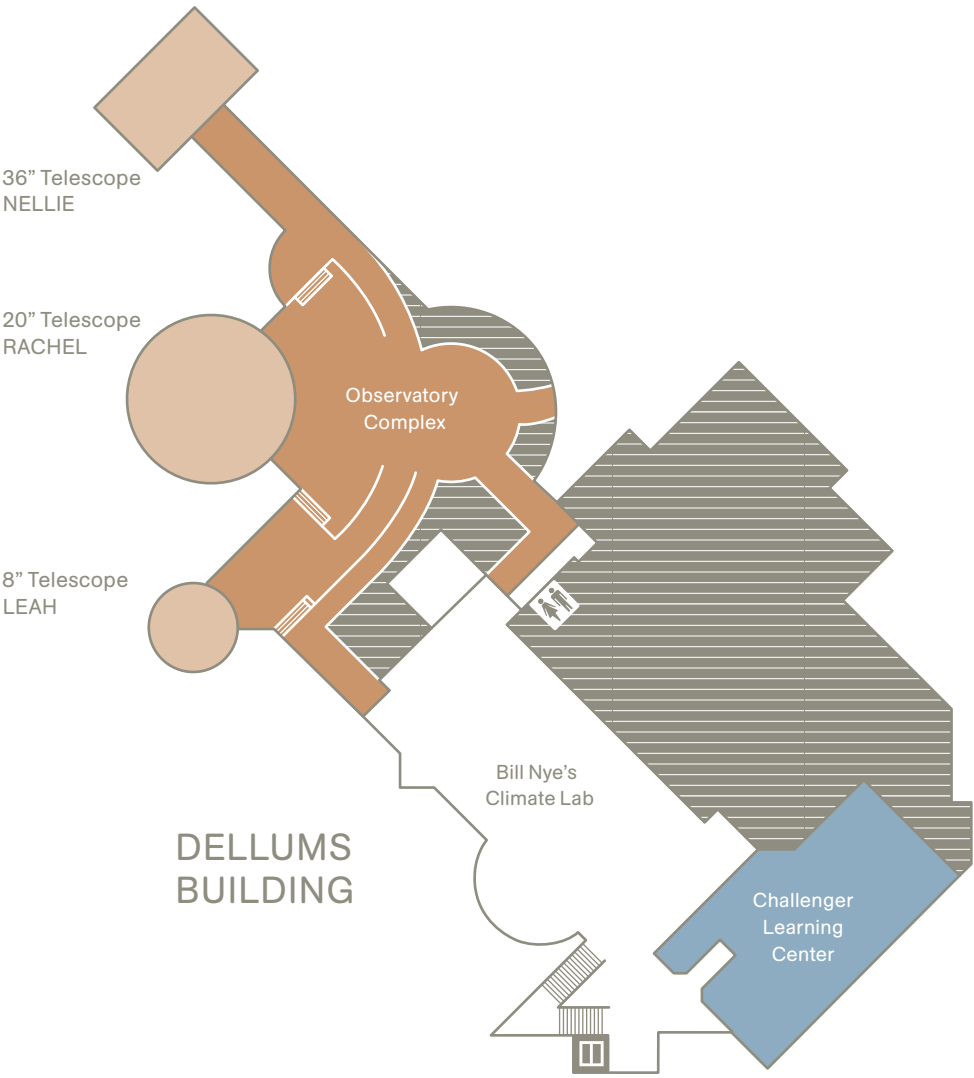
MAPS & FLOORPLANS

SECOND LEVEL



MAPS & FLOORPLANS

THIRD LEVEL





Carrie Dove Catering & Events

(510) 460-9995

Kelley@carriedovecatering.com

carriedovecatering.com

Blue Heron Catering, Inc.

(510) 533-0781

info@blueheroncatering.com

blueheroncatering.com

Grace Street Catering

(510) 523-1600

info@gracestreetcatering.com

gracestreetcatering.com

Checkers Catering

(925) 968-1121

sandee@checkerscatering.com

checkerscatering.com

La Bonne Cuisine

(510) 549-3760

christophe@labonnecuisine.com

LaBonneCuisine.com

Miraglia Catering

(510) 483-5210

info@cateringandmore.com

cateringandmore.com

Red Door Catering

(510) 339-2320

info@reddoorcatering.com

reddoorcatering.com

Pacific Fine Foods

(510) 748-9604

info@pacificfinefood.com

pacificfinefood.com

Michi

(408) 866-2000

michicatering@gmail.com

michilife.com

Crafty Beverages

(408) 638-5300

info@craftybeverages.com

craftybeverages.com

Wilma Lott Catering

(925) 372-8612

WilmaLottCatering@att.net

wilmalottcatering.com

Nora Spanish Catering

(510) 833-NORA

510nora.com

info@510nora.com



RENTAL POLICIES & PROCEDURES

SELECTION OF CATERER

Chabot Space & Science Center has a list of preferred caterers who have an established relationship with Chabot and are familiar with the facilities and Chabot's policies and procedures. If you would like to use an outside caterer, you must receive approval from the Visitor Experience Department, pay an outside caterer fee of \$1000, and be responsible for communicating to your caterer Chabot's Policies and Procedures. Upon approval of an outside caterer, you and the caterer must sign and agree to our Outside Vendor/Caterer Policies & Procedures Agreement.

COOKING ON SITE

Frying and grilling on the premises must be approved by the Visitor Experience Department. Electrical power is limited in the areas used for caterer staging. Please contact the Sales & Events Coordinator regarding any electrical needs. Food and drink is not allowed in any of the telescope observatories or theaters.

Chabot's Caterers are allowed to grill on the premises but grilling must be preapproved. Grilling rules are as follows:

1. Fuel must be propane or liquid propane gas. Charcoal/wood is prohibited.
2. Grilling can occur on the East or West Loading Dock or in the Pleiades Courtyard.
3. Grilling is only acceptable during times when there is no high fire danger.
4. Permits stand as required by the City of Oakland.
5. Caterer's need to let the Sales & Events Coordinator know.

MUSIC

Recorded and live music is permitted throughout the Science Center. Please consult the Sales & Events Coordinator about any electrical and/or logistical requirements and sound restrictions.

EVENT PLANNING & WALKTHROUGHS

A maximum of two (2) facility walkthroughs with the Sales & Events Coordinator are free of charge. In the event that additional walkthroughs are required, an extra fee will be applied. A pre-event walkthrough is required with the contracted caterer and lighting company. Additional contracted vendors should attend at your discretion.

STAGING & STORAGE

There is a full catering kitchen in the Spees Building as well as a covered, outdoor staging area. A staging area is available in the Dellums Building. See Deliveries/Pick Up and Clean Up for more information. There are no serving platters, cooking implements or utensils in the kitchen. Your caterer may contact the Sales & Events Coordinator for additional information about staging your event.

CAFÉ AREA

Rental of the Spees Building includes the use of the café area. The concessions space; use of the sinks, counters and kitchen area is not permitted. A separate kitchen is available.

SET-UP, BREAKDOWN & CLEAN-UP

Plans for set-up must be reviewed and approved no later than fourteen (14) days in advance by Chabot. Set-up will not be allowed to commence until 5pm on the day of your event, unless prior consent is given by Chabot. The renter is responsible for all set-up and breakdown in the museum and for proper handling and storage of all equipment items. Doorways must not be obstructed. Entry doors may be propped open only for delivery and removal of equipment. Exit doors, exit lights, fire alarm stations, wet standpipe hose cabinets and fire extinguisher locations shall not be concealed or obstructed.

At the end of the event you must remove all equipment and décor unless special arrangements have been made with Chabot. Chabot will not be responsible for any items remaining on the premises. A fee may be charged for any items not removed by the pre-arranged time.

Chabot will not be responsible for any lost or stolen catering supplies, equipment, or other property, which will be the responsibility of the renter and/or the subcontractors.

After the event, Chabot's facilities must be returned to the condition in which they were found. Clean up and removal of refuse is the responsibility of the renter and/or the subcontractors. The facility is to be cleared of all stray plates, glasses, etc., and all debris and garbage should be bagged and removed by the caterer at the end of the event.

Caterers are to supply brooms, mops and buckets and remove (off-premise) all trash and recyclables that result from a catered event. It is advisable that for large parties, caterers supply extra trash containers. The renter or caterer may make arrangements with Chabot, for an additional charge and upon approval, to have trash removed or extra trash containers provided. The facility should be swept "broom clean." All boxes must be flattened before going into the recycling bin and all flowers, décor, etc., removed from the premises. Cleanup must be done promptly so that the building can be secured. If Chabot determines routine cleaning and maintenance inadequate to return the premises to its prior condition, an additional cost of special maintenance services or repairs will be deducted from the security deposit and/or billed directly to renter.

DELIVERIES

All deliveries and next-day pickups must be scheduled and coordinated in advance through the Sales & Events Coordinator. Equipment deliveries to the site can be made on the day of the event starting at 12pm to the East Loading Dock unless a different time is approved in advance. All early equipment deliveries must be approved and made to the East Loading Dock. All deliveries must first check in with Chabot Security located at the main entrance before loading/unloading equipment to the loading docks. Chabot staff will not assist in loading, unloading, or carrying any items. The renter must provide all dollies and/or carts. All equipment must remain on the dock until Chabot is available for set up at the contracted time.

The East Loading Dock is the first dock accessible from the driveway to the right of the Center. DO NOT BLOCK THE FIRE LANE. You must park your vehicle so that other cars may pass on one side.

If you are unloading at the Front Entrance of Chabot, you may not park your vehicle in the roundabout drive-way until 30min prior to the contracted start time. DO NOT BLOCK THE ENTRANCE. You may begin unloading your equipment, but must keep a clear pathway for Chabot guests.

PICK-UPS

Equipment must be removed at the end of the evening unless specific arrangements have been made in advance. Any equipment left overnight can only be stored on the loading dock with prior arrangement. It is the responsibility of the renter to make sure that all equipment, tools, decorations and props brought in are picked up between 8am – 12pm the day after the event. The renter will be charged a storage fee for anything not picked up from the loading dock by 12pm the day after the event. A storage charge of \$225.00 per hour (or any portion of a day) will be assessed and the charge will be deducted from the Renter's \$1000.00 damage/cleaning deposit. Chabot assumes no liability for property left overnight.

RENTAL POLICIES & PROCEDURES

DÉCOR SPECIFICATIONS

- No scotch tape, masking tape or adhesive shall be placed on any smooth surface (placing such materials on carpeted walls is acceptable). Blue painters tape is permissible.
- Nothing shall be affixed to walls, windows, door woodwork, curtains, beam ceilings, lighting fixtures or pieces of furniture.
- No acids, dyes, solvents, paint pigments, rubber backed mats or rubber casters are to be used.
- Throwing of rice, birdseed, flower petals, glitter, confetti or any similar material is prohibited in or close to the indoor facilities of Chabot.
- Helium and Metallic balloons are not permitted.
- All draperies, hangings, curtains, drops or other such material brought into the halls shall be made from nonflammable materials.
- Exit doors, exit lights, fire alarm stations, wet standpipe hose cabinets and fire extinguisher locations shall not be concealed or obstructed by decorative materials or any other item.
- Exit ways and required means of egress shall not be used in any way that will obstruct their use as an exit or that will present a hazardous condition.
- Due to fire code restrictions, setting up tables for dining on the Skybridge is prohibited.
- Candles and small votives must be surrounded by glass which extends 2" above the flame.
- Any plants brought into Chabot must be clean and free of pests.

RENTAL HOURS

Rental Hours are inclusive of any time needed for set up and break down and prices listed are for 7 hours, unless otherwise noted. Additional hours may be purchased and prices vary.

EVENT STAFF & SECURITY

A Chabot Sales & Events Coordinator or another Chabot representative will be on-site the day of your event to ensure your vendors have proper access to the facilities rented and ensure that our policies and procedures are being observed. There is one security guard on the premises. Additional guards may be required at the discretion of the Sales & Events Coordinator. Security staff protects Chabot and its contents only; they do not guard attendees, visitors or their property. Persons with a need for personal protection should make separate arrangements.

Chabot Staff and Security are not responsible to supervise guests.

Children under the age of 12 must be accompanied by an adult at all times.

Additional onsite staff including Chabot Astronomers, technicians, docents and more can be added. Please see the Facility Rental Agreement for additional information and associated fees.

INVITATIONS & PRINTED MATERIALS

Prior to printing and issuing for public events, all invitation copy, ticket copy, prices, programs, press releases, etc., must be approved by the Visitor Experience and Marketing Department at Chabot Space & Science Center. Please provide the Chabot staff with copies of all final print material before the event date.

INSURANCE

All individuals and organizations must show proof of insurance for bodily injury and property damage liability. Please see the Facility Rental Agreement for minimum limits and additional information.

SPECIAL EVENTS

For special events including corporate parties, weddings, proms, Bat/Bar Mitzvahs, etc, with a guest count exceeding 150, additional event and custodial staff may be required for an additional fee. For events over 50 people that may impact the normal flow of traffic, renter may wish to contact the Oakland Police Department at (510) 238-3154 to obtain information on special event permits. Fees may apply and the client is responsible for all charges.

Special events including Bat/Bar Mitzvahs, Proms or other school and youth related functions require a chaperone ratio of 1 adult per 15 youths/students.

DAMAGE/CLEANING DEPOSIT

A refundable damage/cleaning deposit of \$1,000 will be required no later than fourteen (14) days before the event. This deposit will be returned approximately six weeks following the event provided the event ended on time, the venue was clean and no damage was done to the facilities that were rented. Immediately following the use of the facilities, the Sales & Events Coordinator or designated Chabot staff member is required to check the rental areas to determine whether the security deposit is returned.

SMOKING

Smoking is not permitted within the Science Center at any time.

CONTRACTS

The Facility Rental Agreement must be signed and returned to Chabot Space & Science Center with a 50% deposit to secure a date.

PAYMENTS & PAY SCHEDULE

Fees may be paid by company check, personal check, cash, cashier's check, money order, or MasterCard/Visa. A separate payment will be required for the deposit if paying by check, cashier's check or money order. All payments should be made out to Chabot Space & Science Center. There is a \$25 fee for returned checks. The payment schedule is listed below.

- To secure a date: 50% deposit
- 30 days prior to the event the remaining fees are due
- 14 days prior to the event the \$1000 damage/cleaning deposit is due

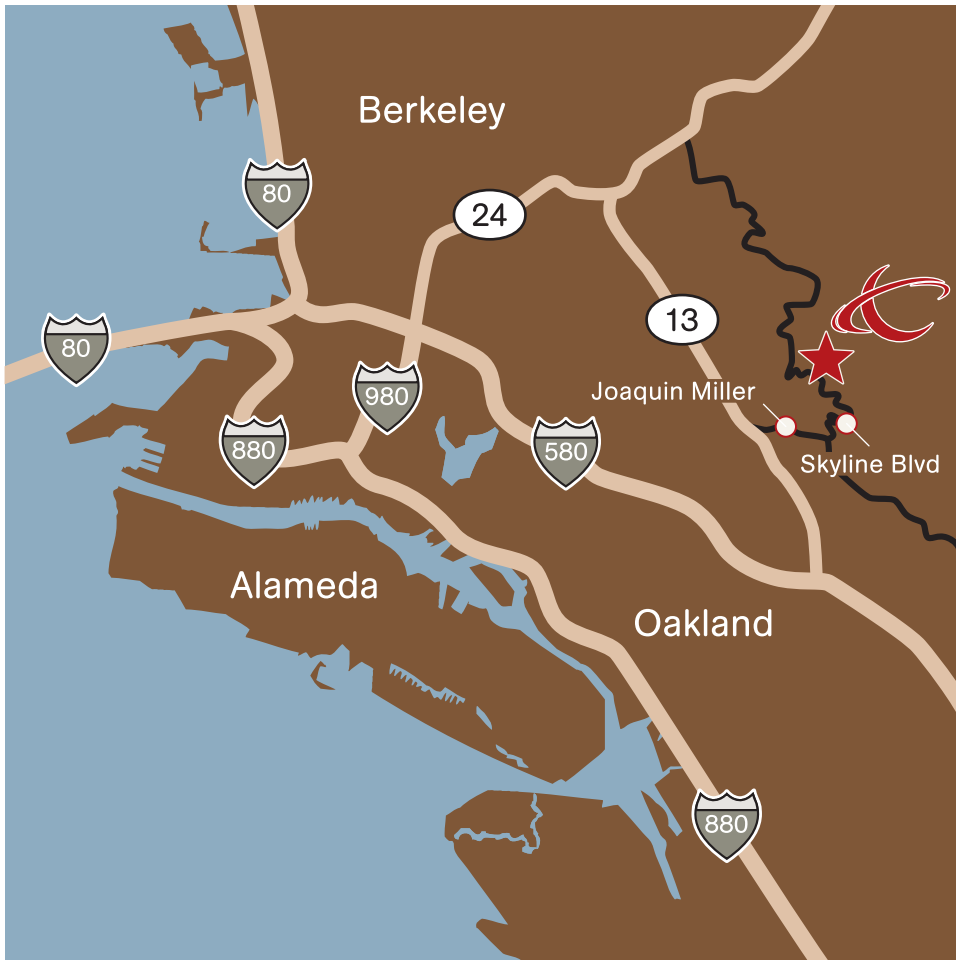
CANCELLATIONS

Cancellations must be received in writing. Refunds will be given according to the following schedule. If a reserved date is changed more than one time, no refund will be provided if the second reservation is cancelled, no matter how far in advance the cancellation is received:

- 90+ Days Prior to Event: 100% of deposit minus \$50.00 processing fee
- 60 – 90 Days Prior to Event: 50% of deposit
- 1 – 59 Days Prior to Event: 0% of deposit

DIRECTIONS & LOCATION

Chabot Space & Science Center is located in the Oakland Hills within Redwood Regional Park. From Highway 13, take the Joaquin Miller exit. Turn left at Monterey Blvd and take the 1st left onto Lincoln Ave. Continue onto Joaquin Miller Rd then turn left at the Skyline Blvd traffic light. Take Skyline 1.5 miles to the Center. Turn right into the driveway at the sign.







ChabotSpace.org

10000 Skyline Boulevard • Oakland, Ca 94619