



GENERAL POLICIES FOR MEETING ROOM

AVAILABILITY:

The room is available for meetings, workshops, classes, press conferences, reading, and business receptions. The room is not available for weddings or other private parties.

* 2 (two) hour rental minimum for after hour rental

**Room is subject to change

ABOUT THE FACILITY:

- The conference room is located on the first floor:
111 Deerwood Road, Suite 190
San Ramon, CA 94583

Size: Conference Room – 1,065 sq. ft.

Capacity: up to 45 people (Please see room configurations on page 2)

- There are accessible restrooms by the elevators.

PARKING:

- There is plenty of free parking in front of the building.

EQUIPMENT RENTAL:

(Please check if you need additional amenities/services, additional fees may apply)

Additional Amenities/Services: Internet Access (N/C) Podium (N/C) LCD Stand (N/C)
 Telephone LCD Projector Bottled Water

RENTAL FEES & PAYMENT:

Rental is classified as:

Regular Hours (M-F 8 am – 5 pm) **After Hours** (all other times)

***Full day is considered to be no more than 9 hours, any overages will be charged at the corresponding rate of the room at that time (please ask for the rate sheet).

Set Up Fees: Basic set up is Classroom Style – No Charge
All other room configurations - \$50 set up fee

To reserve your date, we require a signed rental agreement & half the rental rate. One Eleven One Ninety accepts Cash, Visa, MasterCard, Discover and AMEX.

Balance is due one week before the event.

111 Deerwood Road, Suite 190 San Ramon, CA 94583 Tel: (925) 831-4890 Fax: (925) 831-4891



**CONFERENCE ROOM
RESERVATION FORM AND RENTAL AGREEMENT**

CONTACT INFORMATION:

Organization Name: _____

Organization Mailing Address: _____

Contact Person: _____ Phone _____

E-mail Address _____

Organization Website: _____

RESERVATION INFORMATION

Date(s) of Function: _____

Time of Function: Function Starts _____ Function ends _____
(Include set-up and clean-up time)

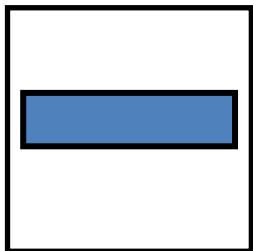
Name of Event for Directional Signs: _____
(If you want your logo included please e-mail to info@oneelevenoneninety.com)

Number of Guests: _____

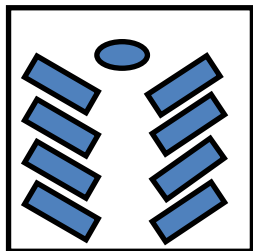
Room Configurations:

(Basic set up is classroom style – any other set up has a \$50 set up fee. Please check the box for the configuration that applies to your event)

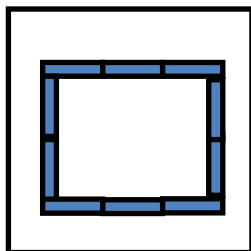
- Meeting Classroom Hollow Square U-Shape Theatre



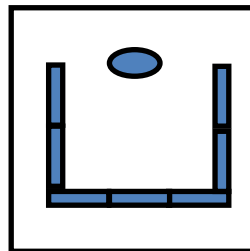
Seats 12



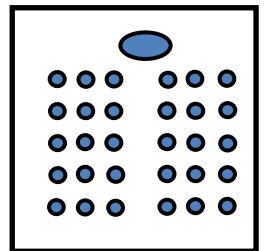
Seats 24



Seats 24



Seats 18



Seats 45

RENTAL AGREEMENT

Cancellation needs to be in the form of written notification.

In case of cancellation, written notification must be received 7 days prior to the event to receive a full refund. If written notification is received within the 7 days you will be charged \$125/day (if you have reserved consecutive dates you will be charged accordingly) if written notification is received less than 24 hours there is NO refund.

1. Renter **may** need to provide a certificate of insurance showing proof of liability coverage with limits greater than or equal to \$2 million aggregate and \$1 million per occurrence. If insurance is required One Eleven One Ninety must be listed as an additional insured on the certificate in the event insurance is required.
 2. Please turn off the lights and lock the door when you are done.
 3. Building Doors Open/Close: Monday – Friday 6:30 am – 7:30 pm; Saturday 6:30 am – 6:30 pm
 4. Room availability is Monday-Sunday 8:00 a.m. - 8:00 p.m. (excluding holidays).
 5. Building AC runs Monday – Friday 6:00 am – 6:00 pm, Saturday 9:00 am – 2:00 pm; no air conditioning on Sunday. (Please inquire about portable AC unit for the room)
 6. A list of caterers in the area will be provided upon request to serve lunch or light refreshments.
 7. Alcohol consumption & smoking in our parking lot, on our sidewalks, inside our building are strictly prohibited.
 8. Neither the name nor address of One Eleven One Ninety may be used as an official address or headquarters of any Organization. If printed materials are to be distributed at a meeting, function or activity, a sample must first be submitted with the application.
 9. Renters are responsible for any damage to the facility and/or contents of fixtures. All damages must be reported to One Eleven One Ninety's staff immediately.
 10. The Meeting Room must be properly cleaned, the trash taken out and placed in the dumpster which is located behind the building, and the tables and chairs rearranged. The room must be left in a neat, clean and orderly condition. If these conditions are not met, a Room Clean-up Fee of \$200.00 or the actual cost of cleaning, whichever is higher, will be charged and notice will be given to the group. Individuals holding events assume responsibility for any damage to rooms, contents of equipment used will be charged for any necessary repairs or replacement.
 11. Renters understand that nothing shall be attached to the **walls, ceiling, white boards, projection screen or any of the fixtures.** Pens/Erasers provided for the whiteboard by One Eleven One Ninety, LLC are the only pens/erasers allowed to be used. **Please do not write on the projection screen,** a replacement fee of \$400 will be charged to the credit card on file if the screen has been damaged.
 12. If you decide to change the set-up of the room (different from the contract filled out and provided to One Eleven One Ninety) One Eleven One Ninety will need 24 hours advance notice of the new room configuration or a \$50 fee will be charged for set up.
 13. It is understood that the One Eleven One Ninety is in no way responsible for any personal injuries, property damages or other liabilities that may be incurred during use of their facility. Renter agrees to release indemnity and hold One Eleven One Ninety harmless of any such damages
- No loud music or DJs are permitted

Signature: _____

Print Name: _____

Date: _____

On Behalf of (organization, if applicable): _____



Additional Services Price List

- LCD Projector \$50.00 per day
- Bottled Water Service \$1/bottle
- Outbound Phone Calls .10/minute nationwide
- Photocopies – Black and White .15/page; Color .25/page
- Wireless Internet Access Included
- Non-Refundable Cleaning Fee \$75.00
(if food is brought in during the reservation)
- Room Configurations:
 - Classroom Style (Basic Set Up) No Charge
 - Any other set up \$50.00

Initial



CREDIT CARD AUTHORIZATION FORM

CREDIT CARD TYPE

- American Express
- Visa
- MasterCard

CARDHOLDER INFORMATION

Name as it Appears on Credit Card: _____

Company Name (If Applicable): _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail Address: _____

Authorized Amount: _____

Account Number: _____

Expiration Date: _____

V-Code: _____

(VISA/Mastercard-3 digit on back of card; AMEX – 4 digit on front of card)

CANCELLATION/FEES/OVERAGE POLICY (please read and initial you understand our fees/policies)

_____ One Eleven One Ninety's cancellation policy is as follows: full refund if you cancel the conference room 7 days in advance, if written notification is received within the 7 days you will be charged \$125/day (if you have reserved consecutive dates, you will be charged accordingly) and **no refund** if you cancel with less than 24 hours notice.

_____ If you go over the agreed upon time stated on page 2 of the rental contract you will be charged for the overages accordingly. Full day is considered to be no more than 9 hours, Half day is considered to be no more than 4.5 hours. Any overages will be charged at the corresponding rate of the room at that time (please ask for the rate sheet). **Please Initial** that you understand the rules of overage charges.

_____ \$75/day non-refundable cleaning fee if food/beverages are brought into the room during the reservation

_____ \$50/LCD projector rental

_____ \$50 set up fee for room configuration (**basic set up is "Classroom Style" – No Charge**)

I am authorizing One Eleven One Ninety, LLC to charge my credit card.

Cardholder/Authorized Signature

Date