

**SRBX Meetings & Events: Room Rental Agreement** (As of August 2020)



**SRBX Meetings & Events: Event Space Rates**

**MEMBER RATES**

<b>EVENT SPACE:</b>	<b>DAY RATE: 8 A.M. – 5 P.M.</b>	<b>*EVENING RATE: 5 P.M. – 10 P.M.</b>	<b>*WEEKEND RATE: FRIDAY 5 P.M.– SUNDAY 5 P.M.</b>
<b>FULL EVENT CENTER</b> <i>(max. of 20 people)</i>	\$400	\$450	\$550
<b>BARRISH PELHAM EVENT CENTER</b> <i>(max. of 15 people)</i>	\$325	\$350	\$450
<b>ROEBBELEN TRAINING CENTER</b> <i>(max. of 10 people)</i>	\$275	\$300	\$400
<b>FIVE STAR BANK BOARD ROOM</b> <i>(max. of 10 people)</i>	\$200	<i>Not available</i>	<i>Not available</i>

**NON – MEMBER RATES**

<b>EVENT SPACE:</b>	<b>DAY RATE: 8 A.M. – 5 P.M.</b>	<b>*EVENING RATE: 5 P.M. – 10 P.M.</b>	<b>*WEEKEND RATE: FRIDAY 5 P.M. – SUNDAY 5 P.M.</b>
<b>FULL EVENT CENTER</b> <i>(max. of 20 people)</i>	\$500	\$550	\$650
<b>BARRISH PELHAM EVENT CENTER</b> <i>(max. of 15 people)</i>	\$425	\$450	\$550
<b>ROEBBELEN TRAINING CENTER</b> <i>(max. of 10 people)</i>	\$375	\$400	\$500
<b>FIVE STAR BANK BOARD ROOM</b> <i>(max. of 10 people)</i>	\$300	<i>Not available</i>	<i>Not available</i>

**\*Notes an additional staff charge of \$100 will be applied to evening & weekend events.**

**Optional Water Service available for an additional charge. See page 11 for details & pricing.**

## **SRBX Meetings & Events: Room Rental Agreement** (As of August 2020)

### **1. Event Space Terms and Conditions**

Room rental rates include building access starting at 8 a.m. and not to exceed 10 p.m. Should the daytime event extend into the evening, the evening rate will be enforced. This includes time that is needed for any set up / break down the Renter will need to conduct. All groups MUST provide a designated point of contact who will be on-site during the event, and during any necessary delivery and pick up of items being rented.

Cost includes use of A/V (wireless internet, projector, screen, sound), set up and break down of SRBX tables and chairs to accommodate room capacity, restrooms, street parking and extensive cleaning/sanitization measures prior to the event. All other amenities that may be needed must be provided by the Renter. Due to liability, Renter and/or Caterer must provide adequate staff for event support including set up and break down of items brought in on the Renter's behalf. No access to SRBX or tenant staff areas is permitted.

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### **2. Parking**

All guests must utilize the free street parking available on both sides of Elvas Avenue and enter through the front doors of the building upon arrival. Renter will receive no more than (2) Event Parking Permits upon request for use in the back-parking lot, which is primarily reserved for staff members. Any unauthorized vehicles parked in the back-parking lot and/or neighboring lots will be towed. Renter agrees to notify all guests of this policy prior to event date.

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**3. Clean Up of Facilities and Decorations**

Renter is responsible for removal of ALL trash and/or materials brought in, including any food and/or beverage items provided by an outside caterer. Renter understands that the catering kitchen is not accessible for use at this time. The tables and chairs must be wiped down. SRBX cannot provide storage space for event materials before or after the event. No furniture or decorative objects belonging to SRBX OR required social distancing measures in place (including tape/markings) may be moved from their respective positions without the permission of an SRBX team member. All decorations (other than free standing) must be approved by the SRBX team prior to the event. Candles must be dripless and enclosed in a glass container of sufficient height to cover potential flame. Tape, nails, staples, and other materials may not be used to hang items on the walls and/or doors of the facility. *Please note that refundable security deposit will be returned unless the room is not returned in its original state.*

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**4. Fire Safety**

SRBX enforces fire protection safety codes and is subject to inspection by the City of Sacramento Fire Department. No pyrotechnic devices, smoke/fog machines or open flame are allowed. Candles may be used if side glass enclosure fully extends beyond flame height. All fire aisles and exits must be kept clear of equipment and people. No smoking is allowed anywhere in the buildings. Failure to follow these rules will result in the immediate suspension of the event until the conditions are corrected. If they are not corrected, the event will be cancelled without refund to the Renter.

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### **5. Restrictions**

There are no controlled substances or firearms allowed on SRBX premises.

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### **6. Smoking**

SRBX is a 100% non-smoking facility. All forms of tobacco use, including cigarettes, cigars, bidis, smokeless/spit tobacco, hookahs, blunts, pipes, e-cigarettes and snuff are prohibited inside the facility. Smoking is permitted in the rear parking lot, at a minimum of 50 feet from any entrance per California state law.

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### **7. Disruptive People**

All attendees must be considerate of business and properties surrounding the occupied event space. Any behavior or activity considered disruptive must honor any request to cease. SRBX reserves the right to eject, or cause to be ejected from the premises, any person or persons engaging in disruptive, belligerent or threatening conduct including non-compliance with posted health and safety measures. SRBX reserves the right to refuse admission to any persons. SRBX shall not be liable for any damages by the applicant through exercising this right.

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### **8. Payment Terms**

A signed room rental contract, 50% room rental deposit, and a \$150 refundable security deposit are required at the time of booking in order to secure the rental space, in addition to a Certificate of Insurance (COI) including SRBX as

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additionally insured (see *Item 10.*) The remaining 50% room rental balance is due no later than three days prior to event.

SRBX accepts Visa, MasterCard, American Express, Discover, and checks payable to the Sacramento Regional Builders Exchange. Your check must clear the bank in order for the deposit to be applied and the event center booked.

Failure of the remaining balance upon its due date will result in the cancellation of all arrangements outlined in this contract. The Renter will be liable for any fees outlined in the cancellation policy below.

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***SRBX reserves the right to modify room rates as deemed necessary by external requirements that may be enforced by State or County public health orders for proper room sanitation. If an upcharge occurs, SRBX will provide written notice to the Renter at least 30 days in advance if the appropriate rate has not already been recorded on the invoice presented. As stated above, the total balance due for ALL payments must be received no later than three days prior to the event.***

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### **9. Cancellations, Changes, and Refund Policies**

SRBX reserves the right to cancel this contract with written notice at any time for the following reasons: misrepresentation of the event, proof of insurance not provided, deposit check returned by the bank, threats of violence or actual violence to any individual, threats of damage or theft or actual damage or theft of SRBX facilities by Renter, failure to abide by the terms and conditions of this Rental Agreement or external requirements that may be enforced by sudden changes in State or County public health orders.

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Any change(s) requested by the Renter will be based on availability and are under the discretion of SRBX Staff. No change(s) may be made to the rental contract less than two weeks prior to the Agreement date.

A refund for submitted deposits will only be considered if a cancellation request is submitted *in writing* at least one (1) week prior to the rental date, after which a refund will not be issued nor guaranteed. Should a request for cancellation occur within three (3) days of the event, no deposits will be refunded.

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### **10. Insurance Requirement**

The Renter is required to maintain a \$1,000,000 liability insurance policy. The applicant must secure the policy as SRBX does not provide insurance.

1. The Renter must obtain, maintain and provide proof of insurance with a minimum of one million dollars (\$1,000,000) of General Liability coverage, for bodily injury and property damage claims, including contractual and personal injury liability coverage. Umbrella or excess liability insurance may be used to meet limit of liability requirements.
2. Renter will provide to SRBX a current certificate of insurance evidencing this coverage, with SRBX named as an additional insured, and that the insurer waives any subrogation rights against SRBX.
3. All vendors and contractors providing services at SRBX must carry adequate liability insurance. Any approved food vendor must be licensed with the Health Department. If requested, contractor must be able to provide verification of license and/or liability insurance. The Renter has the full responsibility for obtaining any and all licenses necessary for providing any alcoholic beverage at the event. The Renter assumes all liability associated with the consumption of alcohol and agrees to defend, indemnify and hold harmless SRBX and all associated personnel from and against any and all claims, demands, suits, judgments or other liability of any nature whatsoever

## **SRBX Meetings & Events: Room Rental Agreement** (As of August 2020)

resulting from the presence, serving and/or consumption of alcoholic beverages during the event.

4. Each policy required under this agreement shall contain a severability of interest clause and will provide that Renter's coverage shall be primary to any other insurance available to or maintained by SRBX, its subsidiaries and affiliates (AKA Primary and Non-Contributory Insurance).

**Initial** \_\_\_\_\_

### **11. Liability**

Renter agrees to indemnify and hold harmless SRBX, its affiliates, officers, employees, and representatives from and against any losses, costs, damages, and expenses resulting from claims for bodily injury or property damage arising out of joint efforts through the term of this agreement unless such bodily injury, property damage, or personal injury is determined to be the result of the negligence of SRBX, their affiliates, officers, employees, or representatives. SRBX agrees to indemnify and hold harmless Renter, its affiliates, officers, employees, and representatives from and against any losses, costs, damages, and expenses resulting from claims for bodily injury or property damage arising out of joint efforts through the term of this agreement unless such bodily injury, property damage, or personal injury is determined to be the result of the negligence of Renter, their affiliates, officers, employees, or representatives. SRBX's obligation to hold Renter, their affiliates, officers, employees, or representatives harmless shall be limited in substance by statutes and constitutional provisions designed to protect the exposure and liability of SRBX, so that its liability to indemnify, defend and hold harmless shall not exceed what might have been its liability to a claimant if sued directly by the claimant in California and all appropriate defenses had been raised by SRBX.

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### **12. Health and Safety Requirements** (A separate checklist will be made available to all Renters at the time of booking.)

Renter agrees to follow SRBX's current health and safety requirements for hosting on-site events, including but not limited to:

- Compliance with limited attendance and room set up to allow for appropriate social distancing measures to be maintained
- Understands that all guests will be required to complete a self-evaluation and/or sign a waiver upon arrival to ensure they have not exhibited COVID-19 symptoms and acknowledge that they have NOT been in contact with anyone who has tested positive for COVID-19 in the last 14 days (in which case admission to the facility is prohibited)
- Acknowledges that temperature checks may be administered upon arrival. Those exceeding the temperature requirements will not be allowed to enter the facility
- Face coverings are required to be worn by all guests upon entering the facility. Renter agrees to supply face coverings for their guests who do not bring their own
- All guests are to be provided with hand sanitizer and disinfecting wipes by the Renter
- Personal hygiene practices must be followed at all times, which include washing hands often with soap and water for a minimum of 20 seconds, covering coughs and sneezes with a flexed elbow or tissue (to be immediately thrown away in the trash), avoid touching eyes, nose and mouth, and cleaning/disinfecting used surfaces
- Those showing signs of illness or unwilling to comply with the current safety measures in place will be asked to leave

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**Renter Contact Information**

**Company Name (Renter):**

**Event Point of Contact:**

**Title:**

**Company Address:**

**City, State, Zip Code:**

**Phone:**

**Email:**



**Event Space Rental Agreement**

*Please complete, sign and return this form with your 50% room rental deposit , refundable \$150 security deposit and Certificate of Insurance (COI) at least two weeks before your event date to guarantee booking. You must complete a separate form for each event.*

**Event Name:**

**Event Date(s):**

**Start Time:**

**End Time:**

**Number of Attendees:**

**SRBX Event Space Desired:**

**Full Event Center**

**Barrish Pelham Event Center**

**Roebbelen Training Center**

**Five Star Bank Board Room** (*Hollow Square-style seating only; no more than 10 guests*)

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**\*Preferred Room Set Up:** (Applies to all event spaces except the Five Star Bank Board Room):

\_\_\_\_\_ **Classroom Style** (8' tables; no more than 1 guest seated per table)

\_\_\_\_\_ **Rounds** (60" tables; no more than 2 guests seated across from one another per table)

*\*Please note that the room selection AND capacity depends on current social distancing measures to be enforced in consideration with the type of room set up preferred and is subject to change. Please consult with an SRBX representative to confirm.*

### **Water Service:**

Due to current health regulations, we are unable to offer our coffee water service at this time. Should you choose to include our water service with your room rental, you will be provided with the appropriate number of water bottles to accommodate the expected number of attendees at your event:

- **1 – 10 attendees:** \$10/day
- **11 – 20 attendees:** \$20/day
- **21– 30 attendees:** \$30/day
- **Over 30 attendees:** Not available.

**Would you like to add the Water Service to your room rental?**

\_\_\_\_\_ **Yes**      \_\_\_\_\_ **No**

If "Yes", the respective charge will incur on top of the room rental fee.

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### **Outside Catering Company Information:**

*Suggested caterers and a list of nearby restaurants are available by request. Renter is responsible for all catering coordination, including on-site delivery, set up and break down services the catering company/Renter will need to conduct. ALL food & beverages MUST be pre-packaged & individually served to guests. The catering kitchen is NOT accessible for use at this time. **Please note: SRBX is not responsible for delivery or acceptance of event material.***

**Caterer Name:**

**Point of Contact:**

**Phone:**

**Email:**

**Arrival Time:**

**Clean Up Time:**

*(Access not permitted before 8 a.m. or after 10 p.m. for evening events)*

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### **Additional Vendor Information:**

Please provide information for each vendor you are working with that will provide delivery/set up or break down services for your event. Suggested vendors available by request. Renter is responsible for all vendor coordination, including on-site delivery, set up, and pick up of items being rented. ALL event material must be individually distributed to guests. **Please note: SRBX is not responsible for delivery or acceptance of event material.**

**Vendor Name:**

**Point of Contact:**

**Phone:**

**Email:**

**Arrival Time:**

**Clean Up Time:**

*(Access not permitted before 8 a.m. or after 10 p.m. for evening events)*

**Will alcohol be served/sold at this event? \_\_\_\_\_ Yes \_\_\_\_\_ No**

*Please refer to insurance requirements for the serving/selling of alcohol.*

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When signed by representatives of both parties, this agreement constitutes a binding agreement between the Renter and SRBX.

Renter's Authorized Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

SRBX Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

NOTES:

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**FOR SRBX STAFF COMPLETION ONLY:**

\_\_\_ SRBX Member                      \_\_\_ Non - Member

Total Cost: \$ \_\_\_\_\_

Agreement Reviewed: \_\_\_\_\_ Invoice Sent: \_\_\_\_\_

Room Deposit Paid: \_\_\_ Check \_\_\_ Card | Date of Payment: \_\_\_\_\_

Security Deposit Paid: \_\_\_ Check \_\_\_ Card | Date of Payment: \_\_\_\_\_

Total Balance Collected: \$ \_\_\_\_\_ | Total Balance Due: \$ \_\_\_\_\_

Final Payment Processed: \_\_\_\_\_ Receipt Sent: \_\_\_\_\_