



## Event Space Rental Rates

### MEMBER RATES

EVENT SPACE:	DAY RATE: 8 A.M. – 5 P.M.	*EVENING RATE: 5 P.M. – 10 P.M.	*WEEKEND RATE: FRIDAY 5 P.M.– SUNDAY 5 P.M.
<b>FULL EVENT CENTER</b> (up to 160 people)	\$350	\$400	\$500
<b>BARRISH PELHAM EVENT CENTER</b> (up to 100 people)	\$275	\$300	\$400
<b>ROEBBELEN TRAINING CENTER</b> (up to 60 people)	\$225	\$250	\$350
<b>FIVE STAR BANK BOARD ROOM</b> (up to 25 people)	\$150	<i>Not available</i>	<i>Not available</i>

### NON – MEMBER RATES

EVENT SPACE:	DAY RATE: 8 A.M. – 5 P.M.	*EVENING RATE: 5 P.M. – 10 P.M.	*WEEKEND RATE: FRIDAY 5 P.M. – SUNDAY 5 P.M.
<b>FULL EVENT CENTER</b> (up to 160 people)	\$450	\$500	\$600
<b>BARRISH PELHAM EVENT CENTER</b> (up to 100 people)	\$375	\$400	\$500
<b>ROEBBELEN TRAINING CENTER</b> (up to 60 people)	\$325	\$350	\$450
<b>FIVE STAR BANK BOARD ROOM</b> (up to 25 people)	\$250	<i>Not available</i>	<i>Not available</i>

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

*Optional Coffee & Water Service available for an additional charge. See Page 6 for details & pricing.*

**1. Event Space Terms and Conditions**

Room rental rates include building access starting at 8:00 a.m. and not to exceed 10:00 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 onsite 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), use of catering kitchen, set up and break down of SRBX tables and chairs to accommodate room capacity, restrooms, and street parking. 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 staff areas is permitted. **Initial \_\_\_\_\_**

**2. 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. The tables and chairs must be wiped down. If used, all items in the catering kitchen must be cleaned prior to event conclusion. SRBX cannot provide storage space for event materials before or after the event. No furniture or decorative objects belonging to SRBX 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: refundable security deposit will be returned unless the room is not returned in its original state.*

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

**3. 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. **Initial \_\_\_\_\_**

**4. Restrictions**

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

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

**5. 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. **Initial** \_\_\_\_\_

**6. 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. SRBX reserves the right to refuse admission to any persona display the above behaviors. SRBX shall not be liable for any damages by the applicant through exercising this right. **Initial** \_\_\_\_\_

**7. 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. 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. **Initial** \_\_\_\_\_

**8. 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, or failure to abide by the terms and conditions of this Rental Agreement.

Any change(s) requested 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. Should a request for cancellation occur within three (3) days of the event, no deposits will be refunded. **Initial** \_\_\_\_\_

## 9. 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 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* \_\_\_\_\_

## 10. 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.

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

### **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 and refundable \$150 security deposit 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):

SRBX Event Space Desired:

- Full Event Center
- Barrish Pelham Event Center
- Roebbelen Training Center
- Five Star Bank Board Room (Conference Style Seating)

Set Up Time:

Estimated Completed Time:

Number of Attendees:

Room Set-Up Requested:

- Classroom Style (8 ft. tables & chairs); *excludes the Five Star Bank Board Room*
- Rounds (6 people/table & chairs); *excludes the Five Star Bank Board Room*

Please note that the room capacity depends on the type of room set up preferred. Please consult with an SRBX representative to confirm.

Optional Coffee & Water Service:

Includes use of Keurig, assorted K-Cup coffee & tea pods, creamers, sugars, and water bottles for the applicable number of attendees.

- 10 – 20 attendees: \$50/day
- 11 – 20 attendees: \$75/day
- 21– 30 attendees: \$100/day
- 31+ attendees: Please ask for pricing.

Would you like to add this to your room rental?

Yes  No

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

**Outside Catering Company Information:**

*Suggested caterers and a list of nearby restaurants are available by request. Renter is responsible for all catering coordination, including onsite delivery, set up, and break down services the catering company/Renter will need to conduct. **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)*

**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 onsite delivery, set up, and pick up of items being rented. **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? \_\_\_\_\_ Yes \_\_\_\_\_ No**

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

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: \_\_\_\_\_

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**SRBX STAFF TO COMPLETE THIS SECTION:**

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

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

Room Deposit Paid: \_\_\_ Check \_\_\_ Card      Security Deposit Paid: \_\_\_ Check \_\_\_ Card

Balance Due: \$ \_\_\_\_\_      Balance Collected: \$ \_\_\_\_\_

Agreement Reviewed: \_\_\_\_\_ Payment Processed: \_\_\_\_\_ Receipt Sent: \_\_\_\_\_