

Room Rental Agreement

commerce
san jose

MEETING SPACE	Member Rate		Nonmember Rate	
	HALF DAY 4 HOURS	FULL DAY 4 HOURS+	HALF DAY 4 HOURS	FULL DAY 4 HOURS+
Board Room	\$250	\$500	\$500	\$1000
Executive Conference Room	\$175	\$350	\$300	\$600

RESERVATION INFORMATION

Event Date: Start Time: End Time:

Additional Dates (if renting for more than one day):

Board Room Set up: U-Shape Conference Square Theater Classroom

Company Name:

Contact Person:

Email: Phone:

PAYMENT INFORMATION

Amount to be billed: Check No: Credit Card:

Credit Card No: Exp. Date: ZIP Code:

Signature: Date:

Reservations/Hours of Operation — Reservations can be made up to one month in advance. Rental hours are from 8:30 a.m. to 5 p.m., Monday through Friday. Multiple rooms cannot be reserved on the same day, by the same tenant. Extended hours and weekends may not be possible, must be approved, and will require special arrangements; additional fees may apply.

Payment/Deposit — A \$300 refundable deposit is required to hold a reservation. The deposit will be returned within 24 hours provided there is no damage and facility is returned to original condition. If facility is not returned to original condition, the deposit will not be refunded.

Clean up — Basic cleaning supplies will be provided. Users must clean all tables, remove and/or discard all materials and/or food items provided at the meeting. Trash bins and recycle bins for cans, plastic bottles, and glass will be provided. Spills, stains, and/or damage of any kind will be cleaned or repaired at the user's expense.

Food/Catering — Only SVO members can be used to cater an event. If liquor is to be served, caterer or tenant must have a license and provide proof of insurance.

Set up — Meeting room configuration is the responsibility of the user.

Equipment/Staff Support — Users must provide their own audio/visual equipment and supplies. Staff support must also be provided by the user. The chamber does not provide staff support or equipment and supplies.

Telephone Service — Telephone service is not available other than for emergency calls.

Code of Conduct — Because the room is located within the SVO's place of business, please be considerate of others by keeping noise to a minimum.

Cancellation/Refund Policy — User acknowledges that cancellations must be made at least 7 days in advance from the date of the event in order to receive a full refund of the deposit. If cancellations are made in less than 7 days from the date of the event, 50% of the deposit will not be refunded.

Disclosure and Pre-Empting — These guidelines can be changed at the discretion of the SVO. The SVO reserves the right to pre-empt any non-SVO meeting if the room(s) is needed by the organization for an emergency meeting. Should this be necessary, users will be given 24 hours advance notice. All room rentals are subject approval. Special approval is required for events with over 50 attendees.

For more information please call 408-291-5250 or email Nancy Nguyen at nancyn@thesvo.com.