



704 MAIN STREET, MARTINEZ, CA 94553

ROOM RENTAL AGREEMENT

We appreciate you selecting the Contra Costa County Bar Association (hereinafter the “CCCBA”) for your function. To ensure the success of your event, we ask that you carefully review the terms and policies listed below. Please sign and date this Room Rental Agreement and mail it to the above address with a deposit check made payable to the CCCBA in the amount of \$25.00 or fill out attached authorization form to have fees charged to your credit card. If you have any questions regarding any of the terms and policies listed below please contact the CCC Bar Association at (925)686-6900.

The details listed below will confirm the arrangements being held as requested:

NAME OF MEETING/ EVENT:
NAME OF ORGANIZATION:
NAME OF APPLICANT:
APPLICANT ADDRESS:
TELEPHONE NUMBER:
DAY/DATE:
START TIME:
END TIME:
TYPE OF FUNCTION:
ROOM RESERVED:
PEOPLE ATTENDING:
STYLE SEATING:
OF TABLES NEEDED:
ROOM RENTAL CHARGE:
DEPOSIT:

I. DEPOSIT

- A. A non-refundable deposit of \$25.00 per rental day per rental room must be received by the CCCBA one (1) week prior to rental date.
- B. All advance deposits are non-refundable and are non-transferable for future events or groups.

II. METHOD OF PAYMENT

- A. The remaining balance of the room rental, as indicated above, will be due on the date of the above event. Payment may be made by check, cash or credit card. Checks should be made payable to the Contra Costa County Bar Association or CCCBA.

III. FOOD AND BEVERAGE REGULATIONS

- A. California State law prohibits serving alcoholic beverages to a minor (under 21 years of age). This law applies to all alcoholic beverages served in the offices of the Contra Costa County Bar Association.

IV. FUNCTION SET-UP

- A. The room you have rented will available no more than thirty (30) minutes prior to the time as specified above.

V. SIGNS/DISPLAYS/DECORATIONS

- A. All signs, displays, and/or decorations are subject to the CCCBA's approval. No signs, banners, displays or exhibits will be permitted in the public areas without prior CCCBA approval. The CCCBA will not permit the affixing of anything to the walls, floor or ceilings with nails, staples, adhesives, or any other substance without prior approval.
- B. Please vacate the premises in a neat and clean condition. The CCCBA will only be responsible for vacuuming after the event and any additional labor required for the removal of decorations, exhibits, or display refuse will be charged to the client.

VI. SECURITY AND LIABILITY

- A. The CCCBA will not assume any responsibility for the damage or loss of any personal property left in the room prior to, during, or following an event. The undersigned is responsible for the conduct of all persons in attendance. Any damage incurred by the CCCBA or its guests associated with this event shall be the responsibility of the undersigned.

VII. CANCELLATION POLICY

- A. Should it be necessary for you to cancel your event after this agreement has been signed, the CCCBA will be entitled to liquidated damages (agreed not to constitute a penalty) in the amount of the non-refundable deposit. CCCBA respectfully requests that any cancellation be made as much in advance of the event as possible.

VIII. OFFICE SERVICES/MISCELLANEOUS

- A. A photocopy machine will be made available. Twenty-five (25) copies may be made at no charge. All copies thereafter will be billed at 10 cents per page.
- B. A fax machine will be made available. There is no charge for sending or receiving faxes.
- C. You will be allowed access to the conference room phones only. Please limit incoming calls to emergencies only. No calls shall be sent or received from the copy room or kitchen. You will have unlimited access to local calling. Long distance phone calls (outside the 510, 707, and 415 area codes) must be made by using a calling or credit card.
- D. A coffee service is included in the rental cost. CCCBA staff will train one representative on how to prepare coffee using the machines provided by CCCBA.
- E. Sodas may be purchased for 50¢ each.
- F. Also available without charge is bottled water, free-standing podium, overhead projector, collapsible 2x6 tables, chairs, and a large conference table which seats fourteen comfortably. All other equipment not listed is unavailable.

- G. The rental facilities as well as the main building in which the CCCBA is located are smoke-free areas. No smoking is allowed anywhere in the building.

My signature certifies that I have read the foregoing terms and policies governing the use of the facilities rented herein; that I will take full responsibility for seeing that the use of this facility by the organization listed above is in full adherence and compliance with these conditions, that I will hold the CCCBA harmless from any damage, claim for damage for personal injury or death, damage to or loss of property, claim for damage to or loss of property incurred in the use of these facilities, and that if there are any minors in the group using this facility, I will accept full responsibility for them throughout the period covered by this rental agreement.

APPROVED AND ACCEPTED BY:

[Signature]

Date: _____

[Please Print Your Name]