



THE BAR ASSOCIATION OF
SAN FRANCISCO

Conference Center LICENSE AGREEMENT

This License Agreement is made on _____ between THE BAR ASSOCIATION OF SAN FRANCISCO (BASF) and _____ in connection with the rental of BASF Conference Center, located at 301 Battery Street, 3rd Floor, San Francisco, CA.

BASIC TERMS OF THE AGREEMENT

1. Licensor: The Bar Association of San Francisco
2. Licensee:
3. Licensee's contact person, address, phone number and email:

4. Type of Event: _____
Event date(s): _____ Event hours: _____

5. Estimated guest count: _____

6. Room A (seats 80) _____
Room B (seats 40) _____
Rooms A & B combined (seats 150) _____
Board Room (seats 26) _____

7. Room fee (See attached rate sheet): _____
A 50% deposit is due when the contract is signed to confirm the reservation: _____
The remaining balance will be charged the day of each event: _____

8. Additional Requests
 _____ BASF staff member to wave people through Security: \$75
 [Or you can provide your own]
 _____ Videographer: \$300 for first hour, \$100 each additional hour
 _____ Easels _____ Easel Pad
 A/V Needs
 _____ Mics (up to five table mics and one wireless)
 _____ Projector

FOR INTERNAL USE ONLY

Lessee: _____
 Date requested: _____ BASF staff member: _____
 Posted by: _____ On Date: _____ Approved: _____

Licensee agrees to the following:

1. Purpose: Licensee shall use the Conference Center only for the event set forth above and for no other purpose. During the Use Period, the Conference Center shall not be occupied by more than the number of persons specified in the guest count, including the Licensee and its contractors, employees, invitees and guests.

2. Use Period: Licensee shall have use of the Conference Center, or the portion of it that is reserved, on an exclusive basis on the event date for the event hours. The Use Period shall include set-up and breakdown for the event.

3. Premises, Room Fee, Payment of Room Fee:

Premises: The BASF Conference Center includes either Room A or Room B or both as described on the rate sheet. The lobby area outside of the Conference Center is also included for the purpose of registration for the event. Conference Room A can accommodate 80 persons, classroom seating, and Conference Room B can accommodate 40 persons, classroom seating.

Room Fee/AV Equipment: Licensee shall pay BASF the room use fee in the amount specified in this agreement. The room includes standard heating, ventilation, air conditioning and janitorial services during weekday event hours, and the use of any presentation equipment located on the premises.

Additional Weekend Fees: For events held on Saturdays, Sundays and holidays there is a janitorial fee of \$175. If you need staff assistance at Security, the weekend fee is \$175.

Booking Deposit: To confirm a reservation, a credit card is required to secure a 50% deposit for the date. Full payment is due on the date of the reservation either by check or credit card. Without a deposit, reservation requests will be held for two weeks.

AV Equipment: The Conference Center has a projector installed on each side. Microphones are available in Conference Room A. They are not necessary in Conference Room B. The equipment is part of the rental fee. You will need to provide your own laptop and you will need to provide a technician if necessary.

Videographer: A videographer may be provided depending upon availability at an additional rate of \$300 for the first hour and \$100 per additional hours. Additional hours will be calculated and charged in 15 minute increments. Videographer price includes three DVD copies of event.

Additional Staff Fees: A staff fee is charged at \$75 per hour if work is required outside of regular business hours (9:00 a.m. – 5:00 p.m.) This includes setup and break down. The building requires that for events with more than 15 people, a representative needs to be at the security desk. If you don't have someone who can do this, BASF can provide a staff member for \$75/hour.

Certificate of Insurance: Licensee shall provide a certificate of insurance, naming The Bar Association of San Francisco and the Bently Reserve as an additional insureds, in an amount of not less than \$1,000,000.

Food and Beverage: Licensee shall provide all food and beverage for the event. If alcoholic beverages are to be served, Licensee must provide Licensor with the name of the licensed caterer or other properly licensed individual or entity who will serve alcoholic beverages, a copy of the license and permits as required by the City and County of San Francisco and the State of California Department of Alcoholic Beverage Control.

Catering: You may choose a caterer of your choice. They must provide a certificate of liability insurance prior to the event naming BASF and the Bently Reserve as additional insureds. BASF recommends Gabrielle Musselli Catering at 415-337-3755, eat@gabrielemuselllicatering.com or J & V Catering, jandvcatering.

Who is your caterer? _____ Can they provide a certificate of insurance? _____

4. Shipping materials

If you want to ship materials ahead of your event, please send them to: Mailroom, The Bar Association of San Francisco, 301 Battery Street, 3rd Floor, San Francisco, CA 94111. If you want any extras returned to you, please include a prepaid return label.

5. Cancellation Policy: Licensee may cancel its reservation for the Event only by a written notice of cancellation, including by email. A cancellation fee shall be payable with respect to the canceled event in accordance with the following schedule:

- (a) Within 15-30 days of the event, 20% of the Room Fee shall be paid to BASF
- (b) Within 7-14 days of the event, 50% of the Room Fee shall be paid to BASF
- (c) Within 1-6 days of the event, 75% of the Room Fee shall be paid to BASF

LICENSOR

LICENSEE

Print Name
The Bar Association of San Francisco

Print Name

Signature

Signature

Date

Date



Conference Center RENTAL RATES* AND TERMS

<u>Renter</u>	<u>Seating Classroom</u>	<u>Up to 3 hours</u>	<u>Full Day</u>
BASF Member			
Conference Room A	80	\$920	\$1,450
Conference Room B	40	\$550	\$950
Combined	150	\$1,300	\$1,825
For Profit			
Conference Room A	80	\$1,100	\$1,550
Conference Room B	40	\$750	\$1,300
Combined	150	\$1,450	\$2,400
Nonprofit 501(c)(3)			
Conference Room A	80	\$825	\$1,050
Conference Room B	40	\$500	\$700
Combined	150	\$1,100	\$1,725
Minority Bar Coalition Member Organizations			
Conference Room A	80	\$725	\$950
Conference Room B	40	\$400	\$600
Combined	150	\$1,050	\$1,600
Small Conference Room (Rented by the hour)			
Board Room	26	\$85/hour	

*For contracts signed after November 15, 2015.



Please keep in mind

The Conference Center is located just off The Bar Association of San Francisco's lobby.

1. You need to have a representative downstairs to wave people through if there are more than 15 attendees. You can pre-arrange for a BASF staff member to do this for an additional \$75.
2. The receptionist and other employees need a quiet place to work. Please keep lobby conversations to a minimum and at a low voice level.
3. If possible, please keep conversations inside the Conference Center. If that is not possible and you need a private space for phone conversations or face-to-face conversations, ask to be directed to a quiet area to conduct your business.
4. If you need to use any BASF office equipment, please ask the receptionist to find someone to help you.



THE BAR ASSOCIATION OF
SAN FRANCISCO

Conference Center Rental Credit Card Authorization

In order for The Bar Association of San Francisco (BASF) to accept and bill your credit card, please complete the information below, sign, date, and either fax to 415.477.2388 or mail to Conference Center, The Bar Association of San Francisco, 301 Battery Street, 3rd Floor, San Francisco, CA 94111 along with your signed contract.

Contact/Billing Information

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Credit Card: Visa MasterCard American Express

Number: _____ Security Code: _____ Expiration Date: _____

Cardholder name as shown on card: _____

Reservation Date(s) and Time:

Meeting Name/Organization: _____

Date(s): _____ Start time (including set up): _____ End time (including break down): _____

Conference Center Room A Conference Center Room B Combined A and B

Board Room

50% Deposit: _____ Full Rental Fee: _____

Additional Charges: _____ Staff assistance before or after regular business hours at \$75 per hour _____

Total: _____

Please check the appropriate box:

One Time Use: I authorize The Bar Association of San Francisco (BASF) to charge the credit card provided in the amount indicated above. This is a one-time charge authorization.

Recurring Charges: I authorize BASF to charge the credit card provided on a recurring basis for the amount due under my License Agreement with BASF as indicated above. I may cancel this credit card charge authorization at any time in writing as long as there is no outstanding balance associated with the room rental.

Cardholder's signature: _____ Date: _____