

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.

Contact Information

Licensee Contact Name _____

Licensee Company Name _____

Licensee Address _____

Licensee City _____

State _____

Zip _____

Phone _____

Email _____

Event Information

Event Type (e.g. reception, seminar, panel discussion) _____

Estimated Number of Attendees _____

Event Date _____

Event Start and End Time _____

Room Information (Please select a room or rooms for your event)

Conference Room A/B Combined (120 people)

Lobby Area

Conference Room A (80 people)

Board Room (25 people)

Conference Room B (40 people)

Rental Fees (See page 4)

Rental fee for all requested rooms and all requested dates: _____

Additional Fees Services

1. Add: \$75/day if you need a BASF employee to staff the security desk to waive your attendees past the security desk. If not selected, you are required to provide your own staff. _____

2. Add: \$75/hour if you need a BASF staff member to arrive before 9:00 a.m. or stay later than 5:00 p.m. for your event, or if you need assistance with setting up. _____

3. Add: Live Webcasting / Video Recording: Add \$300 for first hour, \$100 each additional hour if you would like your event recorded or streamed via the Internet. _____

4. Add: Weekend cleaning fee of \$175 (Required for weekend events.) _____

5. Other fees _____

Total Room Rental and Additional Service fees= _____

50% Deposit Due Upon Signing= _____

Remaining Balance Due by Day of the Event= _____

FOR INTERNAL USE ONLY

Lessee: _____

Date requested: _____ BASF staff member: _____

Posted by: _____ On Date: _____ Approved: _____

Conference Center License Agreement



Terms and Conditions

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:**
 - a. **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 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.
 - b. **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.
 - c. **Rental Period:** A half day rental period is any portion of a day up to 3 hours in duration. A full day rental period is any portion of a day in excess of 3 hours. Regular rental hours are between 9:00 a.m. and 5:00 p.m., Monday through Friday. For rental periods outside of regular hours, additional fees apply.
 - d. **Additional Staff Fees:** A staff fee is charged at \$75 per hour if work is required outside of regular business hours (Monday-Friday, 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 must be stationed at the security desk in the building lobby. If you don't have someone who can do this, BASF can provide a staff member for \$75/day.
 - e. **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. 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. Monday – Friday).
 - f. **Booking Deposit:** To confirm a reservation, a 50% deposit for the total rental amount is required. Deposit may be made by credit card or check. 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.
 - g. **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.
 - h. **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 which will be available approximately one week after the events.
 - i. **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.
 - j. **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.
 - k. **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 either (1) Peninsula Catering and Events, info@peninsulacatering.net, 415-821-7786 or (2) Gabriele Muselli Catering, eat@gabrielemusellicatering.com, 415-334-3755.
Who is your caterer (if known)? _____

Conference Center License Agreement



Terms and Conditions Continued

- l. **Insurance:** You must provide a certificate of insurance along with your event guarantees prior to the event.
- m. **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, you must provide a prepaid return label.
4. **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 30 calendar days of the event, 20% of the Room Fee shall be paid to BASF
 - b. Within 15 calendar days of the event, 50% of the Room Fee shall be paid to BASF
 - c. Within 10 days of the event, 75% of the Room Fee shall be paid to BASF
5. **Room Setup and Guarantees:** At least 5 days prior to your event, you should submit your room setup (e.g. classroom, theater, tables) requirements and audio visual requirements. For events with more than 15 attendees, you must confirm that you have a designated person to check-in your attendees at the security desk in the building lobby. For events with fewer than 15 attendees, you should submit a roster of expected attendees.

Licensor

Print Name (The Bar Association of San Francisco)

Title

Signature

Date

Licensee

Print Name

Title

Signature

Date

Payment Instructions

If you wish to pay by credit card, please complete the Credit Card Authorization section on Page 5.
To pay by check, attach a check to this form and return it to:

The Bar Association of San Francisco
Attn: Conference Center Rental
PO Box 26389
San Francisco, CA 94126-6389

Conference Center License Agreement



Rental Rates 2017/2018

Rental Hours

Regular rental hours are between 9:00 a.m. and 5:00 p.m., Monday through Friday. For rental periods outside of regular hours, additional fees apply. A half day rental period is any portion of a day up to 3 hours in duration. A full day rental period is any portion of a day in excess of 3 hours.

The BASF lobby located just outside of the conference rooms may be used for receptions only in connection with a conference room rental. This is a work space for the BASF receptionist and other employees, so conversation must be kept at a low volume.

Renter

BASF Member	Seating (Classroom)	Half Day Up to 3 hours	Full Day More than 3 Hours
Conference Room A	80	\$920	\$1,450
Conference Room B	40	\$550	\$950
Combined	150	\$1,300	\$1,825
Lobby Area		\$200	\$400

Nonprofit 501(c)(3) and Minority Bar Coalition Member Organizations

Conference Room A	80	\$825	\$1,050
Conference Room B	40	\$500	\$700
Combined	150	\$1,100	\$1,725
Lobby Area		\$100	\$200

All Others

Conference Room A	80	\$1,100	\$1,550
Conference Room B	40	\$750	\$1,300
Combined	150	\$1,450	\$2,400
Lobby Area		\$250	\$500

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Credit Card Authorization

Please complete the information below if you plan to pay by credit card.

Contact/Billing Information

Name _____

Company _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Credit Card

Visa

MasterCard

American Express

Number _____ Expiration Date _____ Security Code _____

Cardholder name as shown on card _____

Reservation Date(s) and Time _____

Meeting Name/Organization _____

Date(s) _____ Start time _____ End time _____

Charges

Total Room Rental and Additional Service fees= _____

50% Deposit Due Upon Signing= _____

Remaining Balance Due by Day of the Event= _____

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 _____