



Meeting Room Rental Agreement

YOU MUST FIRST CALL 415-782-8905 TO CHECK AVAILABILITY

1. Contact Information

Name: _____ BASF #: _____

Firm: _____

Telephone: _____ Fax: _____ Email: _____

2. Dates

I am reserving the room(s) for the following date(s): _____ from _____ a.m./p.m. to _____ a.m./p.m.

3. Availability

Meeting rooms are available weekdays from 9:00 a.m. – 5:00 p.m. Special arrangements may be made for after-hours meetings, and there is an additional staffing charge (see below).

4. Room Size/Rate: (20% discount for four hours or more)

- | | | |
|---|--|---|
| <input type="checkbox"/> Seats 6 (Sansome Room): | <input type="checkbox"/> BASF Member rate \$35/ hour | <input type="checkbox"/> Non-member rate \$50/hour |
| <input type="checkbox"/> Seats 8 (Clay Room): | <input type="checkbox"/> BASF Member rate \$40/ hour | <input type="checkbox"/> Non-member rate \$55/hour |
| <input type="checkbox"/> Seats 10 (Battery Room): | <input type="checkbox"/> BASF Member rate \$45/ hour | <input type="checkbox"/> Non-member rate \$60/ hour |
| <input type="checkbox"/> Seats 26 (Board Room): | <input type="checkbox"/> BASF Member rate \$75/hour | <input type="checkbox"/> Non-member rate \$90/hour |
| <input type="checkbox"/> Caucus room(s) | <input type="checkbox"/> BASF Member rate \$30/hour | <input type="checkbox"/> Non-member rate \$45/hour |

(Note: A caucus room is the smaller of any two rooms rented, so this rate applies rather than the regular rate.)

- After-hours charge (This charge is in addition to the regular room rate, applied once for multiple room bookings, not per room)
- | | |
|--|--|
| <input type="checkbox"/> BASF Member rate \$40/ hour | <input type="checkbox"/> Non-member rate \$55/hour |
|--|--|

5. Payment

- Visa MasterCard American Express

Card Number: _____ Expiration Date: _____

Name on card: _____ Security Code: _____

Estimated Amount: _____ (will be charged on day of use)

6. Cancellations

For cancellations less than 48 hours, a two-hour charge will be applied; less than 24 hours notice, a four-hour charge will be applied, or the full fee, whichever is less. The same applies to after-hour staffing charges.

Signature: _____ Date: _____

BASF/ADR Services, 301 Battery Street, 3rd Floor, San Francisco, CA 94111
415-782-9805 • ADR@sfbars.org • Fax 415-989-0381 • www.sfbars.org

OFFICE USE ONLY	Room(s): _____	Total Hours: _____
Accounting: #10-4650-12	Time in: _____	Amount: _____
Date: _____	Time out: _____	Staff: _____