

SAN PABLO EDC CONFERENCE ROOM RENTAL



The SPEDC offers two professional conference rooms complete with seating, tables, and a meeting phone. The large conference room features seating for up to 30 and a 70-inch television ideal for presentations, trainings, business meetings, and more. The small conference room offers a comfortable professional setting for meetings and workshops. Reservations can be made up to three months in advance.

Meeting Rooms & Features

Large Conference Room	Small Conference Room
<ul style="list-style-type: none"> • Seats 30 • 70-inch Smart TV with Internet • Microphones and stands • Easel • Conference phone • Free wifi 	<ul style="list-style-type: none"> • Seats 12 • Easel • Conference phone • Free wifi

Usage fees for the large conference room (includes WiFi internet, 70-inch)

Rates	Large Conference Room	Small Conference Room
SPEDC Members	<ul style="list-style-type: none"> • \$50 for first hour; \$25/hr each additional hour • \$150 flat daily rate 	<ul style="list-style-type: none"> • \$25 per hour
Nonprofits	<ul style="list-style-type: none"> • \$60 for first hour; \$30/hr each additional hour • \$175 flat daily rate 	<ul style="list-style-type: none"> • \$30 per hour
Nonmembers	<ul style="list-style-type: none"> • \$75 for first hour; \$35/hr each additional hour • \$225 flat daily rate 	<ul style="list-style-type: none"> • \$35 per hour

Additional Services

- A kitchen area is available at no charge, equipped with a refrigerator/freezer, sink, and microwave.
- Beverage service is available at a rate of \$4 per person. Service includes coffee, tea, water, sugars/creamers, cups, and napkins.
- Chart pads, tape and markers are available at a charge of \$25 for the first pad, and \$20 thereafter.
- We are happy to recommend caterers, restaurants, lodging and graphic illustrators.

Reservations: Rooms may be reserved up to three months in advance by contacting us:

Telephone: 510-215-3200

Email: info@sanpabloedc.org

Building access: For security reasons, the front doors are normally locked on weekends and evenings when we do not have reservations. The renter is accountable for the space and its belongings if reservation is requested outside of M-Th 8 AM to 6:30 PM.

Room set-up/breakdown: Renters are responsible for setting up their space. SPEDC stay may be available to help upon request. Please be sure to plan enough time to participate in the set-up/break-down of your meeting space. The building attendant will assist with this as well. If there are any spills, please notify us immediately. If there are stains which require professional cleaning, you may be billed for this service. _____ Initial to accept

Food/Beverages/Smoking: Please inform us in advance if you are serving food. Note, this is a non-smoking facility. Policy violations will incur a fee. Alcoholic beverages and illegal substances are not allowed on the premises. _____ Initial to accept

Catering: We are pleased to have two local restaurants conveniently located next to us that are available for catering and food service.

- La Strada: 510-237-9047
- Tortas y Taqueria: 510-236-1004

Other nearby restaurants (.25-.5 miles) include:

- Blue Bay Thai Cuisine: 510-232-4888
- Kebab Express: 510-233-2733
- La Plazuela: 510-232-7688
- Taqueria San Juan: 510-965-9745

For a full restaurant list, please visit our website: www.sanpablo.org

Cancellation: Notice of cancellation is requested in writing or by email at least 7 days in advance of the event date. Failure to do so will result in a \$75 fee.

Payment: Currently, we accept checks or credit card. A 50% deposit is required at the time of booking. Full payment for the reservation is due two weeks before the event.

Parking: Ample parking is available in front of and behind our building.

Important Note: Be sure to specify "Suite D" when referring to our location in any of your promotional materials and information for attendees. Our cross street is Church.

Contract: The contract on the following page must be returned within seven (7) days to reserve your date. We will return a signed copy as your confirmation.

Reservation Form

Contact Name:	
Organization Name:	
Phone:	
Email Address:	
Mailing Address:	
Date(s) of Event:	
Start Time/End Time: (Please be as accurate as possible so we can schedule our staffing.)	
Room(s) Requested:	
Number of attendees:	
Type of Event:	
Special Requests:	
SPEDC Staff Only	
Total Cost of Rental:	
Date deposit received, Amount & Payment Method	

Notes:

- Set-up and general clean-up for the event is done in cooperation with the renting Organization/Group and SPEDC staff.
- Confirmation: We confirm your reservation ONLY as specified above.

I understand and will comply with the above conditions of room usage at SPEDC. I also understand that the confirmation of this form serves as my reservation verification, and until it is received, the reservation is not confirmed.

Signature _____ Date _____

Return to SPEDC: info@sanpabloedc.org

– or –

13830 San Pablo Ave, Suite D
San Pablo, CA 94806