

MEETING RATE SHEET & CONTRACT – Harbor Bay Parkway

1151 Harbor Bay Parkway, Alameda CA 94502 OFC 510-523-2568 FAX 510-217-6700

<http://www.kmtmanagement.com>

CAPACITY:	Sit-Down Round Banquet	Standing Reception	Theater	Classroom	Boardroom
Conference 1	523 sq. ft.	40 (60")	30	25	30
Conference 3	1800 sq. ft.	150	200	130	

FEE STRUCTURES:	Monday - Friday Fee	Saturday Fee	Sunday Fee
		Non-Profit	Non-Profit
Conference 1	\$400.00	(\$350.00)	---
Conference 2	\$900.00	(\$750.00)	---

FEES and DEPOSITS:

- An additional \$200 refundable security deposit is required in addition to the above rates.
- **A non-refundable \$200.00 reservation deposit is required to confirm your date.**
- Rental fees include up to nine hours, inclusive of set-up/clean-up. Additional fees apply for activity beyond the 9 hours.
- Commercial general liability insurance is required. (May be purchased through KMT Management Services for \$200.00).
- Rate includes limited tables and chairs rental, one projection screen, and room set-up (DOES NOT APPLY TO PROMO RATES)
- **We have a no refund policy.** You may change your meeting date within 90 days provided there is availability.

AVAILABILITY:

- **Monday-Friday: 7:00 a.m. - 6:00 p.m.*.** **Saturday-Sunday: 8:00 a.m. – 6:00 p.m.(by arrangement)**
- **Holidays:** Rates are tripled for national and federal holidays, Christmas Eve & New Years Eve, upon availability.

RESERVATIONS:

- Reservations can be made up to one calendar year in advance.
- **Tentative holds for event dates will be honored for up to three business days.**
- Meetings booked less than 10 business days will require full amount which is non-refundable.

GUIDELINES and AMENITIES:

- **Alcohol:** Additional fees apply. (See Social Reception below). Alcohol **MUST** be served by companies with specified liquor liability insurance coverage.
- **AV & Meeting Equipment:** Rentals through KMT Management Services. Use of outside vendor acceptable with limitations.
- **Catering:** Food service is limited to coffee service, drop-off breakfast or lunch, platters only. **All drop-off caterers must be a licensed catering company** and insurance must be provided by your caterer. You may bring your own food and non alcoholic beverages. You are responsible for clean-up of your own food and beverages or \$200 deposit will **not** be refunded.
- **Clean up:** **The client, caterer and other contracted vendors are responsible for clean-up and trash removal*.**
- **Copy & Fax capability:** Not available.
- **Decorations:** All decorations require prior approval. No candles or burning incense.
- **Gambling:** "Casino" activities in any form, or the operation of gambling devices is prohibited on Harbor Bay Property.
- **Insurance:** Commercial general liability insurance is required. May be purchased through KMT Management Services at an additional fee.
- **Internet Connection/Phone Line:** Available for \$149.00 per day and arrangements must be made in advance.
- **Kitchen:** Available at an additional fee of \$50.00. Limited prep-kitchen only. No cooking equipment available on-site
- **Rental Equipment:** Limited tables and chairs available along with initial room set-up & included with meeting rates. A charge will be applied for tables and chairs for groups over 100 people.
- **Linens:** Not available. Provided by your drop-off caterer or by KMT Management for an additional fee.
- **Music:** Requires prior approval.
- **Restrooms:** ADA accessible.
- **Parking:** Available. In addition ADA accessible parking available.
- **Social Reception:** Additional fee of \$300.00 for a 3-hour stand-up reception in conjunction with a meeting.
- **Smoking:** None.
- **View:** None.
- **Additional Items** – You are renting a conference room in an office building. We are not a hotel, therefore, our policies are not the same. If you are renting the room(s) at a discounted or promotional rate, the following applies to you. You will be provided a recycling can (small in kitchen) and a trash can. No items are to be left on tables, floors or in kitchen area. If you are

permitted to use the facility after 6:00pm, be mindful that the building is alarmed. You must look out for your attendees as they enter. If the door is left open for 1/2, the alarm will sound. Furthermore, the building should not be exposed to any danger; it should be secure at all times. Only tenants are permitted to have keys to the building. If you experience a lockout, you must contact KMT Management Services at (510) 523-2568 and press zero twice to be transferred to a live person and wait until someone comes to assist you.

Please sign below acknowledging receipt of our policies. Refusing to sign and return this document will result in your privileges being subject to seizure and we will no longer be able to continue our business relationship.

SIGNATURE

DATE

Please fax to (510) 217-6700

KMT MANAGEMENT