

# MEETING ROOM RENTAL AGREEMENT AND CONTRACT

## MEETING ROOM RATES

TheZroom Facility: One hour: \$100.00 , Half day : \$200.00 (4 hours), All Day: \$300.00( 8 hours).  
The room rental rates include standard in-house flat screen smart TV, a 12' media ready conference tables with 12 chairs, lounge area with 4 sofa chairs, Audio Video conferencing equipment with camera, Phone, Fax, scanner, printer. Lavazza coffee upon request.

There will be an additional \$100.00 charge if room seating needs to be prearranged.

## MEETING ROOM POLICIES

The following policies are set forth for rental of meeting space at theZroom and Group agrees to abide by these policies.

### Rental Procedure:

All room rental fees must be submitted with signed Meeting Room Request Form and Meeting Room Rental Agreement and Contract to reserve the meeting space.

### Cancellations:

No penalty if written notice is provided two weeks prior to meeting date. Cancellation less than two weeks will be assessed a 25% administrative fee. No refunds if cancellation is less than one week from scheduled function. A full refund, less applicable cancellation fees, will be mailed to Group upon cancellation.

### Marketing:

Please give name and phone number of Group contact (not the theZroom Place) in marketing pieces.

### Room Set-up:

Fees include Standard setup in-house flat screen smart TV, a 12' media ready conference tables with 12 chairs, lounge area with 4 sofa chairs, Audio Video conferencing equipment with camera, Phone, Fax, scanner, printer. Lavazza coffee upon request.

Any change from standard set-up is an additional \$100.00 charge.

### Standard in-House Flat Screen SmartTV:

Flat Screen 72" SmartTV is available at no additional cost with the room rental.

Group is responsible for the repair of any damage incurred to theZroom Meeting Place AV equipment while in the Group's use.

Group may bring their own AV equipment or order from an outside vendor. theZroom Meeting Place offers no guarantee on compatibility of outside equipment. If additional AV equipment is required, Group is responsible for arranging rental of equipment, set-up and dismantling. Group must provide name of company that will be delivering additional AV equipment.

**Clean-up:**

Group is responsible for the cleanliness of meeting facility upon conclusion of event; a clean-up fee of up to \$100.00 will be assessed if meeting space is not returned to its original state.

- Chairs and tables must be straightened and returned to original position
- No used materials or trash to be left in meeting rooms
- All used paper, plastic ware; bottles and cans must be place in trash receptacles
- Leftover food must be placed in trash receptacles and taken away
- Group will provide trash bags.

**Food:**

Group may order from an approved caterer list or may bring in food.

Wet Bar. The Group may use anything from the Zroom Wet Bar or Snack Bar and we will bill you after taking inventory (Please fill out the provided form for items consumed).

**Miscellaneous:**

- No smoking in or around rental facility.
- No Candles
- Alcohol. If you plan on bringing any type of Alcohol an approval in advance is necessary.

The Zroom is stocked with Premium Sonoma County wines, local Beer, Lavazza Espresso, Tea, Sparkling Water, Bottled Water, Healthy Snacks

## CONTRACT

Group assumes all risk of, and agrees that theZroom Meeting Place shall not be liable for any damage to property or injury to or death of any persons including, without limitation, Group or its shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, in, on or about City205 llc and theZroom Meeting Place premises from any cause except where such damage or injury arises out of the gross negligence of theZroom Meeting Place. Further, Group shall fully indemnify and hold The City205 llc and theZroom Meeting Place and its respective members, directors, officers, employees, insurers, attorneys, and agents harmless from all claims, demands, actions, causes of action, losses, damages, or liability (including, without limitation, all expenses of litigation, court costs, and attorney's fees) for any injury or death to any person, including, without limitation, any injury, disfigurement, or death, any monetary claims, including, without limitation, any injury, disfigurement, or death, any monetary claims, including, without limitation, any claims for medical expenses, pain and suffering, mental anguish, emotional distress, loss of consortium, or for lost wages, or any injury received or sustained by any person or property arising out of the acts or omissions, including negligence, of the Group or any of its shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, or the performance of, or failure to perform by, the Group or any of its shareholders, members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, of any of the Group's obligations under this Agreement even if such claim is based on a claimed negligent act or omission of any of the indemnities.

Group assumes all responsibility for repair and restoration in the event of damages caused by the Group or their invitees. Group agrees to be, and is, responsible for ensuring that the meeting, including the layout of the meeting room and any equipment and/or other item used in connection with the meeting and/or the Group function, is not ADA accessible and compliant. Group also agrees to comply with each and every term and provision of theZroom Meeting Place Rental Agreement, which is incorporated into and made part of this Contract as if fully set forth herein.

I HAVE READ THE ENCLOSED INFORMATION AND AGREE TO ABIDE BY CITY205 LLC and theZroom MEETING PLACE POLICIES AND AGREEMENT AND THIS CONTRACT.

Group \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

RETURN A SIGNED COPY OF THIS AGREEMENT, theZroom MEETING PLACE REQUEST FORM, AND PAYMENT TO:

CITY205 LLC /theZroom MEETING PLACE  
205 5<sup>th</sup> Street  
Santa Rosa, CA 95401

YOU WILL RECEIVE A LETTER OF CONFIRMATION BY EMAIL.

**MEETING ROOM REQUEST FORM**

Contact Name: \_\_\_\_\_

Group Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Meeting Date(s) & Time(s) Requested: \_\_\_\_\_

Event Type: \_\_\_\_\_

(i.e., committee meeting, board meeting, lecture, workshop, etc.)

Approximate Number of Attendees: \_\_\_\_\_ (20 person limit)

\_\_\_\_\_  
\_\_\_\_\_

Will you be serving food at your event? Yes? No

If yes, name of caterer if applicable: \_\_\_\_\_

Approximate time you will come by to pick up the key: \_\_\_\_\_

**ALL ROOM RENTAL FEES MUST BE SUBMITTED WITH theZroom MEETING PLACE REQUEST FORM AND theZroom MEETING PLACE RENTAL AGREEMENT AND CONTRACT**

Total Amount Due \$ \_\_\_\_\_

Check Enclosed: \_\_\_\_\_ Check Number \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ 3 digit code \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Zip Code \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

(signature authorizes charge to your account)

PRINT NAME: \_\_\_\_\_

Please print/scan/email to [contact@zconferenceroom.com](mailto:contact@zconferenceroom.com) or fax at (707) 540-6062