



Meeting Room Reservation Form & Use Agreement

Submit request at least 30 days prior to meeting
application fee: \$110.00 (private) or \$50 (non-profit)

| | |
|------------------------------|--------------------------------------|
| Contact Name : | Organization Name: |
| Organization Type: Private | Non-profit 501©3* |
| Government Agency | *proof of non-profit status required |
| Address: | Work Phone: |
| Email: | Cell Phone: |

| | |
|------------------------|------------------|
| Name of Meeting: | Date of Meeting: |
| Purpose of Meeting: | |
| Arrival Time (set-up): | Meeting Time: |
| Departure Time: | |

Note: City Hall Facilities are open M-F, 8:00AM – 10:00PM (excluding holidays)

| Choose Room(s) and ONE set-up style. | | | |
|---|---------------------------------|--|---|
| Available Room* | Theater Style with 1 head table | Conference with 2 side tables | Conference U with audience, 2 side tables |
| Room 118 | 32 pp | N/A | 12 w/ 8 audience, total 20 pp |
| Room 119 | 58 pp | 24 pp | 18 w/ 16 audience, total 34 pp |
| Room 120 | 58 pp | 24 pp | 18 w/ 16 audience, total 34 pp |
| Room 118+119 | 84 pp | 36 pp | 26 w/ 30 audience, total 58 pp |
| Room 119+120 | 100 pp | 44 pp | 28 w/ 30 audience, total 58 pp |
| Room 118+119+120 | 144 pp | 54 pp, no side tables | 46 w/ 30 audience, total 76 pp |
| Audiovisual: fees for one-time setup and teardown; no in-room attendant is available | | | |
| Power Point (bring your own laptop) \$92.00 | | Wireless Microphone (max 2), #__ \$35.00 ea. | |

Damage Deposit: \$100.00 per room, per day. Refundable at end of meeting.
Late Fees: Will apply for applications submitted less than 30 days prior to requested date.
Parking: There are fees for parking in City Garages. Fees are the responsibility of the vehicle owner.
Food & Beverages: Light refreshments, non-alcoholic beverages, and/or boxed lunches only. No hot food allowed. If using a caterer to provide coffee service or refreshments, please call Event Services at 408-535-1248 for our Approved List of Caterers. Client responsible for all clean-up and removal of trash. Failure to clean up will result in loss of damage deposit.

CHANGES AND CANCELATIONS

Changes and Cancellations: \$10.00 fee will be charged for each reservation change and a “No-Show” minimum \$100 fee, or the actual cost to setup the room, will apply to all users failing to cancel their reservation by emailing Event Services 24 business hours in advance. Meetings may be cancelled if the number of guests exceed capacity. To cancel reservations, you must email event.services@sanjoseca.gov.

SAVE HARMLESS AND IDEMNIFICATION AGREEMENT

Client agrees to defend, indemnify and hold harmless City, its officers, agents and employees from and against any and all claims, demands, causes of action, or liabilities incurred by City, its officers, agents or employees, arising from the Event or as a result of Client's acts or omissions under this Agreement or any act or omission of Client's officers, agents, employees, contractors (including independent contractors), registrants or other persons attending the Event with the express or implied permission or invitation of Client, except as may arise from the negligence or willful misconduct of City, its officers, agents, contractors or employees. In an action or claim against City in which Client is defending City, City shall have the right to approve legal counsel providing City's defense and such approval shall not be unreasonably withheld.

Client's obligations under this section shall survive expiration or earlier termination of this Agreement.

DATES AND VENUES ARE NOT RESERVED UNTIL THE MEETING APPLICATION IS APPROVED BY THE DIRECTOR OF PUBLIC WORKS. Upon notification of approval, and in order to secure its reservation date, User must pay to City the required security deposit and use fee, if applicable, within 24 hours of notification. Cancellation Fees apply for cancelling once booked.

Please note that all City Business has priority use of the space and your meeting may be cancelled for City Business. In the event of cancellation, all fees and deposits will be refunded.

Signature of User's Authorized Representative:

Name/Title

Date:

Approved by Deputy Director

Date:

Office Use Only:

Available
Timely Submittal

Meets Criteria
Event Manager: