



EMBARCADERO
CENTER



EMBARCADERO CONFERENCE CENTER

Room Rental Procedures & Regulations

1. Embarcadero Center tenants may book conference rooms up to nine months in advance and for a time period of no more than five consecutive days. Non-tenants may book rooms up to six months in advance and for a time period of no more than five consecutive days.
2. Reservations are made on a first-come, first-served basis. To guarantee a reservation, credit card information is provided at time of booking. If a cancellation is made within seven business days of the reservation date, the user is responsible for the full rental fee. Prior to seven business days a full refund will be granted.
3. Payment is made by credit card or corporate check and should be received seven business days prior to the reservation date. Checks are payable to Boston Properties, Inc.
4. User has access to the rental space during the half/full day block of time or specified contracted times. This allocated time includes set-up, clean-up, and removal of all persons, equipment, and materials. Additional rental hours are subject to availability and are at a rate of \$150 per hour (Tenants) and \$200 per hour (Non-tenants). There is a four-hour minimum for meetings conducted past 5:00 PM.
5. All food and beverage service in the facility is available exclusively through caterers on the Embarcadero Conference Center exclusive catering list. All alcohol service must be contracted through a licensed facility caterer.
6. Caterers have access to the facility within the user's contracted period of time. Other arrangements or facility access should be booked in advance and is subject to availability and a fee determined by Boston Properties, Inc.
7. To maintain the quality of the meeting space, amplified music is not allowed. Additionally, nothing may be affixed to surfaces inside or outside the facility with nails, staples, or any adhesive substances. Post-it easel pads are acceptable.
8. User is responsible for any and all damage caused by person(s) in attendance. User shall replace any fixtures, equipment, or supplies missing from the facility following its use.
9. Boston Properties, Inc. does not provide storage space and is not liable for user's materials. Any items left in the facility are the responsibility of the user.
10. Local (415) telephone calls are complimentary to users of the meeting space. Any out-of-area calls may be made using a personal, corporate, or pre-paid calling card. Domestic and international videoconference calls may be subject to additional charges.