

EMBARCADERO CENTER



CONFERENCE CENTER GUIDEBOOK



Embarcadero Center Conference Center Additional Services

Videoconferencing (Cisco HDX 8000)

\$200.00 per hour

Conference Phone

\$100 fee (includes extension microphones)

LCD Projector (Stanford & Hopkins Rooms)

\$100 fee (includes screen and VGA cord)

LED Display Monitor (Huntington & Crocker Rooms)

\$100 fee (includes connection cords via VGA, HDMI or Apple TV)

Dry Erase Easel

\$20 fee (includes pens and standard easel pad)

Flipchart

\$40 fee (includes pens and Post-it easel pad)

Photocopies

\$.25 per copy

Wireless Internet

Complimentary

** For additional audio visual needs, please contact Anderson Audio Visual directly at (415) 495-1749*

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, a signed Rental Agreement and a credit card must be provided. Payment is made by credit card or corporate check. Checks are payable to Boston Properties, Limited Partnership.
3. The following cancellation charges apply to both tenants and non tenants:
 - Stanford Room* - If a cancellation is made withing (15) fifteen business days the user is responsible for the full rental fee. Prior to the (15) fifteen day cancellation a full refund will be granted.
 - Huntington, Hopkins and Crocker Rooms* - If a cancellation is made within (7) seven business days of the reservation date, the user is responsible for the full rental fee. Prior to the (7) seven day cancellation a full refund will be granted.
4. User has access to the rental space during the full/half 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 \$200 per hour. There is a four-hour minimum for meetings conducted past 6:00pm or prior to a 7:00am start.
5. All food and beverage service in the facility is available exclusively through caterers on the Embarcadero Conference Center exclusive catering list. Non listed caterers will be turned away. 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, Limited Partnership.
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 and painters tape 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, Limited Partnership 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.

Room Rental Rates & Specifications

STANFORD ROOM			
	EC Tenant		Non-Tenant
Half Day	\$500		\$600
Full Day	\$800		\$900
Setup	Theater	Classroom	U-Shape
Capacity	80	42	35
Dimensions	18' x 17'	306 SF	

HOPKINS ROOM		
	EC Tenant	Non-Tenant
Half Day	\$300	\$400
Full Day	\$500	\$700
Setup	Conference	
Capacity	13	
Dimensions	18' x 25'	450 SF

CROCKER ROOM		
	EC Tenant	Non-Tenant
Half Day	\$200	\$300
Full Day	\$400	\$600
Setup	Conference	
Capacity	8	
Dimensions	18' x 17'	306 SF

HUNTINGTON ROOM		
	EC Tenant	Non-Tenant
Half Day	\$200	\$300
Full Day	\$400	\$600
Setup	Conference	
Capacity	12	
Dimensions	25' x 17'	425 SF

Half Day (4 Hours)

8:00 am - 12:00 pm or 1:00 pm - 5:00 pm

Full Day (9 Hours)

8:00 am - 5:00 pm

Additional hours depending upon availability will be at a rate of \$200 per hour. Four-hour minimum is required for meetings conducted past 6:00 pm. The Embarcadero Center Conference Center is available Monday through Friday.

User shall have access to the specified room/space rented only during the half-full day block of time or specified contracted times. This allocated time shall include user's set-up, decorating, clean-up and removal of persons, personal belongings, all rental equipment and display materials.

Exclusive Catering List

Caterer shall have access to the facility within the user's contracted period of time. Any other arrangements or access is subject to a fee to be determined by Boston Properties. Notice of such additional time must be booked in advance and is subject to availability.

Continental Breakfast, Lunch & Snacks

Boudin Bakery

Four Embarcadero Center
(415) 283 1230
sfcatering@boudinbakery.com
www.boudinbakery.com

Breaking Bread

Four Embarcadero Center
(415) 318 1800
Patrick@breakingbreadsf.com
www.breakingbreadsf.com

Buckhorn Grill

Four Embarcadero Center
(415) 989 1071
www.buckhorngrill.com

Gambino's

One Embarcadero Center
(415) 834 9120
www.gambinosnysubs.com

Green Bar

Three Embarcadero Center
(415) 693 9339
Rhonda@greenbarsf.com
www.greenbarsf.com

Rubio's Fresh Mex

Four Embarcadero Center
(415) 986 9001
www.rubios.com

San Francisco Soup Company

Four Embarcadero Center
(415) 593 7687
www.sfsoupcocatering.com

Sushi Kinta

Five Embarcadero Center
(415) 434 3116
www.sushikintaembarcadero.com

The Posh Bagel

Four Embarcadero Center
(415) 986 8688
www.theposhbagel.com

Full Service Caterers

Day Darnet Catering

1068 Revere Avenue
(415) 671 3944
www.daydarnetcatering.com

J&V Catering

2095 Jerrold Avenue
(415) 821 7786
vanesa@jandvcatering.com
www.jandvcatering.com

Fuzio Universal Bistro

One Embarcadero Center
(415) 392 7995
www.fuzio.com

Gourmet Catering Bay Area

1661 Tennessee Street
(415) 412 0801
order@gourmetcateringbayarea.com
www.gourmetcateringbayarea.com