



**YGNACIO
CENTER**

Conference Room Rental Agreement

This Rental Agreement (“Agreement”) is entered into between **Ygnacio Center Management** (“Management”) and the undersigned **Renter** for the temporary use of a conference room at the Ygnacio Center Amenity Center.

Rental Rates & Room Options

Room Name	Capacity	Hourly Rate	Daily Rate (8 hrs)
Mt. Diablo	48	\$95/hr	\$750/day
Castle Rock	18	\$85/hr	\$675/day
Juana Sanchez de Pacheco	15	\$80/hr	\$625/day
Iron Horse	7	\$70/hr	\$550/day
Miwok	7	\$70/hr	\$550/day

All rentals are on a first-come, first-served basis and require a signed Agreement and Rental Form are on file.

Hours of Availability

- Rooms may be rented **Monday–Friday, 7:30 AM – 8:00 PM**, excluding holidays.
 - Set-up and breakdown must occur **within the reserved time**.
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Payment

- **Payment in full** is due **on the day of use**.
 - Accepted methods: check or ACH (please confirm with Management).
 - Failure to pay may result in denial of future rentals.
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Cancellations

- Cancellations must be submitted **at least 24 hours in advance**.
 - Late cancellations may be subject to a **50% charge** of the reserved rental time.
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Amenities

- Each room includes: HVAC, Wi-Fi, White Boards, large TV/digital display.
- Renter is responsible for all audio/visual setup and wiring.
- Management does not guarantee AV equipment functionality or Compatibility

Catering

- Catering is available from the Amenity Center Café – A Sweet Affair
 - Orders must be arranged separately with the café and will be billed directly.
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Room Condition & Clean-Up

- Rooms must be left in the same condition as found - All tables and chairs must be returned to their original arrangement.
 - A clean-up fee will be assessed if the room requires extra cleaning after use.
 - Trash must be placed in provided receptacles.
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Damages & Liability

- Renter is responsible for all damages to the facility, furnishings, and fixtures.
 - Damages must be reported to staff immediately.
 - No items may be attached to walls, windows, ceilings, or fixtures.
 - Ygnacio Center ownership and management are not liable for personal injury, property damage, or other losses incurred during use.
 - Renter agrees to indemnify and hold harmless Ygnacio Center ownership and management from any such claims.
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Cancellations

- Cancellations must be submitted **at least 24 hours in advance**.
 - Late cancellations may be subject to a **50% charge** of the reserved rental time.
-

By signing below, Renter acknowledges that they have read, understand, and agree to the terms of this Agreement.

Name _____
Company/Organization _____
Signature _____
Date _____



Hall Equities Group



**YGNACIO
CENTER**

Conference Room Rental Form

Please complete this form with your signed Agreement and email to
YgnacioCenter@HallEquitiesGroup.com

Renter Information

Contact Name _____
Company/Organization _____
Billing Address _____
Billing Email _____
Phone Number _____

Room Reservation

Room Requested (check one)

Mt. Diablo (48)	<input type="checkbox"/> \$95/hr	<input type="checkbox"/> \$760 daily	Iron Horse (7)	<input type="checkbox"/> \$70/hr	<input type="checkbox"/> \$550 daily
Castle Rock (18)	<input type="checkbox"/> \$85/hr	<input type="checkbox"/> \$675 daily	Miwok (7)	<input type="checkbox"/> \$70/hr	<input type="checkbox"/> \$550 daily
Juana Sanches De Pacheco (15)	<input type="checkbox"/> \$80/hr	<input type="checkbox"/> \$625 daily			

Date of Use _____
Time Requested (Start-End) _____
Total Hours _____
Purpose of Meeting/Event _____

Payment

Estimated Total Due \$ _____
Payment Method (mark one) Check ACH

Acknowledgement

- I have read and agree to the Ygnacio Center Conference Room Rental Agreement.
- I understand payment is due on the day of rental.
- I accept responsibility for damages, clean-up (including returning tables and chairs to their original arrangement), and compliance with facility rules.

Renter Signature _____
Date _____