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**.

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.

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.

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.

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.

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.

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)	☐ $95/hr	☐ $760 daily	Iron Horse (7)	☐ $70/hr	☐ $550 daily
Castle Rock (18)	☐ $85/hr	☐ $675 daily	Miwok (7)	☐ $70/hr	☐ $550 daily
Juana Sanches De Pacheco (15)	☐ $80/hr	☐ $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 _____