

Hold Your Next Event at Vivalon

Looking for that perfect location to host your next event? Whether you are holding a seminar, conducting a monthly board meeting, or an event, Vivalon offers a variety of spaces for rent. Please note, room rentals are limited during business hours, Monday through Friday, 9:00am to 5:00pm, and more freely available in the early morning, evening and weekends. In-house catering services are available.

JACKSON CAFÉ

The Jackson Café is an ideal venue for meetings, corporate events and civic and social club gatherings. The café may be configured to enhance many types of parties, gatherings and meetings and the space includes access to our audiovisual equipment. The café can accommodate up to 100 people. Catering services are available.

CABOOSE

Vivalon's Caboose is a multi-purpose room designed for business meetings, community meetings and presentations as well as group exercise classes, dance and other fitness activities. The full space can accommodate up to 60 people; half of this large room may be rented for up to 30 people.

TRAINING ROOM

This quiet room is a private meeting space located on the first floor. It works best for groups of 20 people or fewer. Access to the computers, PC and Mac, optional in this room. This is a good room for PowerPoint presentations or work group meetings.

LOUNGE

This cozy space, which can handle up to 30 people, is popular for intimate gatherings, book clubs, social club meetings and casual receptions. It can also be used and as "spillover" space for the Jackson Café.

BOARD ROOM

Vivalon's Board Room (or conference room) is a private meeting space located on the second floor. Access to the audiovisual equipment and use of a conference phone system is available. It is the perfect spot for meetings of 30 people or fewer.

LIBRARY

This room, which can handle between 10-15 people, is popular for casual receptions. It is located between the lobby and lounge rooms, and can be used and as "spillover" space for the lounge. This room does not come with electronic or communication devices.

SMALL MEETING ROOM

This room handles up to six people and is good for smaller informal meetings.

RENTAL RATES

| | |
|--|----------|
| Jackson Café (maximum 100 people) | \$125/Hr |
| Caboose 1 or 2 (maximum 30 people) | \$60/Hr |
| Both 1 & 2 (maximum 60 people) | \$100/Hr |
| Training Room (maximum 20 people) | \$60/Hr |
| Lounge (maximum 18 people) | \$60/Hr |
| Boardroom (maximum 30 people) | \$100/Hr |
| Library (maximum 25 people) | \$50/Hr |
| Small Meeting Room (maximum 6 people) | \$50/Hr |
| A deposit of \$150 is due at signing | |

RENTALS OUTSIDE REGULAR BUSINESS HOURS

Rental outside of regular business hours includes any time before 9:00am and after 5:00pm, Monday through Friday, and all day on Saturday and Sunday at the center and may require additional fees, added security and insurance coverage for the rental period.

Key deposit of \$150 for after-hours rental is due at signing.

A fee may charged in addition to hourly room rate for security.

Rentals that are required to provide a Certificate of Insurance for liability must carry a minimum of \$1,000,000.

Name of Organization _____

Purpose of Organization _____

Type of Organization (Corporation, Partnership etc.) _____

Billing Contact _____

Address _____

Phone Number: _____ Fax: _____

Contact Person before Event _____

Phone: _____

Contact Person Day of Event _____

Phone _____

Other Contact Information _____

Room Requested: 1st Choice _____

2nd Choice _____

Date _____ Event time _____

Start Set-up Time _____

Type of Event: _____

Number of People Expected: _____

Will Food be Served? Yes No Do You Need Catering? Yes No

Equipment Request: _____

How did you hear about our room rental? _____

This Agreement is between Marin Senior Coordinating Council Incorporated (d.b.a. Vivalon)
(Owner) and _____ (Renter)
for the rental of _____ (Room), Rate per hour \$ _____
Other fees \$ _____ according to the terms stipulated in the attached Rental Information Form.

If this agreement is for a one time rental, the rent is due when this agreement is signed. If the agreement is to be ongoing the rent is due ten days after being invoiced by Vivalon.

If agreement is ongoing, Renter agrees to give Owner five days notice when they will not meet on a scheduled day. If no notice is given, Renter will be charged for the day.

Renter agrees to leave the Room clean when they are finished. An additional fee may be charged if it is necessary for Owner to do further cleaning.

Owner shall not be liable to Renter, and Renter hereby waives all claims against Owner, for any injury or damage to any person or property on or about the premises by or from any cause whatsoever, excepting injury or damage to Renter resulting from acts of omissions of Owner. Renter agrees to indemnify and hold Owner harmless from and defend Owner against any and all claims or liability for any injury or damage to any person or property occurring in, on or about the premises or any part of the premises, excepting any damage or injury caused in whole or in part by the act or omission of any duty by Owner.

If applicable, renter agrees to provide Owner with a certificate of insurance evidencing Comprehensive General Liability Insurance coverage in the minimum amount of \$1,000,000 combined single limit, including coverage for bodily injury, personal injury, property damage, and contractual liability. All policies will be endorsed to name Marin Senior Coordinating Council Incorporated as an additional insured and shall not be canceled until after ten (10) days prior written notice to Owner.

Renter Signature & Title _____ Date _____

Owner Signature & Title _____ Date _____

Name _____

Agency/Group Name _____

of Key(s) _____ Date Received: _____

PROVISIONS

1. Loss of any of the above key(s) should be reported to the issuing party as soon as the loss is discovered.
2. Duplication of any key(s) is prohibited.
3. Loaning your key(s) to other individuals/agencies/group or any unauthorized individuals is prohibited.
4. The individual and/or Agency/Group will be charged an appropriate fee for the replacement of any lost items that have been assigned.
5. If my rental/usage agreement is terminated either by me or Vivalon, I acknowledge that the above key(s) are the property of Vivalon and must be returned at the end of the agreement.

I further agree to return any or all of the above key(s) at any other time Vivalon so requests.

I, the undersigned individual, have received the above listed item(s) from Vivalon.

I acknowledge that Vivalon may keep the \$150 key deposit for key(s) not returned.

Signing below signifies that I agree to the terms and conditions of the agreement stated above. I understand that any violations of this agreement perpetrated by me will be subject to termination of the rental/usage agreement.

Name of Responsible Party

Date

Signature

Date