

# CONFERENCE ROOM RATES - FOLSOM



Seats Up To	Full Time Client	Smart Office Client	Non-Client	Time Increment
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## DAY OFFICE

(15 MIN MINIMUM)

4	\$12	\$15	\$18	Hour
	\$40	\$50	\$60	4 Hours
	\$75	\$85	\$100	8 Hours

## SMART OFFICE

(1 HOUR MINIMUM)

3	\$8	\$5	\$14	Hour
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## STRATEGY ROOM

(15 MIN MINIMUM)

8 - 15	\$25	\$28	\$35	Hour
	\$90	\$100	\$125	4 Hours
	\$150	\$190	\$225	8 Hours

## CONFERENCE ROOM I

(15 MIN MINIMUM)

16	\$25	\$28	\$35	Hour
	\$90	\$100	\$125	4 Hours
	\$150	\$180	\$225	8 Hours

## CONFERENCE ROOM II OR III

(15 MIN MINIMUM)

8	\$20	\$22	\$26	Hour
	\$75	\$80	\$100	4 Hours
	\$130	\$145	\$180	8 Hours

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Seats Up To	Full Time Client	Smart Office Client	Non-Client	Time Increment
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## CONFERENCE ROOMS I & II

(2 HOUR MINIMUM)

25	\$55	\$60	\$65	Hour
	\$145	\$165	\$195	4 Hours
	\$255	\$290	\$340	8 Hours

## CONFERENCE ROOMS II & III

(2 HOUR MINIMUM)

18	\$40	\$45	\$52	Hour
	\$120	\$140	\$160	4 Hours
	\$210	\$230	\$280	8 Hours

## CONFERENCE ROOMS I, II & III

(3 HOUR MINIMUM)

33	\$65	\$70	\$85	Hour
	\$170	\$195	\$235	4 Hours
	\$300	\$320	\$395	8 Hours

## WEEKEND/EVENING RATES

	35% Off Rates	Quoted	N/A	2 Hour Minimum
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## LOUNGE - AFTER HOURS

(WEEKENDS AND EVENINGS)

	\$150.00	Quoted	N/A	Flat Rate
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### ROOM SET UP

Above pricing includes the following standard setups:

- Conference rooms I, II, or III:  
Conference-style setup (as is)
- Conference rooms I&II, II&III, I-III:  
Conference-style, seminar and training room setups

Furniture reconfiguration for any non-standard setup will be billed at Administrative Services rates.

Time for setup and reconfiguration must be included in reservation.

### CLEAN UP

Clean up will be billed at Administrative Services rates if necessary.

### BEVERAGE SERVICE

Coffee/Tea & Filtered Water: \$2.50 per person  
Assorted Bottled Water/Sodas: \$1 per person

### CANCELLATION POLICY

#### Received within 24 hours:

100% of office/conference room rental charge for time reserved. Client will also be charged for all catering and equipment charges if unable to cancel services with vendor or if cancellation charges apply.

#### Received within 24-48 hours:

50% of office/conference room rental charge for time reserved. Client will also be charged for all catering and equipment charges if unable to cancel services with vendor or if cancellation charges apply.

#### Received in more than 48 hours:

No cancellation charge.