

# CONFERENCE ROOM RATES - SACRAMENTO



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

(1 HOUR MINIMUM)

3	\$8	\$5	\$14	Hour
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## SMALL CONFERENCE ROOM

(15 MIN MINIMUM)

5	\$12	\$14	\$16	Hour
	\$40	\$45	\$50	4 Hours
	\$75	\$80	\$90	8 Hours

## LARGE CONFERENCE ROOM

(15 MIN MINIMUM)

10	\$18	\$20	\$22	Hour
	\$50	\$70	\$78	4 Hours
	\$90	\$100	\$144	8 Hours

## BOARD ROOM

(15 MIN MINIMUM)

16	\$35	\$39	\$45	Hour
	\$100	\$110	\$130	4 Hours
	\$160	\$185	\$210	8 Hours

## WEEKEND/EVENING RATES

	35% Off Rates	Quoted	N/A	2 Hour Minimum
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### ROOM SET UP

Above pricing includes the following standard setups:

- Conference rooms Small, Large or Board room:  
Conference-style setup (as is)

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

### 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.