

# California Virtual

## One-Time Conference Room/ Private Office Agreement

Name \_\_\_\_\_ Date \_\_\_\_\_

Group Name \_\_\_\_\_

Mailing address \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Date(s) requested \_\_\_\_\_ to \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_ (Please include set up time)

Purpose of rental use \_\_\_\_\_

Approximate attendance: \_\_\_\_\_

### Terms

- Room rental shall be on a first come, first serve basis once rental agreement is on file
- Room availability is Monday-Friday 9:00 a.m.-5:00 p.m.
- California Virtual reserves the right to terminate contract as we see fit
- All individuals and/or businesses must complete a room rental agreement form
- Payment is due on the day the conference room reservation is made
- Cancellation must be done 24 hours prior to the scheduled event or the renter will be penalized for half of the total fee of the rental
- Without incurring extra charges, events may be held during California Virtual hours at \$40 per hour. Hours of Operation: Monday-Friday: 9:00 a.m.-5:00 p.m.
- After hours and weekend rentals shall be \$75.00 an hour with a minimum of 2 hours. Renters will be provided a staff person to be on the premises.

### Regulations

- Renters are responsible for any damage to the facility and/or contents of fixtures. All damages must be reported to California Virtual staff immediately
- The room must be left in a neat, clean and orderly condition. If these conditions are not met, a Room Clean-up Fee of \$20.00 or the actual cost of cleaning, whichever is higher, will be charged and notice will be given to the group. Individuals holding events assume responsibility for any damage to rooms, contents of equipment used will be charged for any necessary repairs or replacement.
- Renters understand that nothing shall be attached to the walls, ceiling, or any of the fixtures.
- It is understood that California Virtual is in no way responsible for any personal injuries, property damages or other liabilities that may be incurred during use of their facility. Renter agrees to release indemnity and hold California Virtual harmless of any such damages
- California Virtual is a drug, alcohol and smoke free facility

### Additional Fees

- Overstay Fee of \$75.00 per hour applies to those rentals that are booked after hours (\$40 during bus. hours). If the renter stays past the contract time, this fee will be charged.
- Copying fees; B&W .15, Color .25 per page

8889 W. Olympic Bl., Beverly Hills, CA 90211 (310) 633-4237

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Set-up Instructions: (please indicate if you require a specific set up):

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### Pricing

\$45 per business hour	X	=
\$75 per weekend/after hours	X	=
	Total fees:	\$

### Checks payable to California Virtual

By signing and returning this form the patron hereby agrees to the rental policies set forth. If violation to any of these conditions set forth in this agreement occurs, the patron may be subject to monetary penalties and will lose the privilege of renting this meeting facility in the future.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**The form must be returned as soon as possible in order to confirm your meeting room date and time.**  
**Return completed form to:**

Shakira Roberts, Manager  
California Virtual LLC  
8889 W. Olympic Bl., BH, CA 90211  
PH: (310) 633.4237  
[sroberts@californiavirtual.com](mailto:sroberts@californiavirtual.com)

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# California Virtual

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## Credit Card Payment Authorization Form

Instructions: To pay by credit card, please complete both sections below.

### ***Credit Card Holder Information:***

Please select credit card type:

\_\_\_\_ VISA    \_\_\_\_ MC    \_\_\_\_ DISC    \_\_\_\_ AMEX

Credit Card #	
Expiration Date	
CVV	

### ***Billing Information:***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Cardholders Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **LICENSE/ ID INFORMATION**

Name as it appears on Driver's License/ID: \_\_\_\_\_

Driver's License / ID number: \_\_\_\_\_

Birth date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (mm/dd/yyyy)

***Attach a photocopy of front and back of credit card and photo I.D.***

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