

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)

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

BOARD ROOM

(15 MIN MINIMUM)

10	\$35	\$39	\$45	Hour
	\$100	\$110	\$130	4 Hours
	\$160	\$185	\$210	8 Hours

WEEKEND/EVENING RATES

	35% Off Rates	Quoted	Quoted	2 Hour Minimum
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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)

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.