

# EMBARCADERO CENTER



## Conference Center Guidebook

# Embarcadero Center Conference Center Included Services

## Conference Phone

- (includes extension microphones)

## LCD Projector (Stanford & Hopkins Rooms)

- (includes screen and VGA cord)

## LED Display Monitor (Huntington & Crocker Rooms)

- (includes connection cords via VGA, HDMI or Apple TV)

## Wireless Internet

- Complimentary

*\* For additional audio-visual needs, you're able to contact AV Rentals and Productions directly at (415) 227-4400.*

## Room Rental Procedures & Regulations

1. Embarcadero Center tenants may book conference rooms up to nine months in advance and for a time period of no more than five consecutive days. Non-tenants may book rooms up to six months in advance and for a time period of no more than five consecutive days.
2. Reservations are made on a first-come, first-served basis. To guarantee a reservation, a signed Rental Agreement must be sent back to the associated Boston Properties' representative as well as the invoice paid. Payment can be made via the online secure credit card portal, authorize.net, or by corporate check. Checks are payable to Boston Properties Limited Partnership and payment must be received prior to the date of your room rental(s). By paying via the credit card portal, authorize.net, you have authorized Boston Properties to charge your credit card provided; an invoice will be sent from invoice@authorize.net.
3. The following cancellation charges apply to both tenants and non-tenants:

**Stanford Room** - If a cancellation is made within (15) fifteen business days the user is responsible for the full rental fee. Prior to the (15) fifteen-day cancellation a full refund will be granted.

**Huntington, Hopkins and Crocker** - If a cancellation is made within (7) seven business days of the reservation date, the user is responsible for the full rental fee. Prior to the (7) seven-day cancellation a full refund will be granted.
4. User has access to the rental space during the half/full day block of time or specified contracted times. This allocated time includes set-up, clean-up, and removal of all persons, equipment, and materials. Additional rental hours are subject to availability and are at a rate of \$200 per hour. There is a four-hour minimum for meetings conducted past 6:00pm or prior to a 7:00am start.
5. All food and beverage service in the facility is available exclusively through caterers on the Embarcadero Conference Center's catering list. Non-listed caterers will be turned away. All alcohol service must be contracted through a licensed facility caterer.
6. To maintain the quality of the meeting space, amplified music is not allowed. Additionally, nothing may be affixed to surfaces inside or outside the facility with nails, staples, or any adhesive substances. Post-it easel pads and painter's tape are acceptable.
7. User is responsible for any and all damage caused by person(s) in attendance. User shall replace any fixtures, equipment, or supplies missing from the facility following its use.
8. Boston Properties Limited Partnership does not provide storage space and is not liable for user's materials. Any items left in the facility will be disposed of by Boston Properties Limited Partnership and the costs of such disposal shall be invoiced to user.

## Room Rental Rates & Specifications

Stanford Room		
	EC Tenant	Non-Tenant
Half Day	\$650	\$750
Full Day	\$950	\$1050
Setup	To be determined and must comply with 6' of physical	
Capacity	10	
Dimensions	22' x 43'	946 SF
Hopkins Room		
	EC Tenant	Non-Tenant
Half Day	\$450	\$550
Full Day	\$650	\$850
Setup	Conference	
Capacity	6	
Dimensions	18' x 25'	450 SF
Crocker Room		
	EC Tenant	Non-Tenant
Half Day	\$350	\$450
Full Day	\$550	\$750
Setup	Conference	
Capacity	4	
Dimensions	18' x 17'	306 SF
Huntington Room		
	EC Tenant	Non-Tenant
Half Day	\$350	\$450
Full Day	\$550	\$750
Setup	Conference	
Capacity	6	
Dimensions	25' x 17'	425 SF

### Half Day (4 Hours)

8:00am-12:00pm or 1:00pm-5:00pm

### Full Day (9 Hours)

8:00am-5:00pm

*We will be consistently consulting with health guidelines as we work to increase room capacities. Additional hours, depending upon availability, will be at a rate of \$200 per hour. A four-hour minimum is required for meetings conducted past 6:00pm. The Embarcadero Center Conference Center is available Monday through Friday.*

*User shall have access to the specified room/space rented only during the half-full day block of time or specified contracted times. This allocated time shall include user's set-up, decorating, clean-up and removal of persons, personal belongings, all rental equipment and display materials.*

## Exclusive Catering List

Caterer shall have access to the facility within the user's contracted period of time. Any other arrangements or access is subject to a fee to be determined by Boston Properties. Notice of such additional time must be booked in advance and is subject to availability.

Continental Breakfast, Lunch & Snacks	
<p><b>5<sup>th</sup> Ave Deli &amp; Market</b>            Four Embarcadero Center            (415) 757-0950  <a href="http://www.5thavesf.com">www.5thavesf.com</a></p>	<p><b>Boudin Bakery</b>            Four Embarcadero Center            (415) 283-1230  <a href="mailto:sfcatering@boudinbakery.com">sfcatering@boudinbakery.com</a>  <a href="http://www.boudinbakery.com">www.boudinbakery.com</a></p>
<p><b>Gambino's New York Subs</b>            One Embarcadero Center            (415) 834-9120  <a href="http://www.gambinosnysubs.com">www.gambinosnysubs.com</a></p>	<p><b>Patriot House Pub</b>            Two Embarcadero Center            (415) 986-0797  <a href="http://www.patriothousepub.com">www.patriothousepub.com</a></p>
<p><b>Sushi Kinta</b>            Five Embarcadero Center            (415) 434-3116  <a href="mailto:sushikinta94111@yahoo.com">sushikinta94111@yahoo.com</a>  <a href="http://www.sushikintaembarcadero.com">www.sushikintaembarcadero.com</a></p>	<p><b>The Melt Embarcadero</b>            One Embarcadero Center            (415) 813-6062  <a href="http://www.themelt.com">www.themelt.com</a></p>
<p><b>The Organic Coup</b>            Four Embarcadero Center            (415) 589-7613  <a href="http://www.theorganiccoup.com">www.theorganiccoup.com</a></p>	
Full Service Caterers	
<p><b>Harborview Restaurant &amp; Bar</b>            (Tues &amp; Thurs)            Four Embarcadero Center            (415) 399-1200  <a href="http://harborviewsf.com">harborviewsf.com</a></p>	<p><b>Osha Thai Restaurant and Lounge</b>            Four Embarcadero Center            (415) 788-6742  <a href="http://www.oshathai.com/embarcadero.com">www.oshathai.com/embarcadero.com</a></p>
<p><b>Peninsula Catering &amp; Events Inc.</b>            Sales HQ   2634 Spring Street            Redwood City, CA 94063            (650) 368-3137            (415) 821-7786, ext. 243  <a href="http://www.peninsulacatering.net">www.peninsulacatering.net</a></p>	