

# HOW TO PREPARE FOR YOUR SEMINAR/TRAINING AT THE MARIN BUILDERS ASSOCIATION



Thank you for choosing Marin Builders Association to host your seminar and/or training. We want to assist you in planning a successful event by providing you some useful information for your review.

## PRE-EVENT CHECKLIST:

**☒ Work with the Marin Builders Association staff to select a date at least six weeks in advance. This will help ensure you have**

ample time to market your seminar or training.

**☒ Complete and return the Facility Rental Agreement and fee 2 weeks prior to the event.**

**☒ Complete and return any needed licensing or permits from the California Department of Alcohol and**

Beverage Control 5 days prior to event. Information regarding needed licensing can be found under Item 16 in "Rules" section of the Rental Agreement.

**☒ Provide necessary insurance documentation: i.e., general liability, host liquor liability, etc. Information**

regarding insurance requirements can be found under Item 4 in "Rules" section of the Rental Agreement.

**☒ Prepare and distribute invitation or flyer.**

**☒ Handle RSVP's (unless agreement is made with Marin Builders Association you are responsible for your attendance list).**

## WHAT DOES MARIN BUILDERS ASSOCIATION PROVIDE?

**☒ Facility rental and room setup, per rental agreement.**

**☒ Seminar listing on calendar of events on our website, [marinbuilders.org](http://marinbuilders.org).**

**☒ Opportunities to market your event for a small fee through our weekly E-BID (electronic newsletter).**

Thank you again for choosing Marin Builders Association to host your event!

If you have any questions or need further information, please don't hesitate to contact Paula Krause, Office Manager, [paula@marinbuilders.org](mailto:paula@marinbuilders.org) or 415-462-1220.

Marin Builders Association

660 Las Gallinas Avenue, San Rafael, CA 94903 • 415.462.1220 • [MarinBuilders.org](http://MarinBuilders.org)



# HOST YOUR NEXT EVENT OR MEETING AT MARIN BUILDERS!

MEETING & COMMUNITY ROOM RENTALS, PRIVATE OFFICES & MORE.



MARIN BUILDERS ASSOCIATION  
660 Las Gallinas Ave., San Rafael, CA 94903  
415.462.1220 | [marinbuilders.org](http://marinbuilders.org)



## Welcome to the Marin Builders Association Community & Event Center

The Marin Builders Association is the perfect venue to host your next meeting or event. Conveniently located in San Rafael near Highway 101 with a variety of meeting room sizes, we can easily accommodate small and large groups alike. Affordably priced, centrally located and lots of free parking, provides a stress-free experience for your team and budget.



### **Ideal venue for:**

- Business Meetings
- Corporate Day
- Retreats
- Conferences
- Workshops
- Training Classes
- Seminars
- Lectures
- Board Meetings
- Company Parties
- Shareholder & Investor Meetings

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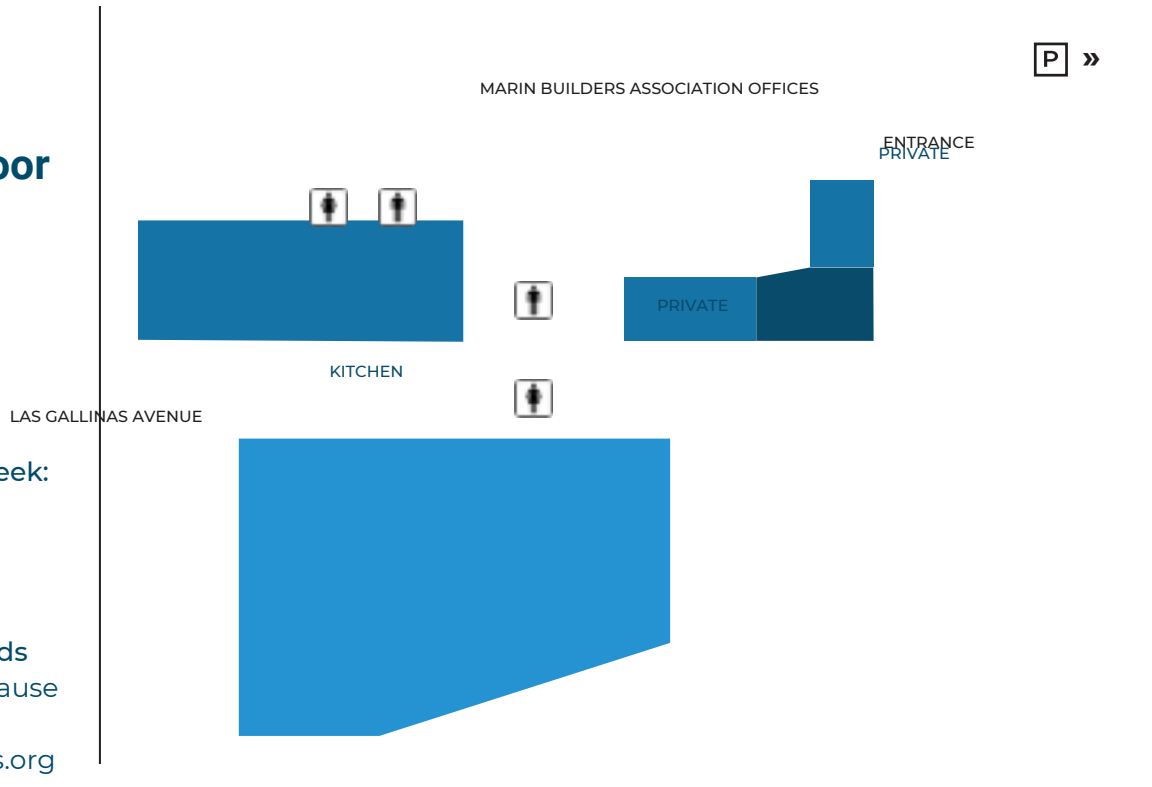
# Marin Builders Association Floor Plan & Rental Room Details

Phone: 415.462.1220  
marinbuilders.org

Available 7 Days a Week:

Monday - Thursday  
8:00am – 5:00pm

After 5pm & Weekends  
Email or call Paula Krause  
for availability at  
paula@marinbuilders.org  
415.462.1220  
ROOMS:



**Sq. Feet:**

- 943 sq ft
- 438 sq ft
- 156 sq ft

**Configuration:**

The room can be arranged in a “U” configuration, in rows, theater style, or board room style. Round tables are also available.  
Board room table and chairs.

**Capacity:**

- 50-80 persons
- 22 persons
- 6 persons

**Amenities:**

Free wireless internet; Pull down screen with ceiling mount LCD Projector; Lectern with microphones; Presentation easles; Full kitchen for catered events, Surround sound.  
Free wireless internet; Conference phone; Kitchen may be used as a staging area for food service only. Warming of foods is permitted by prior agreement.

Free wireless internet; Conference phone.

## Marin Builders Association

660 Las Gallinas Avenue, San Rafael, CA 94903 • 415.462.1220 • MarinBuilders.org  
Set/Clean-up:

Deposit required; Customer must clean; take-down available for additional charge.

# Professional & Affordable.

**GET A DISCOUNT!**  
 Multiple Seminars may be booked for a discounted rate. Please contact Paula Krause for details at 415.462.1220 OR paula@marinbuilders.org

## COMMUNITY ROOM Rental Rates:

Base Use Rates (Non-Profits subtract 10%)

	Marin Builders Members	Non-Members
Half Day (Up to 4 Hours)	\$200	\$300
Full Day (Over 4 Hours)	\$300	\$500
Evenings (after 5pm)	Hourly Rate	Case by Case

**Community Room Equipment provided with rental:**

- 12 (24x72 Banquet tables)
- 3 (36x72 Banquet tables)
- 8 (60" Round tables)
- 90 Chairs

**Weekends**

- **There is a 4 hour minimum for all Community Room rentals - Please initial to acknowledge rates**
- **Evening and Weekend Hourly Rates: \$200 per hour (2 hour minimum - case by case) - Client Initial**

## BOARD ROOM Rental Rates:

Base Use Rates (Non-Profits subtract 10%)

	Marin Builders Members	Non-Members
Hourly	\$50	\$65
Half Day (Up to 4 Hours)	\$180	\$235
Full Day (Over 4 Hours))	\$290	\$375
Evenings (after 5pm)	Hourly Rate	Case by Case

**Board Room Amenities provided with rental:**

Free wireless internet; **Conference phone; Kitchen may be used as a staging area for food service only. Warming of foods is permitted by prior agreement.**

**Weekends**

- **There is a 1 hour minimum for all Board Room rentals - Please initial to acknowledge rates**
- **Evening and Weekend Hourly Rates: \$100 per hour (2 hour minimum - case by case) - Client Initial**

## LIBRARY Rental Rates:

Base Use Rates (Non-Profits subtract 10%)

	Marin Builders Members	Non-Members
Hourly	Complimentary	\$50

**Library Amenities provided with rental:**

Free wireless internet; **Conference phone.**

- **Library available M-Th from 8 AM to 4 PM only - Client Initial**



# FACILITY USE REQUEST FORM

## Name of Organization

Contact Person

Address

City State **ZIP**

Telephone Number **FAX Email**

Date(s) requested Time of Day requested

Room Preference (Check One): Community Room **Board Room** Library

Estimated Group Size:

Community Room Set Up (Select One)

## Seating for **at classroom style**

Seating for at tables in "U" shape

Seating for theater style

## Equipment needed (Please Initial)

### **LCD Projector Podium & Microphone**

### **Flip Chart WI-FI Access (Currently 10mbps max)**

Type of Activity

Purpose (Please describe the nature of the meeting(s))

Will you provide food or beverage? **Yes No** Name of Caterer

#### **For Office Use Only:**

Date Approved by Marin Builders Association

Date Confirmation Letter Sent

Date Agreement Sent **Date Signed Agreement Received**

Date Deposit Received **Date Payment Received**

Staff Initials



## MARIN BUILDERS ASSOCIATION COMMUNITY ROOM & BOARD ROOM RULES

It is the intent of the Marin Builders Association to make its facilities available to members (and non-members as appropriate) in a fiscally responsible manner. The Community Room is available for

use at reasonable rates with adequate advance scheduling. Association sponsored programs and events will have first priority in scheduling.

### Client Initial

The Marin Builders Association has established the following criteria and policies for the use of the meeting facility:

**1. ROOM AVAILABILITY. Space is available to all Marin Builders Association members and non- members for a use fee. The Rooms are available Monday through Thursday from 8:00 a.m. to 5:00 p.m. In the event more than one-group requests the facility for the same date, the facility availability will be on a first come first reserved basis. The Executive Committee must approve evening and weekend usage. Approval and/or disapproval by the CEO will be given within five days of the request. The CEO has the sole discretion to deny any and all such applications for any or no stated reason. An additional fee will be charged for staff overtime required after normal working hours.**

**Arrangements for the room rental should be made in advance by contacting the Association at least two (2) weeks prior to the date needed.**

### Client Initial

**2. PARKING. Parking during the day is limited to approximately 20 parking spaces and in the evenings to approximately 27 spaces. We strongly encourage car pooling or informing attendees to utilize the free parking across the street.**

**8. KITCHEN USE.** The Client shall be responsible to leave the kitchen area as clean as it is found. In the event that kitchen clean-up is required by the Association staff, hourly charges of \$100/hr will be billed to the Client. The kitchen may be used as a staging area for food service. No frying, baking or roasting is permitted. Warming of foods is permitted by prior arrangement. If a caterer is to be used, the Association reserves the right to approve the caterer selected by the Client. Consequently, catering arrangements should be reviewed with Association staff well in advance of the planned event.

Client Initial

**9. DISPLAYS OR EXHIBITS.** The Marin Builders Association will not permit the affixing of anything to the walls, floors or ceiling of room(s) with nails, staples, tape or any other substance. In the event this is done, and any damage is suffered, the cost of repair and/or replacement will be billed to the Client.

Client Initial

**10. SECURITY DEPOSIT.** A \$250.00 security deposit is required at the time of scheduling the event. Full payment of the room fee must be received the day prior to the commencement of the event. In the event of damage to any of the facility, interior or exterior, meeting room or kitchen, the Marin Builders Association may at their discretion apply the security deposit towards any damages and/or staff clean-up time.

Client Initial

**11. INDEMNITY.** The Client hereby agrees to indemnify, defend and hold the Marin Builders Association harmless in any action, claim or lawsuit arising out of, or related to the use of the facility and/or service, or preparation of any food or beverage served at the Marin Builders Association facility to attendees of the Client's function, regardless of any negligence by Marin Builders Association.

Client Initial

**12. FACILITY USE LIMITATIONS.** Use of the facility shall be restricted to the Community/Board Room, kitchen area and public restrooms. Any other parts of the building are strictly off limits.

Client Initial

**13. CANCELLATION.** It is agreed that if the Client cancels this agreement less than 72 hours before the event, the Client will forfeit the amount of the security deposit.

Client Initial

**14. STATE, FEDERAL AND LOCAL LAW COMPLIANCE.** The Marin Builders Association requires that the Client adhere to all applicable provisions of federal, state and local statutes as established by law.

Client Initial

**15. DAMAGE TO THE FACILITY.** Any damage to the facility, interior or exterior, meeting rooms and/or equipment will be charged to the Client.

Client Initial

*CONTINUE ON NEXT PAGE*

**16. USE OF ALCOHOL**

**NON-PROFIT ORGANIZATIONS**

If your group is a non-profit with volunteers serving alcohol at the Marin Builders Association, you will need to receive a permit from the State Alcoholic Beverage Control Department. Additionally, the non-profit needs to provide proof of General Liability insurance, as well as name the Marin Builders Association as an additional insured. The additional insured endorsement should include primary and non-contributory wording and offer a waiver of subrogation.

**FOR PROFIT ORGANIZATIONS**

If your organization/business plans to serve (not sell) alcohol at the Marin Builders Association, a Certificate of Insurance showing General Liability (remarks section of the certificate should show that coverage includes host liquor liability) & Workers' Comp coverage, as well as name the Marin Builders Association as an additional insured on their General Liability policy. The additional insured endorsement should include primary and non-contributory wording and offer a waiver of subrogation.

**CATERING COMPANIES/ALCOHOL MANUFACTURERS**

If your group is in the business of serving or manufacturing alcohol/wine/beer such as a catering company who is serving wine (at the Marin Builders facility), you will need to provide a Certificate of Insurance showing Liquor Liability Coverage as well as General Liability & Workers' Comp coverage and name the Marin Builders Association as an additional insured on your General Liability policies. The additional insured endorsement should include primary and non-contributory wording and offer a waiver of subrogation.

\*Client is responsible for any of their guests that bring alcohol into the facility without obtaining the proper insurance and security requirements. Events may be immediately cancelled if alcohol is consumed without meeting these requirements.

\*State law prohibits the serving of alcoholic beverages to minors or to anyone who appears to be under the influence of alcohol. Alcohol must be served by an adult, over 21, from a bar or staffed beverage table.

\*Client is responsible for providing proper insurance forms and licenses to the Marin Builders Association 5 days prior to the event otherwise alcohol will not be permitted.

\*State Licensing Forms/Permits can be obtained at [www.abc.ca.gov](http://www.abc.ca.gov)

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**CREDIT CARD AUTHORIZATION RELEASE FORM**

**Credit Card Type:** Visa MasterCard Amex Discover Card Check Enclosed for  
**Amount:** \$

**Cardholders Name:**

**Billing Address:**

**Card Number:** - - -

**Expiration Date:** - CVV-Code (3 to 4 digits on the back of the card):

**Authorized Signature:** Date:

**Please return to: Paula Krause – Marin Builders Association**  
**Phone: (415) 462-1220 • Fax: (415) 462-1225 • E-Mail: [paula@marinbuilders.org](mailto:paula@marinbuilders.org)**  
**Address: 660 Las Gallinas Avenue, San Rafael, CA 94903**