MARIN BUILDERS
ASSOCIATION

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.com



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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Call, click or come by today for a personal tour! **(415) 462-1220** **marinbuilders.com**



Community Room



Board Room



Full Kitchen

Bring your team together at the Marin Builders Association Community & Event Center. Think outside your office, be creative, reconnect and get inspired, it all starts by getting away from daily distractions. Located across from the Northgate Mall, our spacious floorplan features state-of-the art technology throughout. Choose from the Peter Arrigoni Community Room with adjoining Full Kitchen, Board Room or Library, providing plenty of room for all group sizes. Professional, affordable, and easily accessible – just minutes from Marin County Civic Center. Businesses will appreciate the friendly staff, floorplan, variety of rental rooms, flexible seating options, media technologies, and free parking.

Facility Amenities:

- Open 4 days a week for tours
- 943 sq ft Multi-purpose Community Room(seats 50-80)
- Two 73 sq ft Private Offices Free to Marin Builders Association Members
- Full Kitchen for Catered Events
- Free Parking
- Free Wireless Internet
- 75" Display Monitor with HDMI Connection

"Marin Builders was the perfect venue to host our Property Assessed Clean Energy (PACE) Financing Workshop. They have everything you need on site and the room can be arranged to accommodate a large or intimate group. I highly recommend this space for your next event!"

- M.D.
Marin Clean Energy

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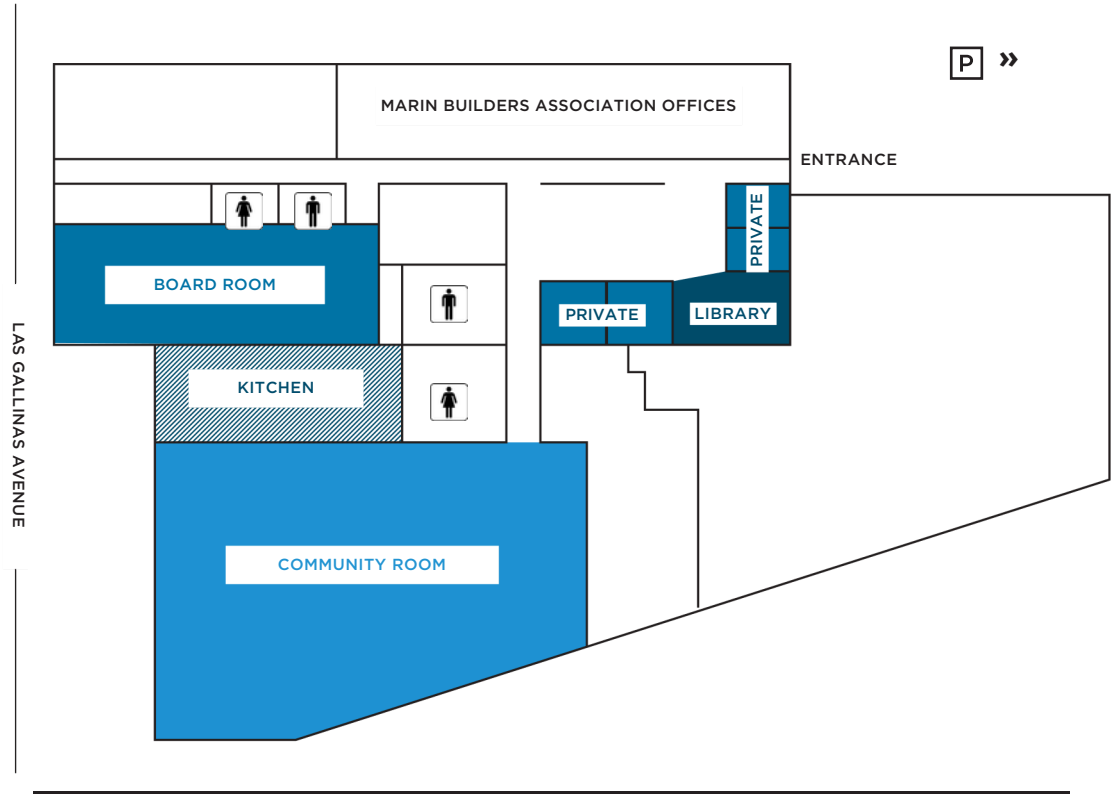
Marin Builders Association Floor Plan & Rental Room Details

Phone: 415.462.1220
marinbuilders.com

Available 7 Days* a Week:

Normal Hours
Monday - Thursday
9:00am – 4:00pm

***After 5pm & Weekends**
Email or call for availability
at mba@marinbuilders.com
415.462.1220



ROOMS:	PETER ARRIGONI COMMUNITY ROOM	BOARD ROOM	LIBRARY	PRIVATE OFFICES
Sq. Feet:	943 sq ft	438 sq ft	156 sq ft	COMPLIMENTARY WITH MARIN BUILDERS MEMBERSHIP
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; Lectern Presentation easles; Full kitchen for catered events,	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.	
Set/Clean-up:	Deposit required; Customer must clean; take-down available for additional charge.	Deposit required; Customer must clean; take-down available for additional charge.	Customer must clean after use.	
Reservations:	Up to 18 months in advance; 4 hour min. rental.	Up to 12 months in advance.	Call or email for availability.	

Professional & Affordable.

GET A DISCOUNT!

Multiple rentals may be booked for a discounted rate. Please contact us 415.462.1220 | mba@marinbuilders.com

COMMUNITY ROOM Rental Rates:

Base Use Rates (Non-Profits subract 10%)		Marin Builders Members	Non-Members
Half Day	(Up to 4 Hours)	$500.00	$800.00
Full Day	(Over 4 Hours)	$800.00	$1,500.00
Evenings	(after 5pm)	Hourly Rate	Case by Case
Weekends		Hourly Rate	Case by Case
Kitchen Use		Catered Only	Catered Only
Alcohol		See Rental Agreement	See Rental Agreement

Community Room Equipment provided with rental:

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

BOARD ROOM Rental Rates:

Base Use Rates (Non-Profits subract 10%)		Marin Builders Members	Non-Members
Half Day	(Up to 4 Hours)	$300.00	$600.00
Full Day	(Over 4 Hours)	$500.00	$1,000.00
Evenings	(after 5pm)	Hourly Rate	Case by Case
Weekends		Hourly Rate	Case by Case
Kitchen Use		Catered Only	Catered Only
Alcohol		See Rental Agreement	See Rental Agreement

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.

- **Evening and Weekend Hourly Rates: $200 per hour** (2 hour minimum - case by case)

LIBRARY Rental Rates:

Base Use Rates (Non-Profits subract 10%)	Marin Builders Members	Non-Members
Hourly	Complimentary	$50

Library Amenities provided with rental:

Free wireless internet; Conference phone.

FACILITY USE REQUEST FORM

Name of Organization_____

Contact Person _____

Address _____

City _____ State _____ ZIP _____

Telephone Number _____ Email _____

Date(s) requested _____ Duration Requested: ☐ Full Day ☐ Half Day

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

Estimated Group Size: _____

Estimated Time of Room Use _____

Community Room Set Up (Please fill in the number of expected guests)

Seating for _____ at classroom style (capacity 36)

Seating for _____ at tables in "U" (capacity 30)

Seating for _____ theater style (capacity 90)

Equipment needed (Please Initial)

_____75" Display Monitor _____ Podium

_____Flip Chart _____ WI-FI Access

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** _____

Date Insurance Recieved _____ **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 responsible manner. Association sponsored programs and events have first priority in scheduling.

Please review and acknowledge 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 4:00 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 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 in our lot during the day is limited to spaces for builoding tenants patients. We strongly encourage car pooling. We will notifyattendees to utilze the free parking across the street.

Client Initial _____

3. Equipment: Audiovisual equipment will be charged at current rates. Equipment reservations must be made at the time arrangements are made for the room.

Client Initial _____

4. INSURANCE: Any member or non-member interested in using the Marin Builders Association Community Room/Board Room must provide to Marin Builders Association (prior to the date the room is used) a Certificate of Insurance confirming General Liability Insurance Coverage (minimum of $1,000,000 coverage), naming Marin Builders Association and its officers as addition-al insured.

Client Initial _____

5. SMOKING: No smoking is allowed in the Marin Builders Association building.

Client Initial _____

6. REFRESHMENTS: Arrangements may be made to utilize the Marin Builders Association kitchen facilities. Marin Builders Association does not provide kitchen utensils, coffee, ice or any other supplies. No alcohol is allowed in the room unless previously authorized. If alcohol is permitted, the Client is responsible to obtain all necessary licenses prior to the event.

Client Initial _____

7. ROOM MAINTENANCE: The Client is responsible for keeping the room as clean. In the event carpet is soiled or any equipment damaged, the Client will be billed for the cost of cleaning or repairing of equipment. Tables, chairs, and equipment used are to remain in the room and put back in place at the end of the meeting session.

Client Initial _____

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 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 permitfrom 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

Please return this acknowledgement (initialed) with your reservation.

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: Marin Builders Association
Phone: (415) 462-1220 · **E-Mail:** mba@marinbuilders.com
Address: 660 Las Gallinas Avenue, San Rafael, CA 94903

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

Thank you fo rchoosing 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 informationfor your review.

Disclaimer Regarding Attendance:

The Marin Builders Association will help provide you the tools to promote your training or seminar. Whether your event is a partnership program with the Marin Builders Association or an individual event you're hosting at the Marin Builders facility, we cannot guarantee attendance from our members.

We encourage you to provide compelling subject matter and market your event to your personal and professional contacts by email, social media and follow-up telephone invitations. This approach will enable you to reach the maximum audience for your event.

Client Initial _____

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 to your list of contacts.
- ☐ 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.com.
- ☐ Opportunities to market your event for a small fee through our Marin Builders NOW 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 us, mba@marinbuilders.com or 415-462-1220.

Marin Builders Association

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