

The Meeting Place

at King Harbor Marina

819 N. Harbor Drive, Redondo Beach, California

Meeting Room Agreement

Name of Organization/Business/Individual:			Date(s) of event:	
Time of usage (including set up and clean up):			Total hours:	
Rate			Refundable deposit *	Balance due 10 days before event
\$	x # hrs.	= \$	\$	\$
Payment type**	Acct#/Visa#/MC#			
Name on card		Exp.	CVV	
Billing address				
Phone#		Email		

Rental Policies

Fees: Meeting rooms are available Monday-Friday (6:00am-10:00pm) and Saturday and Sunday (6:00am-8:00pm). Room fee - \$75/hour, Daily or half day rentals are also available.

Payment: Your reservation is binding with a completed and signed contract. For non-tenants, deposit is due upon reservation. Full payment is due at least 10 days prior to the rental date.

Deposit: For non-tenants, a \$200 refundable security deposit is required for rentals. If all conditions have been met in this agreement and inventory list (56.14), a full refund will be issued by check within 14 days if not paid by credit card.

Cancellation Policy:* Cancellation of rented space must be done at least 7 days prior to the rental date to avoid cancellation fees. If cancellation occurs within 7 days, the full rental fee will be assessed. Cancellation must be received by the rental office in writing (menchie@kingharbor.com).

Key Check Out: For meetings that start during non-business hours, the key must be checked out the day before the meeting from the Rental Office (208 Yacht Club Way, RB, Mon-Fri 9am-6pm, Sat/Sun 9am-4pm). Key must be returned to the Rental Office immediately after the meeting or placed in the KHM drop box during non-business hours. \$50 fee for lost key.

Parking: Parking is free Monday-Friday (6:00am-4:00pm), after 4pm - \$5/vehicle, Saturday/Sunday - \$5/vehicle. All guests must have a parking permit; please pick up permit(s) from the KHM Office prior to rental date. Guest parking at the marina parking lot only, no parking at the 819 Building parking lot.

Rules: The Meeting Place is a business environment designed for meeting and training purposes; therefore, amplified noise must be kept at a minimum level. Business receptions are permitted, no banquets or parties. Please inquire for catering services available on the premises. Adult supervision is required at all times for persons under the age of 18 (minimum age 12 years old).

Applicant agrees to hold King Harbor Island (KIC), King Harbor Marina, Marina Cove Ltd., their agents, owners, and employees free and harmless and to indemnify KIC for all loss, damage, liability or expense of any kind, or claim by reason of any acts or failure to act on the part of KIC, their agents, owners, and employees in their use of any space at The Meeting Place. This hold harmless and indemnification clause applies to any third party claims, expenses, or loss arising out of injury or damage to or by Applicant's guests or employees.

I have read, understood and agree to comply with the rules set forth regarding the facility usage including the conditions listed above. I have received the inventory list (56.14T) and further agree that I am of legal age and will be personally responsible for the repair of damage to property or facilities and for replacement of stolen property.

Name: _____ Signature: _____ Date: _____

Rental office: King Harbor Marina ■ 208 Yacht Club Way, RB ■ Ph.310.376.6926 x121 Fx.310.376.9927 ■ kingharbor.com

**Credit card information is only kept for incurred charges. All information on this form is kept strictly confidential by King Harbor Marina. 91.28KF r.3/24/15