



**HUB Oakland Rental Agreement**

HUB Oakland is people taking collaborative action for a better world. We create spaces that inspire, connect and empower people to realize enterprising ideas for impact. The HUB is an inspiring space, meaningful content and a vibrant global community of people.

Client/Organization Name: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Goals of event: \_\_\_\_\_

Date of event:

Set up time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Cleanup ends: \_\_\_\_\_

Space (Please check):

Pop-Up Space\_\_\_\_

2323 Main space \_\_\_ 2315 Main space\_\_\_ Omi Gallery\_\_\_

**Estimated Total Fees** \_\_\_\_\_

**LIABILITY**

The Event Organizer shall provide liquor liability insurance for the event. Event Organizer agrees to provide evidence of liquor liability insurance to the HUB Event Manager, no later than FIFTEEN (15) days prior to the event date. All Event Organizer's vendors and contractors performing work for the above said event, shall at their own expense obtain and carry throughout the duration of work their own Certificate of

Liability Insurance, Worker's Compensation Insurance AND the Additional Insured Endorsement of Hub Oakland LLC. It is important that we receive the Certificate of Liability Insurance, Worker's Compensation Insurance AND the Additional Insured Endorsement within FIFTEEN (15) days of the event.

**Initials**\_\_\_\_\_

### **EVENT FEES/CANCELLATION**

1. The HUB requires a credit card to be on file to confirm the reservation.
2. The HUB may request a 50% deposit to confirm a reservation if there is another request for the date.
3. The deposit is refundable, with a \$50 service charge if the Event Organizer cancels the event up to two weeks before the event.
4. If the Event Organizer cancels less than two weeks before the event, the Event Organizer forfeits the deposit. In some cases, that is 100% of the fee.
5. If the event is cancelled or rescheduled by the HUB, the entire deposit will be refunded.
6. Date changes will incur a \$35 service fee, and are subject to space availability.

The rental fee includes custodian, A/V and wireless Internet access. Special needs and event staffing may incur additional costs. **Initials**\_\_\_\_\_

### **EVENT REGISTRATION**

If there is an admission charge, Event Organizer must provide discounted or free tickets for Hub members. The following is required:

- Provide a link to online registration or ticket vendor for HUB calendar and newsletter.
- A photo or an image for HUB calendar and event promotion.
- Use this language on your invitation: "HUB Oakland is a community of people building a better world. You can learn more about the HUB community at [www.huboakland.net](http://www.huboakland.net)"

### **ALCOHOL/FOOD & BEVERAGE**

It is the Event Organizer's responsibility to ensure that all event participants are legally allowed to drink alcohol.

For events open to the public: A licensed bartender is required to pour any alcoholic drink. For private events, with an invitation list with a record of who is attending: alcohol must have a designated server who is 24 years of age or older with liability insurance provided in advance. We can provide a licensed bar provider for a fee on request.

You must use compostable or recyclable dishes, cups and utensils. If you do not have compostable or recyclable dishes, we will provide them for your event for a fee.

**Initials**\_\_\_\_\_

**CONDUCT**

There is absolutely no illegal drug use or smoking of any kind tolerated on premises or within 25 feet of the building including loitering or congregating outside on the sidewalk at any time during the event. Any type of physical violence or threat of physical violence will not be tolerated and will be cause for immediate expulsion. Event Organizer and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of HUB Oakland staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period.

**REVIEW** THIS APPENDIX FOR ALL REMAINING POLICY: [bayarea.the-hub.net/event-rental-appendix](http://bayarea.the-hub.net/event-rental-appendix)

I have reviewed the additional event guidelines and policies and agree to them in full.

**Initials**\_\_\_\_\_

*As a part of the community, I understand that it is my responsibility to maintain and advance the following five Hub Principles:*

- *Placemaking: We value the place around us.*
- *Collaborative Effort: Our community values creative cooperation and collaboration.*
- *Ethic of Respect: The Hub is a respectful place. It is safe for diversity, ideas, inspiration, and creativity.*
- *Building a Better World: Our community honors hopes, dreams, and values.*
- *Radical Inclusion: All are invited to join and build on the conversation.*

*HUB event partners want to actively contribute to the vision and success of the HUB.*

Event Organizer: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

HUB Oakland Manager