



MONTEREY CONFERENCE CENTER

Rates and Fees

MONTEREY CONFERENCE CENTER RENTAL RATES



Rental Rate Schedule

Daily Rates Room	2008		2009		2010		2011		2012	
	Standard	A/V*	Standard	A/V*	Standard	A/V*	Standard	A/V*	Standard	A/V*
Serra I (Meeting)	2,250.00	1,800.00	2,250.00	1,800.00	2,475.00	1,980.00	2,475.00	1,980.00	2,800.00	2,240.00
Serra II (Meeting)	2,250.00	1,800.00	2,250.00	1,800.00	2,250.00	1,800.00	2,250.00	1,800.00	2,250.00	1,800.00
Serra I, II (Meeting)	4,500.00	3,600.00	4,500.00	3,600.00	4,725.00	3,780.00	4,725.00	3,780.00	5,050.00	4,040.00
Serra I (Exhibits)	1,475.00	N/A	1,700.00	N/A	2,000.00	N/A	2,275.00	N/A	2,600.00	N/A
Serra II (Exhibits)	1,125.00	N/A	1,300.00	N/A	1,450.00	N/A	1,700.00	N/A	1,975.00	N/A
Serra I, II (Exhibits)	2,600.00	N/A	3,000.00	N/A	3,450.00	N/A	3,975.00	N/A	4,575.00	N/A
Dana	225.00	180.00	225.00	180.00	250.00	200.00	250.00	200.00	275.00	220.00
Larkin I (Boardroom)	275.00	220.00	275.00	220.00	300.00	240.00	300.00	240.00	325.00	260.00
Larkin II (Living Room)	275.00	220.00	275.00	220.00	300.00	240.00	300.00	240.00	325.00	260.00
Ferrante I, II or III	275.00	220.00	275.00	220.00	300.00	240.00	300.00	240.00	325.00	260.00
Ferrante I, II and III	825.00	660.00	825.00	660.00	900.00	720.00	900.00	720.00	975.00	780.00
Colton I, II or III	200.00	160.00	225.00	180.00	250.00	200.00	250.00	200.00	275.00	220.00
Colton I, II and III	675.00	540.00	675.00	540.00	750.00	600.00	750.00	600.00	825.00	660.00
Steinbeck Forum	1,525.00	1,220.00	1,650.00	1,320.00	1,800.00	1,440.00	1,925.00	1,540.00	2,075.00	1,660.00
Jeffers Plaza**	825.00	660.00	825.00	660.00	900.00	720.00	900.00	720.00	975.00	780.00
Stevenson Terrace**	400.00	320.00	450.00	360.00	500.00	400.00	500.00	400.00	550.00	440.00
Sloat Room	100.00	80.00	100.00	80.00	100.00	80.00	100.00	80.00	125.00	100.00
Steinbeck Lobby**	400.00	320.00	450.00	360.00	500.00	400.00	500.00	400.00	550.00	440.00
Portola Lobby**	400.00	320.00	450.00	360.00	500.00	400.00	500.00	400.00	550.00	440.00
Portola Storage Room	100.00	80.00	100.00	80.00	100.00	80.00	100.00	80.00	125.00	100.00
Alvarado Lobby**	200.00	160.00	225.00	180.00	250.00	200.00	250.00	200.00	275.00	220.00
Parking**	45.00	45.00	45.00	45.00	50.00	50.00	50.00	50.00	50.00	50.00

EQUIPMENT INCLUDED WITH RENTAL RATE



Equipment List by Room

Dana

- Computer hideaway access feed
- Water station inside room
- Conference table and chairs for 12 people

Ferrante and Colton I, II, III (per section)

- 1 podium
- 2 skirted tables
- 1 easel
- Includes one initial room set up to capacity each paid rental day

Steinbeck Forum

- 1 podium
- 2 stage lights positioned at podium stage right
- 1 drop down screen
- Chairs for stage
- 4 skirted tables
- 2 easels
- CA and US flags
- One technician for a maximum of eight regular hours each paid rental day; client responsible for additional hours and overtime fees
- Includes one initial room set up each paid rental day

Serra I

- 1 podium
- Chairs for riser
- 2 risers 6' x 8' each
- 4 skirted tables
- 2 easels
- 1 recycle bin for trash/cardboard disposal each paid rental day
- Includes one initial room set up to capacity each paid rental day

Serra II

- 1 podium
- 2 stage lights positioned at podium stage right
- Chairs for stage
- 4 skirted tables
- 2 easels
- CA and US flags
- 1 recycle bin for trash/cardboard disposal each paid rental day
- Includes one initial room set up to capacity each paid rental day

Lobby

- Water stations outside rooms unless otherwise noted



EQUIPMENT AND SERVICE FEES

Itemized Fees

Equipment

Priced individually unless otherwise noted. Prices subject to change. Daily rates are for an eight hour day.

Candy	5.00/bowl
Chair-banquet	5.00
Chair-bar stool	15.00
Chair-armchair	75.00
Coat rack	25.00
Dance floor-3' x 3' section	35.00
Easel	10.00
Ice	5.00/bucket
Ladder-6' to 14'	50.00/delivery
Linen-refresh linen	5.00
Linen-refresh skirt	35.00
Mirror ball	100.00
Oak registration counter with two bar stools	50.00
Pad-5" x 7" lined with pen or pencil	24.00/dozen
Piano-spinet	250.00
Piano-grand	425.00
Pipe and drape-two bases	15.00
Podium	25.00
Raffle drum	25.00
Riser-6' x 8'	30.00
Rug-13' x 13'	50.00
Stanchion/section-two bases	20.00
Table	15.00
Table-coffee table style	75.00
Table-skirted with linen	30.00
Table-with linen	20.00
Umbrella stand	10.00
VIP package for Dana and Larkin to include leather blotters, candy and glassware	60.00/day

Heavy Equipment

The daily rental of equipment is not necessarily exclusive to the renter. The Conference Center may be required to use the equipment to ensure that in-house group activities are not interrupted.

Forklift with operator	150.00/hour or 500.00/day
Pallet jack-powered	50.00/hour or 150.00/day
Pallet jack-non powered	35.00/hour or 95.00/day
Scissor lift with operator	100.00/hour or 350.00/day

Office Services

Fax service-incoming/outgoing, each page	2.00
Photocopies	.25
Administrative fee to provide and bill to master account for outside services (security, decorations, parking, broadband and analog services, audio visual, and rentals associated with outside venues)	25%

Services

Banner-installation of grommets at 2 corners and center	40.00
Banner hanging-maximum 24 sq. ft. with grommets at corners and center (first two are free)	20.00
Banner hanging-oversized***	40.00
Carpet replacement in Serra-3' x 3' section	125.00
Key-1 key and re-key lock	75.00
Key-each additional for re-key	25.00
Keys-not returned	25.00
Labor fee	50.00/hour/person
(To include but not limited to cleaning, removing decorations, preparing for fog machines, additional room refreshes, air wall open/close, room turns or balloon drops)	
Pallet received to include forklift assistance***	100.00
Pallet storage	35.00/day
Radio/television broadcast location fee	300.00/day
Removal of recycle, trash or cardboard	50.00/bin
Removal of pallet	25.00/pallet
Room turns-Ferrante and Colton I, II, III	50.00/section
Room turns-Serra I	450.00 minimum
Room turns-Serra II	400.00 minimum
Storage-cardboard box***	20.00/day
(5 boxes for the renter is complimentary with arrival no earlier than 2 days prior to move in)	
Storage-oversized freight***	100.00/day

Utilities ****

Electrical, excessive use (per 100 amps)	100.00/day
Heat/air conditioning for exhibit space	
move in/out days	.05/sq.ft.
Lighting 100% on exhibit space move in/out days	.05/sq.ft.

* For groups utilizing the exclusive services of the Conference Center's preferred audiovisual provider, the standard rent shall be reduced by 20% for each room that utilizes audiovisual equipment or services.

** Considered public spaces.

*** Advance approval required.

**** The Conference Center's primary use is for meetings. Excessive power use is defined as, but not limited to, space used for computer laboratories, theatrical productions, and exhibit displays and will be charged to the master account on a per 100 amp basis. Our exclusive electrical provider charges for power drops.



MONTEREY CONFERENCE CENTER RENTAL POLICY



Policy

Rental Policy

500 Room Nights:

If the use of 500 sleeping rooms per night within the City of Monterey can be documented, meeting room rental fees (excluding exhibit space) at the Conference Center will be complimentary for that day.

Or

If the use of 450 sleeping rooms per night within the City of Monterey can be documented and the group exclusively utilizes the Conference Center's preferred audiovisual provider, meeting room rental fees (excluding exhibit space) at the Conference Center will be complimentary for that day.

Groups are responsible for providing the Conference Center with the appropriate documentation within seven days of the last event day.

Audiovisual

For groups exclusively utilizing the services of the Conference Center's preferred audiovisual provider, the standard rent shall be reduced by 20% for each room that utilizes audiovisual equipment or services.

Exhibit

Receive one complimentary move in or move out day with two paid days, not to exceed two complimentary days. For additional days the rental rate for move in is 50% off based on approval and availability. No other discounts apply to exhibit rental.

Food and Beverage

The meeting room or lobby rental shall be reduced by 10% of the food and alcohol purchased and served in the specified area. The food and alcohol credit will not apply toward exhibit space rental.

No food or beverage permitted in the Steinbeck Forum.

Holiday Rates

An additional rental fee of \$.05 per square foot per room will be charged for Conference Center's use on the following holidays: New Year's Day, Martin Luther King's Observed Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.

Hours

Standard rental hours are 6:30am to 11:59pm. Usage beyond standard hours will incur a rental fee surcharge of \$.05 per square foot per room each hour or part thereof.

Meeting Space

Subject to Availability:

Sloat Room is complimentary with the rental of the Steinbeck Forum, Ferrante and Colton Rooms.

Portola Storage is complimentary with the rental of Serra I and Serra II.

Portola Lobby is complimentary for registration with the rental of Serra I and Serra II.

Steinbeck Lobby is complimentary for registration with the rental of the Steinbeck Forum, Ferrante and Colton Rooms.

Larkin Rooms require approval from the Conference Center before rental.

Public Spaces

The lobby and terrace areas may be utilized by multiple groups and are available for public access.

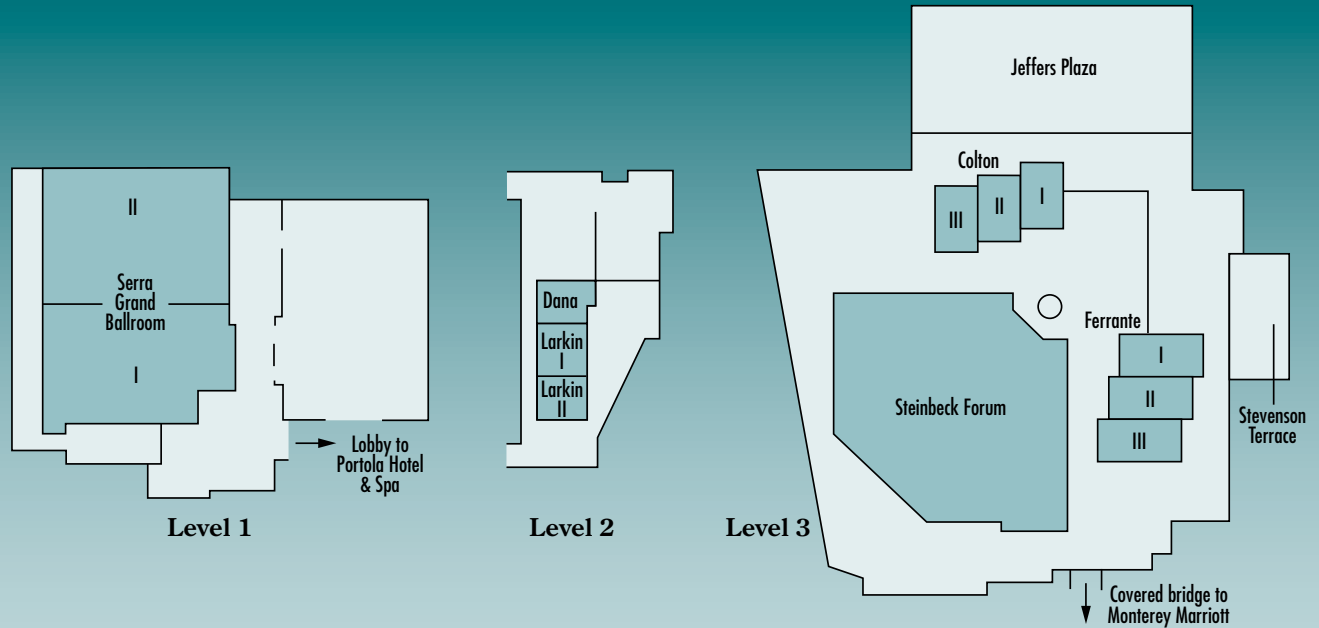
Conference Center will reserve parking spaces for display purposes on Portola Plaza, Portola Lobby, Pacific Street, and outside Conference Center office.



MONTEREY CONFERENCE CENTER

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 Phone 831.646.3770 ■ Fax 831.646.3777

MONTEREYCONFERENCECENTER.COM



Specifications

Room	Size	Square Feet	Ceiling Height	Theater	Reception	Banquet	School-room
Serra Ballroom	140' x 140'	19,600	15'	2,400	2,000	1,300	1,300
Serra I	140' x 80'	11,200	15'	1,250	1,000	750	700
Serra II	140' x 60'	8,400	15'	900	900	600	560
Dana	25' x 20'	500	9'	—	—	—	14
Larkin I	25' x 19'	475	9'	—	—	—	12
Larkin II	25' x 24'	600	9'	—	25	—	—
Colton Room	29' x 57'	1,653	9' to 19'	150	150	110	90
Colton I	29' x 19'	551	9' to 19'	60	40	30	27
Colton II	29' x 19'	551	9' to 19'	60	40	30	27
Colton III	29' x 19'	551	9' to 19'	60	40	30	27
Steinbeck Forum	—	5,260	Varies	490	—	—	490
Ferrante Room	39' x 57'	2,223	9' to 22'	220	200	150	120
Ferrante I	39' x 19'	741	9' to 22'	80	60	40	33
Ferrante II	39' x 19'	741	9' to 22'	80	60	40	33
Ferrante III	39' x 19'	741	9' to 22'	80	60	40	33