



**3301 E. 12th Street Suite 133, Oakland, CA 94601**

## **REEM'S CALIFORNIA SPACE RENTAL FORM & GUIDELINES**

True to our vision, Reem's seeks to create an anchor establishment that will build and nurture strong and vibrant communities through the rich experience of Arab food and culture. As a part of that vision, Reem's seeks to offer a space for activists, students, educators, artists, and community members at large to gather together educate, celebrate, make connections, and build relationships, providing our physical space to use as a resource for our local community. Events held at Reem's must be in tune with our mission and our values of sustainability, social justice, and community building.

### **Space Rental Rates:**

\$60/hr - Standard

\$40-60/hr - Sliding scale for non-profit & community organizations

Catering may be included with the facility rental and will be priced separately. Clients renting our space will **receive a 10% discount on catering** when included with facility rental!

### **Payment:**

Client must pay a 50% deposit upon signing the facility rental agreement. Payment for the remaining balance is due on the date of the facility rental. Payment may be remitted by check (payable to Reem's California), online through ACH payment, or by credit card (subject to 3% credit card processing fee).

### **Deposit:**

A separate **refundable \$150 Security Deposit check** must be submitted upon signing rental agreement in order ensure reservation. The deposit check will be returned to client within 10 days of rental if facility is found to be in good condition at the end of the rental period.

Reservation will not be confirmed until deposit is received.

### **Amenities:**

Upon request, clients may access the following amenities: Wifi, TV, speaker/sound system, prep kitchen, refrigerator..

Reem's has the following furniture, which clients are welcome to use and set up in whatever arrangement works for best for your event:

20 indoor chairs  
5 small indoor bistro tables  
1 large indoor table  
10 bar stools

16 outdoor chairs  
6 outdoor bistro tables  
4 benches  
4 coffee tables  
2 outdoor umbrellas

**Maximum Capacity:**

Indoor: 50

Indoor + Outdoor: 100

**Set-Up:**

Client is responsible for room set-up/furniture arrangement and are free to arrange furniture as they see fit. Furniture should be returned to its **original setup** at the end of the event.

**Cleaning:**

Clients are responsible for sweeping, mopping (if necessary), wiping counter/table spaces, removing food from refrigerator, and taking out trash/recycling/compost, and leaving the space clean and tidy at the end of the event. Please see attached checklist for closing procedures. Any damages or extra cleaning charges incurred will be deducted from the Deposit.

**Booking terms:**

In order to ensure availability and staffing, reservations must be booked no later than two weeks prior to the event and no earlier than three months in advance.

**Cancellation policy:**

Facility rental reservations may be canceled and refunded under the following parameters:

Cancellation with two weeks' advance notice: Full refund

Cancellation with one week advance notice: 50% refund

Cancellations with less than one week advance notice are subject to the full cost of the facility rental.

**Liability**

Client shall be responsible for loss or damage to Reem's property and injury to person(s) attending the event, whether caused by acts of omissions or not, of Client, its agents, employees, guests, or invitees. Client agrees to indemnify and hold harmless Reem's from all claims, damages, suits or liabilities that may arise or occur from the Client's rental and use of Reem's facilities. Client agrees to indemnify, defend and hold harmless Reem's for any liability, cost or claims for personal injuries or property damage or any violation of federal, state or municipal law or ordinance arising out of or in connection with or caused by the negligent, willful, or intentional act or omission to act of Client or Client's guest or invitees. The guest take responsibility for and hold Reem's, and its Owner and its Owner's Representatives harmless for any action that results in property damage or injury to themselves, their guests, or others including those related to the use alcohol, medications, or other substances. Reem's and its Owner is not responsible for its inability to perform this agreement and its entirety if it is prevented from doing so by circumstances beyond its control, i.e. acts of nature, severe weather, etc. In the event of such circumstances Reem's and its Owner will be limited to returning amounts previously deposited by the Client.

**Client Info**

**Name:** \_\_\_\_\_

**Company/Organization:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Event Info**

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

**Event Date:** \_\_\_\_\_

**Event Start Time:** \_\_\_\_\_ **AM/PM**    **Event End Time:** \_\_\_\_\_ **AM/PM**

**Arrival/Set-up Time:** \_\_\_\_\_ **AM/PM**    **Rental End Time:** \_\_\_\_\_ **AM/PM**

**Total Rental Hours (including set-up and break-down):** \_\_\_\_\_ **hrs**

**Number of attendees:** \_\_\_\_\_

**Event Description:**

I would like to use the following amenities with my rental:

- TV
- Sound/Speaker system
- WiFi
- Prep Kitchen
- Refrigerator
- Other: \_\_\_\_\_

**Client Signature**

I have read and agree to the aforementioned terms for the facility rental for the event \_\_\_\_\_ on \_\_\_\_\_.  
(Name of Event) (Event Date)

\_\_\_\_\_  
(Client Signature) (Date)

\_\_\_\_\_  
(Printed Name)

## **Housekeeping Info**

### **Wifi**

Network: Reem's Wifi

Password: feelthewarmth

### **Restrooms**

Restrooms are located in the plaza near the fountain. Restroom codes are below:

Women's: 6652

Men's: 1324

### **Closing Checklist:**

- Return furniture to original setup (chairs can stay on the floor)
- Tidy up
- Sweep
- Take out trash/compost/recycling to trash room
- Re-line trash/recycling/compost receptacles with fresh liners
- Wipe down surfaces & sinks if used
- Turn off any appliances if used
- Turn off all lights
- Make sure both front doors are completely locked
- Exit through back door, ensuring door closes and locks behind you