



## South Bay Quantum Center Room Rental Agreement

1611 S. Catalina Ave, Suite 210  
 Redondo Beach, CA 90277  
 310.540.3366 (phone) 310.540.3399 (fax)

Event \_\_\_\_\_ Dates of Use \_\_\_\_\_

The rental charge for use of the South Bay Quantum Center from Friday night through Sunday evening, all or part of, is **15% of your total registration fees from your clients.**

Refundable Deposit (*due with application*) is           **\$150**          

*Site Rental **MAY** include the following  
 Details to be discussed*

|  |
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| Projector and/or screen ( <i>your computer needed</i> )  |
| Massage table  |
| Easel pad  |
| Wireless internet use  |
| SBQC EZINE mass emailing - you provide the copy - (1,500+ email list)  |
| Word document required for EZINE and SBQC website calendar ( <i>this may be the same document as E-zine info</i> ) |

Add 30 minutes prior to event for set up and 30 minutes after for clean up when you are booking hours for events. If using the Projector, add extra set up time to ensure computer compatibility.



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Site rental includes full use of:

- Kitchen - sink and refrigerator (no disposal)
- 2 Coffee air pots (*coffee can be purchased from Carissimo on ground level*)
- Tables and chairs , seating - desks for 28, chairs for 40
- Bathroom keys (5\$ charge for lost key)
- Underground Parking (*3 levels - 200 spaces*)
- White board
- Lectern and tall chair
- Small desk

Not included in site rental:

- Snacks, paper goods or flatware
- Pantry access
- Computers, printers or phones
- Laser pointers
- Private office
- Product display area and storeroom

All food and trash must be properly disposed of outside the premises

All furniture must be put back as it was found

Any spills and/or damage must be reported immediately

**A lot of love was put into the creation of this space, please honor and respect it  
~ Thank you**

Renter\_\_\_\_\_ SBQC Rep\_\_\_\_\_ Date\_\_\_\_\_

**Cancellation policy** - 100% of Rental fee is due upon signing of the rental agreement. If cancellation occurs prior to 2 weeks before the event and SBQC and fill the space, 50% of the rental fee will be refundable. If cancellation occurs after 2 weeks prior to event, there will be no refund.



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Please submit these two pages and the application at the same time - thanks

### APPLICATION FOR ROOM RENTAL

South Bay Quantum Center  
1611 S. Catalina Ave, Suite 210  
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1. What is the name of your group? \_\_\_\_\_

2. Who is the responsible party? \_\_\_\_\_

3. Brief description of the event

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4. How long do you want to rent the space - what day/s, what hours?

Hour \_\_\_\_\_

Day \_\_\_\_\_

Weekend \_\_\_\_\_

Week \_\_\_\_\_

5. Number of people you expect to attend \_\_\_\_\_

6. What type of room set up do you need? See our website for pictures.

\_\_\_\_\_ Tables & Chairs (capacity 28)

\_\_\_\_\_ Chairs only (capacity 40)

7. What time do you need the doors unlocked and locked? (How much setup time - be specific!)

8. Will the participants be bringing computers?



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**South Bay Quantum Center**  
**1611 S Catalina Ave**  
**Suite 210**  
**Redondo Beach, CA 90277**  
**310-540-3366**

10 miles south of LAX on the ocean in  
 South Redondo Beach in "Riviera Village"  
 Corner of Ave I and Catalina (west of  
 Pacific Coast Highway)

**Lots of underground parking!**

### Plaza Riviera Building Corner of Ave I & Catalina

#### From the North:

405 South Exit Rosecrans (just past LAX) left/ west toward the ocean; left on Sepulveda which becomes Pacific Coast Highway (drive through El Segundo, Manhattan Beach, Hermosa Beach, Redondo Beach); right on Ave G to Catalina; left on Catalina

**Underground parking entrance (Valet Parking sign) on Catalina just before Avenue I**

#### From the South:

405 North to 110 South Exit Pacific Coast Highway right/west (drive through Harbor City, Lomita, Torrance, Redondo Beach) left/west on Avenue I; right/north on Catalina into underground parking lot.

Park Free in any "Plaza Riviera Customer" spot underground

**Travel Guide Information on the web at**

[www.SouthBayQuantumCenter.com](http://www.SouthBayQuantumCenter.com)

Hotels, restaurants and more



## South Bay Quantum Center Room Rental Agreement SBQC HOUSEKEEPING GUIDELINES

Parking is allowed only in the **Plaza Riviera Customers** spots in the underground levels. All others will be towed. Parking is also available on the streets, some spots with parking meters and some without.

Please dress in layers - the temperature in the room fluctuates - there are blankets in the Dark Blue Corner at the back of the room near the reception area

Please do not unplug or move heaters or fans - overloading the circuits will result in no electricity - we have discovered the best locations by experience!

No food allowed in the training area - also, no disposal in kitchen sink

Please use lids on all beverage cups

Clean up your own personal space at the end of each day

Return the bathroom keys to the TURTLES (\$5 replacement fee)

No cell phone usage in the center - Windows by the elevators for best reception

No strong scents (aromatherapy), candles or incense please - sensitivities

No smoking in the building

Honor this space and all you see here

This is my vacation home - thanks for being a wonderful guest!

**Thank you!**

Marion White, Owner



## South Bay Quantum Center Room Rental Agreement

### Deposit Return Checklist

Event \_\_\_\_\_ Date \_\_\_\_\_ Responsible Party \_\_\_\_\_

| Area  | All ok? | YES | NO |
|---|---------|-----|----|
| • Kitchen sink area clean   |         |     |    |
| • Refrigerator cleaned out  |         |     |    |
| • Room returned to original setup   |         |     |    |
| • Bathroom key count matches<br>○ Number at start of event _____  |         |     |    |
| • Participants belongings taken care of   |         |     |    |
| • Blankets refolded and returned to Dark Blue corner  |         |     |    |
| • Damages note for inspection – please include location of<br>○ Beverage and food spills<br>○ Walls<br>○ Furniture<br>○ Paintings<br>○ Other            |         |     |    |
| • Trash taken out to alley receptacles each day please – any foods overnight create odors – <i>trash bags in bottom of can or bottom drawer kitchen</i> |         |     |    |

Deposit Check Returned    YES    NO

Comments:

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Completed by SBQC rep \_\_\_\_\_

Date \_\_\_\_\_



## South Bay Quantum Center Room Rental Agreement

### FAQ

#### Frequently Asked Questions

Q1. In terms of the 15% you would want from the seminar fees we collect: The regular cost of the seminar is \$X., though not every participant will pay that amount. We offer discounted fees to select participants. We sometimes also have people in financial hardship situations, and each seminar has one, two or even three people who attend for no charge for various reasons. We also have to pay a fee for anyone signing up through PayPal. Can we agree that you would get 15% of the actual money (after any Pay Pal fees) that is collected and not \$395. x number of people in the seminar?

A\*\*\*\*of course\*\*\*\*

Q2. Is there a kitchen in the facility we can use to make coffee, etc? Refrigerator we can use? We serve snack food throughout the weekend.

A\*\*\*\*yes - small kitchenette; assume you provide all food and coffee and condiments unless other arrangements - we have a Smart and Final about a mile away as well as Trader Joe's 3 blks - we will provide coffee maker and carafes; filtered water system in kitchenette area; no heating facility - cold snacks only\*\*\*\*

Q3. Is it ok to have snacks and beverages in the seminar room?

A\*\*\*\*only if everyone is careful - this is my living room! ask that beverages have lids and that foods are not messy or smelly and that someone is responsible to take out the trash each night to avoid any problems\*\*\*\*

Q4. How many restrooms are there in the facility that we can use ?

A \*\*\*\*business building.....one each sex with 3 stalls each on all floors - they are right around the corner from my suite.....restroom keys needed and have lots of them.....need to remind people to return them....see **attached Floorplan doc with restroom locations**\*\*\*\*

Q5. How many electrical wall outlets are in the room and are they three-prong?

A\*\*\*\*lots, yes...I teach computers and had to redo electrical to handle 24 laptops per class\*\*\*\*

Q6. How many chairs are available to use in the room?

A\*\*\*\*40 lecture style - please see pictures on the website for Lecture Style\*\*\*\*

Q7. How quiet is the room? Is there outside traffic or other noise that can be heard in the room?

A\*\*\*\*usually good....there is a dance studio 2 floors below and once in awhile they get excited usually after 6pm\*\*\*\*

Q8. What type of lighting is in the room? (fluorescent?, other?) Can the lights be dimmed if needed?

A\*\*\*overhead fluorescent that I hate to turn on so don't....3 standing lamps when needed....good daylight from the beach on Sunny days means no lights needed many days\*\*\*\*



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Q9. Can we control the temperature in the room during the weekend? Is there a cooling system, and if so, does it make noticeable noise?

A\*\*\*\*temp is one of the weak points....it is usually too cold in here M-F so I have lots of blankets....shut down air on weekends so room is nice....in Dec bringing air in not so important - making it warm may be more the thing....I have 4 fans that are used occasionally and two small heaters that cannot be moved from their outlets due to electrical circuits - I suggest that people dress in layers to remain comfortable (something I have been working with landlord forever - will not likely be resolved any time soon)\*\*\*\*\*

Q10. What are the dimensions of the room?

A \*\*\*\*\*~23x40 - just under 1000 sq ft - Ability to set up 10 massage tables; or 40 chairs; or 24 desk/chairs; please see attached 2 docs showing the construction mark up and bathroom locations - please also see the pictures on the website that are much more pretty and up to date\*\*\*\*\*

Q11. Is there plenty of free, safe parking around the center?

A\*\*\*\*200 free underground parking spaces for the building - please see attached Directions and Parking info doc\*\*\*\*\*

Q12. Are there restaurants within walking distance from the center?

A\*\*\*\*50 within one mile according to mapquest; many within 3 blocks any flavor you can think of - have **attached SBQC Riviera Village Coffee, Food, Shopping doc**; also, please see the **Travel Guide on the website**; coffee shop in building with sandwiches and Chez Melange on first floor <http://www.chezmelange.com/?gclid=COP17a-UqZoCFRxNagodlmj51A> \*\*\*\*\*

A13\*\*\* Local area info :

<http://rivieravillage.org> the area

<http://plazariviera.nsicorp.net> the building

<http://www.redondochamber.org> the city

<http://www.redondopier.com> the pier (a mile away)

hotel info on the travel page of the website....