

THE GATEWAY CENTER

Conference Room

RENTAL POLICIES

Kitsap Transit is pleased to make available a community conference room, which offers up to 890 square feet of meeting space. This room will accommodate more than 60 people classroom style. The room is equipped with tables, chairs presentation accessories, equipment and a kitchen.

All reservations and agreements are made upon and subject to the rental policies of Kitsap Transit's Gateway Center Conference Room, hence referred to as Gateway Conference Room, and the following conditions:

ROOM RENTAL RATES – Effective January 1, 2016

	<i>Hourly</i>	<i>Day</i>
Standard Room Rate	\$34.00	\$204.00
Special/Non-Profit Rate	\$17.00	\$102.00

EVENT COORDINATOR

Contact Denise Lynch at Kitsap Transit, 60 Washington Avenue, Suite 200, Bremerton, WA 98337. Phone: 360-478-0173, Fax: 360-377-7086, E-mail: denisel@kitsaptransit.com.

SPONSORSHIP

All functions must be sponsored by a person who must be directly responsible for the Gateway Center Conference Room for making all arrangements and for the billing thereof, and should be in attendance. If the person is unable to attend, there should be an on-site contact designated on the Reservation Request form.

GUARANTEES

An estimated maximum attendance must be given when the original booking occurs. All bookings may be confirmed up to 30 days in advance. The final guarantee must be specified 48 hours in advance. This number is the total number of people using the room including guest speakers, instructors, etc.

Any arrangements for special requests (i.e. room setup, equipment) should be made at least two weeks in advance. Kitsap Transit (KT) staff reserves the right to limit the occupancy of the Gateway Conference Room. If attendance exceeds the maximum occupancy for the room, Kitsap Transit staff reserves the right to enforce the maximum occupancy rules.

PUBLIC SPACE

The Gateway Conference Room normal rental hours are 7:30 a.m. to 5:00 p.m., Monday through Friday. Patrons should confirm availability beyond these hours with KT's staff contact. Cleanup: If any cleanup is necessary after the meeting, a \$30 per hour fee will be charged to the patron. To avoid this, please make use of the trashcans provided in the room. If the cans are overflowing, a KT staff person should be notified. Smoking: The

Gateway Center is a smoke free building. However, smoking is permitted outdoors, behind the building near the trash dumpster or 50' from the building.

MUSIC AND SPECIAL EQUIPMENT

The patron must have prior approval for all details of the entertainment, music and/or special arrangements from the KT staff contact. Special equipment that has not been approved by KT will not be permitted, including but not limited to any materials that are to be affixed to the walls. In the event this is done without our authorization, any damages will be billed to the patron.

CLIMATE CONTROL

We have found that the most efficient use of the heating and cooling system is to leave the room temperature setting at 74 degrees in the winter and 72 degrees in the summer. Please check with your KT staff contact if you need to adjust the temperature.

STAFF ASSISTANCE

A KT staff person will be available to assist with room set-up and/or cleanup.

PHONES AND MESSAGES

There is no phone available in the conference room and there is no one available to communicate messages to group members. There is a pay phone in the hallway near the restrooms.

AUDIO VISUAL EQUIPMENT

Audiovisual requirements will be set up to your specifications and the appropriate fees will be added to your invoice. Requests for audiovisual equipment should be made at least two weeks in advance (please see below for our available equipment rental rates).

You may bring audio visual or other electronic equipment subject to KT approval. However, KT does not have staff available to help with loading or set-up of outside equipment. Additionally, KT is not liable for damage or loss as stated in the "Damages/Security" section.

AUDIO VISUAL EQUIPMENT RENTAL RATES

<i>DAILY RENTAL</i>	<i>PRICES</i>
27" Color TV/VCR Combo	\$30.00
Mobile Overhead Projector	\$15.00
Mobile Easel with tack board and dry erase board	\$10.00
Lectern	\$ 5.00
Conference Telephone (3-way communication)	\$25.00

PHOTOCOPYING

There is no photocopy or fax machine available.

DAMAGES /SECURITY /STORAGE

The patron agrees to be responsible for any damages done to the premises or any other part of the Gateway Conference Room by the patron, his/her guests, employees or any other agents during the period of time such person(s) are under the patron's control, or the control of any independent contractor hired by the patron.

Kitsap Transit will not assume any responsibility for damages or loss of any merchandise or articles left in the Gateway Conference Room prior to, during or following the patron's function.

Patron's material or equipment for presentations at the Gateway Conference Room may be temporarily stored at the Gateway Conference Room upon prior approval of KT.

BILLING

Rental fees (room rental, equipment, and kitchen fees) are due prior to the actual meeting date. KT will not release keys for meeting space if the fees are not received 24 hours prior to meeting date. All miscellaneous charges will be invoiced after the date of the function and are due upon receipt.

CANCELLATIONS

Kitsap Transit would appreciate early notice of your group's cancellation. The following cancellation penalties will be applied if the patron or KT requires the meeting cancellation. ***Cancellations made:*** (a) More than 10 calendar days prior to the meeting - no penalty; (b) 5 calendar days to 1 week prior to the meeting - 50% of room rental; (c) within 3 days of the meeting - 75% of room rental.

If KT is not notified that the meeting has been cancelled, the group will be charged the full amount of the room rate, audiovisual and kitchen fees. KT reserves the right to cancel any booking, with or without cause, upon written notice to patron.

AGREEMENT

By signing and returning the Reservation Request the patron hereby agrees to these rental policies. Performance of this agreement is contingent upon the ability of KT to complete the same, and is subject to any causes, whether enumerated herein or not, which are beyond the control of KT. In no event shall KT be liable for the loss of profit or other similar or dissimilar collateral of damages, whether based on breach of contract, warranty or otherwise.

KITCHEN

Food and beverages may be prepared in the kitchen, the fee is \$25.00. Equipment available for use includes a refrigerator, microwave, coffee maker and carafes. You will need to supply your own coffee, food, and beverages. Please no alcoholic beverages. Catering is also allowed in the room.

PARKING

The Gateway Center is a Transit Oriented Development where KT maintains its only Park & Ride Lot in West Central Bremerton, which provides commuter shuttles to the Bremerton Transportation Center. As a result, parking is very limited from 9:00 a.m. to 6:00 p.m. Parking spaces for the Gateway Center building are marked. Commuter parking is available first-come-first-serve. In addition, please do not park in the commercial retail, white colored spaces during business hours.

KEYS

The Gateway Center building entrance, conference room, and restrooms are kept locked and accessible only with a key. ***A refundable \$15.00 key deposit will be paid at time of key release.*** Keys may be released 24 hours prior to reservation time. Keys will not be released if room has not been paid. We expect all areas to be locked up upon leaving facility. Please return keys within 24 hours following meeting to receive refund.

PICKUP KEY from receptionist at Kitsap Transit's Harborside Office Complex adjacent to the Bremerton Ferry Terminal at 60 Washington Ave., 2nd floor, Bremerton, Washington.

THE GATEWAY CENTER

Conference Room

RESERVATION REQUEST

Each time you wish to reserve the Gateway Conference Room, please fill out this form. Mail, fax, or deliver a signed copy to Kitsap Transit's point of contact, Denise Lynch, phone 360-478-0173 or fax 360-377-7086. **No reservation can be confirmed until this form is completely filled out, signed, and returned.** Before you sign the form, make sure you have read Kitsap Transit's Gateway Center Conference Room Rental Policies.

I have read the Gateway Conference Room Rental Policies. I agree to use the room according to the policies.

Signed: _____ Date: _____

Name of Organization / Group: _____

Contact Name for Group: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Reservation Dates/Times:

Day _____ Date _____ Start Time _____ End Time _____
Day _____ Date _____ Start Time _____ End Time _____

Your Contact Numbers:

Work: _____ Cell: _____ E-mail: _____
Home: _____ Fax: _____

Other (or emergency) contact person:

Work: _____ Cell: _____ E-mail: _____
Home: _____ Fax: _____

Type of activity to take place in room:

- Organizational / Staff Meeting Seminar Committee Group
 Training Program Community Forum Other _____

Expected attendance: _____

Use of Kitchen: _____

Equipment Needs:

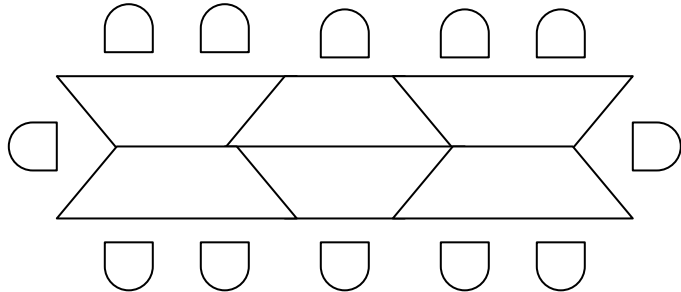
- Overhead Projector TV / VCR
 Mobile Easel Lectern
 Conference Telephone

ROOM SET-UP

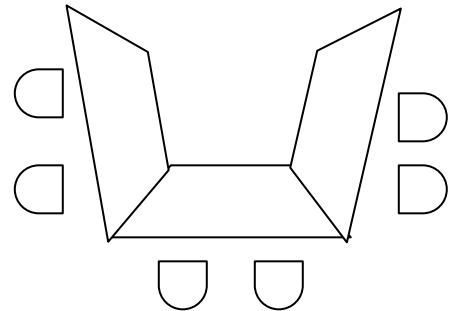
Indicate type of Room Configuration (select one) (60 chairs & 16 tables are available)

- _____ Theater Style (no tables) _____ # of chairs
- _____ Circle of Chairs (no tables) _____ # of chairs
- _____ Circle Table(s) _____ # of tables
- _____ Conference Style
- _____ Classroom Style Tables _____ # of tables _____ # of chairs
- _____ "U" Shape Style
- _____ Other (please draw)
- _____ No set up

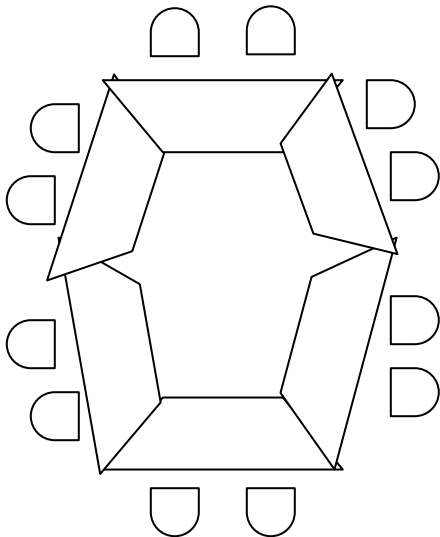
Conference Style



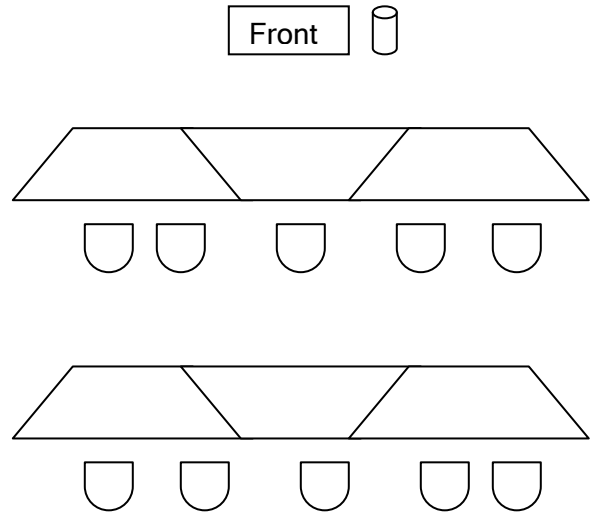
"U" Shape



Circle Table



Classroom



SPECIAL ACCOMMODATIONS

FOR KITSAP TRANSIT USE ONLY			
Room Rental Rate:	\$ _____	Amount rec'd:	\$ _____
Equipment Rental:	\$ _____	Date rec'd:	_____
Key Deposit:	\$ _____	Rec'd by:	_____
Total:	\$ _____		