

# South Beach Harbor Pier 40 Meeting Room

## **ABOUT US:**

South Beach Harbor welcomes the use of its Meeting room for the Port of San Francisco, City and County of San Francisco Government Agencies and Non-profits that serve the South Beach Harbor community. It's in compliance with ADA requirements and has a capacity of 68 People with Room dimensions 34'x29'. The Room is not available to the public.

## **LOCATION:**

The South Beach Harbor Meeting Room is on the first floor, below the Harbormaster Office.  
At: Pier 40A, The Embarcadero, San Francisco, CA 94107.

**GPS Address:** 899 Second Street, S.F., CA 94107

Our cross streets are 2<sup>nd</sup> St and King St, right next to the Oracle park. We are easily accessible via public transportation (MUNI lines "N" or "T").

**CONTACT US:** (415) 495-4911 X1111

## **FACILITIES (DO's & DON'T) :**

- The room has a small kitchen area, a microwave and a refrigerator-freezer.
- We do provide Projector and the projection screen is built in. Technical help is not available.
- There are 12 tables that measure 2.5'x5' with enough Chairs.
- No electric hot plates or open flames including candles.
- No animals, besides service animals defined by ADA requirements.
- No profanity, loud, or obnoxious noise (including music).
- No Wi-Fi or Internet for the Meeting Room at Pier 40

Please arrange the Meeting Room in some order by the end of your event.

## **FEES:**

<b><u>FEES SCHEDULE</u></b>	
<b>City and County of San Francisco Departments Room Rental: +\$150</b>	<b>Non-Profits with Proof of Status Room Rental: \$100 &amp; Non-profit Evidence</b>
Room Set Up: +\$50	Post Event Clean Up: +\$50
Serving food: +\$50	Serving alcohol: +\$50
Parking: 2 Free passes + \$12 for Additional	
<b><u>MODE OF PAYMENT***</u></b>	
We accept most debit and credit cards as well as company checks. <b>NO CASH</b>	
<b>OR</b>	
Through interdepartmental (CCSF Agencies) journal entry: <a href="mailto:fannie.chu@sfport.com">fannie.chu@sfport.com</a>	

# South Beach Harbor Pier 40 Meeting Room

## GENERAL POLICIES FOR ROOM RESERVATION

1. Reserve the Room no later than two weeks prior to your Event date.
2. Call the South Beach Harbor office at (415) 495-4911 X1047 X1111 and fill out the Meeting Room Application and turn it in to **Joe Haung / Pallavi Talwar**. Or Send emails to: [SBH-Insurance@sfport.com](mailto:SBH-Insurance@sfport.com) / [Pallavi.talwar@sfport.com](mailto:Pallavi.talwar@sfport.com) / [joe.huang@sfport.com](mailto:joe.huang@sfport.com) / Please make sure the dates and times you requested are available. Other contacts are Alvin Sonza and Linda Green.
3. **TIMING** The earliest you can start your event (Includes setting up the Room) is 7:30 a.m. and should end latest by 5:00 p.m. (Includes clean up time).  
**Additional fees of \$50 after 5p.m. & Event should not last longer than 9:00p.m.**
4. **City and County of San Francisco Government Agencies** are requested to submit a written letter on their official letterhead stating how the usage of the Meeting Room is related to the South Beach Harbor community.
5. **Non-profits** are requested to provide their current 501(c) (3) non-profit status and a written letter on official letterhead explaining how your usage of the Meeting Room is related to the South Beach Harbor community.
6. **INSURANCE:** Please submit the copy of Event Insurance to **EXIGIS**.  
E MAIL: [hector.feliz@exigis.com](mailto:hector.feliz@exigis.com) OR [Jon.Folmsbee@Exigis.com](mailto:Jon.Folmsbee@Exigis.com)  
OR CALL (800) 430-1589.  
Exigis LLC operates Monday - Thursday from 5:30 a.m. to 5:00p.m., and on Fridays 5:30a.m. to 3:00p.m.  
**Additional Insured -Person or Organization**  
CITY AND COUNTY OF SAN FRANCISCO BY AND THROUGH SAN FRANCISCO PORT COMMISSION AND THEIR OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS  
Pier 40A, the Embarcadero  
San Francisco, CA 94107
7. **PARKING:** Your reservation comes with two parking passes. & Additional parking passes can be purchased in advance for \$12 in office.  
**Vehicles without valid permits, including those with Disabled Placards, are subject to being ticketed and/or towed at the vehicle owner's expense.**
  - **For towed should vehicles contact Golden Gate Tow Inc. (415-508-5604 OR 1-888-358-0294).**
8. **AFTERHOURS:** For any help after 5 PM, Please reach security at (415) 608-1951.
9. **PAYMENTS** are due 1 week / 7 Days prior to your Reservation Date.
10. **CANCELLATION:** In case of any Cancellation, please let us know 7 days in advance or else a charge of 25 % of Total Amount Due.

**PLEASE NOTE: Joe Monroe, Harbormaster, reserves the right to amend these rules at any time.**

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## 2020 MEETING ROOM APPLICATION

DATE:

DEPARTMENT / ORGANIZATION NAME:

### ORGANIZER DETAILS

Name:

Phone Number:

E-mail address:

Projected Attendance (68 maximum):

### EVENT DETAILS

Date:

Start Time (Earliest 7:30am):

End Time (Latest 9 pm):

Please check the following -:

Pre-Event Room Set Up (+\$50):  YES  NO (If yes, please provide the Setup Diagram in adv.)

Post-Event Clean Up (+\$50):  YES  NO

Serving food (+\$50):  YES  NO

Serving alcohol (+\$50):  YES  NO

Projector required  YES  NO

Kitchen Usage  YES  NO (If yes, please empty the Refrigerator while leaving)

Parking passes (+\$12/each): \_\_\_\_\_

**Room Use is: \$150.00 OR \$100 for Non-Profit Organizations plus any other charges that apply.**

➤ TOTAL \$ \_\_\_\_\_ .00

Please provide a written letter on official letterhead explaining how your usage of the South Beach Harbor Meeting Room is related to the South Beach Harbor community (which is under the Port of San Francisco).

THANK YOU