



Meeting Room & Event Space Rental

	THE RIDDERMARK	THE WARDROBE	THE COMMON ROOM	ALL EVENT SPACE (3 ROOMS)
CAPACITY	8-16	20-30	UP TO 150	UP TO 220
COST/HR	\$60	\$75	\$150	\$200
TRI-VALLEY RESIDENT COST/HR* (FOR PERSONAL OR COMMUNITY USE ONLY)	\$45	\$60	\$120	\$150
NON-PROFIT- (501C3) COST/HR**	\$35	\$42	\$80	\$105
STUDY ACCESS***	\$25/per person	--	--	--
MINIMUM RENTAL	1 hour	1 hour	2 hours	4 hours
BOOKING DEPOSIT	\$35	\$45	50% of total rental cost.	
CANCELLATION POLICY	14 days	14 days	30 days	30 days

Note: Rentals include 30 minutes prior and after for set-up and clean-up. Additional time must be included in Rental Agreement.

*Any Resident of Livermore, Pleasanton or Dublin renting for non-commercial use

** Incorporated, non-profit community groups, associations, service clubs, and public agencies providing service to Tri-Valley residents

***"All day" non-exclusive, access pass to Riddermark for quiet study/work. Up to eight (8) people may use the room simultaneously. No reservations. Subject to availability dependent on confirmed rental schedule. No guarantee of minimum hours availability.

Available Amenities

- Use of Inking's owned chairs and tables at no cost. Outside furniture is allowed.
- TV with laptop hookup (Riddermark and Wardrobe Rooms)- **\$40**
- Common Room Microphones & Built-in Speakers- **\$50**
- Common Room AV Package (projector, screen, mics, AUX hook-up and Technician set-up)- **\$250**
- Common Room Executive AV Package (Full use of AV system & AV Technician for 4 hrs.)- **\$500**
- Beverages- see Menu
- Outside Food **is** allowed (All food and trash must be removed by Renter)
- Alcohol **is not** allowed
- Dedicated Event Attendant (to facilitate specialty beverage orders, etc.) - \$40/hour
- *Non-Profit and Tri-Valley Residents receive a 20% discount on Amenities, excluding Food and Beverage*