

## 2023 Meeting Room Services:

### **Board Room (Small Meeting Room)**

- \* 480 Sq. Ft.
- \* Room Dimensions 20ft. x 24ft. x 12ft. ceiling
- \* Flexible meeting space is best for small meetings of 10-12 people or less
- \* Room is a square shape
- \* Room Rental starts at \$ 500 per day or \$300 for a half day (4 hours or less) plus 9.125% City of Los Altos Sales Tax

### **Innovator Room (Large Meeting Room)**

- \* 960 Square Feet
- \* Room Dimensions 24ft. x 40ft. x 12ft. ceiling
- \* Flexible meeting space can be setup in Classroom Style, Conference Style, or in a U-Shape
- \* Room is a rectangular shape
- \* Room Rental starts at \$ 750 per day plus 9.125% City of Los Altos Sales Tax

## AV Equipment – Rental Rates:

### **Included In Rental Fee:**

- \* (1) Power Strips
- \* (1) Extension Cord
- \* Wireless Internet (Wi-Fi)

### **Available for a Fee:**

- \* LCD Projector \$ 75.00 per day
- \* 10' Screen \$ 50.00 per day
- \* Conference Phone (Polycom) \$ 75.00 per day

## Ala Carte Beverage Service:

### **Soft Drink Beverages \$ 4.00 each**

Choose from Pepsi, Diet Pepsi, A&W Root Beer, Sunkist Orange, Ginger Ale

### **Starbucks Brand Coffee \$ 45.00 per gallon**

Choose from Regular or Decaf or both