

RENTAL RATES AND POLICIES

FURNITURE & EQUIPMENT

The Overlook is a fully furnished turnkey venue with a wide variety of furniture & equipment available for your event upon request. Please refer to the Furniture & Equipment List and the Turn Key Floor Plan for details.

AVAILABILITY

WEEKDAYS (4 Hour Minimum) | 8:00AM – 5:00PM (Limited Availability) | 5:00PM – 2:00AM
WEEKENDS (6 Hour Minimum) | 8:00AM – 4:00PM | 4:00PM – 12:00AM

Events are booked for one timeslot or the FULL DAY. The entire event, including setup and breakdown, must be incorporated into each individual timeslot or it will be billed the FULL DAY rate.

CAPACITY

The Overlook is ideal for large groups from 50 up to 750 people. Our venue is not ideal for groups of 50 or less due to the size of the venue and the proximity of the individual spaces.

INTERNET

Complimentary Wi-Fi is included with all rentals. The client and its guest will be provided with the password at the time of the event.

AUDIO VISUAL SERVICES

Standard A/V Package | \$250

Includes Audio Mixing Board w/ two Satellite Speakers, 1 corded and 1 wireless microphone, Flat Panel Monitor on Stand, video & audio connections to a computer and setup of the system. Digital Projector is available upon request.

SECURITY

Event Security is required for all events which exceed 150 people. A minimum of one security guard is required per 150 people, additional guards may be required depending on the scope of the event and the venue rental. Each security guard is billed at \$50/Hr. with a 4 Hour minimum per guard.

INSURANCE

All meeting and events must be covered by client-provided liability insurance. Special Event Insurance can be purchased at Event Helper - www.eventhelper.com Please refer to our Venue Insurance Requirements document for specific details.

TRANSIT AND PARKING

The Overlook is easily accessible and located 2 blocks from the 19th Street BART Station in Downtown Oakland.

Garage Parking is available on premises through The Kaiser Center Parking Garage and is available until midnight Monday through Friday. The Garage is accessible from the corner of 20th and Harrison Streets.

Street Parking is available on all streets surrounding The Overlook. Parking is metered from 8am-6pm Monday through Saturday.

DEPOSITS & CANCELLATION POLICY

A NON-REFUNDABLE deposit of \$1,500 is required to hold the date for your event. This deposit will be applied to the overall booking. This deposit places a hold for the date on our calendar. If the date is challenged with another rental offer, you will be given 48 hours to secure the date with the 50% booking deposit, or the date will be released.

A booking deposit of 50% of the estimated full contract fee is due at contract signing. The remaining balance is due one month prior to the event.

In the case of cancellation:

- The date-hold deposit is completely NON-REFUNDABLE in the case of cancellation.
- More than 90 days prior to the event: 100% of the booking deposit is refunded.
- 30 to 90 days prior to the event: 100% of the booking deposit is retained.
- Less than 30 days before the event: 100% of the full contract fee is retained.

A REFUNDABLE venue deposit of \$1,000 (damage deposit - \$750 | cleaning deposit - \$250) will be added to the invoice at the time of booking and will be held up to 2 weeks after the event and shall be returned, in part or in full, once the property has been inspected for damages from the event, and any cleaning has been scheduled and performed.

ADDITIONAL FEES

EXTENDED OCCUPANCY: Prior arrangements must be made and approved for all events more than the half day or full day rental

OVERAGE PENALTY: We will assess a fee at the hourly rate of the space rental plus 2x the hourly cost of staffing for any non-approved occupancy, such as early arrival or late departure.

FOOD & BEVERAGE POLICIES

All events featuring food are subject to an outside catering fee of \$600 or 10% of the overall budget, whichever is greater. This fee is waived if using one of our in house preferred catering partners.

Please enquire for or list of In House and Partner Catering Companies. Port Kitchens, LLC manages all food inquiries for The Overlook at The Port Workspaces.

ALCOHOL CATERING SERVICE

Alcohol Service is exclusively offered by **RAISE THE ROOT, LLC** for all events. Full Service Catering & Pricing options are available upon request.

SPACE RENTAL RATES

(Effective January 1, 2018)

SPACE	WEEKDAY (4 HOUR RENTAL)			WEEKEND (6 HOUR RENTAL)		
	CORPORATE/ INDIVIDUAL	NON-PROFIT	PORT MEMBER	CORPORATE/ INDIVIDUAL	NON-PROFIT	PORT MEMBER
INTERIOR SPACES						
GARDEN ROOM, BAR & LOUNGE	\$1,400	\$1,120	\$980	\$2,100	\$1,680	\$1,470
GARDEN ROOM & BAR	\$1,200	\$960	\$840	\$1,800	\$1,440	\$1,260
GARDEN ROOM	\$1,000	\$800	\$700	\$1,500	\$1,200	\$1,050
BAR & LOUNGE	\$700	\$560	\$500	\$1050	\$840	\$735
FOYER (add on only)	\$400	\$320	\$280	\$600	\$480	\$420
EXTERIOR SPACES						
FULL TERRACE	\$1,800	\$1,440	\$1,260	\$2,700	\$2,160	\$1,890
TIKI BAR & LAKEVIEW	\$1,400	\$1,120	\$980	\$2,100	\$1,680	\$1,470
BAR & GRILL	\$1,000	\$800	\$700	\$1,500	\$1,200	\$1,050
LAWN (add on only)	\$300	\$240	\$210	\$450	\$360	\$315
ENTIRE VENUE						
ALL SPACES (Third Floor)	\$2,600	\$2,080	\$1,820	\$3,900	\$3,120	\$2,730
	FULL DAY (12 HOUR RENTAL)					
ALL SPACES (Third Floor)	\$5,000	\$4,000	\$3,500			

We require a minimum of 15 business days notice for all booking inquiries.
Rental Rates do not include venue staff, security, janitorial or rentals.