

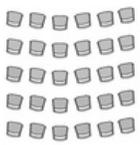


## CONFERENCE CENTER

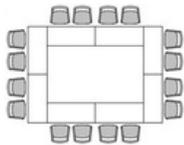
### **PRICING - No fee for use**

*\*Fees are subject to change*

### **Maximum Occupancy**



Theatre: 30



Boardroom: 16



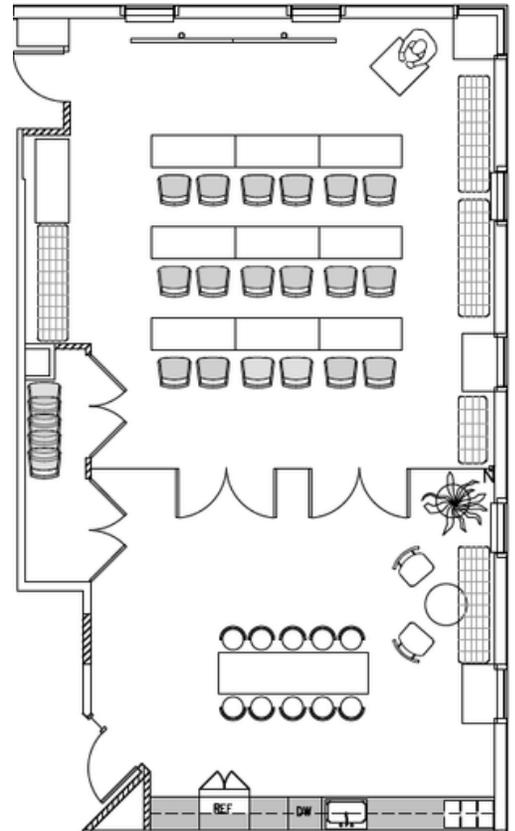
Classroom: 18

### **Included Technology / AV Capabilities:**

- Built in ceiling microphones
- Built in audience and presenter cameras
- Wired audio/video connectivity to your device
- High speed wireless Internet

### **Amenities:**

- Wet bar
- Bevi Filtered Water System
- Premium Coffee Machine & Service Supplies
- Microwave
- Dishwasher
- Sustainable Drinkware
- Catering Service Utensils



### **Contact Us:**

150california.reservations@cbre.com  
Management Office (415) 406-3005  
Security (415) 765-9975

### **Hours of Operation:**

Monday - Friday 8 AM - 5 PM  
By Reservation Only



## Meeting and Event FAQ's

### ***How do I reserve amenity spaces?***

Reservations can be made by emailing [150california.reservations@cbre.com](mailto:150california.reservations@cbre.com).

### ***Who can reserve?***

Tenants may reserve the Conference Center through their designated office manager, who will submit all booking requests for the team.

### ***What hours can I reserve spaces?***

8 AM to 5 PM, Monday through Friday. Reservations outside these hours may be accommodated. Additional HVAC charges may apply, as HVAC operates from 8 AM to 6 PM.

### ***Are there any fees I should be aware of?***

*Charges may apply for any damage, above-standard cleaning, or special security needs.*

### ***How far in advance can reservations be made?***

Tenants may reserve meeting and event spaces up to 3 months in advance.

### ***Can I use any caterer I want?***

Please contact [150california.reservations@cbre.com](mailto:150california.reservations@cbre.com) for the list of recommended caterers. Tenants may also bring preferred caterers. All vendors must submit a Certificate of Insurance that meets building requirements, along with a completed Vendor Access Form.

### ***How do I connect my device to the AV system?***

Connect the USB-C cable. Testing the AV setup at least a day before your event is strongly recommended to verify that everything is functioning correctly.

### ***How do tenants access the Conference Center?***

The Conference Center entrance door will be unlocked during your reservation time.

### ***How do visitors access the Conference Center?***

Visitors must be entered into BluSky by the tenant prior to the event. Upon arrival, visitors will check in at the security desk and will then be granted access to the 6th floor.

### ***What are tenants responsible for after the event concludes?***

Remove all personal items, catering materials, and food at the end of each event day. Remaining items will be discarded.

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