



SERVING DENTAL PRACTITIONERS ACROSS OUR COUNTY
240 A Twin Dolphin Drive · Redwood City · CA · 94065
650.637.1121 · fax 650.649.2980 · info@smcnds.com

SMCDS SEMINAR ROOM RENTAL

January, 2016

Thank you for your interest in renting our seminar room. The seminar room occupies 1100 square feet in a scenic Redwood Shores complex, conveniently located near Highway 101. Free parking and restaurants are close by. Rental includes high-definition wide-screen-display projection screen, white board, podium, and flip-chart easel. The room is available from 8 AM to 10 PM daily and comfortably seats 35 classroom-style or 55 theatre-style. SMCDS members and business members* receive a 20% discount.

Please call our office to check our calendar for availability, then complete the attached Seminar Room Rental Agreement and return along with your check or credit card payment at least ten business days prior to your earliest reserved date. Additional dates booked in advance will be held without fee until a conflicting request is made, at which time we will contact you to confirm and request advance payment. There is a \$100 non-refundable cancellation fee if notice is received less than two business days in advance.

Please be sure to provide your attendees with directions to our facility, copy attached for your convenience.

If you have any questions, please give us a call.

Sincerely,

Etta

Etta L. Kinney
Executive Director

* our **Business Membership packages** include: GM meeting exhibit opportunities, advertising in our newsletter, eNews, Member Directory, Facebook page, and/or website, sponsoring / exhibiting at other CE / practice management events – with discounts and “perks” not available to non-Business Members. Three levels of participation to help you make the most of your marketing budget. Let me know if you’d like more information.

Attachments: Seminar Room Rental Agreement & Self Invoice
Area Hotels / Eateries
Directions to SMCDS Facility
Room Set-Up Illustrations



SEMINAR ROOM RENTAL AGREEMENT

Day of Week _____ Time Frame _____ Date/s _____

Type of Meeting _____ # of Guests Expected _____

Lessee _____ Phone _____

Event Contact _____ Fax _____

Mail Address _____ Mobile _____

_____ Exhibitor/Sponsor _____

E-mail _____ Reps Attending _____

PLEASE CHECK APPLICABLE SPECIFICATIONS ON LEFT; ENTER APPLICABLE FEES IN RIGHT-HAND COLUMN TO CALCULATE AMOUNT DUE

DURATION

Full Day approx 5-8 hrs; i.e., 8am – 4pm @ \$500 \$ _____

Half Day approx 3-4 hrs; i.e., 8am – 12pm / 12pm – 4pm / 6pm – 10pm @ \$350..... \$ _____

1-2 hours @ \$150.00..... \$ _____

FURNITURE LAYOUT – SEE ATTACHED ILLUSTRATIONS MAXIMUM ROOM CAPACITY 72 PEOPLE

As-is, no specified lay-out; to be returned in same layout as received \$ no charge

Classroom Layout – seats & work tables for 26-35 / Set-up \$50..... \$ _____

Open Square Board Layout – seats & work tables for 20-24 / Set-up \$75..... \$ _____

Theater Layout – seats 50-60 / Set-up \$75 \$ _____

AUDIO VISUAL / MEETING AIDS

High-Definition Wide-Screen-Display Projection Screen Set-up \$25..... \$ _____

Podium, White Board, Easel (must supply own paper and markers)..... \$ no charge

Electrical access for individual work areas _____ persons @ \$7 \$ _____

Sony LCD Projector *In-room Only* @ \$50 \$ _____

Sound amplifier w/wireless microphone *In-room Only* @ \$50 \$ _____

Total Rental Fees.....	\$ _____
Less Member / Business Member Disc 20%	\$(_____)
Less 10+Mtg Pre-Pmt Disc 20%	\$(_____)
Less Multi-Mtg Pre-Pmt Disc 10%	\$(_____)

Prices Subject to Change
Without Notice

CALCULATE TOTAL Amount Due \$ _____

PLEASE INITIAL EACH OF THE FOLLOWING TO INDICATE YOUR ACCEPTANCE OF THESE ADDITIONAL TERMS:

- ____ Fees for each date reserved will be charged to your credit card without further authorization 10 days prior to each date. The receipt will be faxed to you at the number provided above.
- ____ In the event of damage to facility, equipment, or furnishings, you will be liable for repair or replacement of the damaged item, whichever is less. Please use them responsibly.
- ____ Significant changes in number of guests expected (resulting in having to change room layout) received less than 2 business days prior to reserved date will incur a \$50 non-refundable fee.
- ____ Cancellations received less than 2 business days prior to reserved date will incur a \$100 non-refundable fee.

Signature _____ Date _____

<input type="checkbox"/> Check attached Card # _____	<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa Exp _____ Date _____		Name on Card _____ Signature _____
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PLEASE COMPLETE, SIGN, AND RETURN AGREEMENT WITH YOUR PAYMENT TO CONFIRM DATES REQUESTED

HOTELS, MOTELS, RESTAURANTS, EATERIES DIRECTIONS & MAP

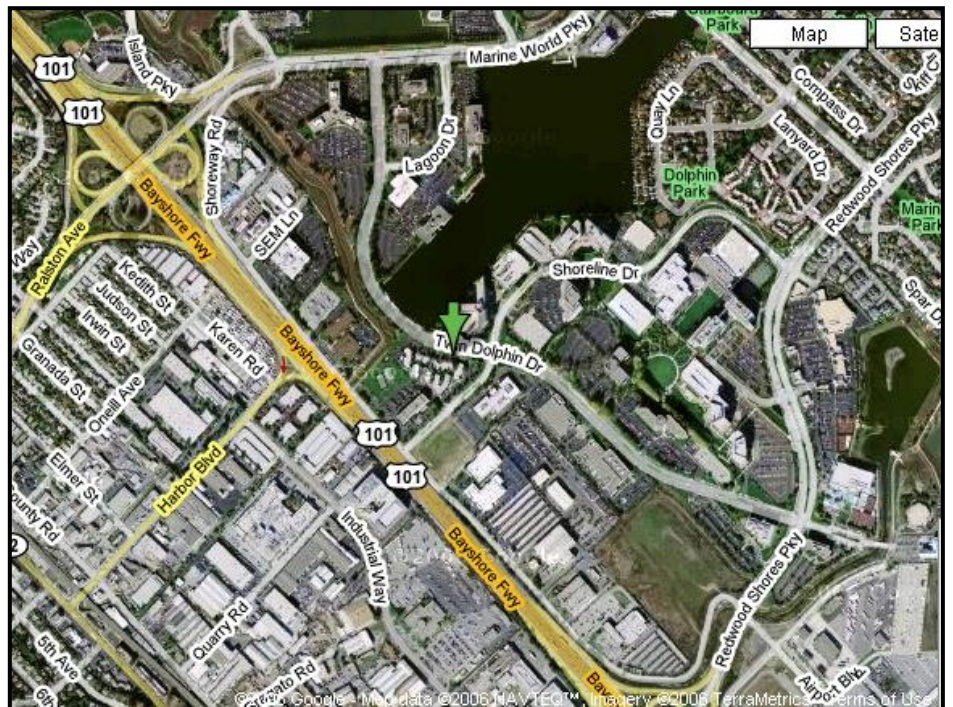
There are a range of hotels/motels, eateries, and fine restaurants within a five mile radius of our office, as listed below. Should you have questions or require assistance, please do not hesitate to call the Member Line 650.637.1131

Comfort Inn & Suites 251 El Camino Real - San Carlos	(650) 508-1800	Amancer (Mexican; Caribbean) 1147 San Carlos Ave. (near El Camino Real) - San Carlos	(650) 591-0333
Econo Lodge 630 El Camino Real – Belmont	(650) 593-5883	Amici's East Coast Pizzeria 226 Redwood Shores Pkwy. Redwood City (Redwood Shores) "Free Delivery" with \$25-\$35 minimum order	(650) 654-3333
Extended Stay America 120 Sem Lane – Belmont	(650) 654-0344	Izzy's Steak & Chop House 525 Skyway Rd. - San Carlos (off Redwood Shores Pkwy & 101)	(650) 654-2822
Hampton Inn 1836 El Camino Real – Redwood City	(650) 299-0909	Mistral Restaurant 370 Bridge Pkwy. Redwood City (Redwood Shores)	(650) 802-9222
Holiday Inn Express 1650 El Camino Real - Belmont	(650) 654-4000	Shalizaar Restaurant (Persian) 300 El Camino Real Belmont	(650) 596-9000
Hotel Sofitel 223 Twin Dolphin Dr. - Redwood City	(650) 598-9000	Specialty's Sandwiches 1100 Island Dr. - Delivery 7AM-4:30PM Redwood City (Redwood Shores)	(415) 362-2052
Summerfield Suites by Wyndham 400 Concourse Dr. - Belmont	(650) 591-8600	Togo's Sandwiches 242 Redwood Shores Pkwy. Redwood City (Redwood Shores)	(650) 654-7760
Villa Hotel 4000 S. El Camino Real - San Mateo	(650) 341-0966	Yeah Chinese Cuisine 246 Redwood Shores Pkwy. Redwood City (Redwood Shores)	(650) 508-0999

240 A TWIN DOLPHIN DR. • REDWOOD CITY, CA 94065 • 650.637.1131 MEMBER LINE

From San Jose Take 101 north to the San Carlos-Holly Street off-ramp, east onto Redwood Shores Parkway; get into the left lane to turn LEFT at the second stoplight onto Twin Dolphin Drive; go north to the first stoplight (the Hotel Sofitel is on the right); turn LEFT onto Shoreline Drive; go about ¼ block to the turn-in for Westshore Office Park, turn RIGHT, then make another immediate RIGHT into the parking lot. 240 A is about half-way down the parking lot.

From San Francisco Take 101 south to the Belmont-Ralston Avenue off-ramp, stay to the LEFT and turn LEFT at the light onto Marine Parkway; turn RIGHT at the third stoplight onto Twin Dolphin Drive; go south about a mile to second stoplight at Shoreline Drive (Hotel Sofitel is off and back to the left), turn RIGHT; go down ¾- block to the turn-in for Westshore Office Park, turn RIGHT, then make an immediate RIGHT into the parking lot. 240 A is about half-way down the parking lot.





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SEMINAR ROOM SET-UP STYLES

- STYLE
1. OPEN SQUARE/BOARD MTG:
SEATS 20

PHOTO



2. CLASSROOM
SEATS 32 WITH CENTER AISLE
SEATS 40 WITH NO AISLE



3. THEATRE – SEATS 63



4. CPR CLASS – SEATS 22

