

# LAX Coastal Room Rental Application

## Company Information

Company \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Website \_\_\_\_\_

## Office & Meeting Room Rental

Rental Type	Hourly <small>(Member/Not-Yet Member)</small>	1/2-Day (4 hrs) <small>(Member/Not-Yet Member)</small>	Full-Day (8 hrs) <small>(Member/Not-Yet Member)</small>	After Hours <small>(Member/Not-Yet Member)</small>
Private Office (up to 4)	\$20 / \$30	\$50 / \$70	\$80 / \$120	NA
Conference Room (up to 14)	\$50 / \$75	\$125 / \$175	\$225 / \$300	\$100hr / \$150hr
Board Room (up to 35)	\$100 / \$120 <small>(min 2 hrs)</small>	\$350 / \$400	\$450 / \$550	\$150hr / \$200hr

Rates subject to change. Setup and cleanup time must be included within your timeframe. Additional fees may incur for Early Office/After Hour rentals. LAX Coworking requires 72 hour notice prior to your reservation for cancellations to receive a full refund minus service fee. If guest cancels less than 72 hours before reservation, payment is non-refundable.

Date(s) and Time(s) Requested \_\_\_\_\_

Number of Guests \_\_\_\_\_ Selected Meeting Room:  Private Office (up to 4)  Conference Room (up to 14)  Board Room (up to 35)

Room Setup:  Conference Room (large square table)  Board Room (u-shaped table w/ presenter)  Classroom (tables and chairs w/ presenter)  Theater (chairs only)

Coffee Service:  \$10/10 people  \$20/20 people  \$30/30 people  \$40/40 people  No coffee

## Methods of Payment

TOTAL \_\_\_\_\_  Cash  Check (payable to the LAX Coastal Chamber of Commerce)  Credit (All major credit cards accepted)

Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_ Name on Card \_\_\_\_\_

Billing Address \_\_\_\_\_

I understand that by providing an email address to the Chamber, on behalf of the company/organization specified above, I am authorized to and hereby consent to receive emails/faxes sent by or on behalf of the LAX Coastal Chamber of Commerce. The Chamber DOES NOT sell or distribute the email database to any outside entity. The undersigned subscribes the above total to the LAX Coastal Chamber in exchange for temporary use of their office space.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please send this application via:

**Email** - cowork@laxcoworking.com

**Mail** - 9100 S. Sepulveda Blvd., Ste. 210, Los Angeles, CA 90045

# Waiver & Release

This Waiver and Release is entered into as of \_\_\_\_\_, 20\_\_ by and between LAX Coastal Chamber of Commerce ("Chamber"), and \_\_\_\_\_, a \_\_\_\_\_ ("Company"). Company has requested that the Chamber provide Company with a license and access to certain office and/or meeting space (the "Space") controlled by the Chamber pursuant to the payment and other specific terms set forth in the LAX Coastal Room Rental Application to which this Waiver and Release is attached and which Company has signed and delivered to the Chamber. As a condition to Chamber granting such license and access, and such other consideration, the sufficiency of which is hereby acknowledged, Company acknowledges and agrees as follows:

- NO WARRANTIES.** Company accepts the Space in its present condition, "as is," and with all faults.
- DAMAGE OR THEFT OF PERSONAL PROPERTY.** All personal property brought into the Space or the Chamber premises generally shall be at the risk of the Company only, and the Chamber shall not be liable for theft thereof or any damage thereto, unless caused by the gross negligence or willful misconduct of the Chamber.
- RELEASE.** Company hereby assumes all risk of damage to property or injury to persons in, upon or about the Space from any cause whatsoever. Company acknowledges and agrees that, to the maximum extent permitted by law, the Chamber and its respective officers, directors, members, employees, partners, agents and representatives (collectively the "Chamber Related Parties") shall not be liable for, and are hereby released from any responsibility for, any damage either to person or property (including, but not limited to, Company or Company's property) arising out of Company's use of the Space; or any damage either to person or property occurring in or about the Space and/or the Chamber premises from any cause whatsoever or resulting from the loss of use thereof, which damage is sustained by Company, Company's representatives, guest or invitees or by any other person claiming by, through or under Company. In connection with the foregoing, Company, on behalf of itself and its representatives, guests and invitees, hereby waives all claims against the Chamber and any Chamber Related Party for any such damage to person or property and the cost and expense of defending against claims relating to such damage. Company expressly and specifically agrees to waive, and agrees not to make, any claim for damages, direct, special or consequential, including, without limitation, injury to Company's business or potential business, lost business or profits, no matter what causes such damages. Company acknowledges that the Chamber strongly advises Company to insure against all such potential loss, damage, expense, or liability. This paragraph does not apply to any willful misconduct of any Chamber Related Parties.
- LIMITATION OF LIABILITY.** The total aggregate liability of the Chamber, if any, for any claims, causes of action, disputes, or demands arising from, relating to, or in connection with the Company's use of the Space shall be limited to the lesser of (a) the amount Company paid to the Chamber for its use of the Space under this Agreement; or (b) the Company's direct damages not to exceed five thousand dollars (\$5,000).
- INDEMNIFICATION.** In consideration for the use of the Space and services provided by the Chamber to the Company in connection therewith, if any, Company agrees to indemnify, defend, and hold harmless each and all of the Chamber Related Parties from and against any and all loss, liability, claim, action or expense which they may incur arising from or in connection with (a) Company's use of the Space; or (b) any acts, omissions or negligence of the Company or the Company's agents, employees, representatives, invitees or guests.

**The Company has read, understands and agrees to this Waiver and Release.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Date

**Acknowledged & Agreed:**

\_\_\_\_\_  
LAX Coastal Chamber of Commerce