

Community Room FAQ

MAXIMUM OCCUPANCY

152 occupants

RENTAL FEES

General Public

\$100 daily fee + \$50 refundable deposit (check required)

Drakes Landing Tenants

Buildings 100, 300 & 500: Complimentary use

Payment

Checks payable to: REEP OFC Drakes Landing CA LLC

Mail/Deliver to: 100 Drakes Landing Rd., Suite 115,
Greenbrae, CA 94904

Payment must be received prior to event.

RENTAL REQUIREMENTS

- Application for Temporary Use
- Certificate of Insurance
- Alcohol Rider (if alcohol is served)
- City Permit (required for DJ or live band)

RESERVATION PROCESS

Email drakeslanding@themainpost.com with requested date, time, and event details.

Reservations are first-come, first-serve and will be confirmed when:

- License Agreement is executed.
- Payment and required documents are received.
- Calendar confirmation is issued.

ROOM AMENITIES

- 60 chairs (additional chairs in hallway closet)
- 8 movable tables (6' x 3')
- Podium
- 2' x 4' table
- Smart TV, projector, screen, HDMI, and extension cords

CLEANING REQUIREMENTS

\$80 cleaning fee applies if room is not returned as found.

To avoid fee: Please remove trash/recycling, return furniture to original layout, and leave room clean.

QUESTIONS

Property Management – Drakes Landing
drakeslanding@themainpost.com
415-464-8646

