



**WORLD AFFAIRS  
CONFERENCE ROOM RATES**

**2023 Rates**

Conference Rooms and Office Space	Sq. Ft.	Maximum Capacity	World Affairs Tenants		Others	
			Hourly	Daily	Hourly	Daily
Conference Room A	18 x 30 = 540	25	\$50/hour 2 hrs. min.	\$300/8 hours	\$100/hour 2 hrs. min	\$530/8 hours
Conference Room B	18 x 30 = 540	25	\$50/hour 2 hrs. min.	\$300/8 hours	\$100/hour 2 hrs. min	\$530/8 hours
Conference Room C	20 x 30 = 600	25	\$50/hour 2 hrs. min.	\$300/8 hours	\$100/hour 2 hrs. min	\$530/8 hours
Conference Room D	15 x 22 = 330	12	\$40/hour 2 hrs. min.	\$200/8 hours	\$75/hour 2 hrs. min	\$400/8 hours
Conference Room A and B	36 x 30 = 1,080	50	\$100/hour 2 hrs. min.	\$530/8 hours	\$200/hour 2 hrs. min	\$1000/8 hours
Auditorium (Conference Rooms A, B, C)	56 x 30 = 1680	75-100	\$150/hour 2 hrs. min	\$800/8 hours	\$300/hour 2 hrs. min	\$1500/8 hours
Members' Lounge	906	40	\$125/hour 2 hrs. min	\$700/8 hours	\$250/hour	\$1300/8 hours
Board Room	18 x 12 = 216	8	\$100 hr. 2 hrs. min	\$530/8 hours	\$150/hour 2 hrs. min	\$800/8 hours
Group Meeting Room	11 x 12 = 132	5	\$75/hour 2 hrs. min	\$400/8 hours	\$100 hr. 2 hrs. min	\$500/8 hours
Private Office	11.5 x 10 =115	3-4	\$50/hour 2 hrs. min	\$250/8 hours	\$65 hr. 2 hrs. min	\$350/8 hours

**World Affairs reserves the right to block out certain periods or charge a different rate depending on demand in San Francisco. World Affairs also reserves the right to change its rates at any time or decline renting to any individual or group.**



### FOR NON-PROFITS

World Affairs provides a 20% discount to nonprofits renting its space. All nonprofits need to be in good standing and submit a copy of their IRS Determination Letter.

### ROOM RESERVATIONS

- **Weekends and Holidays** – Our space is not available on weekends or holidays.
- **Off-hour Rentals** – Additional rates may apply for rentals before 8:00 am and after 6:00 pm. Rates will be quoted depending on circumstances and availability.
- **Conference Rooms A, B, C** can be used separately or joined together to make a large auditorium. They can be configured theater style, classroom style, or with round tables of eight each. Room configuration must be confirmed at least 7 days in advance.
- **The Board Room, Meeting Room, Private Office, and the Members' Lounge** configurations are limited. Rooms are available 8:00 am to 4:00 pm. Rentals beyond these times depend on availability.
- Please contact **Sonia Quesada, Operations Manager, at [squesada@worldaffairs.org](mailto:squesada@worldaffairs.org)**, for further inquiries or reservations.

### AVAILABLE EQUIPMENT

Microphone system and podium (for Rooms A,B,C) – flat fee of \$75 per day per group.  
LCD projector – flat fee of \$75 per day per group.  
Video conferencing equipment for hybrid meetings – flat fee of \$75 per day per group.  
Audio system – flat fee of \$75 per day per group.  
Printer access – flat fee of \$25 per group per day.  
TV monitor and audio – flat fee of \$50 per day per group

There is a flat fee of \$75 to have a technician available on call during your event provided your event is during a weekday from 8:30 am to 4:00 pm.

### ADDITIONAL CHARGES

- **Set up and Clean Up Fee** – All catered meetings will incur an additional fee of \$75.00.
- **Cancellation Fee** – A cancellation of 50% of the contract rate will apply for cancellations with less than 7 days' notice.