

# BOMA OEB Event Venue Site Selection

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It is the policy of the BOMA Oakland/East Bay that procedures will be followed in the selection of venues for the Tradeshow, Holiday Party, Golf Tournament, and other large events as defined below. Event sites will be proposed during the Fall Roundtable and Annual Budgeting process. The locations and budget for all events will be approved by the Board of Directors when they approve the annual budget. Any changes in the venues for BOMA OEB’s large events after budget approval will require Board approval.

1. Workgroup leaders will collaborate with the Executive Director to determine facilities for the Holiday Party, Golf Tournament, Tradeshow, and other events with **gross event income more than \$20,000 or over 150 total attendees** prior to the Fall Roundtable Planning.
2. Once sites are approved by the Board of Directors the Executive Director shall perform site visits, negotiate, and sign all contracts.
3. Workgroup leaders are encouraged to participate in site visits with the Executive Director. The Executive Director will set them up with the venues and will coordinate timing with workgroup leaders.
4. Executive Director shall be responsible for negotiating the terms of contracts with event facilities on behalf of the Association.
5. All contracts shall be signed by the Executive Director.
6. If a venue change is suggested or required, a written report will be developed that includes the new venue, pricing and key information for Board review and action. Once the change is approved the Executive Director shall negotiate and sign the contracts.

When selecting venues, the BOMA OEB has set the following criteria:

Required	Suggested
<ul style="list-style-type: none"> <li>• Freeway access within 2 miles</li> </ul>	<ul style="list-style-type: none"> <li>• BART accessible within 2 miles</li> </ul>
<ul style="list-style-type: none"> <li>• Safe location for all members</li> </ul>	<ul style="list-style-type: none"> <li>• Hotels nearby for holiday party</li> </ul>
<ul style="list-style-type: none"> <li>• Adequate parking for attendees</li> </ul>	<ul style="list-style-type: none"> <li>• Security</li> </ul>
<ul style="list-style-type: none"> <li>• ADA Compliant – bathrooms, entry, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Catering options – no sole provider</li> </ul>
<ul style="list-style-type: none"> <li>• Liquor license</li> </ul>	<ul style="list-style-type: none"> <li>• Open spaces for networking and tables</li> </ul>
<ul style="list-style-type: none"> <li>• Bar service</li> </ul>	<ul style="list-style-type: none"> <li>• On-site kitchen</li> </ul>
<ul style="list-style-type: none"> <li>• Liability insurance</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<ul style="list-style-type: none"> <li>• Electrical for DJ and other vendors</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>