

**MONTEREY CONFERENCE CENTER / CITY OF MONTEREY**

One Portola Plaza  
Monterey, CA 93940  
Phone: (831) 646-3770 Fax: (831) 646-3777

**INVOICE: XP3KT95NY9**

Date: Monday, October 14, 2024

**To:** Kakani Katija  
Monterey Bay Aquarium Research Institute (MBARI)  
7700 Sandholdt Road  
Moss Landing, California 95039

| CONTACT                           | PROGRAM DATES                       | TERMS                                                 |
|-----------------------------------|-------------------------------------|-------------------------------------------------------|
| Valerie Poland, Event Coordinator | October 07, 2024 - October 11, 2024 | Net 30 days<br>1% per month assessed after<br>30 days |

| Room               | Room Rental |
|--------------------|-------------|
| 10/07/2024         |             |
| Steinbeck Ballroom | \$2,380.00  |
| 10/08/2024         |             |
| Steinbeck Ballroom | \$4,760.00  |
| 10/09/2024         |             |
| Steinbeck Ballroom | \$4,760.00  |
| 10/10/2024         |             |
| Steinbeck Ballroom | \$4,760.00  |

| DESCRIPTION                                                                                                | LINE TOTAL         |
|------------------------------------------------------------------------------------------------------------|--------------------|
| <b>ROOM RENTAL</b>                                                                                         | \$16,660.00        |
| Food and Beverage Credit, 10% Discount of Rental<br>10.10 Steinbeck Ballroom (\$4,760.00 x 10% = \$476.00) | (\$476.00)         |
| Total Room Rental                                                                                          | \$16,184.00        |
| <b>INCIDENTALS</b>                                                                                         |                    |
| Furniture & Equipment<br>(3) Podium @ \$30 each                                                            | \$90.00            |
| Total Incidentals                                                                                          | \$90.00            |
| Subtotal                                                                                                   | \$16,274.00        |
| DEPOSIT (Received 11.28.23)                                                                                | (\$4,760.00)       |
| <b>TOTAL</b>                                                                                               | <b>\$11,514.00</b> |

PLEASE MAKE YOUR CHECK PAYABLE TO:

Monterey Conference Center

One Portola Plaza

Monterey CA, 93940

*If you wish to submit a credit card payment, you agree to a service fee of 2.9% that will be collected by the City of Monterey to cover transaction processing fees. If you do not wish to pay this fee, you may pay by check. Service fees are non-refundable.*

| For Finance Only |         |                    |
|------------------|---------|--------------------|
| Revenue Account  | Paycode | Amount             |
| Room Rental      | 7010    | \$16,184.00        |
| Deposit          | 6899    | (\$4,760.00)       |
| Other Revenue    | 1008    | \$90.00            |
| <b>Total</b>     |         | <b>\$11,514.00</b> |