

WILLIAMS SQUARE CONFERENCE CENTER RESERVATION FORM:

Tenant Name:	Date(s) of Meeting:
Address:	Time of Meeting: (Begin-End)
Contact Person: (Print)	Number of People Attending:
Telephone #:	Acknowledged By: <i>(Management Only)</i>
E-Mail:	Date:

SERVICES REQUESTED

PLEASE CHECK ONE:

Mustang Room	*Half Day = \$250 <input type="checkbox"/>	Entire Day = \$475 <input type="checkbox"/>
Mustang Room Seats 140 people in an auditorium setting or 120 people in a classroom setting with long tables or 80 People with round tables		

* Half days are increments of (4) four hours

Conference Center Wireless Access: NETWORK: WSCONFCNTR PASSWORD: 1234567890

Check Desired Services: * See "Important Note" on page 2 regarding telephone charges.	
<input checked="" type="checkbox"/> Base Cleaning	No Charge
<input type="checkbox"/> Extra Cleaning <i>(at building management's discretion)</i>	\$50.00 fee
<input type="checkbox"/> Auditorium Setting <i>(seating only)</i>	Seating approx. 140
<input type="checkbox"/> Classroom Setting <i>(seating & tables, please indicate type of tables below)</i> <input type="checkbox"/> Long Tables <input type="checkbox"/> Round Tables <i>(skirted)</i>	Seating approx. 120 w/long tables Seating approx. 80 w/round tables
<input type="checkbox"/> Table Skirting <i>(Please indicate where & what tables)</i>	No Charge
<input type="checkbox"/> Telephone <i>(See Note Below)</i>	No Charge
<input checked="" type="checkbox"/> Podium / Lectern <i>(Amplified): Includes projector, DVD/Blu-ray</i>	No Charge
<input type="checkbox"/> Portable Dry Erase Marker Board	No Charge
<input type="checkbox"/> Flip Chart – <i>(Tenant to provide markers / supplies)</i>	No Charge

Note: ONE TELEPHONE LINE IS AVAILABLE IN THE MUSTANG ROOM. TENANTS MUST PROVIDE A LONG DISTANCE CALLING CARD IN ORDER TO PLACE LONG DISTANCE CALLS.

CONFERENCE CENTER RESERVATION FORM:

TOTAL COST AND TENANT AUTHORIZATION	
Please enter number of days and amount below ↓	
Number of Days	
Rate Per Day	
Sub-Total	
Extra Cleaning	
Total Due	

Manager will invoice Tenant for rental of the Building Conference Center. The room will not be reserved without a fully executed Conference Center Rules and Regulations Agreement on file in the Building Management Office.

IMPORTANT NOTE: Conference reservation(s) are not guaranteed until Manager receives this fully completed reservation form and confirms room/time availability.

Cancellations must be submitted in writing with at least seven (7) full business days notice in order to receive a refund or credit. Cancellations not received within this time frame will result in the tenant being billed for the full reservation/rental fee.

Long distance telephone charges that are not charged to a credit card or phone card will be billed back to Tenant. Your signature below acknowledges this policy and tenant agrees to reimburse Owner as additional Rent under Tenant's Lease for all incurred telephone related charges.

Tenant Signature/Acknowledgement of all Terms

X

Signature

Today's Date

Received in Management Office by: _____
Date: ____/____/____
Please see the "highlighted gray areas" as your example and replace with your information you are requesting