



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 #:	E-Mail:

SERVICES REQUESTED

PLEASE CHECK ONE:

<input type="checkbox"/> East Tower - Mustang Room	<input type="checkbox"/> Half Day (<4hrs) = \$250	<input type="checkbox"/> Full Day (>4hrs) = \$475
Mustang Room seats 140 people (auditorium setting) or 120 people (classroom setting with long tables) or 80 people (classroom with round tables)		

<input type="checkbox"/> West Tower -Conference Centre	<input type="checkbox"/> Half Day (<4hrs) = \$250	<input type="checkbox"/> Full Day (>4hrs) = \$475
West Tower Conference Centre seats 140 people (auditorium setting) or 64 people (classroom setting). *VIRTUAL MEETING CAPABILITIES*		

Check Desired Services:	
<input checked="" type="checkbox"/> Base Cleaning	No Charge
<input checked="" type="checkbox"/> Podium / Lectern (Amplified)	No Charge
<input checked="" type="checkbox"/> iPad (West Tower ONLY)	No Charge; \$600 replacement fee
<input type="checkbox"/> Auditorium Setting (seating only)	Seating approx. 140
<input type="checkbox"/> Classroom Setting (seating & tables, indicate type of tables) <input type="checkbox"/> Long Tables <input type="checkbox"/> Round Tables – East Tower ONLY (skirted)	EAST TOWER: - Seating approx. 120 w/long tables - Seating approx. 80 w/round tables WEST TOWER: - Seating approx. 64 w/long tables
<input type="checkbox"/> Other Seating Arrangements (contact management)	EAST TOWER: ___ Tables; ___ Chairs WEST TOWER: ___ Tables; ___ Chairs
<input type="checkbox"/> Table Skirting (Please indicate where & what tables)	No Charge
<input type="checkbox"/> Additional Cleaning (at building management's discretion)	\$50.00 fee
<input type="checkbox"/> Telephone (Mustang Room ONLY – see note below)	No Charge
<input type="checkbox"/> Portable Dry Erase Marker Board	No Charge
<input type="checkbox"/> Flip Chart – (Tenant to provide markers / supplies)	No Charge
<input type="checkbox"/> Microphone(s)	No Charge; \$450 replacement fee
<input type="checkbox"/> Additional Power Cords (8 available)	No Charge; \$50 replacement fee

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.

Please provide additional details or requests below:

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.

Lost or missing equipment that is checked out to you for your reservation will be billed for the stated replacement fees:

- iPad - \$600
- Microphone - \$450 each
- Power Cords and Covers - \$50 each
- Lost Key - \$45

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.

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

X

Tenant Signature

Today's Date

Received in Management Office by: _____

Date: ____/____/____