



BANK OF AMERICA PLAZA

800 Market Street · St. Louis MO · 63101

CONFERENCE CENTER RESERVATION FORM

(Updated 05/2015)

| CONTACT DETAILS | | | | |
|-----------------|--|--------|--|------|
| COMPANY NAME: | | | | |
| CONTACT NAME: | | | | |
| SUITE / FLOOR: | | PHONE: | | FAX: |

| BOOKING DETAILS | | | |
|---|--|-----------|----------------|
| EVENT NAME: | | | |
| DATE OF EVENT: | __ / __ / 20__ | TO: | __ / __ / 20__ |
| START TIME: | : AM / PM | END TIME: | : AM / PM |
| ROOM SELECTION: <small>(PLEASE CIRCLE SELECTION)</small> | CONFERENCE ROOM A / CONFERENCE ROOM B / COMBINED A & B | | |
| ROOM STYLE*: <small>(PLEASE CIRCLE SELECTION)</small> | THEATRE / CLASSROOM / U - SHAPE / BANQUET SEATING | | |
| NO. OF ATTENDEES: | | | |
| COST CTR. / ACCT. CODE: | | | |

*Please notify Building Management if you would like to use an unlisted room style.

| | |
|----------------------|----------|
| CONFERENCE ROOM A | \$150.00 |
| CONFERENCE ROOM B | \$100.00 |
| COMBINED ROOMS A & B | \$250.00 |

Please note that reservations are not confirmed until the **completed** Conference Center Reservation Request form has been submitted to Building Management.

FOOD & BEVERAGE REQUIREMENTS

The Client can arrange food / catering services through Great American Corporate Dining, the in - house food service provider. All catering charges will be billed on a separate invoice to the Client by Great American Corporate Dining. You may access their website directly to place orders:

<http://www.great-american-food.com>

It is preferred that all catering be arranged at least 24 hours in advance.

(FOR JLL USE ONLY)

REQUEST APPROVED BY: _____ DATE: _____

TERMS & CONDITIONS

(Updated 05/2015)

1. **RENTAL FEE & LATE CHARGES:** Client agrees to pay a rental fee as specified on the reservation form, which will be included on the monthly tenant billing statement. If Client shall fail to make any payment to Building Management when due, Client shall be in default of this Agreement, and in addition, Client shall pay a late charge equal to the greater of \$25.00 or 1.5% of the delinquent payment per month.

2. **USE OF SPACE:** Normal hours of Conference Center use are **8:00 AM - 6:00 PM** unless prior arrangement has been made with Building Management. Client shall not use the Conference Center in a manner that interferes with pedestrian traffic in the common area of the Property or creates any hazzard or nuisance or in any other way that interferes with the operation of the common area or other businesses at the Property. Client shall keep the Conference Center in clean condition with all trash discarded in receptacles.

3. **EQUIPMENT; NO ALTERATIONS:** Building Management shall have no obligation to improve the Conference Center or install any equipment and Client shall, at its sole cost and expense, install such equipment and display fixtures as are necessary and consistent with the Permitted Use, conforming to all applicable governmental requirements and to Building Management's specifications (if any). **Client shall not make any alteration or improvement to the Conference Center without Building Management's prior written consent.** If outside party is delivering rental furniture for the scheduled event, it must be delivered **after 5:00 PM on the business day prior to event**, unless arrangements have been approved in advance with the Building Management office.

4. **CANCELLATION FEE:** Failure to submit cancellation notice at least 48 hours from the start of the reserved date will result in a cancellation fee equal to the cost of a one day room reservation fee to be assessed on the monthly tenant billing statement. All cancellations must be submitted in writing and will be documented on the reservation form by Building Management. A copy of the updated reservation form will be provided by Building Management for your files.

5. **ROOM CHANGE FEE:** Failure to alert Building Management of a change to the room style at least 48 hours from the start of the reserved date will result in a Room Change Fee of \$50.00. All room style changes must be submitted in writing and the update will be documented on the reservation form. Building Management will provide a copy of the updated reservation form for your files.

6. **REVIEW OF AUDIO VISUAL EQUIPMENT:** If you would like to review how to operate the audio visual equipment prior to your reservation date, please contact Building Management to schedule an appointment. A representative from Building Management will demonstrate how to operate the equipment (i.e. microphone, projector, sound system, etc.) that is provided.

7. **END OF TERM OF AGREEMENT:** Upon the expiration or earlier termination of the Term of this Agreement, Client will quit and surrender to Building Management the Conference Center vacant and in good order and condition, and Client will remove all of its property there from and repair, to Building Management's reasonable satisfaction and at Client's sole cost and expense, any and all damage or injury to the Conference Center caused by Client in connection with this Agreement. Client acknowledges that possession of the Space must be surrendered to Building Management upon the expiration or earlier termination of this Agreement. If Client holds over after the said Term without the consent of Building Management and fails to vacate the Conference Center after the expiration or sooner termination of this Agreement, Client shall be liable to Building Management for the use and occupancy of the Conference Center in an amount equal to the Rental Fee per day of holdover period. Nothing herein contained will be deemed to permit Client to retain possession of the Conference Center after the expiration or earlier termination of the Term of this Agreement.

I have read the Terms and Conditions for the Bank of America Plaza Conference Center and agree to abide by said Terms and Conditions:

Client Signature

Date

(FOR JLL USE ONLY)

REQUEST APPROVED BY: _____ DATE: _____