

CONFERENCE CENTER RESERVATION FORM

(Updated 6/19/2020)

**** Please fax the completed form to the Building Management office at (314) 436-3071. ****

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 / POD / BANQUET SEATING**		
NO. OF ATTENDEES:	# _____		

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

**Banquet seating is to be performed by an outside vendor and is not provided by Building Management, but it is allowed in the space.

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 Executive Dining, the in - house food service provider. All catering charges will be billed on a separate invoice to the Client by Executive Dining. You may access their website directly to place orders:

<https://executive-dining.com/>

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

TERMS & CONDITIONS

(Updated 06/19/2020)

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. No items are allowed to be taped or hung on the walls or partian wall divider.

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 dav 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 submit a room setup change notice at least 48 hours from the start of the reserved date will result in a room change feel equal to the cost of a one day room reservation fee to be assessed on the monthly tenant billing statement. All room changes 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.

6. **REVIEW OF AUDIO VISUAL EQUIPMENT:** Any changes needed for audio/visual equipment is to be performed by Building Management. Tenants should not manipulate any settings on the projectors. Tenants can schedule time to review the equipment/room setup with Building Management at a time that is agreed upon by Building Management and no other reservations are being held during the current dav.

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