



L42: Conference Center Reservation Request
Monday – Friday
8:00 am – 7:00 pm
(Closed on Building Holidays)

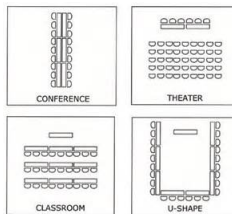
Tenant Information

Company Name: _____
 Suite Number: _____
 Contact Person: _____
 Contact Phone: _____
 Contact Email: _____
 Contact Facsimile: _____

Meeting Information

Meeting Date(s): _____
 Meeting Time(s): _____
 Number of Attendees: _____

Preferred Seating Style (circle one or specify a seating style):



Other: _____

Pricing Information

BOARDROOM (Seats 8):

Half Day:	\$150	Under 2 Hours
Full Day:	\$250	Over 2 Hours

TRAINING ROOM (Seats 50):

Full Day:	\$250
Half Day:	\$150

The above prices include basic janitorial services. A janitorial fee of \$25 will be assessed with food and beverage clean-up. Food and beverage must be confined to the room being rented or additional charges will apply.

Catering Information

For security access purposes, please provide all catering information to the Office of the Building prior to your meeting.

Cancellation Policy

A \$100.00 fee will automatically be assessed to your tenant account, if you notify the Office of the Building of a cancellation less than 24 hours of the scheduled reservation. Written notice of a cancellation is required and should be provided to the Office of the Building at tenantervices@baplaza.com.

Insurance Information

All tenants are required to provide liquor liability insurance (Ex.: Dram Shop insurance) if consuming alcoholic beverages in the conference room.

Additional Requests/Information

Tell us about your special requests/information:

Rules & Regulations

Attached hereto and made a part hereof.

Notes

Host agrees to conduct the event in a manner appropriate for the first-class nature of the Building. Host assumes full responsibility for the conduct of any of its agents, employees, contractors, guests or invitees. Owner and its agents reserve the right to deny admittance to the Building, the conference facilities or other facilities for any reason whatsoever. The host and its agents, employees, guests and invitees shall abide by all reasonable rules and regulations promulgated by Landlord from time to time. Host is responsible for any damage to room and/or equipment and for the return of all equipment provided. Host is responsible for setting up and removing all items which are not the property of the Building. Owner may require different or additional insurance, depending on the nature of the use or the presence of alcohol.

Authorized Signature

I understand that I am liable for any damages incurred to the conference center space and/or equipment during my reservation.

Signed: _____

As Authorized Agent for: _____
Tenant Name

Date: _____

Please submit completed reservation form to tenantervices@baplaza.com