



**L42: Tenant Lounge 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: \_\_\_\_\_  
Type of Event: \_\_\_\_\_

**Pricing Information**

Hourly: \$100 per hour includes basic janitorial services

Plus Janitorial Service Fee of \$50 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 [tenantservices@baplaza.com](mailto:tenantservices@baplaza.com).

**Insurance Information**

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

### **Additional Requests/Information**

Tell us about your special requests/information:

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### **Rules & Regulations**

Rules and Regulations for exclusive use by Tenant are 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, tenant lounge 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 L42: Tenant Lounge and/or equipment during my reservation.

Signed: \_\_\_\_\_

As Authorized Agent for: \_\_\_\_\_  
Tenant Name

Date: \_\_\_\_\_

**Please submit completed reservation form to [tenantservices@baplaza.com](mailto:tenantservices@baplaza.com)**