



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: \$75 per hour includes basic janitorial services

Plus Janitorial Service Fee of \$25 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.

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:

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