



Conference Center Reservation Form

Tenant Information	
Company Name:	Suite Number:
Contact Name:	Contact Phone:
Contact Email:	Contact Fax:

Meeting Information:		
Meeting Dates:	Meeting Time:	Attendees:
Meeting Room Request: <input type="checkbox"/> Boardroom Half Day (4hrs or less) \$175 <input type="checkbox"/> Boardroom Full Day (more than 4hrs) \$250 <input type="checkbox"/> Training Room Half Day (4hrs or less) \$225 <input type="checkbox"/> Training Room Full Day (more than 4hrs) \$325		
Seating Arrangement Request For The Training Room (Please see attached options): If none selected, please specify:		
Equipment needed: <input type="checkbox"/> AV <input type="checkbox"/> WiFi <input type="checkbox"/> FlipChart <input type="checkbox"/> Audio Conferencing <input type="checkbox"/> Video Conferencing		

Additional Information: <i>(Please provide as much information as possible including catering, guest names, company and any additional requests)</i>

Cancellation Policy:
A \$100.00 fee will automatically be charged to your company, if you notify the Office of the Building of a cancellation within 24 hours of the meeting date specified above. Written notice of a cancellation must be provided to the office of the building at bridget.doyle@am.jll.com



Note

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. Owners and its agents reserve the right to deny admittance to the Building, the conference facilities or other facility 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 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 if alcohol is present.

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

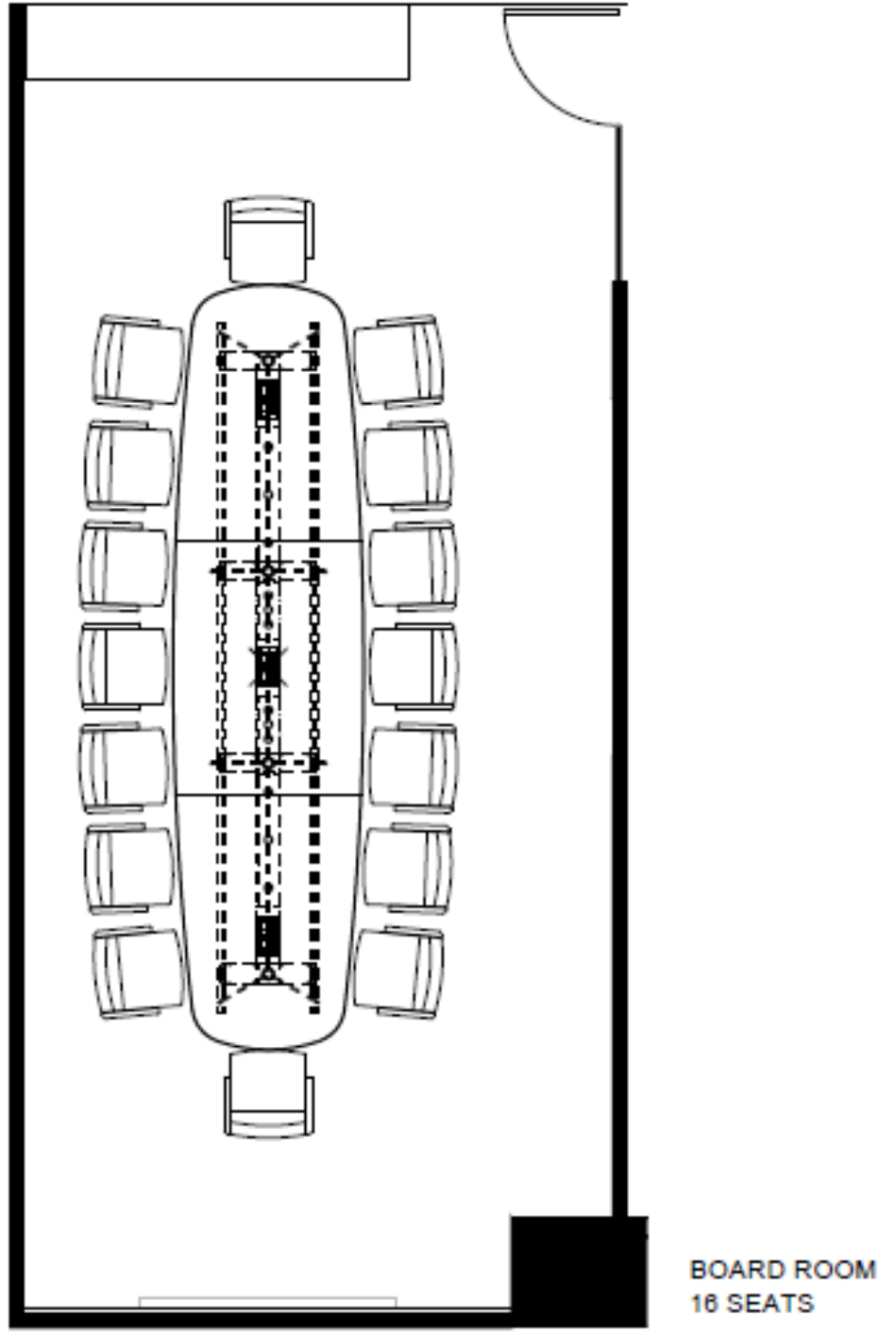
Signed: _____

Date: _____

Please submit completed form to Bridget Doyle at bridget.doyle@am.jll.com

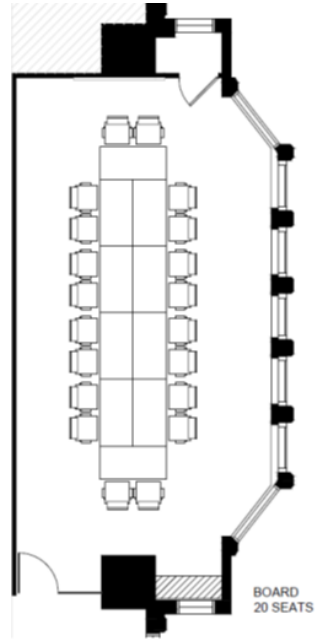
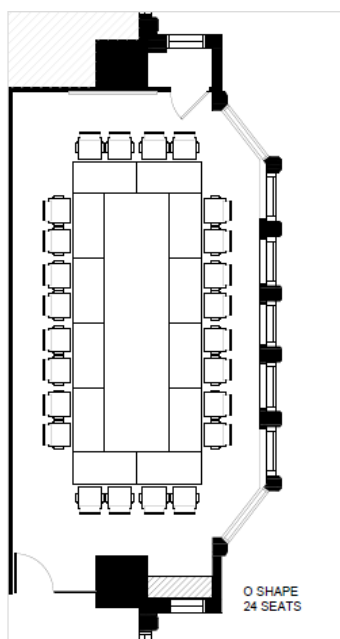
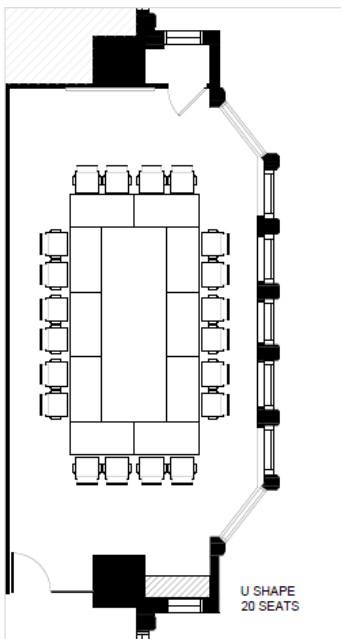
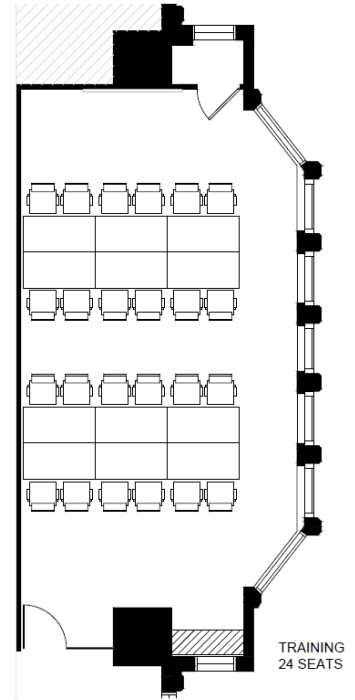
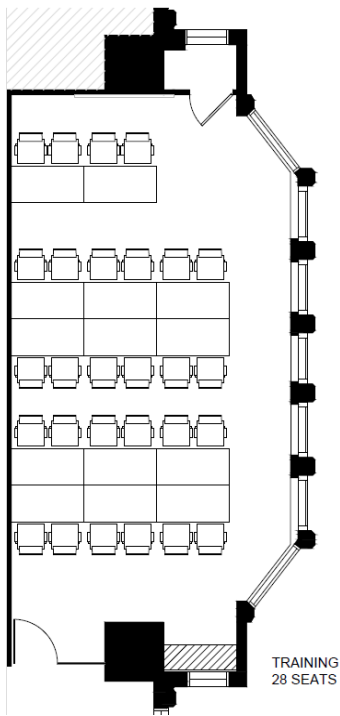
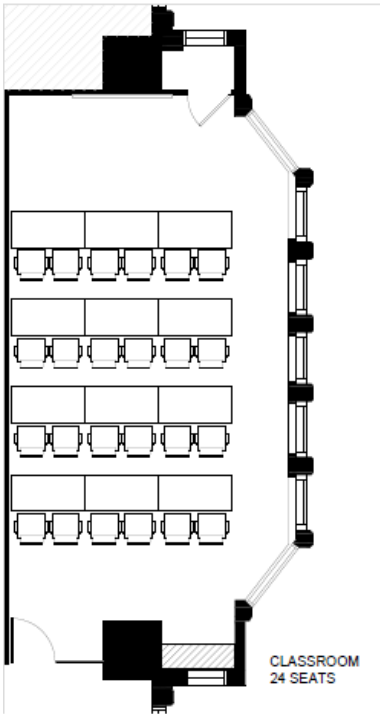
NBC TOWER

Board Room(Medium) Seating:



NBC TOWER

Training Room(Large) Seating Options:



NBC TOWER

Training Room(Large) Seating Options:

