



2470 CONFERENCE CENTER

COMPANY: _____ EVENT CONTACT: _____

PHONE: _____ FAX: _____ EMAIL: _____

DATE OF EVENT: _____ NUMBER OF ATTENDEES: _____

START TIME: _____ END TIME: _____ ROOM REQUESTED: _____

Rental Rates

	<u>Under 4 Hours</u>	<u>4½ + Hours</u>	<u>Weekly</u>	Office Use Only Room _____ HVAC _____ Set-up _____ Clean-up _____ Total _____
Small Conference Room	<input type="checkbox"/> \$125.00	<input type="checkbox"/> \$200.00	<input type="checkbox"/> \$800.00	
Medium Conference Room	<input type="checkbox"/> \$125.00	<input type="checkbox"/> \$200.00	<input type="checkbox"/> \$800.00	
Large Conference Room	<input type="checkbox"/> \$225.00	<input type="checkbox"/> \$400.00	<input type="checkbox"/> \$1,600.00	
Entire Facility		<input type="checkbox"/> \$500.00	<input type="checkbox"/> \$2,000.00	

HVAC (before 7am or after 6pm); rate varies per lease: \$ _____/hour for _____ hours.

Janitorial clean-up (as required) \$20.00 Elevator Access/Room Unlocked at _____ am/pm.

Boardroom or Classroom seating style is available for the Large Conference Room. Classroom seating must be arranged with the Conference Center Coordinator at least 24 hours prior to event. A \$30.00 set-up fee applies. Please indicate below your seating arrangement preference.

Classroom **Boardroom**

Equipment usage: a 60" TV, DVD, VCR and screen are included at no additional cost and will be set up and ready for use as arranged by you with the Conference Center Coordinator. Please indicate the equipment needed.

60" TV **DVD** **VCR** **Screen**

I, _____ (please print) accept full responsibility for the equipment indicated above. I acknowledge that the equipment was received in satisfactory working condition and I bear full responsibility for any damages and/or expenses incurred while using the 2470 Conference Center and the above listed equipment.

Authorized Signature: _____ **Date:** _____

Complete by returning to Conference Center Coordinator (fax 214-658-1605).
Your reservation confirmation will be emailed to the event contact upon receipt of this signed request.

Cancellation Policy

If you must cancel your event, please allow 24 hours notice; otherwise a \$50 cancellation fee will be applied.