

**MANDALAY TOWER 2
CONFERENCE CENTER RESERVATION FORM**

Tenant Name: _____ Acknowledged By: _____
(Parmenter)

Address: _____ Date Acknowledged: _____

Contact Person: _____

Telephone #: _____ Time of Meeting: _____
(Begin - End)

Date(s) Requested: _____ Number of People Attending: _____
Maximum of 70 people are allowed in entire center at one time due to fire code regulations.

SERVICES REQUESTED

PLEASE CHECK ONE:

- Auditorium Setting
(Seats 70 people in an auditorium setting)
- Class room setting
(Seats 50 people in a class room setting)
- Other
(Please get with management for other seating requirements)

CHECK DESIRED SERVICES:

- Base Cleaning (No charge)
- Extra Cleaning *(at building management's discretion)* (\$50.00 fee)
- Auditorium Setting (seating only) (Seating approx. 70)
- Classroom Setting (seating & tables) (Seating approx. 50)
- Podium/Lectern (non-amplified) (No charge)

NOTE: Wireless internet services are provided in the center at this time.

TOTAL COST AND TENANT AUTHORIZATION

Number of Days: _____

Extra Cleaning: \$ _____

Total Due: \$ _____

USE OF THE CONFERENCE CENTER WILL BE FREE FOR A **LIMITED TIME** AS AN AMMENITY TO OUR TENANT'S.

The Management Office will invoice your company for any clean up services associated with the Conference Center. No room will be reserved without a fully executed Conference Center Rules and Regulations Agreement on file in the Building Management Office.

IMPORTANT NOTE: *Conference reservation(s) are not guaranteed until the Building Management Office receives this fully completed reservation form and confirms room/time availability.*

Cancellations must be submitted in writing with at least seven (7) full business days.

Tenant Signature/Acknowledgement of all Terms

Date and time received in Management Office: _____

Reservation request received by: _____