

# CONFERENCE ROOM RENTAL PROCEDURES AND REQUEST

## Conference Room Procedures

If you wish to request the use of a conference room, please fill in the form on the back of this page, and bring the completed and signed form to the Business Center in 1133 Broadway, Suite 221.

If your company is not a tenant of Kew Management, photographic ID and a 50% deposit are required when your reservation is made.

24 hour notice is required on all cancellations. If less than 24 hour notice is given, then a fee of 25% of the scheduled booking will be billed to the Renter. Renter is also responsible for any third party charges incurred on Renter's behalf.

If you must perform extensive setup of the room, please let a representative of the Business Center know in advance. If this is not required, ten minutes prior to the scheduled use of the room, meet a representative from the Business Center at the Conference Room to make certain that all is as you wish. Early access to the room might not be available if you have not made prior arrangements and the room is in use.

Smoking, alcohol use, playing loud music, lighting candles, or any other activities that may endanger the building or adversely affect the peaceful operation of the premises and its occupants are not permitted in the Conference Rooms and they may not be used for illegal purposes. The renter of the Conference Room will be held liable for any guest or invitee.

Leave the Conference Room(s) in the condition it was found in at arrival. Any situation requiring extensive cleaning, repair or replacement of the room, furniture or equipment will be billed to the renter. You are not to borrow or remove property kept on the premises.

When you have finished using the Conference Room(s), you will be responsible for the condition of the room(s) until the Business Center representative has checked the room(s) with you and signed the release of the room stating that all is in order.

If your use of the room(s) ends during Business Center hours of operation, please sign out with the representative. If your use of the room(s) ends when the Business center is closed, please make sure the premises are locked. When the Business Center reopens, the Conference Room will be checked to insure it is in good order. If there are any problems, we will contact you.

<b>Worth Room</b> (Accommodates up to 10 people)				<b>Madison Room</b> (Accommodates up to 50 people)	
<b>RATES</b>	<b>\$60.00</b>	<b>Save over 15%</b> 5-hour package \$50 per hour	<b>Save over 30%</b> 10-hour package \$40 per hour	<b>RATE</b>	<b>\$80.00</b>



# Conference Room Request

Company Name \_\_\_\_\_

*If company renting the conference room is not a tenant of Kew Management, a 50% deposit is required.*

Street Address \_\_\_\_\_

Suite Number \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Renter's Name \_\_\_\_\_

Title \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Contact \_\_\_\_\_

*Conference Room(s) Requested (Check one)*

The Worth Room \_\_\_\_\_

The Madison Room \_\_\_\_\_

# of People Expected \_\_\_\_\_

Date(s) Required \_\_\_\_\_

From \_\_\_\_\_

To \_\_\_\_\_

Hours Required \_\_\_\_\_

From \_\_\_\_\_

To \_\_\_\_\_

The Madison Room Set up *(Lecture, Classroom, Conference Table)* \_\_\_\_\_

## Additional Needs

Conference Phone

White Board

Catering

Print Materials

WiFi

Flip Chart

Coffee/Beverage Service

Additional Staff

Projector/TV

Pens/Pads

**Special Requests** *Provide details of setup and additional needs below.*

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## Payment Method

Bill Back to Suite (Kew Tenants Only)

Pay Now

Renter *(signature)* \_\_\_\_\_

Business Center *(signature)* \_\_\_\_\_

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*For Business Center Office Use Only*

Issues \_\_\_\_\_

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Tenant's Acknowledgement of Problem *(signature)* \_\_\_\_\_

Business Center Acknowledgement of Problem *(signature)* \_\_\_\_\_

Room Approved by Business Center *(signature)* \_\_\_\_\_



**KEW  
MANAGEMENT**<sup>®</sup>

