

# CHARLOTTE PLAZA Conference Center Reservation Form

REQUESTOR INFORMATION:	EVENT INFORMATION:
Tenant:	Date:
Suite #:	Time:
Contact Name:	Total Attendees:
Contact Phone:	Name of Event:
REQUESTED FURNITURE LAYOUT	
<input type="checkbox"/> Classroom Style (24 people)	<input type="checkbox"/> Conference Style (24 people)
<input type="checkbox"/> U-Shape Style (18 people)	<input type="checkbox"/> Theatre Style (48 people)
RESERVATION RATES	
<input type="checkbox"/> \$225 Full Day (4+ Hours)	<input type="checkbox"/> \$150 Half Day ( ≤ 4 Hours)
ADDITIONAL EQUIPMENT & FEES	
Standard reservation includes room setup style and WiFi Access.	
<input type="checkbox"/> <b>AV/Conferencing Service (\$50)</b> Please select all that applies below  <input type="checkbox"/> LCD Projector & Screen <input type="checkbox"/> TV Presentation <input type="checkbox"/> Conference Phone <input type="checkbox"/> Microphone(s) – handheld and lavalier	<input type="checkbox"/> <b>Catering Clean Up Fee (\$50)*</b> *This fee will be automatically assessed if food is provided during the event.  <input type="checkbox"/> Easel (Qty: _____)  <input type="checkbox"/> Podium
<b>Please complete and email this form to <a href="mailto:sinath.zorn@foundrycommercial.com">sinath.zorn@foundrycommercial.com</a>.</b> <b>You will receive a confirmation email once the reservation is confirmed.</b>	

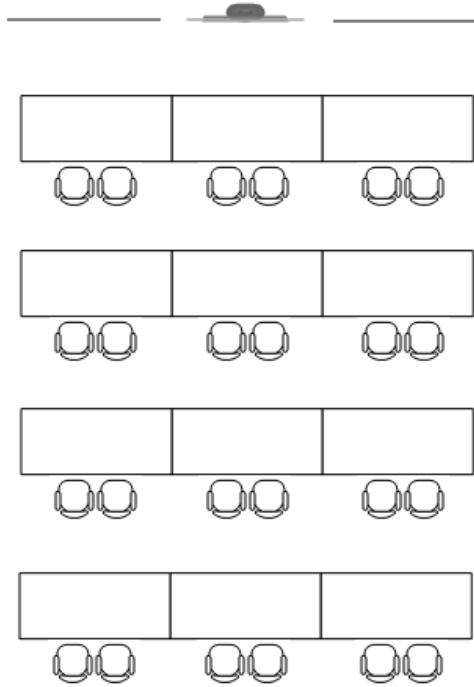
RESERVATION INFORMATION
<ul style="list-style-type: none"> <li>▪ The Conference Center is located on the 22<sup>nd</sup> Floor, Suite 2260.</li> <li>▪ There will be a cancellation fee for ½ of the reservation rate if notice is not received at a minimum of (3) business days prior to the reservation date.</li> <li>▪ If alcohol will be present, Liquor Liability must be provided to the Charlotte Plaza Management Office prior to the event. Beer and Wine Only.</li> <li>▪ The undersigned is responsible for any damage to the room and/or equipment &amp; for the return of all equipment provided. The Management Office will conduct a conference room inspection before and after each reservation – <i>please inform Management should you prefer to be present for the inspection.</i></li> <li>▪ The undersigned is responsible for setting up and removing all items which are not the property of the South College Street LLC including, but not limited to: catering equipment and furniture rentals. Equipment may not be stored in the Conference Center beyond the rental period.</li> </ul>

Signed By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

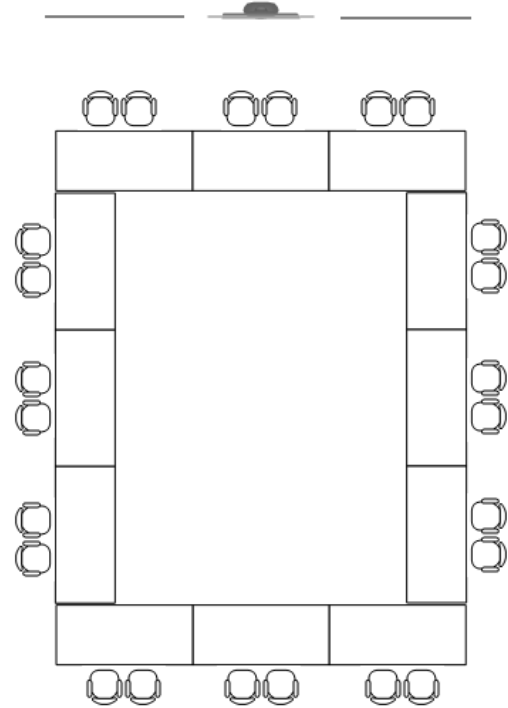
<b>If for any reason you need to cancel this reservation, please contact the Charlotte Plaza Management Office. Please note the cancellation policy above.</b>	
<b>Cancellation of above reservation: (Office use only)</b>	
Date of Cancellation: ___/___/___	Request Cancelled By: _____
Received By: _____	Work Order #: _____

# CONFERENCE CENTER FURNITURE LAYOUT OPTIONS

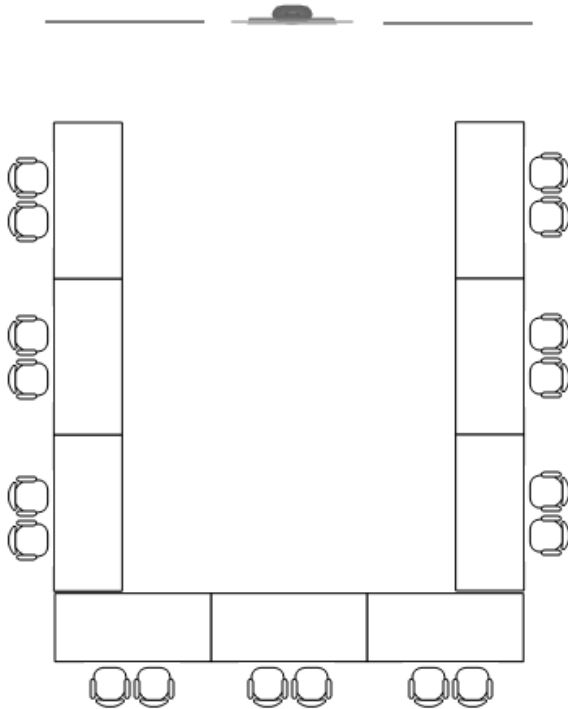
## Classroom



## Conference



## U-Shape



## Theatre

