



## Conference Room Reservation and Billing Authorization 2029 Century Park East, Concourse Level

**RESERVATIONS ARE FOR TENANTS ONLY:** All set-up and any special requests must be made in writing. A minimum of 24 hours notice must be given for cancellation to avoid a 50% charge. A two-hour minimum rental is required. It is understood and agreed that tenants shall not hang any articles of any kind that may damage walls. **Tenant shall be held liable for any damage caused to the room. Tenant is also liable for any rental equipment that is damaged or missing.**

TENANT: \_\_\_\_\_

Suite No.: \_\_\_\_\_ Building: 2049 \_\_\_\_\_ 2029 \_\_\_\_\_ 2000 \_\_\_\_\_

DATE OF RESERVATION: \_\_\_\_\_

Hours Requested: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

HVAC: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

ROOM REQUEST: Number of people: \_\_\_\_\_ (*please circle room requested*)

**Full A&B \$110 (hourly)**    **Room A (with kitchen) \$85 (hourly)**    **Room B \$65 (hourly)**

\_\_\_\_\_ Theater    \_\_\_\_\_ Banquet    \_\_\_\_\_ Classroom    \_\_\_\_\_ U-Shape    \_\_\_\_\_ Square Shape

Podium available upon request at no additional cost    \_\_\_\_\_

**Additional Rental Cost** (please put a checkmark next to amenities needed)

Linens \_\_\_\_\_ (\$12 per linen)    Projector: \_\_\_\_\_ (\$25 per day)

Internet Access: \_\_\_\_\_ (\$25 per day)    Conferencing (Polycom phone) \_\_\_\_\_ (\$25 per day)

Microphone/Speaker set up: **Single wireless microphone or lavalier** (\$75 per day) \_\_\_\_\_

**Multi-microphones & speakers setup** (\$100 per day) \_\_\_\_\_

---

Date: \_\_\_\_\_

Authorized Tenant Contact: \_\_\_\_\_ Signature \_\_\_\_\_

Contact Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

Special Requests: \_\_\_\_\_

\*Please note that the charges for the conference room will appear on your monthly rent statement.

Deliver, fax or email completed form to:

CBRE  
2049 Century Park East, Suite 1950  
Phone: (310) 226-7400 Fax: (310) 226-7435  
Email: [cptconferencerooms@cbre.com](mailto:cptconferencerooms@cbre.com)