

Tenant Authorization for Conference Room

Date:

Requested By:

Tenant:

Suite:

Building:

Email:

Phone:

Select Conference Room:

Select Date & Time:

Marquis II - Patio Room

Marquis II - Marquis Room

Marquis II - Portman Room

Harris - Conference Room 201

South - Conference Room 575

** Price List Attached*

Any additional notes / requests:

The undersigned Tenant does hereby request and authorize the Landlord to have certain special services performed for the above suite as set out in the description above. The Tenant understands that these services are at the expense of the Tenant as estimated above. The Tenant understands and agrees to the *Conference Room Rules*. The undersigned is authorized by the Tenant to contract for these special services.

The requested services shall commence after the execution of this form by the Tenant and acceptance by the Landlord. Upon completion of the requested service and receipt of an invoice from Landlord, the Tenant agrees to pay the below amount and a 15% administration fee.

Signature: _____

FOR ACCOUNTING USE ONLY

Confirm, initial and date.

Work Complete:

Invoice Subtotal:

15% Fee:

Invoice Total:

MARQUIS TENANTS: PLEASE SIGN AND EMAIL DEANNA.LANKFORD@TRANSWESTERN.COM
TOWER 235, TOWER 233: PLEASE SIGN AND EMAIL JERRY.MILLER@TRANSWESTERN.COM
TOWER 225, TOWER 229: PLEASE SIGN AND EMAIL HANNAH.MARIE@TRANSWESTERN.COM

The Conference Room Rules

1. **Reservation(s)**: The conference facilities are available on a first-come, first-served basis. Tenant(s)* must submit reservation(s) through the Angus Workorder system (see instructions for [Making a Reservation](#)). Property Management will send a reservation confirmation via email to the Tenant within one (1) business day of the request.
*NOTE: Tenant is responsible for selecting one (1) individual to act as administrator for access to the Angus Workorder system
2. **Rental Fee(s)**: Conference facility rental rates and associated fees will be billed directly to the Tenant Account (See [Conference Room Details](#) for specific rates). Unpaid charges may negatively affect future reservation privileges.
3. **Access**: Conference facility entry/exit doors will remain accessible to tenants & their guests during the reservation time slot. The Tenant may request for Property Management to secure/lock doors for small events. In this case, the Tenant will be responsible for providing access to their guests during the reservation time slot.
4. **Tenant Guests**: The reservation coordinator is responsible for providing their guests with directions and access to any/all conference facilities. Property Management will not be responsible for escorting or granting access to guests.
5. **Parking**: Parking is not included with the conference facility reservation.
6. **Catering**: Catering services are not included with the conference facility reservation, including but not limited to food, drinks, plates, cutlery, etc. Any of the facilities equipped with a catering space (i.e. Marquis Two Lower Lobby A, Tower 225) will be provided “as-is”, with the tenant bearing responsibility for providing the additional items needed (including those previously mentioned). Please refer to the [Conference Room Details](#) for more information regarding what may be included within a facility’s catering space.
7. **Supplies**: Office supplies are not included with the conference facility reservation. The Tenant is responsible for providing all necessary materials, including but not limited to paper, writing utensils, printers, extension cords, etc.



8. **Vendors:** All outside vendors that may be providing a service(s) during the conference facility reservation period must be approved and cleared in advance with Property Management. These vendors will be required to provide a compliant Certificate of Insurance prior to coming on site. A sample Certificate of Insurance will be provided to the Tenant by Property Management. The Tenant is responsible for providing the sample and securing the Certificate of Insurance from the vendor.
9. **Large Equipment, Supplies or Deliveries:** Large equipment, supplies, or deliveries that are being used during the conference facility reservation must be delivered via the loading dock service elevator(s) within two (2) hours of the scheduled reservation start time. Removal of these items must be complete within two (2) hours after the reservation scheduled completion time. Boxes, metal carts, etc. may not be transported through the main building lobbies.
10. **Recycling:** The Tenant and attendees shall uphold the Single Stream Recycling process when discarding trash/waste in the conference facilities and catering areas (where applicable). All recyclable items should be discarded in the trash cans with clear trash liners; wet trash and food should be discarded in the trash cans with black trash liners.
11. **HVAC:** HVAC services are included, free of charge, with all conference facility reservations taking place during regular operating hours. Reservations taking place outside of regular operating hours will be assessed an additional, after-hours HVAC fee of \$60/hour.
12. **Conduct:** The Tenant and attendees agree to conduct themselves in a professional manner when using the conference facilities in order not to cause any disturbances which would interfere with the enjoyment and effective use of the building by other tenants and guests. Volume should be kept at a reasonable level within the facility and surrounding common areas. The Tenant agrees to abide by all parameters set forth by Property Management. Property Management reserves the right to terminate the reservation and cancel all future rights for use of the conference facilities should the tenant fail to abide by the terms and conditions set forth as part of the Conference Facility Rules & Regulations.



13. **Damages:** The Tenant is responsible for the belongings of all personnel using the conference facility during the reservation period. Property Management (“Owner and Manager”) is not responsible for damaged, lost or stolen items or any other personal articles within the conference facility during the reservation period. The Tenant agrees to waive any claim for loss or damage of personal property while using the conference facility. The adhering, taping, hanging, etc. of any items on the walls or ceilings within the conference facilities is not permitted. The Tenant assumes liability for any/all damages that may occur within the conference facility during the reservation period and will be billed accordingly, where applicable.
14. ***Peachtree Center is a non-smoking facility. There shall be No Smoking allowed in any part of the conference facilities by any person(s).***
15. **Facility Configurations:** The furnishings within each conference facility may be reconfigured as needed during the reservation period.* All furnishings, including but not limited to tables and chairs, must be returned to their original configurations and other items to their proper storage locations upon the completion of the reservation period. Property Management is not responsible for these services.
- *NOTE: The conference tables in Marquis Two (Lower Lobby – A) are connected and may NOT be reconfigured by tenants. Requests for table reconfiguration must be made through the Angus Workorder system at least 24 hours in advance of the scheduled meeting.
16. Property Management reserves the right to amend or add to these rules and regulations as they deem necessary for the proper management of all conference facilities without written notice to the Tenant, provided these changes are posted within the conference facilities as well.
17. Property Managements decisions on any/all issues relating to the conference facilities shall be considered final.

Conference Room Information

MQII - PATIO ROOM



- Lobby level
- Comfortably seats 13-15 people
- Microwave in adjacent room
- WIFI

MQII - PORTMAN ROOM



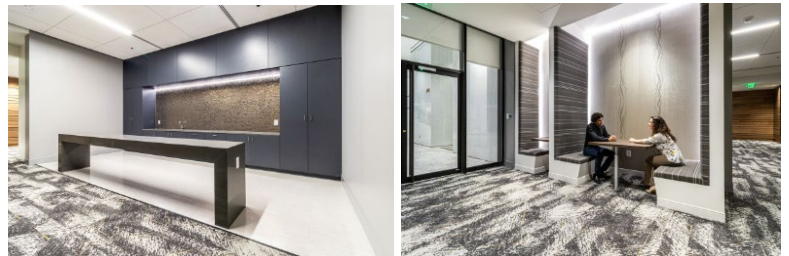
- Lower Lobby level
- Can seat up to 56 people
- 2 Flat screen T.V.s
- WIFI
- Break-out area with serving area and sink available for rent

MQII - MARQUIS ROOM



- Can seat up to 24 people with u-shaped layout
- Additional chairs can allow for more guests around perimeter
- U-shaped configuration is default room layout
- 1 Flat screen T.V.
- WIFI

MQII - SERVING AREA



- Sink
- Serving area
- Restrooms
- Drinking Fountain
- Booth seating
- Available for \$50 with your reservation

Note: The Marquis Conference Rooms (Marquis and Portman) have a shared total of two collapsible tables, three podiums, twelve tables with electrical outlets, and 140 chairs.

SOUTH TOWER – SUITE 575



- Can seat up to 22 people with circle layout
- Screen and projector located in room
- Breakout room
- WIFI

HARRIS TOWER – SUITE 201



- Can seat up to 28 people with circle layout or 60 with classroom style.
- Pull-down screen in room
- Projector available on loan from management office
- Kitchen area (sink and counter only)
- WIFI

Rates:

All conference rooms are \$350 for a full day and \$200 for a half day.

\$50 Rental fee for serving area in Marquis Two.

Marquis Room and Portman may be rented together for \$500.

Conference Room Locations – Peachtree Center

