



The Room Reservation Form

Tenant Information	
Company Name:	Suite Number:
Contact Name:	Contact Phone:
Contact Email:	Contact Fax:

Event Information:		
Event Date:	Event Time:	Attendees:
The Room Request:		
<input type="checkbox"/> _____ hrs x \$100 per hour = _____ total		
<input type="checkbox"/> Occupancy MAX: 40 persons		

Additional Information: <i>(Please provide as much information as possible including catering, guest names, company and any additional requests)</i>
Cancellation Policy:
A \$100.00 fee will automatically be charged to your company, if you notify the Office of the Building of a cancellation within 24 hours of the meeting date specified above. Written notice of a cancellation must be provided to the office of the building at NBC.Tower@jll.com

Note
<i>Host agrees to conduct themselves in a manner appropriate for the first-class nature of the building. Host assumes full responsibility for the conduct of any of its agents, employees, contractors, guests or invitees. Owners and its agents reserve the right to deny admittance to the Building, the conference facilities or other facility for any reason whatsoever. The host and its agents, employees, guests and invitees shall abide by all reasonable rules and regulations promulgated by Landlord from time to time. Host is responsible for setting up and removing all items</i>



which are not the property of the Building. Owner may require different or additional insurance, depending on the nature of the use or if alcohol is present.

I understand that I am liable for any damages incurred to the Room space and/ or equipment during my reservation.

Signed: _____

Date: _____

Please submit completed form to NBC.Tower@jll.com