



Lobby Conference Room Rental Agreement

Thank you for your interest in using the Campbell Centre Lobby Conference Room. Below are the guidelines and information for the rental of the room.

Please read this information carefully, then sign the agreement and return it to the Management Office.

By signing this form you agree to the following:

- ◆ The fee for the Lobby Conference Room is \$200.00 per day and \$100.00 for half a day (4 hours or less).
- ◆ Any and all set up time needed should be included in your reservation time.
- ◆ If food or beverages are served, there will be an additional \$50.00 cleaning fee.
- ◆ Do not mark, drive nails or screws, or tape anything to the walls.
- ◆ Do not move furniture without making arrangements through the Management Office.
- ◆ Wi-Fi access is available if needed (an access key code will be generated prior to meeting if requested).
- ◆ A telephone with hands-free speakerphone is available.
- ◆ Room may be reserved a maximum of 3 months in advance.
- ◆ A cancellation fee of \$100.00 will be charged for cancellations with less than 1 weeks' notice.
- ◆ The meeting room should be left in original condition. Janitorial staff will empty the trash after the conclusion of the meeting.

<input type="checkbox"/> CC1 – North Lobby Conference Room 8350 N. Central Expwy Suite 107 Dallas, TX 75206 Seats: 12 Phone: (214) 217-6000	<input type="checkbox"/> CC2 – South Lobby Conference Room 8150 N. Central Expwy Lobby Dallas, TX 75206 Seats: 10 Phone: (214) 217-7392
--	--

Please select room above.

Company Name: _____ Suite: _____

Meeting Contact: _____ Phone #: _____

Meeting Date(s): _____

Meeting Time From: _____ To: _____

Number of Attendees: _____

Wi-Fi needed (circle one): Yes No

Room Rental Rates (circle one):

Half Day 0 – 4 Hours (\$100.00) Full Day 4.5 – 10 Hours (\$200.00) \$ _____

Will food be served (circle one):

Yes (\$50.00) No \$ _____

Special requests/ comments: _____

Signature: _____ Date: _____

Management Approval: _____ Balance Due from Tenant: \$ _____