



Carillon

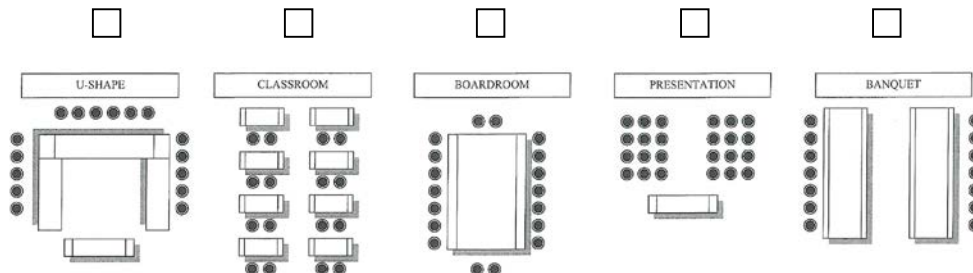


Conference Room Reservation Form

Return via **email** to jordan.jaworowski@hines.com in **word** format

Tenant Name:	Details
Contact Name:	Setup
Contact #:	<input type="checkbox"/> Flip Chart
Reservation	<input type="checkbox"/> Podium
Date:	<input type="checkbox"/> Projector
Start Time:	Table for Food:
End Time:	<input type="checkbox"/> Inside Room
# of Attendees:	<input type="checkbox"/> Outside Room
Special Requests	Pricing
Enter special requests here...	<input type="checkbox"/> \$100 (min) – Half Day (up to 5 hrs)
	<input type="checkbox"/> \$150 – Full Day

Please note preferred setup



Approved

(Authorized Building Management Signature)

Notes From Management

Fees above include: Janitorial Services, Courtesy Staff Services, HVAC, Wireless Telecom, LCD Projector, and Polycom Teleconference Phone. Cancellation must be received 24 hours prior to reservation. Failure to cancel 24 hours before reservation will result in a charge of one (1) full day rental.