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PARK PLACE

Conference Room / Terrace Reservation Request

Date Requested Reservation Date

Name

Company

Email

Phone No. Ext.

Terrace/
Conference Room/
Both No. of Attendees

Start Time End Time

No. Tables No. Chairs

Will food be served? Yes No

Will alcohol be served? Yes No

Requested Conference
Room Equipment:

- TV
- Microphone
- Mood Media Player
(In-house music)
- Auxiliary cable
(stream your own music)

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Vendor Details

Name of Vendor
Dock Times
COI

Room Layout

Table Setup

Standard Setup:
16 Hollow Square

Additional Notes

Labor Fees

Janitorial Fees
Security Fees
Onsite AV Tech
Total Billed:

Landlord:

SL4 PARK PLACE, LP

By: Jones Lang LaSalle Americas, Inc., its agent

By: _____

Name: _____

Title: _____

Tenant:

By: _____

Name: _____

Title: _____