



Century Plaza Towers
Conference Room Reservation and Billing Authorization
2029 Century Park East, Concourse Level

RESERVATIONS ARE FOR TENANTS ONLY: All set-up and any special requests must be made in writing. A minimum of 24 hours notice must be given for cancellation to avoid a 50% charge. A two-hour minimum rental is required. It is understood and agreed that tenants shall not hang any articles of any kind that may damage walls. Tenant shall be held liable for any damage caused to the room and rental equipment that may arise.

TENANT: _____

Suite No.: _____ Building: 2049 _____ 2029 _____

DATE OF RESERVATION: _____

Hours Requested: _____ am/pm to _____ am/pm

HVAC: _____ am/pm to _____ am/pm

ROOM REQUEST: Number of people: _____ (*please circle room requested*)

Full A&B \$110 (hourly) Room A (with kitchen) \$85 (hourly) Room B \$65 (hourly)

_____ Theater _____ Banquet _____ Classroom _____ U-Shape _____ Square Shape

Podium available upon request at no additional cost _____

Additional Rental Cost (please put a checkmark next to amenities needed)

Linens _____ (\$12 per linen) Projector: _____ (\$25 per day)

Internet Access: _____ (\$25 per day) Conferencing (Polycom phone) _____ (\$25 per day)

Microphone/Speaker set up: **Single microphone & speaker setup** (\$75 per day) _____

Multi-microphones & speakers setup (\$100 per day) _____

Date: _____

Authorized Tenant Contact: _____ Signature _____

Contact Phone No: _____ Email: _____

Special Requests: _____

*Please note that the charges for the conference room will appear on your monthly rent statement.

Deliver, fax or email completed form to:

CBRE
2049 Century Park East, Suite 1950
Phone: (310) 226-7400 Fax: (310) 226-7435
Email: CPTConferenceRooms@cbre.com