



**CONFERENCE ROOMS AT COMCENTER 70 RESERVATION FORM**

6150 State Road 70 East • Bradenton, FL 34203  
Phone- 941-755-0700 • Fax- 941-782-7000

Company	_____	Meeting Date (s)	_____
Contact	_____	Start Time	_____
Address	_____	End Time	_____
	_____	Number of People	_____
Phone	_____	Email	_____
Fax	_____		

Room	Rate	Hours	Total
<b>Presentation Room</b> (Accommodates 12 people)	<ul style="list-style-type: none"> <li>• \$40/hour</li> <li>• \$225/day</li> </ul>		
<b>Board Room A</b> (Accommodates 6-8 people)	<ul style="list-style-type: none"> <li>• \$35/hour</li> <li>• \$210/day</li> </ul>		
<b>Board Room B</b> (Accommodates 6-8 people)	<ul style="list-style-type: none"> <li>• \$35/hour</li> <li>• \$210/day</li> </ul>		
<b>Small Conference Room</b> (Accommodates 4-6 people)	<ul style="list-style-type: none"> <li>• \$30/hour</li> <li>• \$170/day</li> </ul>		
<b>Day Office</b> (Accommodates 1-3 people)	<ul style="list-style-type: none"> <li>• \$25/hour</li> <li>• \$125.day</li> </ul>		
<b>Hours of operation are 8:30am to 5:00pm</b>			
<b>Internet &amp; phone in all conf. rooms</b>			
<b>Administrative Support</b>	\$25/hour		
<b>Catering Instructions</b>			

All reservations and cancellations must be in writing and faxed to ComCenter70. Meetings cancelled with less than 24 hr. notice are subject to a service fee, which is equal to 50% of your event fees. Any merchandise, equipment or articles used for your event must be removed immediately following your event. ComCenter70 is not liable for any losses or damages to personal property or personal injuries suffered by the client, customers, invitees or visitors unless the damage is caused by ComCenter 70 or its employees' own negligence. Any charges incurred on the day of the event in excess of those itemized on this sheet will be added to your final invoice. Applicable sales tax will be added to your final invoice.

**Please provide the following Credit Card information:**

Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Circle one:    Master Card    Visa    American Express    **(There is additional 3% fee for all credit card charges)**  
 Billing Name/Company on card: \_\_\_\_\_

Billing address: \_\_\_\_\_

Signature: \_\_\_\_\_

**TO CONFIRM YOUR RESERVATION PLEASE FAX TO THE FOLLOWING NUMBER: (941) 782-7000**