



## Conference Room Reservation Form - Lakewood Ranch

9040 Town Center Parkway, Lakewood Ranch, FL 34202

941.782.1200 • Fax 941.552-5650

**Hours – Monday-Friday 8:30 am – 5:00 pm**

[booking@comcenters.net](mailto:booking@comcenters.net)

Company _____	Meeting Date (s) _____
Contact _____	Start Time _____
Address _____	End Time _____
Phone _____	Number of People _____
Case Name and # _____	Email: _____

Rooms	Rates	Hours	Total
<b>Day Office</b> Accommodates one person at a desk with two guest chairs and a small conference table.	<ul style="list-style-type: none"> <li>• \$25/hour</li> <li>• \$150/day</li> </ul>		
<b>Monet or Rockwell Conference Rooms</b> Accommodates up to 4 people at a round table. <b>Includes:</b> Plasma monitor and white board	<ul style="list-style-type: none"> <li>• \$25/hour</li> <li>• \$150/day</li> </ul>		
<b>Van Gogh Board Room*</b> Accommodates up to 6 people around a conference table. <b>Includes:</b> Plasma monitor and white board	<ul style="list-style-type: none"> <li>• \$35/hour</li> <li>• \$210/day</li> </ul> <p><b>*Video Conference: \$130/1<sup>st</sup> hour; \$25/ea. add'l. 15 min. thereafter</b></p>		
<b>Picasso Board Room</b> Accommodates up to 8 people around a conference table. <b>Includes:</b> Plasma monitor and white board	<ul style="list-style-type: none"> <li>• \$35/hour</li> <li>• 210/day</li> </ul>		
<b>Raphael Board Room</b> Accommodates up to 10 people around a conference table. <b>Includes:</b> Plasma monitor and white board	<ul style="list-style-type: none"> <li>• \$35/hour</li> <li>• \$210/day</li> </ul>		
<b>Kinkade Board Room</b> Accommodates up to 12 people around a conference table. <b>Includes:</b> Plasma monitor and white board	<ul style="list-style-type: none"> <li>• \$40/hour</li> <li>• \$240/day</li> </ul>		
<b>Florida Room</b> Accommodates up to 16 people Classroom style. <b>Includes:</b> 100 inch projected image screen, plasma monitor, LCD projector, DVD player, and flexible layout of tables	<ul style="list-style-type: none"> <li>• \$50/hour</li> <li>• \$320/day</li> </ul>		
<b>Administrative Support</b>	<ul style="list-style-type: none"> <li>• \$25 per hour</li> </ul>		
<b>After-Hours Fee (Before 8:30 am or After 5:00 pm)</b>	\$45/hour in addition to room rate		
<b>Catering Arrangements (If ComCenter arranges)</b>	20% Service Fee		
<b>ComCenter will make every effort to accommodate early set-up time of 15 minutes for meetings/depositions, if time permits, as a courtesy. Any additional occupied room time beyond that, either before or after the scheduled reservation time, will be billed accordingly.</b>			

**Internet and phones are in all conference rooms.**

**CANCELLATION POLICY:** All reservations and cancellations must be in writing and emailed/faxed to ComCenter Lakewood Ranch. Meetings cancelled with less than 24 hr. notice are subject to a service fee which is equal to 50% of your event fees or \$25, whichever amount is greater. Any merchandise, equipment or articles used for your event must be removed immediately following your event. ComCenter Lakewood Ranch is not liable for any losses or damages to personal property or personal injuries suffered by the client, customers, invitees, or visitors unless that damage is caused by ComCenter Lakewood Ranch 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 / Discover

Billing Name/Company on Card \_\_\_\_\_

Billing Address: \_\_\_\_\_

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