

Conference Room Reservation Form - Lakewood Ranch

9040 Town Center Parkway, Lakewood Ranch, FL 34202 Ph. 941.782.1200 • Fax 941.552-5650 Hours: Monday – Friday; 8:30 am – 5:00 pm

booking@comcenters.net

Contact Address End Time Number of People Email: Meeting Rooms Rates Executive Day Office Accommodates one person at a deek with two guest chairs and a small conference table with two chairs. Rockwell Executive Office Accommodates one person at a deek with two guest chairs and a small conference table with two chairs. Monet Conference Room Accommodates up to 6 people at a round table. Includes: Plasma monitor and white board Part of the people and a conference table.* Includes: Plasma monitor and white board Pacommodates up to 6 people around a conference table.* Includes: Plasma monitor and white board Pacommodates up to 6 people around a conference table.* Includes: Plasma monitor and white board Pacommodates up to 6 people around a conference table.* Includes: Plasma monitor and white board Pacommodates up to 8 people around a conference table.* Includes: Plasma monitor and white board Pacommodates up to 8 people around a conference table.* Includes: Plasma monitor and white board Pacommodates up to 8 people around a conference table.* Includes: Plasma monitor and white board Pacommodates up to 8 people around a conference table.* Includes: Plasma monitor and white board Pacommodates up to 19 people around a conference table.* Includes: Plasma monitor and white board Pacommodates up to 19 people around a conference table.* Includes: Plasma monitor and white board Pacommodates up to 19 people around a conference table.* Includes: Plasma monitor and white board Pacommodates up to 19 people around a conference table.* Sa0/hour Sa0/hour Sa0/hour shourd in monitor and white board Pacommodates up to 19 people around a conference table.* Sa0/hour should in the service of the people around a conference table.* Sa0/hour shourd in monitor and white board Pacommodates up to 19 people around a conference table.* Sa0/hour should in the service of the people around a conference table.* Sa0/hour should in the service of the people around a conference table.* Sa0/hour should in	Company	Meeting Date (s)			
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Executive Day Office Accommodates one person at a desk with two guest chairs and a small conference table with two chairs. Rockwell Executive Office Accommodates up to 4 people at a round table. Includes: Plasma monitor and white board Van Gogh Board Room Accommodates up to 8 people around a conference table.* Includes: Plasma monitor and white board Raphael Board Room Accommodates up to 8 people around a conference table.* Includes: Plasma monitor and white board Raphael Board Room Accommodates up to 8 people around a conference table.* Includes: Plasma monitor and white board Raphael Board Room Accommodates up to 8 people around a conference table.* Includes: Plasma monitor and white board Rinklade Board Room Accommodates up to 10 people around a conference table.* Includes: Plasma monitor and white board Virikade Board Room Accommodates up to 10 people around a conference table.* Includes: Plasma monitor and white board Video Conference Available (Zoom) Video Conference Available (Zoom) Price of room choice and \$20/hour 1st hour (minimum); \$10/each additional hour thereafter Administrative Support Atter-Hours Fee (Before 8:30 am or After 5:00 pm) Stafbour in addition to room rate Catering Arrangements (if ComCenter arranges) 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. 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 as subject to a service fee which is equal to 50% of your event. ComCenter Lakewood Ranch and the sol table for any losses or danages to personal injuries suffered by the client, customers. Please provide the following Credit Card information: Expiration Date: Expiration Date:	Case Name and # Email:				
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