



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

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

Case Name and # _____

Email: _____

Meeting Rooms	Rates	Hours	Total
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 one person at a desk with two guest chairs.	<ul style="list-style-type: none"> • \$25/hour • \$150/day 		
Monet Conference Room Accommodates up to 4 people at a round table. Includes: Plasma monitor and white board	<ul style="list-style-type: none"> • \$25/hour • \$150/day 		
Van Gogh Board Room Accommodates up to 6 people around a conference table.* Includes: Plasma monitor and white board	<ul style="list-style-type: none"> • \$35/hour • \$210/day 		
Raphael Board Room Accommodates up to 8 people around a conference table.* Includes: Plasma monitor and white board	<ul style="list-style-type: none"> • \$40/hour • \$240/day 		
Kinkade Board Room Accommodates up to 10 people around a conference table.* Includes: Plasma monitor and white board	<ul style="list-style-type: none"> • \$40/hour • \$240/day 		
<i>*One or two extra chairs available in these rooms also</i>			
Video Conference Available (Zoom)	<ul style="list-style-type: none"> • Price of room choice and \$20/hour 1st hour (minimum); \$10/each additional hour thereafter 		
Administrative Support	<ul style="list-style-type: none"> • \$30 per hour 		
After-Hours Fee (Before 8:30 am or After 5:00 pm)	\$45/hour in addition to room rate		
Catering Arrangements (If ComCenter arranges)	20% Service Fee		
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 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: _____

To confirm your reservation, please email to booking@comcenters.net or Fax to: **941.552-5650**