



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

reception@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.	<ul style="list-style-type: none"> • \$25/hour • \$150/day 		
Monet Conference Room Accommodates up to 4 people at table. Includes: monitor and whiteboard	<ul style="list-style-type: none"> • \$25/hour • \$150/day 		
Van Gogh Board Room Accommodates up to 8 people around a conference table. Includes: monitor and whiteboard	<ul style="list-style-type: none"> • \$35/hour • \$210/day 		
Raphael Board Room Accommodates up to 8 people around a conference table. Includes: monitor and whiteboard	<ul style="list-style-type: none"> • \$35/hour • \$210/day 		
Kinkade Board Room Accommodates up to 8 people around a conference table or training room set up. Includes: monitor and whiteboard	<ul style="list-style-type: none"> • \$35/hour • \$210/day 		
Video Conference Equipment Available	<ul style="list-style-type: none"> • Price of room choice and \$20/hour 1st hour (minimum); \$10/each additional hour thereafter 		
After-Hours Fee (Before 8:30 am or After 5:00 pm)	\$45/hour in addition to room rate		
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.			

CANCELLATION POLICY: All reservations and cancellations must be in writing and emailed 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 completed form to reception@comcenters.net