

Three Parkway North Conference Center

Welcome to the Three Parkway North Conference Center! We are eager to provide excellent service and assist in making your meeting a success. Please take a moment to review the following guidelines.

I. ROOM RESERVATIONS

Conference Center rooms are reserved by entering a service request through the 360Facility Work Order System. Once a ticket is submitted, the requestor will receive an email confirmation for the reservation (providing the room is available). The work order provides Colliers International authorization for charges of the facility. If a work order is not submitted the date/time cannot be guaranteed to be available.

Tenants must complete the Use Detail Form and return it to the management office within 72 hours of the event to confirm the room setup or special requests. If this information is not submitted the setup will default to Classroom style seating. Use Detail forms should be sent to parkwayap@colliers.com.

II. HOURS OF OPERATION AND ROOM FEES

The Conference Center business hours of operation are 8:00am to 5:00pm, Monday through Friday. A half day would be 8:00am to 12:00pm or 1:00pm to 5:00pm. Room fees are as follows:

Room	Time Frame	Cost	Cleaning Fee	Total Cost
Conference Center	Full Day: 8AM-5PM	\$750.00	\$50.00	\$800.00
Conference Center	Half Day: 8AM-12PM 1PM-5PM	\$500.00	\$50.00	\$550.00
Summer Room	Full Day: 8AM-5PM	\$500.00	\$50.00	\$550.00
Summer Room	Half Day: 8AM-12PM 1PM-5PM	\$250.00	\$50.00	\$300.00
Autumn Room	Full Day: 8AM-5PM	\$200.00	\$50.00	\$250.00
Autumn Room	Half Day: 8AM-12PM 1PM-5PM	\$100.00	\$50.00	\$150.00

- Events before 7:00am or after 6:00pm will incur an additional \$75.00 per hour charge.
- Upon request additional day labor will be provided per daytime labor rates (i.e. changes to layout, additional cleaning, etc).

III. CANCELLATIONS

Tenant must notify management in advance of the meeting to avoid charges per the table below:

Time Frame	Charge
More than 72 Hours	No charge
Within 72 Hours	25% of Rental Fee
Within 48 Hours	50% of Rental Fee
Within 24 Hours or Less	Full Rental Fee

IV. SECURITY

Building will not be responsible for articles left in the Conference Center. All personal property must be removed at the end of the event day.

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V. LIABILITY

Tenant is responsible for any damage to room and/or equipment and for the return of all equipment provided. All indemnification, insurance, limitations on a liability, and waiver subrogation provisions set forth in Tenant's lease shall be applicable to both the event and Tenant's use of the conference facilities, as if the same was a portion of Tenant's leased premises.

VI. ADDITIONAL INSURANCE

Owner may require different or additional insurance, depending on the nature of the use and if alcohol will be present. All vendors are required to provide a Certificate of Insurance based on the Colliers International Vendor Insurance Requirements. This insurance must be submitted to the management office for review at the time of booking for adequate review time.

VII. CLEANING

All food items left in kitchen are disposed at the end of each day.

VIII. DECORATIONS/ SIGNAGE/ PRESENTATION MATERIALS

Signs, banners, and decorations may not attach to the walls, doors, windows, ceilings, etc. in any method or manner. Permanent markers are not allowed in conference rooms in order to prevent accidental use on marker boards.

IX. MAXIMUM ROOM OCCUPANCY

Tenant shall not exceed capacity in each room as required by fire code. Please confirm occupancy totals with the Colliers International Management team at the time of reserving.

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- X. Landlord reserves the right, at any time, to deny reservations to any tenant or group who abuse the room rules and regulations. Damage resulting from abuse or misuse of the Conference Center will be billed to the tenant.
- XI. Landlord reserves the right to cancel any reservation or change room assignments as circumstances may dictate.
- XII. Landlord reserves the right to change any of the Conference Center Rules and Regulations at any time.

Tenant is responsible for submitting necessary paperwork and reservation ticket number within 24 hours of reserving a conference room space. If paperwork and reservation ticket number are not submitted within a day of reserving the space, the room will be released, and the date/room cannot be guaranteed to be available.

Tenant agrees to fully comply with all reasonable rules and regulations of the Conference Center, as amended from time to time, and with the Building Rules and Regulations. Tenant agrees to conduct the event in a manner appropriate for the first-class nature of the Building. Tenant assumes full responsibility for the conduct of any of its agents, employees, contractors, guests or invitees.

Agreement to all forgoing terms and conditions is indicated by submission of a work order.