



CONFERENCE CENTER RENTAL CHECKLIST

One PPG | Suite 1250

Date: _____ Time: _____
 (Full or Half Day rentals only) Half Day = 8 AM – 12 PM **or** 1 PM to 5 PM

User/Company: _____ Contact Name: _____

Daytime Phone: _____ E-mail: _____

Address: _____

PLAZA ROOM

U-Shape: 38 people
 Classroom: 82 people
 Theatre: 144 people

FOUNTAIN ROOM

U-Shape: 26 people
 Classroom: 30 people
 Theatre: 84 people

Room Set-Up and Style (check below):

- | | | |
|--|------------------------------------|----------------------|
| <input type="checkbox"/> Plaza Room | <input type="checkbox"/> U-Shape | _____ # of Attendees |
| <input type="checkbox"/> Fountain Room | <input type="checkbox"/> Classroom | |
| | <input type="checkbox"/> Theatre | |

Fees (please add total fees in line above signature):

- | | | |
|----------------|---|---|
| Plaza Room: | <input type="checkbox"/> \$300 – Half Day | <input type="checkbox"/> \$450 – Full Day |
| Fountain Room: | <input type="checkbox"/> \$275 – Half Day | <input type="checkbox"/> \$400 – Full Day |
| Whole Center: | <input type="checkbox"/> \$450 – Half Day | <input type="checkbox"/> \$725 – Full Day |

*Please note that unless you have rented the entire Spark Conference Center, you will be sharing the kitchen & reception area with the user of the other room. You **will not** have exclusive use of these areas*

Equipment Needs (check below):

- | | | |
|---|---|---|
| <input type="checkbox"/> Internet | <input type="checkbox"/> Screen <i>(included)</i> | <input type="checkbox"/> White Board |
| <input type="checkbox"/> Flip Chart <i>(\$40 fee)</i> | <input type="checkbox"/> Sign holder <i>(fits 8.5 x 11)</i> | <input type="checkbox"/> Plan to use laptop |

Signs are not permitted to be taped to walls. If anything is hung on walls, you will be charged for any damage to the finishes

Caterer (All deliveries are to come through the West Lobby):

Caterer Name: _____

Set-up time: _____ Dock Access Required? Yes No

Notes: _____

Please confirm above information and sign below. Return form to Anthony Battistella at anthony.battistella@jll.com no later than **2 weeks prior** to request date. Copy Debbie Crawford at debbie.crawford@jll.com for billing.

Total Fee: _____

Signature: _____