



EXTERNAL 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):

- Plaza Room U-Shape _____ # of Attendees
- Fountain Room Classroom
- Theatre

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

- Plaza Room: \$400 – Half Day \$550 – Full Day
- Fountain Room: \$375 – Half Day \$500 – Full Day
- Whole Center: \$500 – Half Day \$1,000 – 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*

All room rental charges will be billed directly to your organization (no credit cards). Rental charges must be paid in advance via check, made payable to: HRLP Fourth Avenue LLC, 200 Three PPG Place, Pittsburgh, PA 15222

Equipment Needs (check below):

- Internet (*Login: Highwoods guest*) Screen (*included*) White Board
- Flip Chart (*\$40 fee*) Sign holder (*fits 8.5 x 11*) 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.

Guest Access: At least two days prior to meeting date, user must send a list of all attendees to anthony.battistella@jll.com

Total Fee: _____

Signature: _____