

The Pinnacle and 3445 Peachtree

Conference Center Request Form

The Conference Center is located on the Second Floor of 3445 Peachtree, and consists of a conference room that sits up to **18 people**. Please follow the guidelines provided below to schedule your reservation.

Procedures

1. Reservations are taken on a first come, first serve basis (no exceptions). Please remember to always call the Management Office to check for availability prior to filling out this form.
2. The Management Office will arrange access to the Conference Center per the schedule indicated in this form. Should your meeting end earlier than scheduled, please inform our office so the doors can be locked.
3. For ongoing weekly meetings that do not pertain to business, Property Management reserves the right to re-schedule appointments as it sees fit in order to accommodate other tenant requests.
4. After a catered function, the tenant will be responsible for clean-up. You can call Tenant Services at (404) 846-8291 to have trash removed.
5. All supplies, personal belongings and equipment must be removed from the Conference Center at the end of the meeting. Should valuables be left onsite overnight, a special form must be filled out and faxed to the Management Office for Security purposes. Please note, that neither Transwestern nor F7 TLO, LLC or F7 Pinnacle, LLC (nor any of their employees, contractors, associates or affiliates) will be liable in any way in case of missing documents, personal effects, equipment, materials or supplies of any kind.
6. Overtime heating and air conditioning can be provided before/after business hours (business hours are 8:00 am to 6:00 pm Monday through Friday and 8:00 am to 1:00 pm on Saturday). The charge for overtime air is \$45/hour. An Overtime HVAC form must be completed and signed by an authorized Tenant Contact.

Overtime Heating/Air Conditioning Needed: **Yes** **No**

Should you require a temperature adjustment during your meeting, please contact Tenant Services at (404) 846-8291.

Equipment and Furniture

1. The Conference Center is furnished with training tables that can be arranged in several different ways. The standard setup will be "conference style", with the tables placed in the center of the room and chairs arranged around them. If you wish to have the furniture set up differently, please indicate so below.

2. The tenant will be responsible for removing all additional furniture or equipment not provided by landlord by the end of the meeting.

Your Contact Information

Company Name: _____ **Contact Person:** _____

Building: _____ **Suite:** _____ **Phone Number:** _____

If reserving the Conference Center for (or in conjunction with) a Contractor or a Client, indicate the name of the company.

Contractor/Client: _____

Schedule Information

All Dates Scheduled: _____ **Time Scheduled:** _____

Comments: _____ **Name:** _____

Signature: _____ **Date:** _____

Email this form to jessica.drewer@transwestern.com. Please call (404) 846-8291 with any questions.