



## Conference Center Reservation Form

<b>Tenant Information:</b>		
Company Name:	Suite Number:	
Contact Name:	Contact Phone:	
Contact Email:	Contact Fax:	
<b>Meeting Information:</b>		
Meeting Dates:	Room Use Time (start/end):	Est # of Attendees:
Meeting Room Request:		
<input type="checkbox"/> Conf Room 250A Half Day, less than 4 hrs	<input type="checkbox"/> Conf Room 250A Full Day, 4hrs +	
<input type="checkbox"/> Conf Room 250B Half Day, less than 4hrs	<input type="checkbox"/> Conf Room 250B Full Day, 4hrs +	
<input type="checkbox"/> Boardroom Half Day, less than 4hrs	<input type="checkbox"/> Boardroom Full Day, 4hrs +	
<input type="checkbox"/> Overtime Air Charge M-F at 7pm, \$50/hr	<input type="checkbox"/> Late-night Cleaning if use after 7pm, \$75 fee	
Seating Arrangement Request For The Conference Room (Please see attached options):		

**Maximum Capacity:** Boardroom- 16, Conference Room 250A- 60, Conference Room 250B- 100

<b>Additional Information:</b> <i>(Please provide as much information as possible including catering company and any additional requests for after hours air and cleaning)</i>

<b>Cancellation Policy:</b>
A \$100.00 fee will automatically be charged to your company if you notify the Property Mgmt Office of a cancellation less than 24 hours before the meeting date specified above. Written notice of a cancellation must be provided to the management office at <a href="mailto:PennzoilPlace.PM@jll.com">PennzoilPlace.PM@jll.com</a>

<b>Note:</b>
<i>Host agrees to conduct the event in a manner appropriate for the first-class nature of the building. Host assumes full responsibility for the conduct of any of its agents, employees, contractors, guests and invitees. Owners and its agents reserve the right to deny admittance to the Building, the Conference Facilities or other facility for any reason whatsoever. Host acknowledges building inspections, testing, repairs and construction may require this reservation to be changed for reservations confirmed more than 45 days in advance. The host and its agents, employees, guests and invitees shall abide by all reasonable rules and regulations promulgated by Landlord from time to time. Host is responsible for setting up and removing all items which are not the property of the Building. Owner may require different or additional insurance, depending on the nature of the use, or if any alcohol is present.</i>

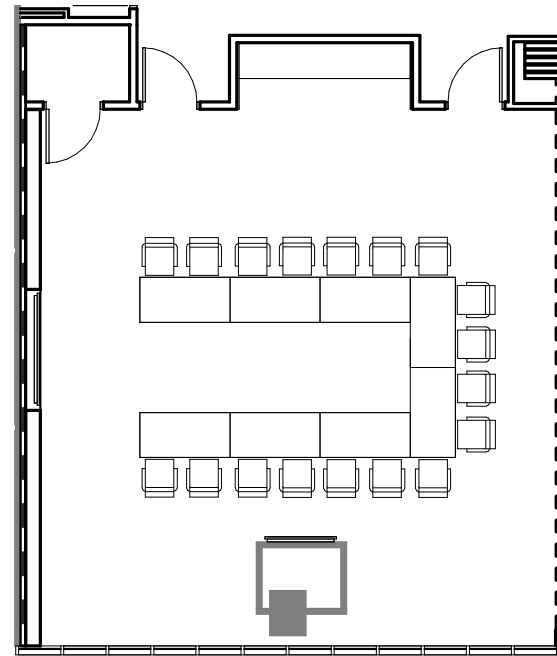
*I understand that I am liable for any damages incurred to the conference center space and/ or equipment during my reservation period. I am authorized to accept company charges for overtime air and cleaning for reservations after 7pm Mon-Fri and cancellations not submitted 24 hours in advance.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

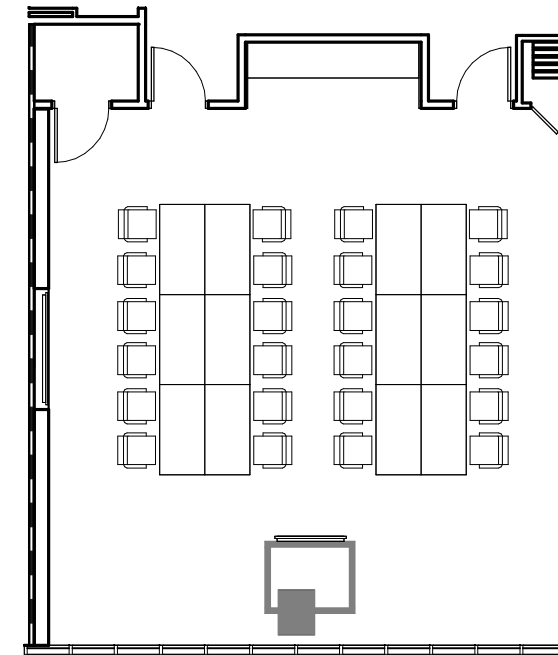
Please submit completed form to JLL property management at [PennzoilPlace.PM@jll.com](mailto:PennzoilPlace.PM@jll.com)

# PENNZOIL PLACE CONFERENCE CENTER

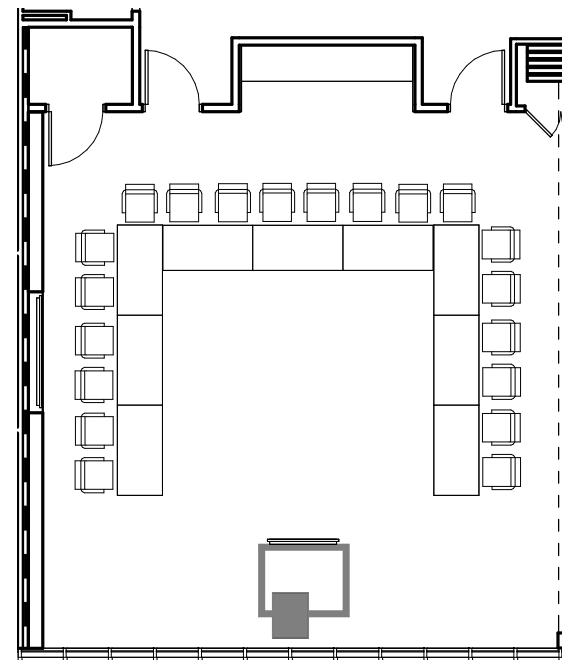
## CONFERENCE 250A



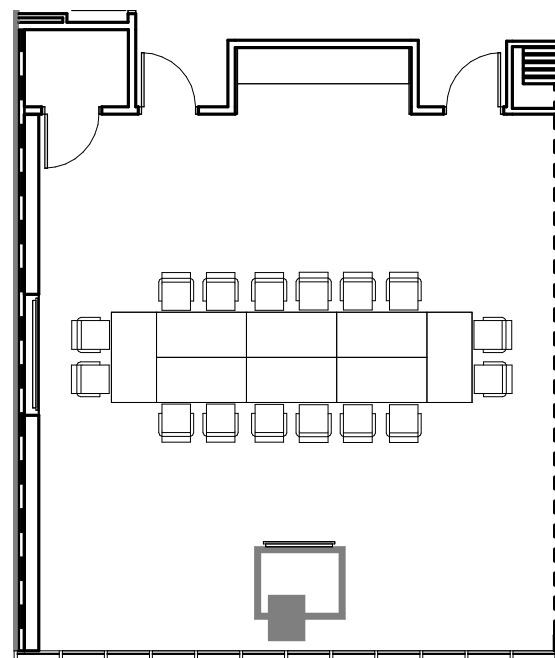
U SHAPE - 18 SEATS



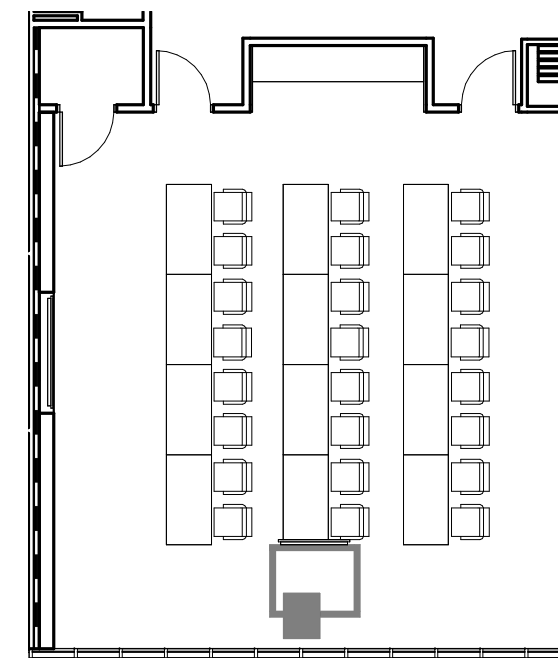
TRAINING - 24 SEATS



U SHAPE - 20 SEATS



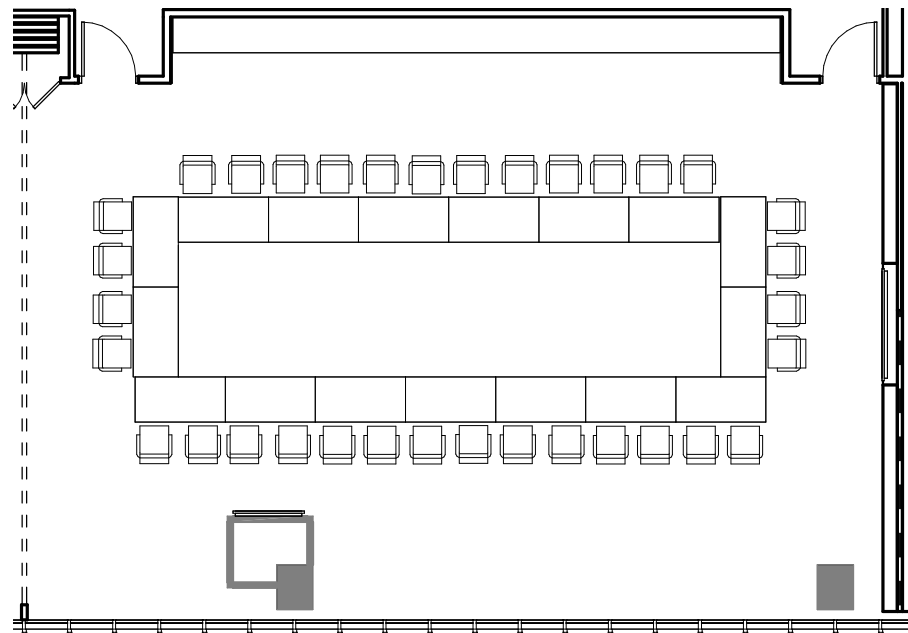
BOARDROOM - 16 SEATS



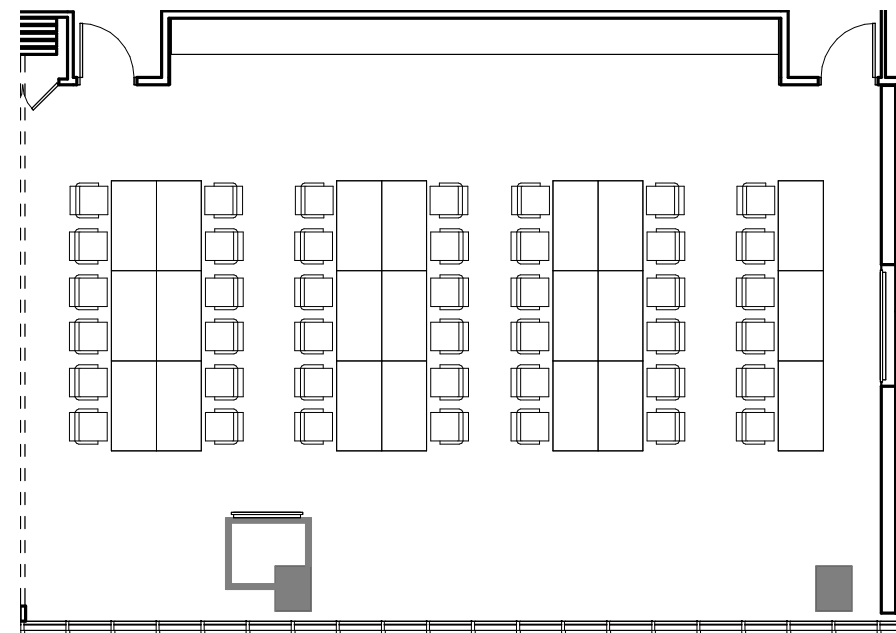
CLASS ROOM - 24 SEATS

# PENNZOIL PLACE CONFERENCING CENTER

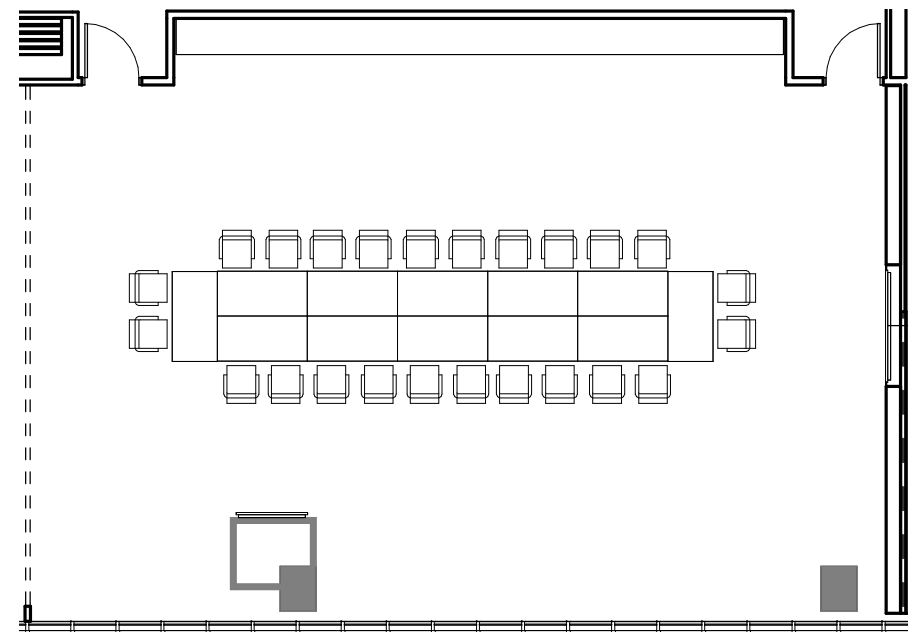
## CONFERENCE 250B



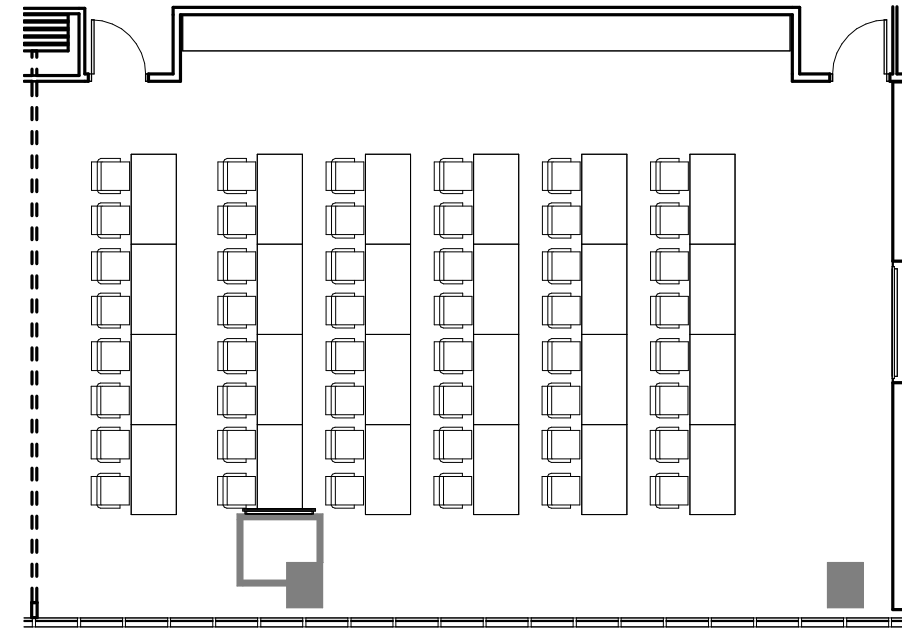
O SHAPE - 34 SEATS



TRAINING - 42 SEATS



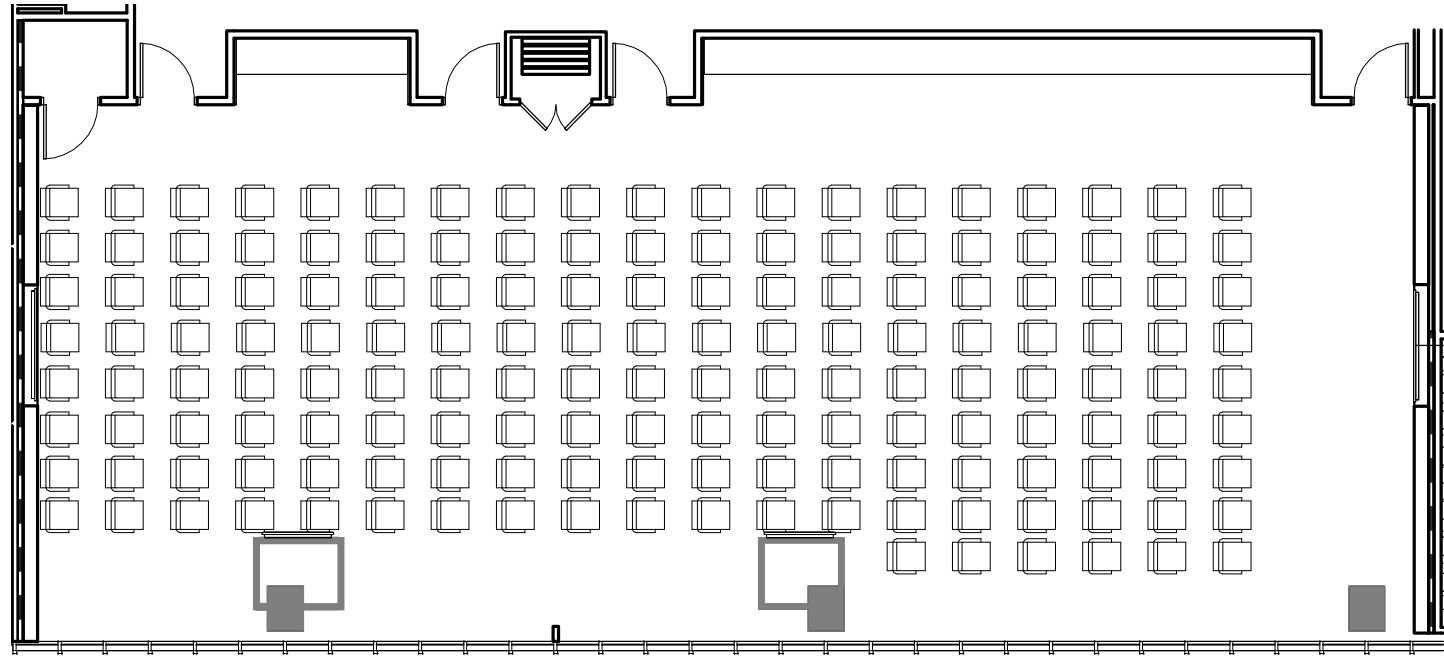
BOARDROOM - 22 SEATS



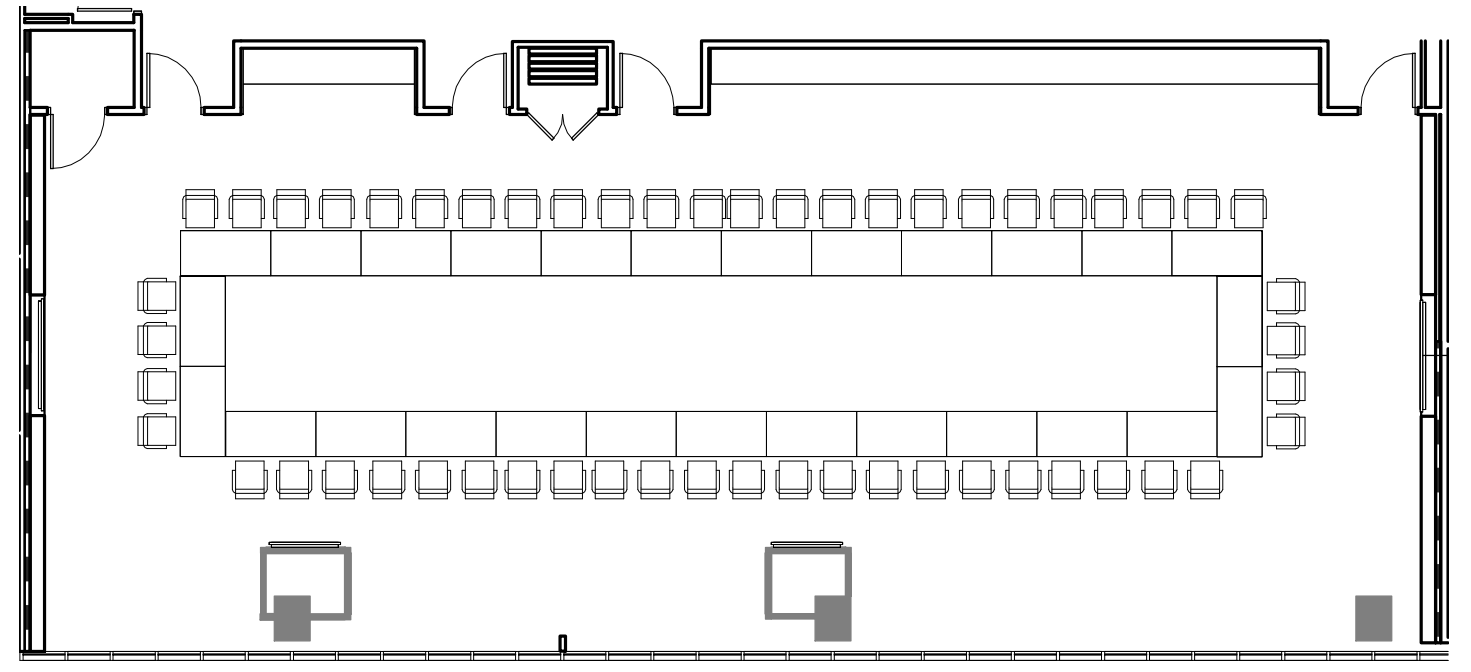
CLASS ROOM - 48 SEATS

# PENNZOIL PLACE CONFERRENCING CENTER

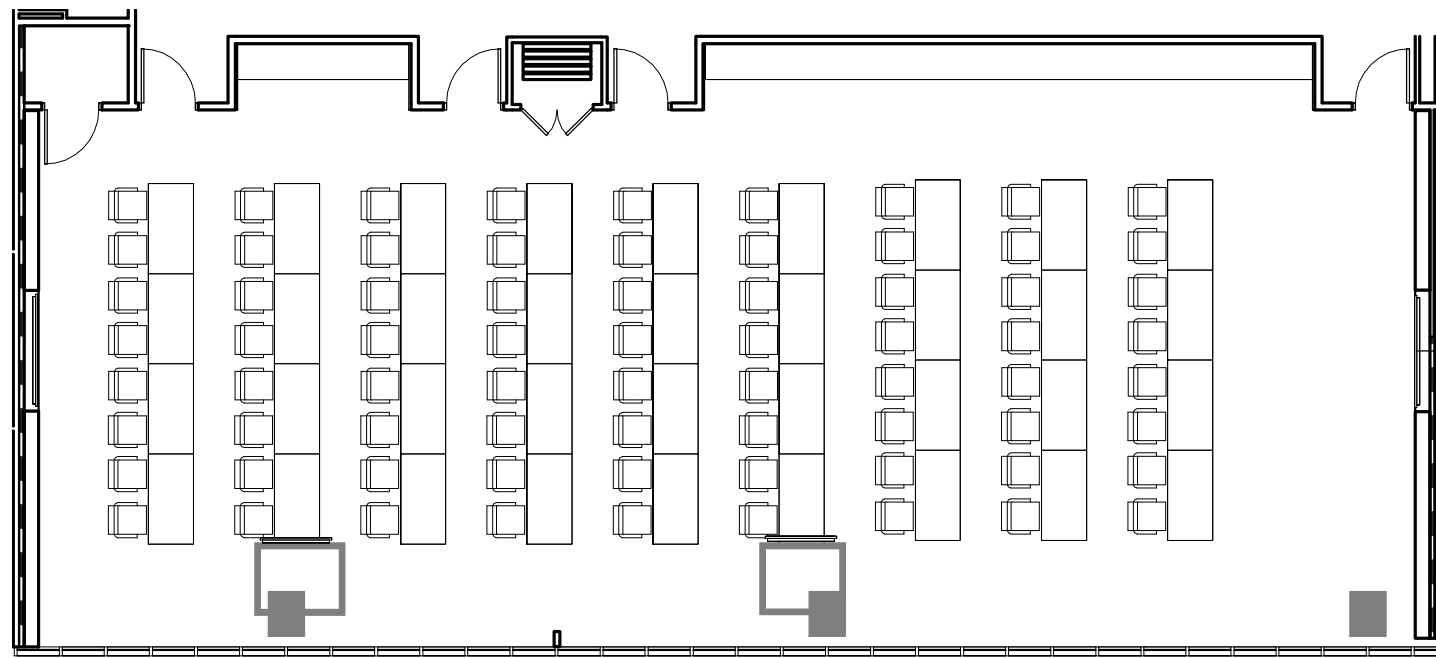
## CONFERENCE 250 A & B Combined



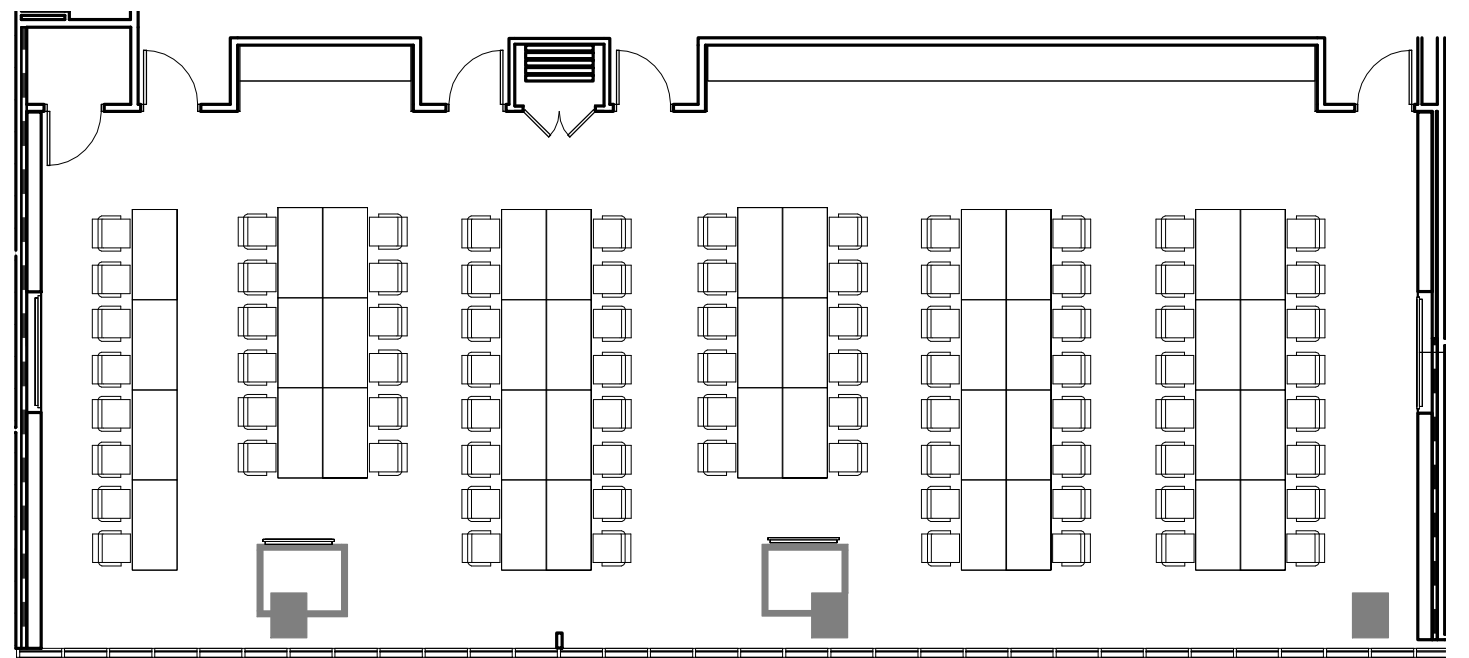
AUDITORIUM - 159 SEATS



O SHAPE - 55 SEATS



CLASS ROOM - 72 SEATS



TRAINING - 80 SEATS