



PEAKVIEW TOWER | CONFERENCE ROOM REQUEST

Name of Company: _____ Suite/Floor: _____ Phone Number: _____

Meeting Contact: _____

Date of Meeting: _____ Start Time: _____ End Time: _____

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Date of Meeting: _____ Start Time: _____ End Time: _____

Date of Meeting: _____ Start Time: _____ End Time: _____

Conference Phone:

Yes No

TYPE OF ROOM SET UP(√ one)

Classroom

Board Room

U-Shape

No Tables- Chairs Only

Food/Beverage (√ all that apply)

Catering (Explain in Notes)

Water and Coffee Bar

Other Requests/Notes: _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

PLEASE NOTE: It is the Tenant's responsibility to bring in catering. Please contact the Management Office if food will be served. Water and Coffee Bar is complimentary and will be provided by Management Office. All reservations will need to be confirmed with Management. Please notify office at least 48 hours in advance to request or cancel room reservation.

The Peakview Tower Conference Room is located in Suite 230. The conference room has the following features:

- Wireless internet access
- Conference phone
- Projector and screen
- Full service coffee bar
- Task tables wired for electricity
- Maximum capacity 45 people