



PEAKVIEW TOWER | EXECUTIVE BOARDROOM 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: _____

Estimated number of people: _____

Conference Phone:

☐ Yes ☐ No

Directional Sign Stands: (Tenants to provide their own sign, Management to provide stand holder)

☐ Yes ☐ No

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 the Management Office. *Please notify the Management Office 48 hours in advance to request or cancel the room reservation. Please note that if you do not cancel within 48 hours of your reservation there is a \$100 cancellation fee.*

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- Wireless internet access
 - Conference phone
 - Projector and screen
 - Tables wired for electricity
 - Maximum capacity 20 people