

# Tower 3 Conference Center License Agreement



THE NEW  
CONTINENTAL TOWERS

**(PLEASE READ CAREFULLY)**

**Tenant Name** \_\_\_\_\_ **Suite #** \_\_\_\_\_

**Date(s) Room Required:** \_\_\_\_\_

**Hours:** \_\_\_\_\_ to \_\_\_\_\_

**Rates Per Room:** Number of attendees and room set-up will determine the number of rooms required - refer to attached layouts.

- Number of Rooms please circle      1      2      3      4
- Full Day (more than 4 hours)  
Rate: \$400 Per Room
- Half Day (4 hours either AM or PM)   
*(If mid-day requested, full day rate will apply.)*  
Rate: \$250 Per Room
- Number of People Attending \_\_\_\_\_

- Except for trash bins, meeting room must be cleaned immediately after the event. Additional cleaning charges will be incurred for additional services.
- Ventilation and air conditioning run from 8:00am to 6:00 pm. Meetings after these hours will require having the after hour HVAC at an additional charge of \$35.00 per hour for air conditioning and \$22.50 for heating.

**Seating: Per attached Layouts**

- Option 1 Classroom Style (At Tables)
- Option 2 Circle one      A      B      C      D
- Option 3 Theater Style (No tables)   
Additional charges will apply

**Catering:**

- Outside catering is allowed
- Certificate of insurance required to be on file with Management before event;

- COI sample packets attached  
<http://www.continental-towers.com/>

Equipment Available:	(check equipment desired)
• Wall Mounted Dry Erase Boards	No Charge _____
• LCD Projector with motorized screen	No Charge _____
• AV cart	No Charge _____
• Wireless microphones (handheld or lapel)	No Charge _____
• Business Class Wi-Fi	No Charge _____
• Sound system for voice and audio presentations	No Charge _____
• Coat Racks	No Charge _____
• Electrified conference tables	\$50 per room _____
• Hospitality Center (check availability)	\$100.00 _____
Additional charges if set-up required	
• Telephone Conference Equipment (long distance charges may apply)	\$25/ Room _____

Cleaning Charges if required:	
1 Room	\$57.50
2 Rooms	\$63.25
3 Rooms	\$69.00
4 Rooms	\$74.75

**Special Requests/Additional Information:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Licensee Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Cost Code** \_\_\_\_\_

**TERMS AND CONDITIONS**

1. Owner will not accept any deliveries for the Event(s). Licensee assumes all risk of loss or liability for storage, handling, loss or damage to deliveries for the Event(s).
2. Materials, posters, signs or literature may not be affixed to any Room or corridor wall.
3. Licensee shall not cause any damage or loss to the room, the building, or any personal property of the Owner. Functions shall not interfere with the use of the Building and other occupants thereof.
4. Owner does not provide security for Event(s). Licensee assumes the responsibility for providing security for its Event(s) and materials.
5. Ten business days' notice of cancellation on all reservations is required in order to avoid being charged the full fee.
6. Licensee shall leave the Room, Building, and any equipment belonging to Owner Parties in the condition in which they were found prior to the Event.
7. Owner shall have access to the Room at all times.
8. Smoking is not permitted in the Room or in any common areas in the Building.
9. **Insurance:** Licensee shall deliver to the Owner a certificate of insurance evidencing insurance coverage, showing the Owner and the Building property manager as additional insureds, covering Licensee's use of the room and surrounding area for the event(s).
10. **Miscellaneous** The rights of the Licensee under this Agreement are personal to the Licensee and may not be assigned or transferred without Owner's prior written consent. This Agreement shall be governed by the laws of the state where the Building is located. This Agreement contains all of the covenants, understandings, agreements and stipulations between the parties, and supersedes all prior agreements or understandings, written or oral. No amendment to this Agreement shall be binding unless dated and executed by both Owner and Licensee.

**LICENSEE:**

\_\_\_\_\_  
Signature

**Please Print:**

\_\_\_\_\_  
Name/Title

**OWNER:**

WSC-GSP CT Holdings VII, L.L.C.

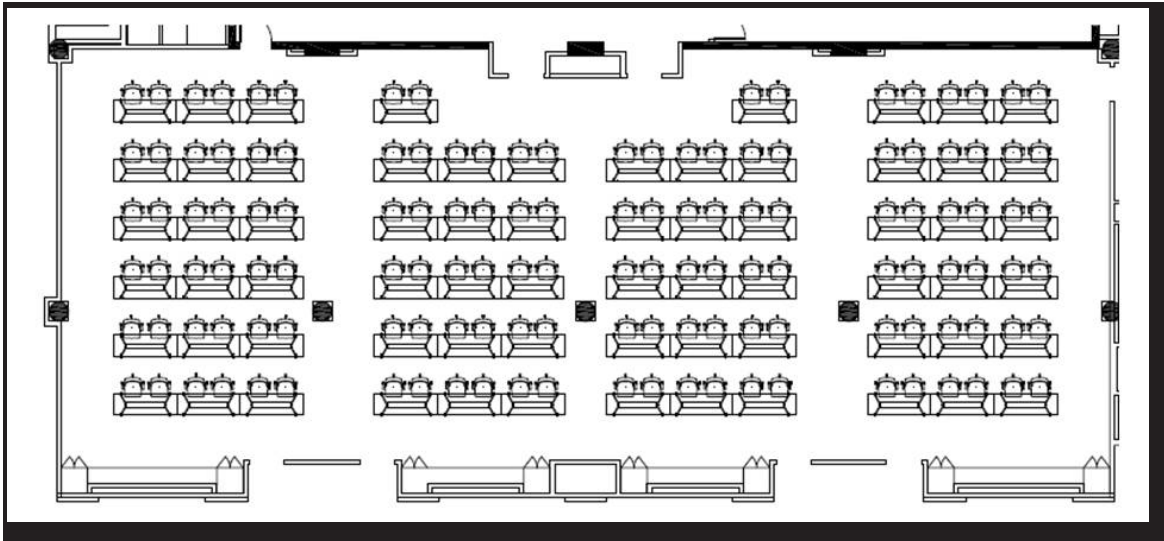
By: GlenStar Asset Management LLC,  
as Agent for Owner

\_\_\_\_\_  
Property Manager

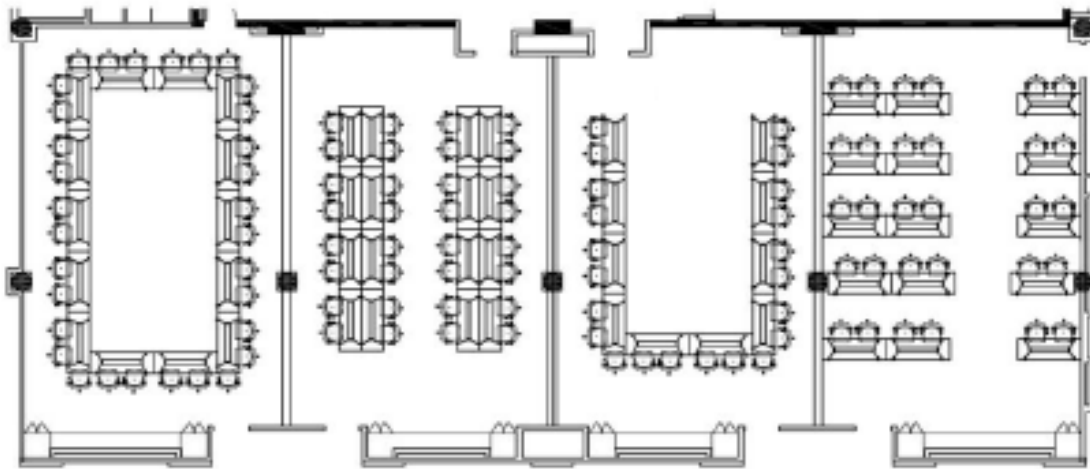
# Conference Room Seating Arrangement Options

(Space is flexible - call us to explore other options)

Option 1  
136 Chairs  
68 Tables



OPTION 2  
A: 32 Chairs  
14 Tables  
B: 32 Chairs  
16 Tables  
C: 18 Chairs  
9 Tables  
D: 30 Chairs  
15 Tables



A

B

C

D

OPTION 3  
224 Chairs

