

CONFERENCE ROOM RENTAL APPLICATION _____.

Please fill the reservation and application form for renting one of our professional rooms completely and clearly.

Fax/email it back to :kamiamerabi@merabiandsons.com or Fax: 818-817-0009.

A deposit needed for all the reservations and a cancellation fees will apply to any cancelation done within 48 hours of reserving the rooms.

Date _____ Applicant Name (D/B/A) _____
Company Address _____ City _____ State _____ Zip Code _____

Property # _____ Space # _____ Term _____ Rate _____ List _____

Type of Ownership (circle one): Corporation Partnership Sole Proprietorship Federal Tax ID# _____

Type of Business _____ Current Phone # _____ Cell # _____

Broker Referral? _____ Tenant Referral? _____

Name _____ Title _____

Driver License # _____ State _____ Passport # _____ Country _____ Visa Stats _____

Please check the relevant topic

Meeting Rooms Board Rooms Conference Rooms Interview Rooms Training Rooms Data Rooms

please check if you need the additional services listed below in the rooms. (Please note there is an additional fee for each of the services)

Video Conferencing Audio Conferencing Web Conferencing

Please fill in the reservation date and time.

Duration: Start Hour: _____ Ending Hour: _____ Start date: _____ End date: _____
Number of attendees: _____ Additional/Special Request : _____
Method of payment: _____

Rooms starts at \$ 45 per hour, \$ 35 for building's tenants only, based on availability. \$ 275.00 full day (9 am – 5 pm), after office hours \$ 65.00 per hour (5 pm – 1 am), (1 am – 9 am) or weekends & holidays plus \$150 for one attendant .Minimum three hours per rental. Catering services are available.

Cancellation Policy: Cancellations received 49 hours before the reserve time, will not be charged a fee. There would be cancelation fees of \$100 on all the cancelation done within 48 hours of the reserved time/ date.

	CHARGE	CREDIT	BALANCE

X. _____
Customer's Signature.

Date.

MERABI AND SONS USE ONLY

Approved _____ Denied _____
Date _____ **Time** _____

By: