

MEETING ROOM RESERVATION APPLICATION

Available meeting rooms and event hall (hereinafter “Room”) are open to all individuals, groups and companies. The renter (hereinafter “Organizer”) of Room must follow the laws of the State of Washington, ordinances of the City of Bellevue, and Cowork Box (hereinafter “CBI”) rules and polices.

RESERVATION

Please be advised that reservation shall be on a first come first serve basis. If there is scheduling conflict, CBI members shall have priority when making Room reservation and reservation shall be given to CBI members.

- Room reservation may be requested up to three (3) months in advance.
- Upon Room reservation confirmation, the payment of rental fees is required.
- Minimum time slot for Room rental is 30 minutes (15 minutes for CBI members).
- Any changes to Room reservation must be received 72 hours prior to the scheduled event.
- Organizer and all attendees must exit the Room on or before the end of rental time.

ROOMS AVAILABLE FOR RESERVATION

SMALL MEETING ROOM

- Four (4) to five (5) person capacity
- Equipped with TV
- Furnished with Table
- Furnished with four (4) to five (5) chairs
- Free access to high-speed WiFi
- Hourly rate of \$29 (\$19 for members)
- For daily rate, inquire at inquire@coworkbox.com

MEETING ROOM

- Eight (8) to twelve (12) person capacity
- Equipped with Overhead Projector
- Furnished with Table
- Furnished with eight (8) to twelve (12) chairs
- Free access to high-speed WiFi
- Hourly rate of \$39 (\$29 for members)
- For daily rate, inquire at inquire@coworkbox.com

GAME ROOM

- Ten (10) to eighteen (18) person capacity
- Equipped with TV



- Furnished with Low Table
- Furnished with eight (8) to twelve (12) seating
- Free access to high-speed WiFi
- Hourly rate of \$49 (\$39 for members)
- For daily rate, inquire at inquire@coworkbox.com

EVENT HALL

- Thirty (30) to fifty (50) occupant capacity
- Equipped with Overhead Projector
- Furnished with Tables
- Furnished with thirty (30) to fifty (50) chairs
- Free access to high-speed WiFi
- Hourly rate of \$79 (\$49 for members)
- For daily rate, inquire at inquire@coworkbox.com

For event hall rental, the chair(s) and table(s) can be used in a various configurations that meets Organizer’s event. If Organizer need to make any changes to the Room set-up, please indicate the Room configuration changes. The Room must be left as it was found and reset back to the way it was originally configured, or there shall be re-setting charge of fifty dollars (\$50).

Additional Fee Schedule

- B&W prints/copy: \$0.20 / prints/copy
- Color prints/copy: \$1.00 / prints/copy
- Water service: \$1 per bottle
- Coffee service: \$1.50 per cup
- Furniture setup: \$50 (must be prearranged)
- Lost FOB: \$30
- FOB deposit: \$30
- Cleaning: \$100
- Damages & repairs: Actual cost + 8%

ORGANIZER INFORMATION

Company Name		Company EIN	Company UBI	
First Name		Last Name		Driver License Number
Street Address		City		State
Zip Code		Mobile Number		Email Address
Start Date		End Date		

EVENT DESCRIPTION

EVENT TITLE	ESTIMATED ATTENDANCE
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EVENT TYPE <input type="checkbox"/> Meeting <input type="checkbox"/> Seminar <input type="checkbox"/> Workshop <input type="checkbox"/> Training	<input type="checkbox"/> Meetup <input type="checkbox"/> Luncheon <input type="checkbox"/> Lecture <input type="checkbox"/> Webinar	<input type="checkbox"/> Panel <input type="checkbox"/> Reception <input type="checkbox"/> Performance <input type="checkbox"/> _____
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EVENT DESCRIPTION

EVENT FURNITURE CONFIGURATION CHANGE

EVENT TIME

EVENT DATE	SET UP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	START TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	END TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
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MEDIAS AVAILABLE

SMALL MEETING ROOM <input type="checkbox"/> TV <input type="checkbox"/> Easel board <input type="checkbox"/> Apple TV <input type="checkbox"/> Chrome Cast	MEETING ROOM <input type="checkbox"/> Overhead projector <input type="checkbox"/> Easel board <input type="checkbox"/> Apple TV <input type="checkbox"/> Chrome Cast	GAME ROOM <input type="checkbox"/> TV <input type="checkbox"/> Easel wall (West wall) <input type="checkbox"/> Apple TV <input type="checkbox"/> Chrome Cast <input type="checkbox"/> Xbox <input type="checkbox"/> PS4 <input type="checkbox"/> Wii U	EVENT HALL <input type="checkbox"/> Overhead projector <input type="checkbox"/> Easel wall (back wall) <input type="checkbox"/> Podium <input type="checkbox"/> Microphone <input type="checkbox"/> CD Drive <input type="checkbox"/> Audio Recording <input type="checkbox"/> Video Recording <input type="checkbox"/> Apple TV <input type="checkbox"/> Chrome Cast
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ADDITIONAL QUESTIONS

WILL THERE BE FOOD CATERING FOR EVENT? <input type="checkbox"/> Yes <input type="checkbox"/> No	IS FOOD CATERING ORDERED FROM COWORK BOX? <input type="checkbox"/> Yes <input type="checkbox"/> No	IS EVENT OPEN TO PUBLIC? <input type="checkbox"/> Yes <input type="checkbox"/> No
DOES ATTENDEES PAY TO ATTEND EVENT? <input type="checkbox"/> Yes <input type="checkbox"/> No	WILL COWORK BOX MEMBERS BE INVITED TO ATTEND EVENT? <input type="checkbox"/> Yes <input type="checkbox"/> No	

CONDITIONS FOR USE

The following rules govern use of Room in CBI premises and facility. Organizer agree to abide by these rules and a condition of use. Violation may result in revocation of Room usage privileges.

DECORATIONS

For any decorations, Organizer must have prior written approval from CBI. Confetti, rice, and glitter are prohibited. Use of candles or any and all flammable materials are prohibited.

FOOD AND CATERING

While food and non-alcoholic beverages are allowed in Room, all catering issues are the sole responsibility of the meeting Organizer unless CBI is providing the catering. Room or any and all parts of CBI premises are not designed for cooking or preparation of food.

EQUIPMENT USE

CBI reserves the right to assess a fee if the Room, facility or its equipment is damaged or otherwise not returned to its original condition.

CLEANING

CBI does not provide cleaning services. If the Room is found in disarray or dirty, a minimum of one hundred dollars (\$100) cleaning fee and/or the repair fee shall be charged.

MEETING AND EVENT ACTIVITIES

Meeting and event activity is restricted to the rented Room area only. Attendees may not roam around to other parts of CBI premises or congregate in the hallways. Use of phones, computers, desks, offices or any other property of CBI’s members are strictly prohibited. Meeting materials may not be set up in the hallway. Organizer is responsible for communicating this to its meeting attendees.

ORANIZER RESPONSIBILITIES

Organizer is responsible for all equipment in Room, cleaning up, and for any damage to premises and facility, including theft, breakage, staining, or other damages. Organizer is responsible for returning the Room to the same condition as it was prior to use of the Room which includes proper disposal of trash. CBI staff is not available to assist with rearrangement of furniture unless the set up fee is paid for and booked in advance. Organizer is not permitted to remove chair(s), table(s) or any equipment from the premises and building. Room must be left clean, with furniture set up as it was found.

DESIGNATED PERSON

If Organizer can not attend the meeting or event, CBI requests that Organizer designate one person to handle all communications and interface with CBI on the day of meeting or event. The designated

person must be on-site throughout the Room rental period.

PROHIBITED USE

Organizer shall not use the Room for any purpose that is unlawful or prohibited by CBI rules and building regulations. Organizer shall not use the Room in any manner that could damage, disable, impair, interfere with any CBI members use and enjoyment of coworking services and premises that CBI provides to its members. Organizer and attendees must be considerate of CBI's members and activities. CBI has the right to terminate any meeting or events that is disruptive to CBI's business operation. Any individuals, groups or companies asked to leave during an event because of violation of this rule, forfeits the rental fees posted for usage of Room.

SECURITY AND PARKING

CBI assumes no responsibility for security during meetings and events. There is plenty of free parking available to all attendees for meetings and events.

KEY AND FOB RETURN

Organizer is responsible for ensuring proper return of FOB to CBI promptly. If FOB is lost or not returned within twenty hour (24) hours, Organizer shall be charged thirty dollars (\$30).

DISCLAIMER

CBI does not endorse any goods, products, services and makes no representation as to the accuracy of the information, and assumes no liability for the quality or safety of any goods, products and services which may be the subject of meetings and events.

CANCELLATION POLICY

CBI requires seventy two (72) hours [three business days] notice prior to a reserved Room date and time for cancellation without penalty. If a reservation is canceled with less than three (3) business day's notice, Organizer is responsible for the cost of the Room rental associated with their reservation. CBI shall not be responsible for any damages or costs resulting from the cancellation of reservation due to CBI closing for weather or other emergencies. CBI retains the right to cancel a reservation for Room rental to accommodate operations. If cancellation is necessary, CBI shall notify Organizer. CBI reserves the right to revoke permission to use any Room to any individual, group or company which violates or refuses to comply with the rules and regulations established for use of the Room. CBI shall have the right to cancel a reservation prior to use and will return the rental fee and deposit. CBI reserves the right to make additional conditions for the use prior to approval of Meeting Room Reservation Application.

PAYMENT

CBI accepts VISA, MasterCard, AmEx, Discover Card, checks and cash as payment. All Room rental fee must be prepaid within forty eight (48) hours from the time the Meeting Room Reservation Application is approved or Organizer risk the chance of forfeiting the approval should another individual, group or company makes reservation first.

This Meeting Room Reservation Application does not guarantee the requested Room for rental. This form shall be processed within forty eight (48) hours during Monday through Friday, at which time confirmation status shall be given and rental fee(s) must be processed. CBI reserves the right to refuse a request that does not allow forty eight (48) hours for processing. CBI also reserves the right to reassign Room in-order to accommodate a different or larger group.



It is hereby understood and agreed, if this Room Reservation Application is granted, the undersigned Organizer shall assume all and exclusive responsibility for the preservation of order and the sole and exclusive liability for any injury to persons, and any damages to, or loss of property that my result from use of Room. Organizer agrees to indemnify CBI and hold the same harmless against all claims, demands, damages, costs and expenses including reasonable attorneys' fees for the defense of such claims, arising out of Organizer's use of the Room.

Also, it is understood and agreed between Organizer and CBI that the Organizer has read the rules governing the rental of meeting room(s) and that the condition contained therein shall be observed. Organizer understands and agrees that payment must be received promptly once Organizer have received confirmation that Room Reservation Application has been approved.

ORGANIZER

 Organizer Signature

 Date

 Print Name

OFFICE USE ONLY

CONFIRMATION OF RESERVATION

Reservation is hereby approved and confirmed of the space required as indicated above.

Applicable payment of \$ _____ has been received on _____.

 Authorized Signature

Lawrence Lee
 Print Name

General Manager
 Title

 Date