

SPONSORED EVENT RESERVATION APPLICATION

Available meeting room(s) (hereinafter “Room”) are open to all individuals, groups, organizations, and companies. The renter (hereinafter “Organizer”) of the 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 shall have the sole right and authority to change or modify reservation.

- Room reservation may be requested up to three (3) months in advance.
- Room reservation shall require one-hundred dollars (\$100.00) deposit or credit card on file.
- Any changes to Room reservation must be received 72 hours prior to the scheduled event.

ROOMS AVAILABLE FOR RESERVATION

AMAZON ROOM

- Capacity: four (4) to five (5) person
- Furnished with 4 to 5 chairs
- Furnished with a stationary table
- Equipped with 60” wide-screen TV
- Equipped with 6’ x 4’ floating glass easel board
- Free access to high-speed WiFi

MICROSOFT ROOM

- Capacity: eight (8) to fourteen (14) person
- Furnished with 8 to 14 chairs
- Furnished with a conference table
- Equipped with overhead projector
- Equipped with 6’ x 4’ floating glass easel board
- Free access to high-speed WiFi

GOOGLE ROOM

- Capacity: twelve (12) to twenty (20) person
- Furnished with 12 to 20 seating
- Furnished with several small tables
- Equipped with 75” wide-screen TV
- Equipped with 6’ x 20’ easel board wall
- Free access to high-speed WiFi



STARBUCKS ROOM

- Capacity: thirty (30) to sixty (60) person
- Furnished with 30 to 60 seating
- Furnished with various size tables
- Equipped with overhead projector
- Equipped with 5' x 18' easel board wall
- Equipped with audio equipment
- Free access to high-speed WiFi

For Google room and Starbucks room, the chair(s) and table(s) can be used in 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 twenty-four (24) hours prior to the event. 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: \$0.15 / prints/copy
- Color prints/copy: \$0.65 / prints/copy
- Water service: \$1 per bottle
- Coffee service: \$1.50 per cup
- Furniture setup: \$50 (must be prearranged)
- Lost remote controller: \$50
- Lost microphone: \$60
- Lost FOB: \$30
- FOB deposit: \$30
- Cleaning: \$100
- Damages & repairs: Actual cost + 8%

ORGANIZER INFORMATION

Company Name		Membership No. <i>(if member of CBI)</i>		Company EIN	
Organizer First Name		Organizer 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 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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IS THIS EVENT REOCCURRING? <input type="checkbox"/> Yes <input type="checkbox"/> No	HOW OFTEN WILL THE EVENT REPEAT? <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-monthly <input type="checkbox"/> Monthly	START TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	END TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
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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 Group <input type="checkbox"/> Luncheon <input type="checkbox"/> Lecture <input type="checkbox"/> Webinar	<input type="checkbox"/> Panel Discussion <input type="checkbox"/> Reception <input type="checkbox"/> Performance <input type="checkbox"/> _____
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EVENT DESCRIPTION

EVENT FURNITURE CONFIGURATION CHANGE

ADDITIONAL QUESTIONS

IS THERE FOOD CATERING FOR THE 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 THE EVENT OPEN TO PUBLIC? <input type="checkbox"/> Yes <input type="checkbox"/> No
DOES ATTENDEES PAY FEE TO ATTEND THE EVENT? <input type="checkbox"/> Yes <input type="checkbox"/> No	IS THE EVENT OPEN TO COWORK BOX MEMBERS? <input type="checkbox"/> Yes <input type="checkbox"/> No	MAX. CAPACITY OF THE EVENT

CONDITIONS FOR USE

The following rules govern use of Room(s) in CBI premises and building (hereinafter “Premises”). Organizer agree to abide by these rules and a Condition for 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. Fastener such as nail, screws, and any fasteners that damages the wall and surface are prohibited. Use of candles or any flammable or combustible materials are strictly prohibited in the Room and on the Premises.

FOOD AND CATERING

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

EQUIPMENT USE

CBI reserves the right to assess a fee if the Room, Premises 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. There shall be a cleaning charge of fifty dollars (\$50) if trash is not removed or if the Room needs any cleaning.

MEETING AND EVENT ACTIVITIES

Meeting and event activity is restricted to the reserved Room only. Attendees may not roam around to other parts of Premises or congregate in the hallways or lobby. 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 or lobby. Organizer is solely responsible for communicating this rule to its meeting or event attendees.

ORGANIZER RESPONSIBILITIES

Organizer is responsible for all equipment in the Room, cleaning up, and for any damage to Premises, 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 may not be 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 Room or Premises. Room must be left clean, with furniture returned to 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 or Premises 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. Organizer and all 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 coworking business operation. Any individuals, groups or companies asked to leave during the meeting and event because of violation of this rule must exit the Room and Premises immediately.

SECURITY AND PARKING

CBI assumes no responsibility for security during meetings and events. It shall be the responsibility of Organizer or Organizer's company to have insurance policy to cover any and all personal property and liability issues during the meeting and event. There are plenty of free parking spaces available to all attendees for meetings and events.

KEY AND FOB RETURN

Organizer is responsible for ensuring proper return of FOB, remote controllers, and equipment to CBI promptly. If FOB, remote controller, or equipment is lost or not returned within twenty hour (24) hours, Organizer shall be charged fee(s) according to CBI's schedule of fees.

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 date and time for cancellation. If a reservation is canceled with less than three (3) business day's notice, Organizer shall forfeit any and all future meeting and events reservations. CBI shall not be responsible for any damages or costs resulting from the cancellation of reservation due to CBI closing for weather or any other emergencies. CBI retains the right to cancel a reservation for the Room rental to accommodate business operations. If cancellation is necessary, CBI shall notify Organizer. CBI reserves the right to revoke permission to use the Room to any individual, group, organization, or company that has violated or refuses to comply with the rules and regulations established for use of the Room. CBI reserves the right to make additional conditions for the use prior to approval of Sponsored Event Reservation Application.

PAYMENT

CBI accepts VISA, MasterCard, AmEx, Discover Card, checks and cash as payment. Any and all service 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.

Submission of this Sponsored Event Reservation Application does not guarantee the reservation of the Room. This form shall be processed within forty eight (48) hours during Monday through Friday, at which time confirmation status shall be given and any and all service 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 the Room in-order to accommodate a different or larger group.



CREDIT CARD CHARGE AUTHORIZATION FORM

CREDIT CARD INFORMATION

Company or Meetup Group Name | Credit Card Type

Name on Credit Card | Credit Card No. | Expiration Date | 3 Digit Code | Billing Zip Code

EVENT DESCRIPTION

EVENT TITLE | EVENT DATE

FEE SCHEDULE

- B&W prints/copy: \$0.15 / prints/copy
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Coffee service: \$1.50 per cup
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Lost remote controller: \$50
Lost microphone: \$60
Lost FOB: \$30
Cleaning: \$100
Damages & repairs: Actual cost + 8%

I hereby understand and agree that I am responsible for rearrangement of furniture to the original configuration, damages and breakage to the premises/equipment including cleaning up, stain damage, lost remote controllers, lost FOB, and usage of any and all additional services listed above.

ORGANIZER

Organizer Signature | Date | Print Name

OFFICE USE ONLY

AUTHORIZED CREDIT CARD CHARGE

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

Authorized Signature | Lawrence Lee | General Manager | Date