



PARMENTER REALTY PARTNERS

Buckhead Tower Conference Room Request Form

If you would like to make a reservation, please complete this form and submit it with your request in the work order system.

Tenant Company Name: _____

Suite Number: _____

Contact Name: _____

Contact phone: _____

Contact email: _____

Reservation Date: _____ Reservation Time: _____

Number of People in Attendance: _____

Conference Room Reservation pricing is as follows: Hourly- \$15.00, Half Day \$50.00, and Whole Day \$100.00 Please Choose one of the following below.

☐

Hourly- Start Time:_____. End Time: _____.

☐

Half Day

☐

Full Day

The management office would like to thank you in advance for returning the conference room furniture back to its original setting after each use and for complying with the buildings recycling program while using the conference room.

A member of the Property Management team will be in contact with you to confirm the availability of your request.

By signing this request you are in agreement that these charges will be present on your monthly rent statement.

Tenant Signature: _____

Print Name: _____

Date: _____

***Do not tape or attach anything to the walls or door in the conference room.**