

Conference Room Reservation Request and Waiver

This Waiver outlines the rules and responsibilities for Tenants reserving the Conference Room at 205 Datura, West Palm Beach, including the procedures for catering companies, if applicable.

Reservation Rules

1. Reservation Process including Waiver

- Tenants must submit a Conference Room Reservation Request at least **two (2) hours** in advance through a Reservation Request on the 205datura.com Tenant Portal. A completed and signed Conference Room Reservation and Waiver must be attached to the Reservation Request submission.
- Reservation Requests are subject to availability and will be confirmed via email by the 205 Datura Concierge (concierge@205datura.com).

2. Usage Hours

- The conference room is available for use from 8:00 AM to 5:00 PM, Monday through Friday.
- Any use beyond these hours requires special permission from Building Management.
Please contact PM@205datura.com at least 24 hours in advance for confirmation.

Catering Guidelines

3. Catering Setup and Cleanup

- Catering setup is allowed one hour before the event, and cleanup must be completed within one hour after the event concludes.
- Any waste or leftover food must be disposed of in designated waste areas.

Inspection and Liability

4. Pre- and Post-Reservation Inspection

- The Conference Room will undergo an inspection by building management both before and after the tenant's event.
- The inspection will cover cleanliness, furniture and equipment condition, and any visible damages.

5. Tenant Responsibility

- Tenants are responsible for ensuring the Conference Room is left in the same condition as it was provided.
- Any additional cleaning required, or damages incurred during the reservation, will be charged to the tenant's account.

6. Damages and Fees

- Any damages identified during the post-reservation inspection will be documented, and the tenant will be notified.
- The tenant agrees to cover the costs of repairs or additional cleaning services required.

Conference Room Reservation Request & Waiver follows

Conference Room Reservation Request and Waiver

Tenant Company Name: _____

Tenant Contact Name: _____

Phone Number: _____

Email Address: _____

Suite Number: _____

Conference Room Date(s) Requested: _____

Start Time: _____

End Time: _____

Catering Service Name (if applicable): _____

Catering Service Email: _____

Catering Service Phone: _____

Agreement and Signature

By signing below, the Tenant acknowledges understanding and agrees to comply with all terms and conditions outlined in this waiver. The tenant also accepts responsibility for any additional charges incurred due to non-compliance or damages.

Tenant Authorization Signature: _____

Date: _____