



CONFERENCE FACILITY RESERVATION AGREEMENT General Information & Conditions

Conference Room B: Trenton Building: 8300 NW 53rd Street, Suite 103

Hours: Monday – Friday, 7:00 A.M – 7:00 P.M.

Rental Fee: Free of charge to Downtown Doral office tenants.

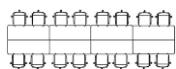
Set-Up: Conference Room A has 6 tables, 12 conference chairs, and 16 additional guest chairs (28 total). Conference Room B has 12 tables and 24 chairs. The default layout is Square or Conference Style. Upon request, a member of the Property Management team will set up the conference room in any of the layouts shown below. If additional tables and chairs are needed, tenant must provide the difference.

Layout Options:

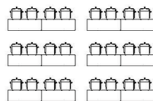
Square (Default)



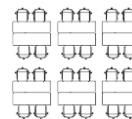
Conference (Default)



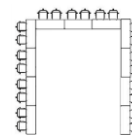
Classroom



Seminar/Banquet



U-Shape



Equipment:

Conference Room B: 2 Flat Screen TVs / PC Monitors, HDMI Cables, Wireless Mouse & Keyboard, Webcam, Whiteboard, Wall & Floor Outlets, Electric black out shades & Wifi.

Kitchen: Located within the conference center and equipped with a small refrigerator. Tenant is responsible for supplying all consumables, i.e. food, drinks, condiments, cups, plates, utensils, napkins, etc. and for cleaning the kitchen after use.

Catering: Upon request, the Management Office can provide a list of approved catering companies who are licensed and insured. If the tenant decides to use another caterer/vendor, the Certificate of Insurance and Endorsements must be submitted to the office no later than 48 hours prior to the scheduled event date.

Reservations: Tenants may submit a reservation a minimum of 48 hours, but no more than 3 months, prior to the requested date of use. Reservations must be requested through Angus by logging in and selecting the “Reservations” section on the left column. Create new reservation, select the property and respective Conference Room and enter the requested date and time. If time is unavailable, you may view and select an alternative date and time and/or conference room. An email confirmation will be sent to the contact person/requestor once the reservation is approved. In addition, all tenant companies **MUST** sign the conference room reservation agreement in order to use the facility. Forms may be completed/signed electronically and emailed, faxed, or dropped off at the Management Office.

Access: The conference rooms will be unlocked by Security prior to the reservation start time and locked and inspected at the end time. The doors will remain locked at all other times.

Cancellations: Notice of reservation cancellation must be made to the Management Office no later than 24 hours prior to the scheduled date and time of use. Failure to do so may result in revocation of tenant’s right to use the facility.

License Only; Miscellaneous: This agreement constitutes a revocable license only, and shall not be construed as a lease or an easement. This agreement embodies the entire understanding of the parties relating to the subject matter hereof and there are no other agreements or understandings, written or oral, in effect between the parties relating to the subject matter hereof. This agreement may be modified only by a written instrument signed by the parties. This agreement shall be governed by the laws of the State of Florida. In the event of any litigation arising out of this agreement, the prevailing party shall be entitled to recover its costs and expenses incurred in such litigation, including reasonable attorneys’ fees, at all levels, including appeals.

Initial: _____



CONFERENCE FACILITY RESERVATION AGREEMENT
Rules and Policies Governing Use

1. The tenant/organization/individual ("Tenant") using Conference Room A or Conference Room B (the "Conference Facility") agrees hereby to indemnify and save harmless; Doral 8200 Office, LLC; Doral 8240 Office, LLC; Doral 8300 Office, LLC; Doral 8333 Office, LLC; Doral 8350 Office, LLC and their respective employees, members, and affiliates (all of the foregoing being collectively the "Protected Persons") from and against any and all losses, damages, claims, fines, decrees, judgments or expenses including reasonable attorney's fees, arising out of or related to the use and occupancy of Downtown Doral Buildings or any portion thereof by Tenant, and Tenant's invitees, employees, agents, or contractors, all as may be suffered by the Protected Persons.
2. The Conference Facility is designed for use of **Downtown Doral office tenants ONLY**.
3. **The Protected Persons shall not be responsible for any damage** to anything a Tenant or its invitees may bring to display, use or exhibit, regardless of the cause; nor shall the Protected Persons be liable for any loss by theft. Since no storage area is available, please remove all of your property upon completion of the permitted use and clear the room as soon as possible.
4. **Any Tenant using the Conference Facility will be responsible for damage done to the Conference Facility or any other portions of the building** and/or their contents, equipment, furniture and fixtures. All damages must be reported to the Management Office immediately. Prompt payment of repairs and/or replacement cost of any damage to the Conference Facility or the contents of such must be made within 10 days of receipt of estimated bill, or if the repairs have been completed, the repair bill itself. Subsequent use of the Conference Facility by persons causing damage thereto may be prohibited.
5. The Conference Facility **Equipment is for use in the Conference Room ONLY during reservation time**. Tenant is responsible for ensuring this equipment is not removed from the facility at any time. Tenant will be billed for any damaged or missing equipment.
6. The Tenant's use of the Conference Facility constitutes Tenant's agreement that the conference room is clean and in good working order at the time of use.
7. Codina Management, LLC have the authority to deny or cancel an organization's use of the facility at any time and for any reason whatsoever.
8. For security reasons, **access to the Conference Facility is not allowed outside of the reservation time**. If you would like to schedule a tour of the Conference Facility prior to making the reservation, please contact the Management Office.
9. Tenant may use the Conference Facility for the purpose of conducting meetings, conferences, training, seminars, and special events that are not intended to, and do not, generate revenue or compensation in any form for the Tenant or any third party. **There will be no solicitation permitted** or signs posted outside of the Conference Facility, specifically, the Common Areas, Elevators, Lobby, and Parking Areas.
10. **Any group using the Conference Facility for other than permitted purposes** will be asked to immediately terminate their meeting or event. In the event that such a request is made and the group using the Conference Facility refuses to leave, Property Management may resort to self-help without liability of any sort or nature. In the event that a group is requested to leave and leaves on request or is put out of the Conference Facility, it is agreed that Property Management and the Protected Persons are without liability in respect to any claims.
11. **The Conference Facility must be left in the clean and orderly condition in which it was received**, i.e. clear of trash and debris. We ask that you arrange to remove all food scraps, utensils, paper cups and other trash, etc. immediately following event. A clean-up fee will be charged if warranted.
12. **When erecting displays or other items, do not remove any items currently hanging on the wall or use nails, tape, screw-in hooks, staples, etc. on any surface in the Conference Facility**. Do not permit or suffer the occurrence of any damage to surfaces in the Conference Facility.
13. **Decorating plans must be approved by Property Management** and the approved decorations are to be installed and removed by the Tenant. All decorations must meet local Fire Code and other regulations.
14. The use of **alcoholic beverages** in the Conference Facility **is not permitted**. **All illegal activities are prohibited**, including, but not limited to drugs, gambling or gaming.
15. **Smoking is not permitted**. The burning of incense or any open flame (such as candles), is not permitted.
16. **A Certificate of Liability and Endorsements** reflecting not less than \$1 million commercial general liability coverage and reflecting the Protected Persons as additional insureds are required from Tenant and any and all vendors providing services and/or products in the building and Conference Facility. This includes caterers, event planners, rental companies, etc.

By signing below, I acknowledge that I am an authorized representative for the Tenant and that Tenant agrees to the above terms and conditions of this Conference Facility Reservation Agreement. Tenant may be billed for damages or refused future conference room reservations if these terms are violated.

Tenant Company Name: _____ Suite #: _____ Date: _____

Authorized Representative's Name: _____ Signature: _____