



# Premier Executive Center **Ft MYERS**

## Conference Room Executive Office Confirmation

Please return this form via fax to (239)275-2501 or email to [receptionftmyers@premiercenter.net](mailto:receptionftmyers@premiercenter.net) for confirmation.  
Booking will not be confirmed until this form is received.

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Address: \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
\_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

PURPOSE: ☐ MEDIATION ☐ DEPOSITION ☐ EUO ☐ OTHER

Conference rooms are available between the hours 8:30am to 5:30pm: Mon. thru Fri. Time used beyond standard operational hours will be billed at an additional \$75.00 per hour. Room set up may begin 15 minutes prior to scheduled time if room is available.

Day of WK: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Start Time: \_\_\_\_\_:\_\_\_\_\_ End Time: \_\_\_\_\_:\_\_\_\_\_

FT MYERS Large Conference Room 1 <sup>st</sup> floor (seats 12) rect. table	<input type="checkbox"/> \$80/hr	<input type="checkbox"/> \$400/day
FT MYERS Large Conference Room 2 <sup>nd</sup> floor #231 (seats 10) rect. table	<input type="checkbox"/> \$60/hr	<input type="checkbox"/> \$300/day
FT MYERS Small Conference Room 1 <sup>st</sup> floor (seats 6) round table	<input type="checkbox"/> \$40/hr	<input type="checkbox"/> \$200/day
FT MYERS Small Conference Room 1 <sup>st</sup> floor #100 (seats 6) rect. table	<input type="checkbox"/> \$40/hr	<input type="checkbox"/> \$200/day
FT MYERS Small Conference Room 3 <sup>rd</sup> floor #313 (seats 6) rect. table	<input type="checkbox"/> \$40/hr	<input type="checkbox"/> \$200/day
FT MYERS Executive Day Office #230 (seats 3) 1 exec & 2 guests	<input type="checkbox"/> \$30/hr	<input type="checkbox"/> \$115/day
FT MYERS Executive Day Office #106 (seats 3) 1 exec & 2 guests	<input type="checkbox"/> \$30/hr	<input type="checkbox"/> \$115/day

**Services needed:** ☐ Standard phone ☐ Polycom conference phone @ \$10/hour-\$25/day + LD charges

LD billed at end of the month. Long distance rates will apply to all outgoing calls with the exception of 800#'s

- ☐ Wi-Fi Connection/ T1 High Speed \$10/ hour-\$25/day per connection, # of connections required: \_\_\_\_\_
- ☐ Video Conferencing: If required, please request Video Conferencing form to be filled out
- ☐ Overhead Projector & Screen \$35/hour-\$75/day ☐ Flip Chart/Dry Erase Board \$10 flat rate
- ☐ Catering- fee varies. Call for menu & rates
- ☐ Copies: B/W \_\_\_\_\_ .25 cents Color \_\_\_\_\_ \$1.00 Fax Pages \_\_\_\_\_ \$1.00 each
- ☐ Secretarial Services \$25-\$45 per hour

Space will be utilized by (list employee names): \_\_\_\_\_

Card Holders Name: (print) \_\_\_\_\_ Signature: \_\_\_\_\_

Name on Credit Card \_\_\_\_\_

MC / VISA / AE Credit Card #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp date \_\_\_\_/\_\_\_\_/\_\_\_\_ Billing Zip \_\_\_\_\_

Important: Check In & Out with the reception desk when using the conference room. You will be billed for all hours reserved.  
**Cancellation Policy:** A cancellation must be received 24hrs in advance and receipt confirmed by Premier Executive Center Ft. Myers.  
**Cancellation Fees:** Within 24 hrs-100% of all scheduled charges including catering charges, excluding network charges. For questions please call 239-275-2517.