

THE CONFERENCE CENTER

ONE PPG PLACE



SUITE 1250

RENTAL CHECKLIST

DATE: _____

TIME: _____

(Full Day or Half Day Rentals only; Half Day = 8 a.m. to 12 noon or 1 p.m. to 5 p.m.; Any reservation spanning two times periods (such as 11 a.m. to 2 p.m.) is considered a FULL DAY rental)

USER/COMPANY: _____

CONTACT NAME: _____

DAYTIME PHONE: _____

E-MAIL ADDRESS: _____

ADDRESS: _____

ROOM SET-UP: **Room:** _____ **Style:** _____

_____ Plaza Room _____ Fountain Room _____ Theatre _____ Classroom _____ U-Shape

(Plaza Room accommodates 82-Classroom; 144 Theatre; 38 U-Shape.

Fountain Room accommodates: 30 Classroom; 84 Theatre; 26 U-Shape)

Number of Attendees: _____

FEE: _____

***CANCELLATION FEES:** 100% if canceled within 24 hours: 50% if canceled within 2 days: and none if we get 3 days notice.

EQUIPMENT NEEDS (*White board w/markers, DVD, VCR*): *(check what is needed)*

_____ **Internet: Wired Available at podium** _____ **Wireless - up to 8 users**

_____ **Screen (Included)**

_____ **Interactive Electronic White Board (for use w/laptops - laptops NOT included)**

_____ **Do you plan to use a laptop? YES NO**

If yes, we suggest you schedule an appointment prior to your meeting to review system operations

_____ **DVD (included)** _____ **VCR (Included)** _____ **Screen (Included)**

_____ **Wireless Microphone (included)** **Flip Chart (\$40 fee)**

Video & Audio Conferencing to be arranged through Chorus Call at 412-858-1364

_____ **Video Conferencing - Available in Fountain Room only (\$100 room fee PLUS costs incurred through Chorus Call)**

_____ **Audio Conferencing (\$50 room fee PLUS costs incurred through Chorus Call)**

**User will be billed directly for all costs.*

CATERER (*All deliveries are to come through the West Lobby*):

Caterer Name: _____

Set-up time: _____

Dock Access Required

NOTES: _____

USER: *Please confirm above information and sign below. Return form to Grubb & Ellis Management office no later than 2 weeks prior to your meeting. (200 Three PPG Place, Pittsburgh, PA 15222 OR E-Mail dperris@ppgplace.com; FAX - 412-434-1901 ; Main Phone Number- 412-434-1900*

SIGNATURE: _____