

2nd FLOOR CONFERENCE CENTER TENANT RATE SCHEDULE & AGREEMENT

The Park Tower Conference Center at 980 9th Street, located on the 2nd floor is available for rent by tenants on a first come first serve basis. The Conference Center can be rented in its entirety or can be divided into two rooms. The Center also offers a projector, screen & audio, microphones, teleconferencing, podium, white board, and adjacent food preparation facility which is included in the rental price, per availability.

Full day reservations may be made Monday through Friday, from 8am – 5pm. Full day reservations include the initial set up per tenant specification of standard setup style only. Half day reservations are available Monday through Friday from 8am to 12:30pm and 12:30pm – 5pm. **Half day reservations from 8am – 12:30pm include a standard style setup. Half day reservations from 12:30pm – 5pm do not include setup. Any changes in seating arrangements are to be completed by the renting party. All cancellations must be made 72 hours prior to conference reservation date from the tenant request portal or full cost of meeting will be charged.**

Please check the tenant request portal for Conference Center availability. If you need to be setup in the tenant request portal, please contact the Building Management Office at 916-557-1800 or chris.narayan@cushwake.com.

Room	Daily Rate	Dimensions	Style One - Theater	Style Two - Classroom	Style Three - Open Rect.	Style Four – Panel
A & B - Full Day	\$600	25' x 60'	100 people	50 people	40 people	90 people
Half Day	\$375					
A – Full Day	\$400	25' x 35'	70	32 people	30 people	60 people
Half Day	\$250					
B – Full Day	\$300	25' x 25'	30	16 people	16 people	20 people
Half Day	\$160					

Use of Following is requested by: _____
Company Name

	Request	Date(s) Requested	Time Needed	Daily Cost
Full Conference Center – A & B Combined – Full Day				\$600
Section A Only – Full Day				\$400
Section B Only – Full Day				\$300
Full Conference Center – A & B Combined - Half Day				\$375
Section A Only – Half Day				\$250
Section B Only – Half Day				\$160

CONFERENCE CENTER AGREEMENT

Charges for use of the above facilities and equipment will be billed monthly by **Cushman & Wakefield, U.S., Inc.** to the undersigned tenant.

The undersigned understands and acknowledges that the Conference Center will not be used for unlawful purposes and will be held liable for any damages to facility and/or equipment.

The undersigned understands and acknowledges that any Conference Center related prices and/or cost previously announced or published are subject to change without prior notice.

The undersigned hereby agrees to release **Prime US-Park Tower, LLC, Cushman & Wakefield, U.S., Inc.** contractor, invitees, etc. from any and all liability, to the fullest extent permitted by law, from its usage of the Conference Center facilities and/or adjoining Food Preparation Facility and to abide by all Conference Center Rules and Regulations, a copy of which is attached and are made a part of this Agreement.

Authorized Signature

Date

RULES AND REGULATIONS FOR CONFERENCE CENTER USE

- Entry doors are Fire Rated and may **ONLY** be propped open for 15 minutes prior to meeting.
- No propping open of restroom doors. Keys are supplied hanging inside conference room door.
- Missing key fee of \$7 per key will be added to invoice for meeting during which keys were removed
- No cooking is allowed in the Conference Center or adjacent Food Prep area; only use of the microwave oven is allowed. **Use of Candles or Sterno is not allowed.**
- All personal items must be removed from the center on the day of the rental.
- Do not place debris/food items in hallways; Building Management should be contacted for removal
- Cancellations or reductions in contracted room size must be made **72 hours** prior to reservation or the original/maximum rental fees will be applied.
- User will be held liable for any damages to facility and/or equipment. The Conference Center is neither responsible nor liable for the theft, loss, or damage to materials, equipment, or other personal property of User.
- No use of pushpins, tacks or tape is permitted on the walls of the Conference Center.
- Please be courteous of the noise level as there may be other adjacent Conferences being held and tenants at work in nearby suites.
- Phone lines provided for **teleconferencing calls only**. No individual or long-distance calls are permitted.

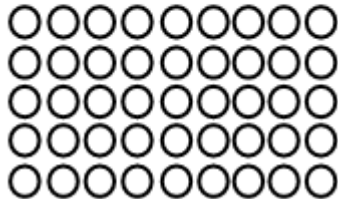
Enjoy your Conference at Park Tower!

Available Set-Up Options – Please Indicate Selection by Style Number During Reservation Request in Tenant Portal

Chairs will face the projector screen in the full Conference Center and Room A unless requested otherwise. Chairs will face the TV screen in Room B unless requested otherwise.

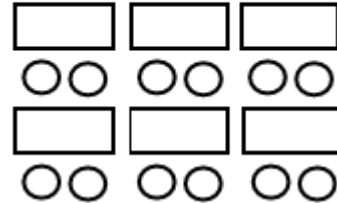
STYLE ONE — Theater:

Chairs Only, Facing
Projector Screen

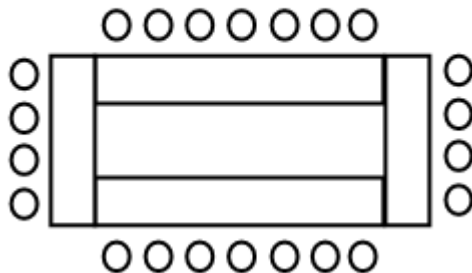


STYLE TWO — Classroom:

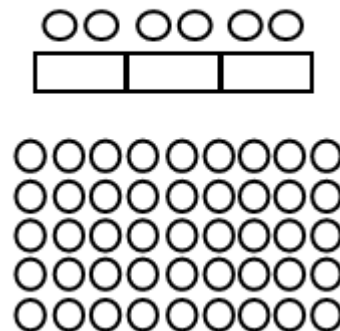
Tables + Chairs Facing
Projector Screen



STYLE THREE — Open Rectangle



STYLE FOUR — Panel: Head Tables + Chairs, Theater Style To Fill Room



***Extra tables and chairs are available upon request through the tenant portal during the reservation process. The user is responsible for setting up extra tables and chairs should they wish to modify any of the above standard setup styles.**