

BRIARLAKE PLAZA

BRIARLAKE PLAZA CONFERENCE CENTER

**Tenant contact shall submit the Conference Center
Reservation & Billing Form to:**

Management Office in One BriarLake Plaza, Suite 175

or via e-mail to:

BLPFrontDesk@transwestern.com

NOTE: Complete the Alcohol Rider if applicable.

**CONFERENCE CENTER RESERVATION & BILLING FORM
FOR TWO BRIARLAKE PLAZA (THE "BUILDING")**

CONTACT NAME, PHONE & EMAIL:	Requested dates:	Times:
COMPANY/SUITE #		
	Total billable hours:	
Room(s): Room A/B <input type="checkbox"/> Room A <input type="checkbox"/> Room B <input type="checkbox"/> Layout Option: _____ Total number of attendees: _____ <i>Refer to layout options for maximum capacity</i>	One-time set up charge of \$200 per event. Additional Layout changes are \$200 per change.	
	Poly Phones are available upon request. See attachment for additional information.	
Overtime HVAC required - \$45/hour? Yes <input type="checkbox"/> No <input type="checkbox"/> Hours needed: From _____ To _____ <i>HVAC is provided 7:00 a.m.– 6:00 p.m. Mon - Fri</i>	Set up Charge:	\$200.00
	Room rental charges:	
	OT HVAC/Add'l charges:	
Your Cost Center: _____ <i>For billing purposes, if applicable</i>	Total Charges:	\$ _____

1. You are responsible for (a) all room rental fees; (b) any damages to room and/or equipment; (c) excessive cleaning charges; and (d) the return of all equipment, etc. provided. You are responsible for setting up and removing all items that are not the property of the Building. **You may request a walk-through of the room with building management prior to and immediately following your meeting.**
2. If you do not notify Building Management of a cancellation within 72 hours, the undersigned will be responsible for 50 percent of the total room rental fees. Otherwise, room rental fees are non-refundable.
3. If you are using any Audio / Visual equipment, you should arrive at least **1 hour prior** to your event to check your equipment for compatibility. AV equipment instructions are attached.
4. Building Owner or Manager may require insurance depending on your desired use of the facilities.
5. You and your agents, employees, invitees and guests using the facilities of the Building do so at their own risk. Owner and Manager shall not be liable for any damages arising from personal injuries, property damage or lost or stolen property, and by signing below, you assume full responsibility for such damages to you and your agents, employees, guests and invitees.
6. To the extent not expressly prohibited by law, by signing below, you hereby release Owner and its officers, directors, employees, affiliates, beneficiaries, mortgagees, stockholders, agents (including, without limitation, management agents), partners and each of their respective officers, directors, employees, affiliates, agents and partners ("Related Parties") from, and waive all, claims for damages to person or property sustained by you or your agents, employees, guests or invitees from any existing or future condition, defect, matter or thing in the Building, conference facilities or any part thereof, or from any accident in or about the Building, or from any act of neglect of any other person, including without limitation injuries, loss, damages and/or liability arising out of or attributable to being exposed to or contracting Covid-19 or other infectious disease.

7. You hereby agree to indemnify and hold harmless Owner and its Related Parties from and against (a) claims, damages and liabilities, including reasonable attorneys' fees, for injuries to all persons and damage to, or theft, misappropriation or loss of, property relating directly or indirectly to the use or occupancy of the conference facilities by you or your agents, employees, guests or invitees, and (b) any negligence or willful misconduct of, or violation of any law by, you and your agents, employees, invitees or guests.
8. Rental fee per room of \$20.00 per hour (with a 4 hour minimum) is billed to tenant's monthly statement (if applicable).
9. Four layout options are available: Empty; Assembly; Conference; Training. Charges for Conference Center furniture layout changes are billed at a flat rate of \$200.00 per change. ***The management office must be notified 24 hours in advance if layout changes are required.***
10. Please note the air-conditioning/heating systems for the Conference Center were designed to accommodate no more than 150 people (75 per side). ***It is considered a violation of the City of Houston code if more than the stated number of people occupy the space at one time.***
11. The wireless network log-in information is - Name: TRTBPLPGuest Password: twobriarlake

The undersigned acknowledges that this Reservation Form has been read prior to signing it and understands its contents.

Name: _____

Title: _____

Signature: _____

Date: _____

ALCOHOL RIDER

This Rider is attached to and made a part of that certain License Agreement (the “**Agreement**”), dated as of _____, 20__ by and between **Two BriarLake Plaza, LP (“Licensor”)**, and _____ (“**Licensee**”). This Rider shall be deemed made and effective as of the date of the Agreement.

The above referenced Agreement to which this Rider is attached is hereby modified, amended and supplemented as set forth herein. To the extent any terms of this Rider modify, amend or are in conflict with the terms and provisions of the Agreement, the terms and provisions of this Rider shall govern and control. In all other respects, the terms and provisions of the Agreement shall remain in full force and effect and unmodified.

1) Subject to Licensee’s compliance with the terms and conditions of the Agreement, Licensor agrees that Licensee may serve alcohol in the Location in connection with the Permitted Use. Licensee’s policy of Commercial General Liability Insurance must include host liquor liability or dram shop liability insurance coverage. As specified further in the Agreement, such insurance must be written on an occurrence basis and have a minimum combined single limit of not less than \$2,000,000.00.

2) Without limitation, it is agreed that Licensee’s indemnity obligations described in **Paragraph 6** of the Agreement shall include, without limitation, all claims, damages, losses and expenses, including attorney's fees, arising out of, or alleged to arise out of, or resulting from or in connection with the provision, consumption or availability of alcoholic beverages on the Location or in connection with the Permitted Use.

3) Licensor may require Licensee, at Licensee’s sole cost, to have two (2) off-duty policemen attend the Event in areas designated by Licensor.

Licensor and Licensee have executed this Rider as of the date of the Agreement to which this Rider is attached.

Licensor and Licensee have executed this Alcohol Rider as of the date set forth above.

LICENSOR:

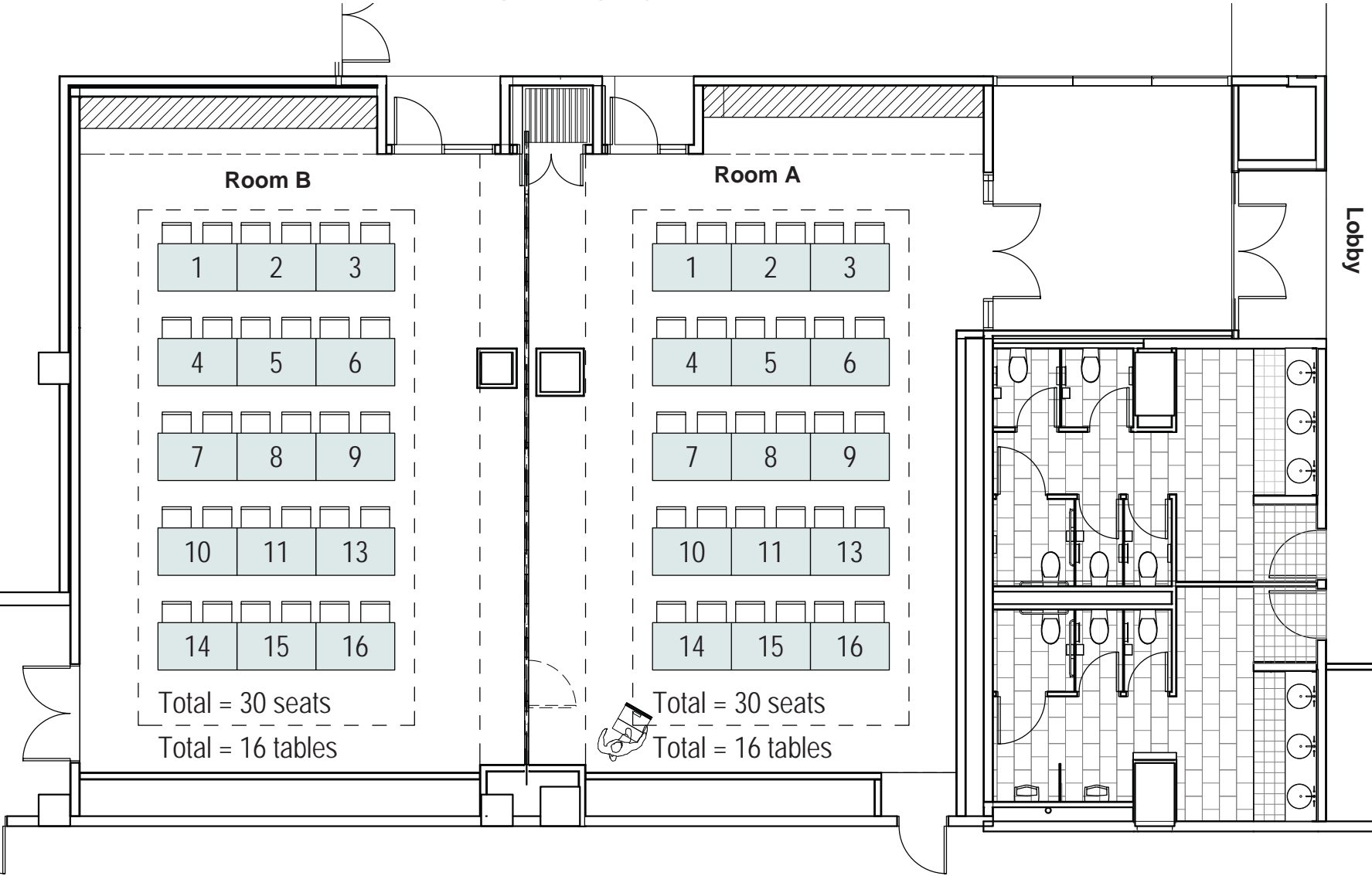
Two BriarLake Plaza, LP

By: _____
Justin Hixson
General Manager

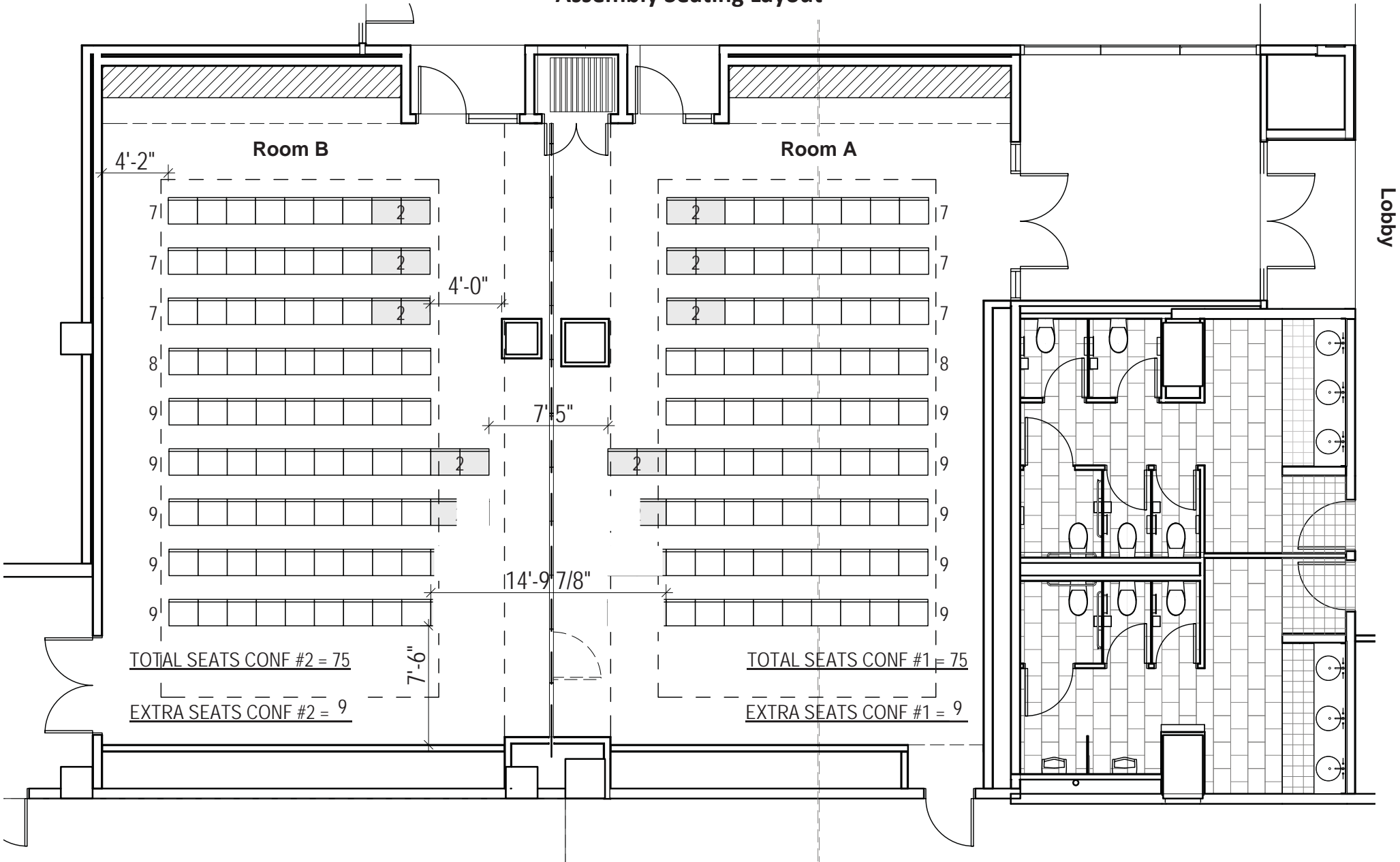
LICENSEE:

By: _____
Name: _____
Title: _____

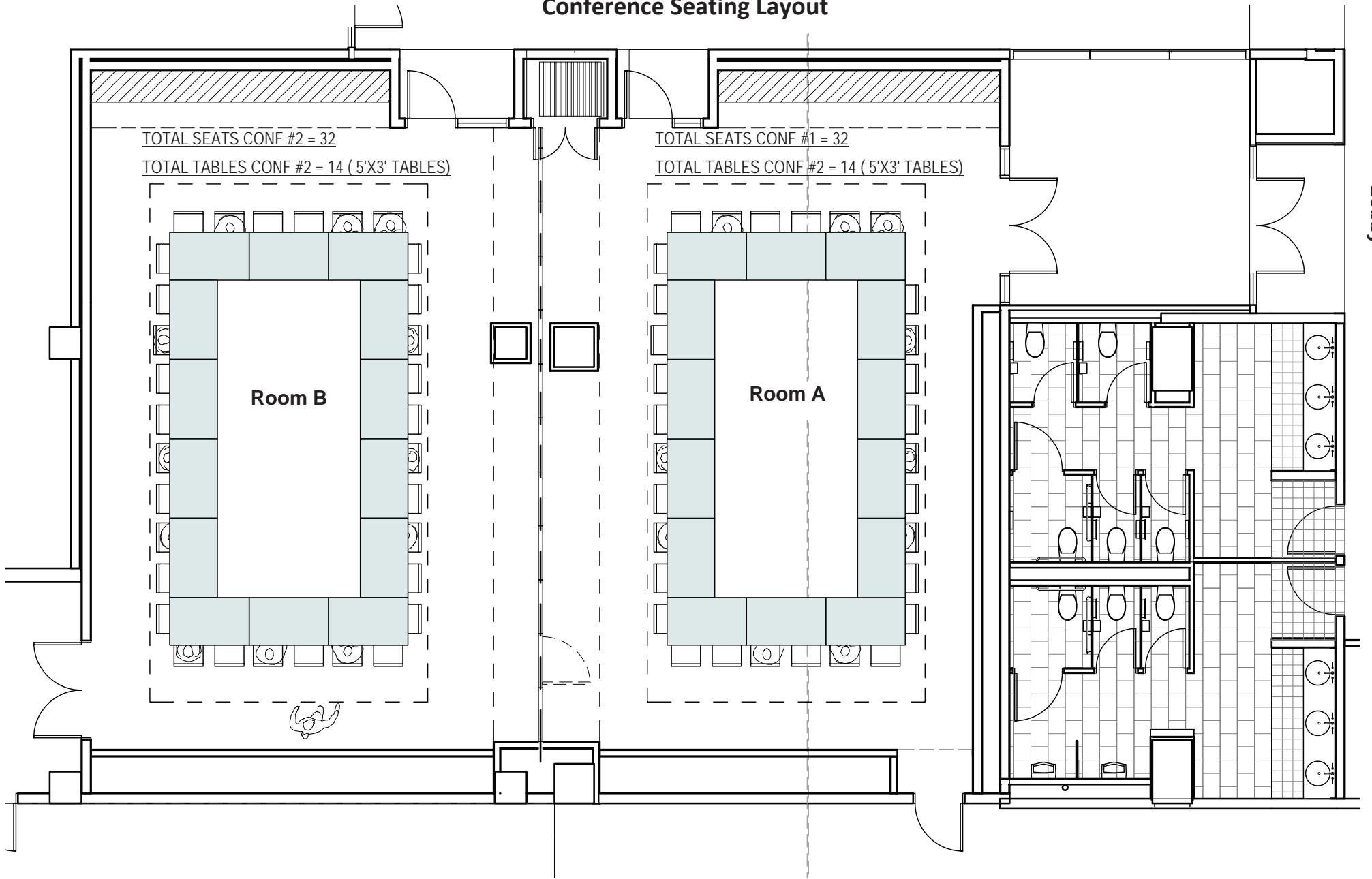
Training Seating Layout



Assembly Seating Layout



Conference Seating Layout



**BRIARLAKE PLAZA
CONFERENCE CENTER
POLY PHONE - INSTRUCTIONS**


The Poly phone is available to be checked out in the Management Office (One BriarLake Plaza, Suite 175) and must be returned to the same. Damaged and/or unreturned equipment will be billed to the tenant. Long Distance calls will be at the tenant's expense. NOTE: The poly phone is a traditional single land line. For teleconferencing calls, you will need to host a zoom meeting to accept multiple call-in participants.

Conference Polyphone:

Room A:

Number 713.830.4748


Push 

Dial number including "9" then push 

Room B:

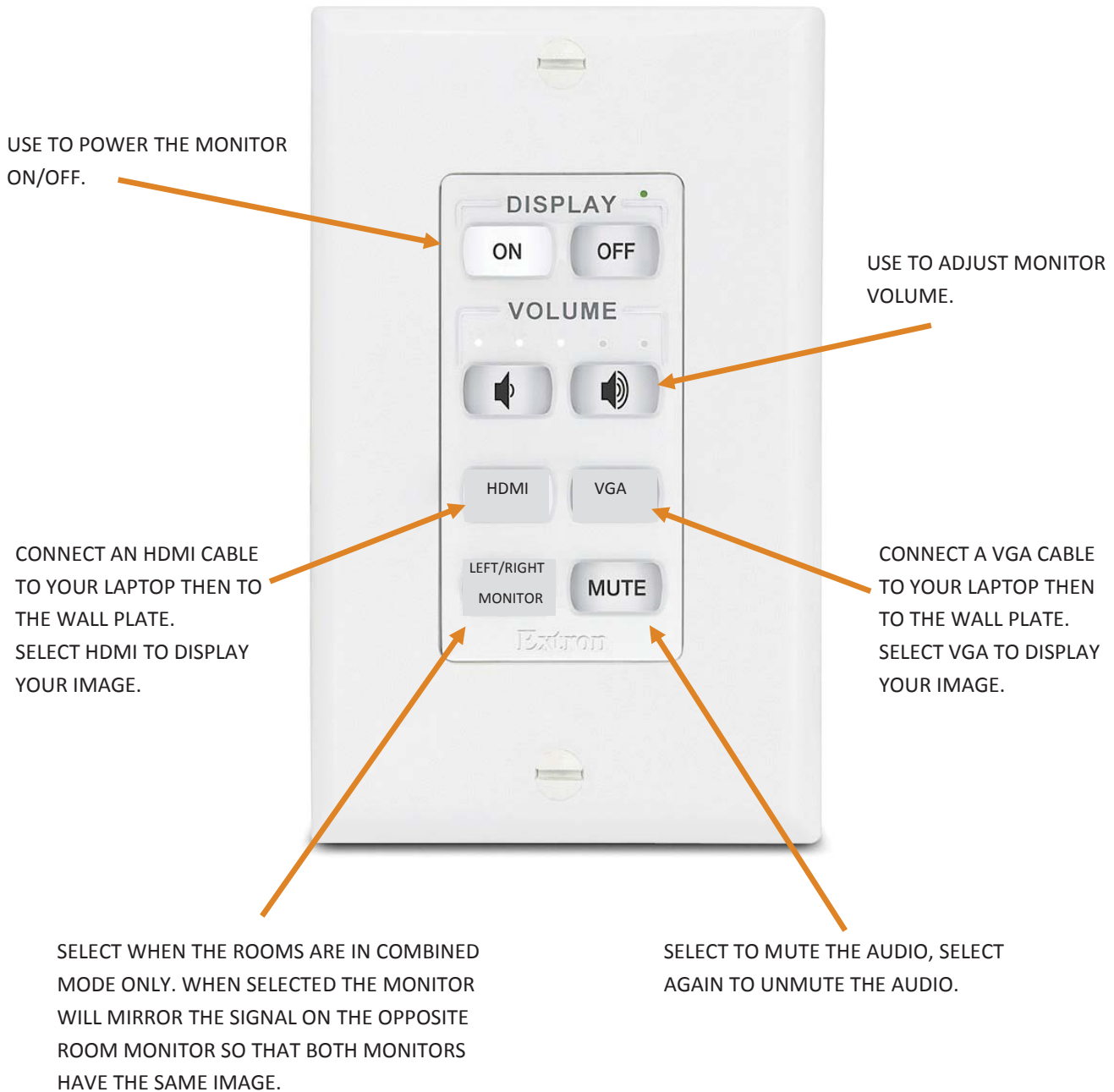
Number 713.830.4749

Push 

Dial number including "9" then push 



IT IS RECOMMENDED THAT YOU POWER ON YOUR SIGNAL SOURCE AND CONNECT YOUR CABLE TO THE WALL PLATE BEFORE TURNING ON THE DISPLAY. THE WALL PLATE IS LOCATED BENEATH THE MONITOR, OPEN THE WHITE COVERED DOOR TO ACCESS IT. YOU WILL NEED AN HDMI OR VGA CABLE TO CONNECT TO THE PLATE. THE CONTROL PANEL SHOWN IS LOCATED TO THE SIDE OF THE MONITOR. USE THE CONTROL PANEL TO POWER ON THE MONITOR, ADJUST THE VOLUME AND SELECT THE CORRECT SIGNAL SOURCE.



NOTE:

- 1) TENANT PROVIDES a) DISPLAY PORT FOR HDMI OR VGA CABLE; b) HDMI CABLE; AND/OR c) VGA CABLE.
- 2) UNABLE TO ISOLATE DISPLAY IN EACH ROOM THEREFORE RECOMMEND RESERVING ENTIRE CONFERENCE CENTER FOR DISPLAY OF CONFIDENTIAL INFORMATION.

CONFERENCE CENTER
EXITS

To Lobby

To Lobby

Lobby

Not an Exit

Not an Exit

