

**VIDEOCONFERENCE
RESERVATION AGREEMENT**



Committed to Excellence

735 N. Water Street
Suite M185
Milwaukee, WI 53202

414-224-9533
1-800-456-9531

The following information, pricing, terms and conditions are agreed upon by the scheduling party nar

Scheduling Party:

Bill To: (if different from info on left)

Company _____

Company _____

Contact _____

Contact _____

Address _____

Address _____

City/State/Zip _____

City/State/Zip _____

Phone _____ Fax _____

Phone _____ Fax _____

Email _____

Email _____

Conference Date: _____

Time: from _____ to _____ (east)

Locations: list each location you will be renting:

City	# of Participants	Name/Tel. of one participant
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

For use of your own private site:

City	Equip/Model	Room Tel./Contact	ISDN dial up #'s
_____	_____	_____	_____

If utilizing your own private site do you prefer rented site to initiate the call? **YES NO**

Speed of Conference (kpbs): 112/128 224/256 336/384

Special Requirements: e.g. videotape of conference, document camera, catering, etc.

Projected Cost: Costs are pro-rated based on information provided by scheduling party and are subject to change based on changes made prior to or at the time of the conference.

Reservation Fee: _____ **Room Rental Rates:** _____

Long Dist. Fees: _____ **Other Fees:** _____

- TERMS AND CONDITIONS:**
- Reservation of rented room will not be held until signed reservation form is received.
 - Reservation fees may be applicable at some rented locations. If applicable reservation fee payment must accompany signed reservation form.
 - Room rentals and ISDN long distance fees are based on hourly fees, minimum one hour and billed in half-hour increments thereafter.
 - Room rental will not be reduced by unused time and additional use beyond the scheduled time may be restricted.
 - Cancellation fees – loss of reservation fee if cancelled more than one business day prior to conference; 100% of room rental if cancelled within one business day prior to conference.
 - Payment terms are NET 10 days following conference date.
 - Brown & Jones Reporting** and its affiliated rental sites are not responsible for delays, postponements, failure of video conferencing technology or cancellations due to unforeseen circumstances and in no way are liable for any loss of use, lost profits, consequential or any other damages. In no event shall any liability exceed the amount of the room rental fee.

Name Authorizing Payment _____ Date _____

Signature _____

FAX THIS FORM WITH SIGNATURE TO 414-224-9533