

Rules and Regulations for use of Assemble

1. We ask that you are courteous and respectful of the room, and that it be left in the same condition as you found it.
2. Should you need to cancel your meeting, we ask that you provide notice 2 business days in advance so we are able to accommodate other tenants, or a \$50.00 fee will be assessed.
3. Should you reserve a conference room, and not show up for the reservation, a \$100.00 no show fee will be assessed.
4. Any questions concerning audio visual set up need to be addressed at least 2 business days prior to the meeting time. Please note, we do not have an A/V technician on-site. If additional assistance is required for your meeting, we will make arrangements with Linx, the A/V service provider for the Conference Center in 1700 Club, at an additional cost to your firm.
5. The room will be unlocked 30 minutes prior to the requested meeting time, and will remain open until 30 minutes after the requested meeting time. If you need the room unlocked earlier or later than that timeframe, please let us know at least 2 business days in advance and we will accommodate when we are able to.
6. Do NOT take tables or chairs from the common areas.
7. Use of the common space outside of the conference rooms must be approved in advance by Building Management.
8. No glitter or confetti may be brought into the room, for decoration purposes or otherwise. An additional cleaning fee will be assessed if glitter or confetti is found in the room after your use.
9. No items may be hung from Conference Center doors.
10. Any items hung inside the room must be adhered with painter's tape only. We do not allow the use of scotch or shipping tape under any circumstance because it damages the painted walls.
11. If additional signage is needed outside of your room, we request it be typed (not handwritten). There are location limitations given other activities which may be taking place at the same time. Any additional signage requests must be submitted to Building Management at least 2 business days in advance. Tenant is responsible for printing their own signage.
12. Any items left in or around the credenzas, tables, or otherwise in the room and/or catering kitchen will be disposed of by the overnight janitorial staff. Please be sure to remove any items of importance before leaving the site.
13. We do not allow items to be left in the room overnight. An exception can be made for multi-day meetings if there are no other meetings being held in your room that evening. Please make arrangements with Building Management at least 2 business days in advance for approval.
14. If the use of sternos is absolutely necessary, we require them to be Eco sternos due to restrictions imposed by Denver Fire Department's regulations.
15. After your event, please clean up the space to the best of your abilities, including throwing trash in the receptacles, and pushing tables and chairs back to the original configuration.
16. If the room is left in an unreasonable condition, determined at the sole discretion of Building Management, a minimum of \$200.00 cleaning fee will be assessed.

I understand and agree to the rules and regulations listed above.

Signature

Date

Name

Company

Please see 2nd page for additional information and requests for your reservation.

Additional information and requests for your reservation in Assemble

1. Please describe the intended use of the room: _____

2. Catering/Rentals

- Do you plan on using the Catering Kitchen (available on a first come, first served basis)? Yes No
- Do you plan on using a Catering Company? Yes No
- If yes, which Catering Company do you plan on using? _____

Please note: We ask you provide proper insurance for the listed catering company at least 30-days prior to your scheduled event.

- Do you plan on serving alcohol (restrictions apply)? Yes No
- Do you plan on bringing in additional rentals? Yes No
- If yes, which Rental Company do you plan on using? _____

Please note: We ask you provide proper insurance for the listed rental company at least 30-days prior to your scheduled event.

- What time do your caterers/rentals plan to arrive for setup? _____
- What time do your caterers/rentals plan to break down and vacate the room? _____

3. A/V Needs

- Do you require use of the Blu-Ray player (must be arranged in advance)? Yes No
- Do you require additional technology services via Linx Service Solutions (must be arranged in advance)? Yes No

Please note: Wells Fargo Center does not have an A/V technician on-site. We have contracted with Linx Service Solutions, and technicians are available at an additional cost to the tenant.

4. Accessories

- Will you need additional accessories for your room reservation (a list of accessories is available upon request)? Yes No
- If yes, please list requested items here: _____

5. Seating Options

- Will you need a seating arrangement other than classroom-style seating (subject to availability)? Yes No
- If yes, please describe: _____

Please note: alternate seating arrangements MUST be made in advance. If you change the seating configuration without notifying building management, you are expected to return the room to its original seating configuration, or a fee will be assessed per item #15 & #16 on the reservation form.

6. Signage

- What is the name of the event as you would like it displayed on our digital signage?

- Do you plan to place any additional signage for your event in the building (must be submitted to Building Management 2 business days in advance for approval)? Yes No

7. CONTACT

- Who will be the main **on-site** contact for this reservation?

Name: _____ Phone: _____

Email: _____

Please note if the above items are not completed, Building Management assumes there are no additional items needed for this reservation. Any changes, requests, or updates to your reservation must be submitted 2 business days in advance of your reservation.