

WESTCHASE PARK AMENITY CONFERENCE CENTER APPLICATION

Date of Application: _____

Date of Event: _____ Event Title: _____

Tenant Name: _____

Company Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Cell: _____

Email: _____

Number Attending Event: _____ Attendees Already Onsite: Y / N

Event Start Time: _____ Event End Time: _____ User Set Up Time: _____

Set Up Plan: _____

Catering Service: Delivery Only: _____ Serving: _____ Alcohol Being Served: _____

Will event require the use of Audio Visual Equipment: Yes: _____ No: _____

**Note: Property Management will power up AV equipment approximately 15 minutes prior to event*

Do you require assistance with Audio Visual Equipment Connectivity: Yes: _____ No: _____

Additional Vendors:

Additional Comments:

By signing this User application and Agreement the User agrees to assume the responsibility and legal liability for the above described event, and to abide by all the rules and guidelines set forth in this agreement. The User agrees to indemnify and hold harmless Columbia TX Westchase Park Office Properties, LLC, Columbia TX Westchase II Office Properties, LLC, Clarion Partners and Tranwestern from any and all claims for bodily injury or property damage that may arise out of this usage agreement. Failure to comply with any of the aforementioned rules will result in the forfeiture of the Users conference room privileges.

Signature of User: _____ Date: _____

Print Name: _____

