



9040 Town Center Parkway, Lakewood Ranch, FL 34202
Ph. 941.782.1200 • Fax 941.552.5650

VIDEO CONFERENCE CONFIRMATION

Conference Date _____ Time _____
Number of people attending the conference on our end? _____
Test Call (Mandatory) Date _____ Time _____
Meeting Coordinator Name _____ Phone _____ Email _____
Video Conference Technician Name _____ Phone _____ Email _____
Who will be dialing in? _____

❖ Please call into ComCenter by dialing our IP Address -- 96.243.218.233. Our connection speed is 512.

Attending Guest(s) _____
Company Name and Address _____
Phone _____ Email _____
Who will be Responsible for Payment? _____
Credit card # _____ Expiration Date _____
Name as it Appears on Credit Card _____
Billing Address _____

Video Conference Charges:	
First Hour of use (minimum)	\$150.00
Each Additional 15 minutes of use	\$ 37.50
Before/After hour fee: \$45 per hour, in addition to rate above	
Business Hours: 8:30 am – 5:00 pm	

All reservations and cancellations must be in writing and emailed to ComCenter Lakewood Ranch. Meetings cancelled with less than 24 hour notice are subject to a service fee which is equal to 50% of your event fees or \$75, whichever amount is greater. Any merchandise, equipment or articles used for your event must be removed immediately following your event. ComCenter Lakewood Ranch is not liable for any losses or damages to personal property or personal injuries suffered by the client, customers, invitees, or visitors unless that damage is caused by ComCenter Lakewood Ranch or its employees' own negligence. Any charges incurred on the day of the event in excess of those itemized on this sheet will be added to your final invoice. Applicable sales tax will be added to your final invoice.

To confirm your reservation, please email to Laurie Blake at lblake@comcenters.net
or to booking@comcenters.net