

Peachtree Offices Conference Room (“Any Meeting or Training Room at Peachtree Offices”) and Day Office Terms & Conditions

All Day Office, Conference Room times must be scheduled by the Client in advance through the Client Portal or by a Peachtree Offices staff member and are subject to availability. Conference Rooms and Day Offices can't be booked more than 10 days in advance. Client may cancel or change any reservation as long as such cancellation or change is made before twenty-four (24) hours of the reserved time. If a conference room or day office cancellation is made in less than 24 hours, a fee of will be charged at the current respective rate published on the Variable Charges Price Sheet. To request a copy of the Variable Charges Price Sheet contact a Peachtree Offices staff member. Conference Rooms & Day Office's must be left in the same condition as prior to the Client's use. Client shall be responsible for any and all damages to the Conference Room or Day Office caused by the Client, Client's guests, invitees, employees, vendors, including, but not limited to, damages to the furniture, walls, fixtures and equipment therein. Client shall also be responsible for the cost to PEACHTREE OFFICES to remove any trash, décor, or other items left in the premises by the user's caterer, decorator, other vendors, or guests. If there is damage to the Conference Room or Day Office or if PEACHTREE OFFICES is required to expend additional effort or expense to clean the Conference Room or Day Office as a result of the Client's use, Client agrees to pay any amount owed within ten (10) days after notice from PEACHTREE OFFICES. All work will include a 15% administrative fee. Signage visible from the outside of the building is prohibited. PEACHTREE OFFICES is not responsible for any equipment or décor items brought into the Conference Room or Day Office or left in the venue by Client, Client's employees or vendors, event guests, or other parties. All deliveries must be scheduled with the PEACHTREE OFFICES in advance and written notice is required. Unexpected deliveries may be refused. Client must remove all of their property upon completion of the scheduled use time period and clear the Conference Room or Day Office. Should Client's breakdown or clean-up time exceed the scheduled use time period, PEACHTREE OFFICES reserves the right to bill the Client at the then standard rate for the Day Office or Conference Room. If the Client has allotted Day office and or Conference Room time in their Agreement, and if the Client's allotted hours have been used, the Client will be charged at the current rate published on the Variable Charges Price Sheet. Day office hours and conference room hours are for use per month and unused hours do not accumulate or rollover to the following month. If Client needs outgoing long distance service for a day office or conference room, that service must be arranged through the receptionist. Long distance charges will be billed at PEACHTREE OFFICES then current rates. The use of PEACHTREE OFFICES conference rooms with a capacity of 7 people or more is not included in Agreements with conference room hours and is subject to usage charges consistent with PEACHTREE OFFICES then standard pricing. Client will use the Day Office and Conference Room exclusively for general office use. Client will not store or use anything which may create a fire or theft hazard, cause noise, create a smell, create a nuisance, cause an increase in PEACHTREE OFFICES insurance premiums or cancellation of insurance or offend PEACHTREE OFFICES or other clients of PEACHTREE OFFICES. Other than a personal computer, Client will not bring any other equipment into the Day Office or Conference Room without written permission from PEACHTREE OFFICES. Some of PEACHTREE OFFICES, Day Offices and Conference Rooms have internet, televisions, projectors, phones and video-conferencing equipment (collectively "Amenities"). If a Conference Room is equipped with a TV, the standard computer to TV connection provided by PEACHTREE OFFICES is an HDMI cable. It is not the responsibility of PEACHTREE OFFICES to provide any adapters should the Client's computer not be equipped with an HDMI output. Should the client require use of a projector, it is the Client's responsibility to find out what output the projector is equipped with and verify their computer has an input that will match as PEACHTREE OFFICES has a variety of projectors with different output types. Cable converters such as HDMI to VGA (or any other cable converter) are inherently unreliable. PEACHTREE OFFICES is not responsible for providing cable converters or responsible for an amenity not working if a cable converter is used. Unless PEACHTREE OFFICES had actual knowledge of the applicable Amenities not working or not working properly at the time of the reservation of the Day Office or Conference Room by the Client, PEACHTREE OFFICES is not obligated to provide a refund. In addition, If PEACHTREE OFFICES can demonstrate that the amenity is working properly and it is the Clients equipment causing the PEACHTREE OFFICES amenity not to work properly, no refund is due. PEACHTREE OFFICES will not be liable for any loss or damages Client suffers as a result of any or all of the Amenities not working or not working properly at the time of Client's use. It is the Clients responsibility to notify PEACHTREE OFFICES two full business days in advance if an amenity will be needed in a conference room or day office. Day Offices and Conference Rooms have a limited capacity. In no event will the number of individuals using the Day Office or Conference Rooms exceed the seating capacity of that room. The Client and the Client's guests are not to remove or relocate furniture or any other property of PEACHTREE OFFICES at any time.