



# External Reservation Form

Highland Business Center  
5930 Middle Fiskville Road  
Austin, Texas 78752-4390  
Phone: (512) 223-7791  
Fax: (512) 223-7897

## Client Information

Organization Name:

Contact Name:

Address:

City, State, Zip:

Telephone Number:

Fax Number:

Email Address:

## Event Information

Event Title:

Broadcast Date:

CST Set up Time:

CST Start Time:

CST End Time:

Number of Attendees:

Services:                                      Coffee and Water                                      Sodas                                      Bottled Water

## Acknowledgement Information

I understand that the satellite coordinates and any other relevant technical information should be faxed or emailed to the Master Control Operations Specialist at least 3 days prior to event.

I understand that failure to cancel an event for any reason less than 24 hours in advance will result in a \$75.00 cancellation fee

I understand that standard services include dual ceiling mounted LCD projectors and screens; designated line for phone and fax; and a technician on-site. Coffee and pitchers of ice water are provided. No alcoholic beverages permitted. **Food and drink services allowed.** Please contact Rachel Lanham at 223-7791 in advance if catered food service is planned to allow for arrangements necessary. (Additional tables, trash receptacles, room access, etc.)

## Estimated Cost of Event

Room Charge:                      hours x \$150 per hour =

Day Rate:                            hours x \$100 per hour =

\*Additional Drinks:

\*Total Cost of Event:

*\* Final amount to be completed after the event*

**I have read the conditions in the above provisions and agree to all terms described therein.**

**Signature** \_\_\_\_\_  
**Printed Name** \_\_\_\_\_

**Date** \_\_\_\_\_  
**Title** \_\_\_\_\_