

10 Fairway Drive  
Deerfield Beach, FL 33441  
954-427-0339 phone  
954-429-1197 fax

Conference Rooms

Thank you for choosing Fairway Executive Suites for your conference rooms. Please complete the information below and return as soon as possible. Also, please use this form for all future conference room needs.

Booking \_\_\_\_\_ or Canceling \_\_\_\_\_

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone # / Fax # \_\_\_\_\_ / \_\_\_\_\_

Date Conf. Room Needed \_\_\_\_\_

Beginning and Ending time \_\_\_\_\_ to \_\_\_\_\_

Case Names \_\_\_\_\_

Attorney's \_\_\_\_\_

Conference room options: \_\_\_ small 4-5 people, \_\_\_ medium 6-8 people, \_\_\_ large 8-12 people

Services and charges:

Free Parking, Free Coffee Stations, Water Coolers and Vending Machines

Photo copies: black / white .10cents per page Local Faxing .50cents per page inbound and .25cents outbound

Long Distance Faxing Domestic 1.00 per page and international 1.50 per page

Conference Phone 10.00 flat fee

\$60.00 Non-tenant fee charged once a month if conference room is used

\$25.00 per hour

Less than 24 hour cancellation notice fee \$25.00

Payment options:

Invoice to above address \_\_\_\_\_

Invoice to different  
address \_\_\_\_\_

Credit Card Authorization

Visa / Master Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

Apply all charges \_\_\_\_\_ or Different amount\$ \_\_\_\_\_

Name on Credit Card \_\_\_\_\_

Billing Address on CC \_\_\_\_\_

I authorize TAFSAES LLC. To charge my credit card:

Print name \_\_\_\_\_ Signature \_\_\_\_\_

Today's Date \_\_\_\_\_