

**VIDEOCONFERENCE RESERVATION AGREEMENT**

Benezra & Culver, L.L.C.  
274 Union Blvd., #220  
Lakewood, CO 80228-1835  
(303) 716-0254  
(303) 716-0327 fax

The following conditions are agreed upon by the Scheduling Party named below:

**Scheduling Party:**

Contact Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

**Conference Date:** \_\_\_\_\_ **Time:** from \_\_\_\_\_ to \_\_\_\_\_ (MST)

**Name and Address of Connecting Videoconferencing Facility:**

\_\_\_\_\_  
\_\_\_\_\_

Contact Name: \_\_\_\_\_  
Office Phone: \_\_\_\_\_  
IP Address: \_\_\_\_\_  
Party Initiating Call (our facility or theirs) \_\_\_\_\_  
Number of People Attending at our Facility \_\_\_\_\_  
Special Requests \_\_\_\_\_

**Rental Rates:** \$125/hr. for IP connection  
**Deposit:** payable upon reservation by VISA, MasterCard, American Express, Discover, check or cash.

**Credit Card No.** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_

**Projected Cost:** \$ \_\_\_\_\_

**TERMS AND CONDITIONS:** 1. Reservation of room and equipment will not be held until signed reservation form and deposit are received. Deposit will be refunded if reservation is cancelled at least 24 hours prior to scheduled conference. 2. Rates are based on hourly fees, minimum one hour with half-hour increments thereafter. 3. Rates for usage outside normal business hours (8:30 a.m. - 5:30 p.m., Monday-Friday) will be billed at \$150/hr. 5. Payment terms are NET 10 days following conference date. 6. Benezra & Culver, L.L.C. is not responsible for delays, postponements or failure of videoconferencing equipment due to unforeseen circumstances and in no way is liable for any loss of use, lost profits, consequential or any other damages. In no event shall any liability exceed the amount of the room rental fee

Signature \_\_\_\_\_ Date \_\_\_\_\_