



# PACIFIC GUARDIAN CENTER

737 BISHOP STREET / MAUKA TOWER • 733 BISHOP STREET / MAKAI TOWER • 735 BISHOP STREET / DILLINGHAM TRANSPORTATION BUILDING

Concierge: Ground Floor Lobby \*Tel (808) 523-5549 \* Fax (808) 523-6410 \* e-mail: [pgcconcierge@madisonmarquette.com](mailto:pgcconcierge@madisonmarquette.com)

Building Management: Madison Marquette \* 733 Bishop Street, Suite 1270, Honolulu, HI 96813 \* Tel (808) 537-6132 \* Fax (808) 533-2047

## CONFERENCE CENTER GUIDELINES AND AGREEMENT

**The PGC Conference Center, located on the ground floor of the Makai Tower, is available for rent by Tenants only on a first-come, first-serve basis.**

<b>TENANT NAME:</b>	
<b>BUILDING / SUITE:</b>	
<b>TODAY'S DATE:</b>	

<b>DATE(S) OF EVENT:</b>	
<b>TYPE OF EVENT:</b>	

### SCHEDULING:

Please contact the PGC Concierge for availability and scheduling. Tenant is required to submit the completed Conference Center Guidelines and Agreement to the PGC Concierge within a minimum of 3 business days prior to the conference date. Note: There is a maximum 60 days advance booking. **Reservations are considered On Hold until confirmed by PGC Concierge.**

Reservations attempted with less than 3 business days cannot be guaranteed, but will be considered during Concierge hours only. However, reservations made on the same day of Conference Room use will incur a **Same Day Fee** plus an hourly **Set-Up Fee**, if applicable. Note: Room Set-Up, Equipment and other services may not be available.

On the day of the conference, Security or the PGC Concierge will unlock the doors prior to scheduled conference.

### STANDARD BUILDING HOURS:

Standard building hours are currently: Monday through Friday from 7:00 a.m. through 6:00 p.m., and Saturday from 8:00 a.m. to 1:00 p.m. The building is closed on Sundays and Building Holidays: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

\*\*An additional **After-Hours A/C Fee** will be applied for the use of the Conference Center outside of the Standard Building Hours.

### ROOM CONFIGURATION /SET-UP:

Standard conference room configuration/set-up options are listed below. Tenant is required to submit the completed Conference Center Guidelines and Agreement to the PGC Concierge at least 3 business days prior to the scheduled conference event. A limited number of tables and chairs are available. If additional tables and chairs are required, rental arrangements can be made through the PGC Concierge.

### ROOM CLEAN-UP & CONDITION:

Tenant shall make no permanent alteration to the facility. Any proposed temporary alterations (i.e., equipment, displays, decorations, etc.) must be approved in advance and removed prior to the end of facility use. All trash must be placed in proper receptacles, and the room restored to the condition it was in immediately prior to Tenant's use.

Tenant shall not damage, destroy, or permit the damage or destruction of any portion of the facility or any property (furniture/fixtures/equipment) located thereon and shall, at its sole cost and expense, repair or replace any damaged property to at least its previous condition and to the satisfaction of Management. Additional fees will be assessed and automatically charged in the event that the facility is not cleaned or damages repaired.

**Minimize Interference:**

Tenant agrees to use its best efforts to minimize interference with the rights of Pacific Guardian Center management and its tenants, licensees, patrons, customers and guests.

**CONFERENCE CALLS & INTERNET ACCESS:**

A speaker phone will be available to the Tenant for a fee. Internet connection is available in all rooms. Internet access pass code will be provided by the PGC Concierge. Tenant will be responsible to set up internet connectivity and conference calls and is responsible for any or all charges incurred.

**SIGNAGE:**

Signage is available. If requested, please fill out and submit the Conference Center Signage Request form attached. Signage will be posted on the day of the conference.

**PARKING:**

Parking for conferences is available in the PGC parking garage at the prevailing rates. Tenant may subsidize this parking fees by purchasing validations from the Parking Manager and distributing these to attendees, or other arrangement set-up with Parking Manager in advance. Visit the Parking Office or call the Parking Manager at 532-0200 to purchase validations or if you have any other parking related questions.

**CANCELLATION AND/OR CHANGES:**

**Cancellations:**

- No fee for cancellations made with at least 2 business days advance notice.
- For cancellations made with less than 2 business days notice, **all fees in the original reservation will apply.**

**Changes (subject to availability):**

- No fee for changes made with at least 2 business days advance notice.
- For changes requiring a reduction in room size with less than 2 business days advance notice, **all room fees in the original reservation will apply.**
- For set-up/configuration changes made on the same day as the reservation, a **Same Day Fee plus the hourly Set-Up Fee will apply.**

**RESTROOM KEYS:**

Keys to the ground floor restrooms are in the Conference Center lobby near the telephone. A replacement fee will be assessed for any lost keys.

**CATERING/  
VENDORS:**

Catering for conferences can be arranged through the PGC Concierge Desk.

## CONFERENCE CENTER RATE AND RESERVATION SCHEDULE

<u>Facility Requested</u>	<u>Date(s)</u>	<u>Time Needed From:</u>	<u>To:</u>	<u>Fee per Use (Tenant)</u>
Full Conference Center (A, B, C)	_____	_____	_____	\$145.00
Conference Room A only	_____	_____	_____	\$55.00
Conference Room B only	_____	_____	_____	\$55.00
Conference Room C only	_____	_____	_____	\$55.00
Conference Room A & B only	_____	_____	_____	\$110.00
Conference Room B & C only	_____	_____	_____	\$90.00
After Hours A/C Fee	_____	_____	_____	\$40.00/hour*
Same Day Fee + Set-Up Fee	_____	_____	_____	\$25+\$40/hour labor

<u>Equipment Desired</u>	<u>Date(s)</u>	<u>Time Needed From:</u>	<u>To:</u>	<u>Fee per Use (Tenant)</u>
LCD Screen	_____	_____	_____	\$100.00
Overhead Projector	_____	_____	_____	\$55.00
DVD Player	_____	_____	_____	\$55.00
PA System	_____	_____	_____	\$55.00
SoundStation Speaker Phone	_____	_____	_____	\$22.00
Podium	_____	_____	_____	No Fee
Internet Access	_____	_____	_____	No Fee
Lost Restroom Key	_____	_____	_____	\$10 each

<u>Outside Conference Center</u>	<u>Date(s)</u>	<u>Time Needed From:</u>	<u>To:</u>	<u>Fee per Use (Tenant)</u>	<u>Quantity</u>
Tables – Approx. 17 Available	_____	_____	_____	\$7.00	_____
Chairs – Approx. 80 Available	_____	_____	_____	\$2.50	_____
Stanchions – Approx. 10 Available	_____	_____	_____	\$5.00	_____
Delivery/Special Set-up Fee	_____	_____	_____	\$40.00/hour labor	_____

*Conference Room tables and chairs are included in Room Fee only when used inside the Conference Center.  
Rental rates for furniture and equipment used outside the Conference Center are listed.  
All prices Subject to Change.*

*\*All hourly rates are prorated to nearest half-hour. Half-hour minimum.*

**CONFERENCE CENTER SIGNAGE REQUEST**

**Please indicate how you would like your sign to read (20 Characters Max Each Line):**


- Conference Room Signage only (placed in Conference Room wall sign holder)**
- Lobby Sign Holder only – For Full Conference Center Reservations only (placed inside the Conference Center lobby)**
- No Signage required**

# CONFERENCE CENTER SET-UP REQUEST

*(Sample Room Configurations available upon request)*

(Mark selection )

- Room A (584 Sq Ft approx.)
- Room B (502 Sq Ft approx.)
- Room C (383 Sq Ft approx.)
- Rooms A&B (1,086 Sq Ft approx.)
- Rooms B&C (885 Sq Ft approx.)
- Rooms ABC (1,469 Sq Ft approx.)

Chairs Available – 60-80  
 Tables Available – 17 (36" x 72")

### Room Configuration/Set-Up

(Mark selection  and # of seats required)

- Classroom # \_\_\_\_\_
- Theater # \_\_\_\_\_
- Open Conference# \_\_\_\_\_
- Closed Conference# \_\_\_\_\_
- Other (provide diagram)# \_\_\_\_\_

## ROOM A

**Classroom:**  
18 (approx)

**Theatre:**  
30 (approx)

## ROOM B

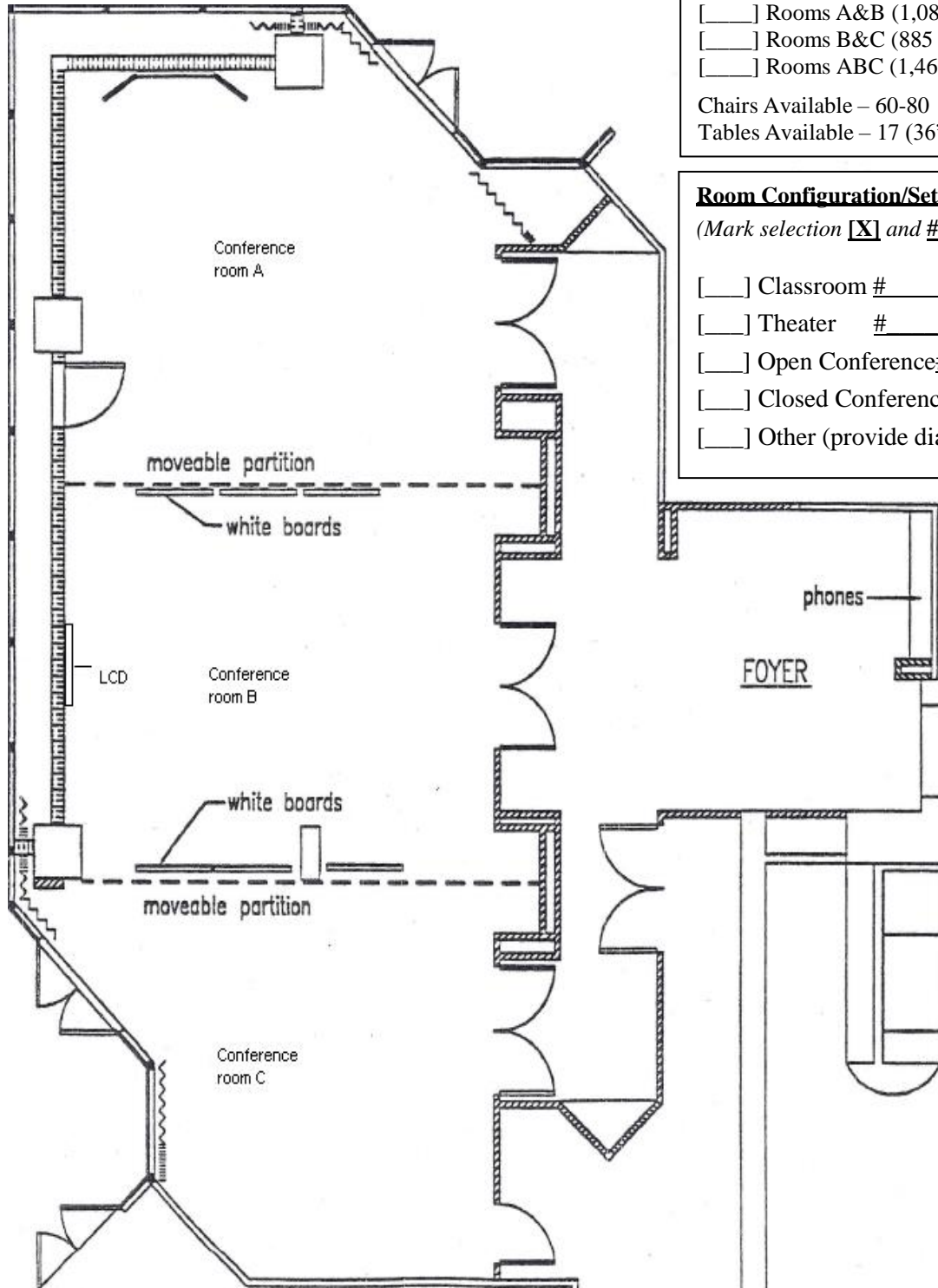
**Classroom:**  
18 (approx)

**Theatre:**  
35 (approx)

## ROOM C

**Classroom:**  
15 (approx)

**Theatre:**  
25 (approx)



To the fullest extent permitted by law, Pacific Guardian Center hereby reserves the right, in its sole and absolute discretion, to reject any requests for reservations of Conference Center facilities.

The Pacific Guardian Conference Center facilities are made available by Pacific Guardian Center solely as an accommodation to Pacific Guardian Center Tenants who are conducting business in the property; has an active Lease; and not in default of any Lease terms. Nothing contained herein shall be deemed to create any right of use for interest therein, either expresses or implied.

Tenant shall not, without the prior written consent of Pacific Guardian Center, assign its rights under this Agreement. Any such assignment without Pacific Guardian Center's prior written consent shall be null and void and of no force or effect. Should Tenant breach any term or condition of this Agreement, Pacific Guardian Center may require Tenant to immediately cease all activity pursuant to this Agreement until such breach is cured and/or terminate this Agreement and any other future Conference Center Agreements.

The undersigned understands and acknowledges that any Conference Center related prices and/or costs previously announced or published by Pacific Guardian Center are subject to change without prior notice thereof at any time prior to the undersigned's receipt of a confirmed reservation for Conference Center facilities and/or equipment.

The undersigned hereby agrees to release Pacific Guardian Center, its agents, contractors, invitees, etc. from any and all liability, to the fullest extent permitted by law, from its usage of the Conference Center facilities and to abide by all Building Rules and Regulations.

The undersigned understands that the all charges will be billed to Tenant by Pacific Guardian Center Building Management.

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Please provide contact information where confirmation of your Reservation details, Set-up, and Signage requests will be sent:

\_\_\_\_\_  
CONTACT NAME

\_\_\_\_\_  
ADDRESS (Building/Suite)

\_\_\_\_\_  
E-MAIL ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
FAX NUMBER

**PGC Use only: (Initial &Date)**

Room confirmed:	Equipment confirmed:	Set-up confirmed:	Signage confirmed:
Set-up submitted:	Janitorial Asst:	Maintenance Asst:	Security Asst:
In Bldg Notes:	<b>In IMPAK:</b>		
Signage Removed:	-Before Event:	-During Event:	-After Event: