

PEACHTREE EXECUTIVE SUITES CONFERENCE ROOM - MEETING ROOM - DAY OFFICE ROOM RENTAL



RULES FOR ROOM RENTAL USAGE:

Rental Applicant will be responsible for their guests and must ensure that all rules are followed.

Minors must be supervised by an adult and guests are not allowed to roam the premises. Applicant or their agent, must be in attendance during the function.

It is recommended that cans and cups be used to serve beverages. For safety purposes, the use of glass bottles is not allowed.

There is to be no alcohol of any kind outside of the Premises. Peachtree Executive Suites Manager and/or staff will have the right to issue warnings in the event of inappropriate and/or dangerous conduct, including alcohol use on or outside the premises, fighting, etc. If said inappropriate/dangerous conduct continues (or escalates), Management will have the option to terminate the event.

CANCELLATION POLICY Room cancellation is required no less than one working day prior to the your booking. Failure to notify the Receptionist at 678-783-0110 may prevent your organization from future use. Peachtree Executive Suites reserves the right to withdraw its offer of conference room usage should an internal need supersede it. Should this situation arise, we will make every attempt to try to find you an alternate room within our facility, but cannot guarantee availability.

Please Note: Alcohol will not be permitted on premises.

Smoking is **NOT** permitted in any of our facilities. Smoking is allowed outside of our facility. Please dispose of your cigarette butts in the designated ashtrays.

If amplified or recorded music is part of your event, music must be kept at reasonable levels so that surrounding neighbors or other tenants are not disturbed.

Any solicitation of money, for any reason, is **NOT** allowed on the premises.

All rooms should be left in the same condition in which they are received. A post-function walk-through inspection will be conducted by the on-site manager (or a designated representative). If there are any costs to repair damages caused by applicant, those costs will be charged to individual responsible for renting the space.

INTERNET & WI-FI Peachtree Executive Suites offers free wi-fi to clients and tenants.

PARKING Parking is available. Please be courteous and park on the side of the building to leave parking for guests/clients of other tenants.

SECURITY Security Cameras are recording on premises 24 hours a day, 7 days a week. If you need to be in the building past working hours or leave your vehicle in the parking lot past working hours or overnight, please inform management.

EQUIPMENT RENTAL Peachtree Executive Suites offers presentation equipment rental services. This equipment includes but is not limited to: easel with writing pad & markers, flat screen television, projector screen, and projector, all at a flat rate. If equipment is rented it must be returned in original condition in which it was received.

ADMINISTRATIVE SERVICES AND CONCIERGE SERVICES Peachtree Executive Suites also offers administrative, concierge and business services for an additional fee. [See “Additional Services” page for pricing.] We also provide local delivery and catering menus for free.

PRICING AND PAYMENT Payment is due after services are rendered. We accept cash, checks, and credit cards. Pricing for **Conference Room, Meeting Room, & Day Office Rental is \$35/Hour or \$200/Day.**

WHAT WE OFFER Peachtree Executive Suites offers conference room, meeting room, and day office rental. Day Offices can be leased month to month, so they are not always available. Our large conference room space seats up to 10, but comes standard with 8 seats. Our private meeting room seats up to 8, but comes standard with 6 seats. Day offices come with a standard office chair and 2 guest chairs. Additional seating is available upon requested at no extra charge.



ADDITIONAL SERVICES

Peachtree Executive Suites offers presentation equipment rental upon request. Rental Applicants are more than welcome to bring their own equipment to use. If you would like to reserve our equipment, please let us know while scheduling your booking.

Equipment Rental, Copies, & Notary Services:	
LCD Projector*	\$50 (Flat Rate)
Flip Chart Package with Markers	\$20 (Flat Rate)
Telephone (<i>Local Calls are Free of Charge</i>)	\$0.08 per minute (Long Distance)
B&W Copying	\$0.10 per copy
Color Copies	\$0.20 per copy
Notary Services	\$2.00 per document

*Use of Projector Screen in Conference Room is complementary, even if you bring your own equipment.

Administrative Services:		
General Assistance	<i>Data Entry, Bulk Copying, Filing</i>	\$ 26 per hour
Basic Documents	<i>Letters, Memos, Data Entry</i>	\$ 30 per hour
Document Enhancing	<i>Word, Spreadsheets, Presentations</i>	\$30 per document

CATERING - Catering **Information and/or Menus** for *Jimmy Johns, Firehouse Subs, Mellow Mushroom Pizza, The Flying Biscuit Cafe, J. Christopher's, Marco's Pizza, Jersey Mikes Subs, Smokey Bones, Shane's Rib Shack, Johnny's New York Style Pizza, Olive Garden, and Chicken Salad Chick* are **available up front at the reception desk.**

If you need something special for a presentation or meeting that you do not see listed, please contact us at 678.783.0110, and we will do our best to provide it for you. It is our goal to provide the best customer service possible, any and all suggestions are welcome.