



**Watt Plaza**  
**Conference Room Reservation and Billing Authorization Form**  
**1875 Building, Lobby Level**

**RESERVATIONS ARE FOR WATT PLAZA TENANTS ONLY:** All set-up and any special requests must be made in writing via this form completed in its entirety and submitted via [Angus Reservations](#) at least 24 hours' in advance. A minimum of 24 hours' notice must be given for cancellation to avoid a 50% charge to your rent statement. Reservation charges for the conference room will appear on your monthly rent statement.

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**ROOM REQUEST:** Number of people: \_\_\_\_\_ (please check room and configuration requested)

**LARGE Conference Room = \$200 per hour** (includes set up and cleaning fees)

Features: 98" TV monitor with laptop connection capability, built-in ceiling mounted speaker system, wireless capability, VoIP phone, wall mounted touch screen control panel, two built-in banquettes for additional seating and buffet counter for catering services; access to private restrooms.

**Set Up Configuration** (see attached layouts):

Boardroom  
Accommodates 24 People  
*Chairs & tables in rectangle*

Classroom  
Accommodates 24 People  
*Chairs & tables facing forward*

Seminar (add'l \$50 for set up)  
Accommodates 81 People  
*Chairs only*

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**MEDIUM Conference Room = \$150 per hour** (includes set up and cleaning fees)

Features: 75" TV monitor with laptop connection capability, built-in ceiling mounted speaker system, wireless capability, VoIP phone, wall mounted touch screen control panel, built-in banquette for additional seating and buffet counter for catering services; access to private restrooms.

**Set Up Configuration** (see attached layouts):

Boardroom  
Accommodates 12 People  
*Chairs & tables in rectangle*

Classroom  
Accommodates 12 People  
*Chairs & tables facing forward*

Seminar (add'l \$50 for set up)  
Accommodates 32 People  
*Chairs only*

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**PARTITIONED CONFERENCE CENTER = \$700 per hour** (includes set up and cleaning fees)  
*(2 hours minimum reservation)*

Features: Includes both Large and Medium Conference Rooms, exclusive use of the Pantry with sink for catering services, Breakaway Nook and Adjacent Breakaway Lounge Area partitioned from the Lobby by a floor to ceiling sliding glass wall; access to private restrooms

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**CENTER LOBBY – AFTERHOURS ONLY = \$1,500 per hour** (includes set up and cleaning fees)  
(7:00 p.m. – 12:00 a.m. Monday – Friday)  
*(2 hours minimum reservation)*

Features: Includes Conference Center, Center Lobby Lounge Area, Outdoor Patio and background music capability; access to private restrooms.

Accommodates up to 345 people

**COURTYARD (Conference Room Setup) = \$300 per hour** (includes set up and cleaning fees)  
(Business Hours: 8:00 a.m. – 6:00 p.m. Monday – Friday)  
(2 hours minimum reservation)

Boardroom  
Accommodates 16 People  
*Chairs & tables in rectangle*

Boardroom 2  
Accommodates 12 People  
*Chairs & tables U-Shaped*

Classroom  
Accommodates 11 People  
*Chairs & tables facing forward*

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**COURTYARD – AFTERHOURS ONLY = \$400 per hour** (includes set up and cleaning fees)  
(7:00 p.m. – 12:00 a.m. Monday – Friday)  
(2 hours minimum reservation)

Accommodates up to 60 people

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For more information on onsite restaurant catering or for a list of local preferred catering vendors to enhance your meeting/event experience, please click [here](#).

#### **RULES & REGULATIONS:**

1. Tenant agrees to replace any damaged and/or missing equipment and furniture at tenant's sole cost.
2. Tenants shall not hang any articles of any kind that may damage the walls.
3. Watt Plaza staff can assist with basic AV set up and instruction. If your team will require assistance adjusting the volume and settings throughout the event or if you have a more extensive set-up, we'd be happy to suggest a local AV company you can hire directly. The AV specialist must provide insurance that complies with Watt Plaza insurance requirements.
4. Please keep in mind, Watt Plaza has limited number of tables and chairs. We have (18) 2' x 4' tables and (86) stackable leather chairs. We're happy to lend tenants these items at no charge. If you need more tables and chairs than we can supply (or if you need linens, additional lighting systems, podium, microphone, etc.) we'll be happy to suggest local vendors from whom you can rent the items needed.
5. Tenant is responsible for directing people to the conference room (if necessary) and coordinating parking validations.
6. Tenant must submit Certificates of Insurance for all vendors they contract in compliance with Watt Plaza Vendor Insurance Requirements: non-building or non-preferred caterers, rental companies, IT Specialists, etc.
7. There is a fee of \$70 per hour for afterhours HVAC (heating, ventilation, air conditioning) each hour before 8:00 a.m. or after 6:00 p.m. Monday through Friday.

**TENANT NAME:** \_\_\_\_\_

Suite Number: \_\_\_\_\_ Building:  1875  1925

**DATE OF RESERVATION:** \_\_\_\_\_

Hours Requested: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

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

Authorized Tenant Contact Name: \_\_\_\_\_

Authorized Tenant Contact Signature: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Tenant agrees to the fullest extent allowed by law to indemnify, hold harmless and defend 1875/1925 Century Park East Company, Watt Properties, Inc. dba Watt Management Company, together with their employees, agents, officers, directors, partners, lenders, and each of them, from and against any and all liability, claim, suit, demands, cost, expense or damage arising directly or indirectly from occupancy and/or use of the conference rooms and event spaces respectively located at 1875/1925 Century Park E, Los Angeles, CA 90067.