



600 Brickell Avenue ▪  
Suite 1425 ▪  
Miami FL 33131 ▪  
Tel: +1 (305) 384 7170 ▪

## 600 BRICKELL TENANT MEETING ROOM RESERVATION REQUEST/AGREEMENT

The 14<sup>th</sup> floor conference center at 600 Brickell includes four (4) rentable meeting rooms and complimentary common area Tenant lounges available with open access to all tenants, Monday to Friday, 7:00 am to 6:00 pm. Conference rooms may be rented as available; however, all meetings must be completed no later than 7:00 p.m. **To reserve a conference room, the tenant office manager, as registered with building management, must complete the following information:**

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

Date Submitted: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_

Type of Meeting: \_\_\_\_\_

Email: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Name of Meeting: \_\_\_\_\_

**Room (A, B, C, D) please circle**

Select one (min.2 hours)

Start Time: \_\_\_\_\_ (7am or later)

End Time: \_\_\_\_\_ (6pm or earlier)

Number of attendees: \_\_\_\_\_

Circle Layout on charge below.

Hourly rate for meetings after 6pm is 150%  
of rate plus \$120 cleaning fee per room for  
meetings ending 9pm or later. Not applicable  
networking/social events.

**Evening Event Use** (Min.4 hours \$1,250 per hour plus  
tax after 6pm) Includes exclusive use of tenant lounge and  
conference common areas. A \$1,500 security deposit is  
required for events after 6pm. (Includes 2 hours of set-up  
between 4pm-6pm)

Start Time: \_\_\_\_\_ (6pm or later)

End Time: \_\_\_\_\_ (10pm or earlier)

Number of attendees: \_\_\_\_\_

|                                         | Conferen<br>ce Max.<br>Capacity | Classroo<br>m Max.<br>Capacity | U-Shape<br>Max.<br>Capacity | Hollow<br>Square<br>Max.<br>Capacity | Open Max. Capacity<br>(no furniture) \$100<br>additional fee per<br>room | Hourly Rate<br>plus tax (Min.2<br>hrs.) |
|-----------------------------------------|---------------------------------|--------------------------------|-----------------------------|--------------------------------------|--------------------------------------------------------------------------|-----------------------------------------|
| <b>MEETING ROOM A</b>                   | 12                              | 17                             | 13                          | 16                                   | 25                                                                       | \$120                                   |
| <b>MEETING ROOM B</b>                   | 16                              | 29                             | 17                          | 24                                   | 50                                                                       | \$200                                   |
| <b>MEETING ROOM C</b>                   | 12                              | 17                             | 13                          | 16                                   | 25                                                                       | \$120                                   |
| <b>BOARD ROOM</b><br>Video Conferencing | 16                              | N<br>A                         | N<br>A                      | NA                                   | N/A                                                                      | \$200                                   |

Tenant Signature \_\_\_\_\_ Date# \_\_\_\_\_

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## REQUIRED EQUIPMENT

**PLEASE CHECK YES FOR ALL REQUESTED EQUIPMENT. REQUESTED EQUIPMENT IS SUBJECT TO AVAILABILITY.**

## MEETING ROOM A

Presentation Room      682 SF  
17 Person Max. Classroom Setup  
\$120 Per hour plus sales tax (Min. 2 hours)

| EQUIPMENT REQUIRED                                                                             | YES | NO |
|------------------------------------------------------------------------------------------------|-----|----|
| Samsung 65" 4K LCD TV                                                                          |     |    |
| Polycom Speakerphone                                                                           |     |    |
| Presentation Audio                                                                             |     |    |
| Microphone                                                                                     |     |    |
| High speed wireless internet powered by the latest Meraki Wi-fi 6 access points                |     |    |
| Dry erase board                                                                                |     |    |
| Access to Shared Warming Kitchen                                                               |     |    |
| Two (2) 6-foot tables w/black linens available for food/beverage or material setup within room |     |    |
| Terrace Access                                                                                 |     |    |

Training tables do not have power ports. Acknowledged \_\_\_\_\_  
Initial \_\_\_\_\_

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## MEETING ROOM B

|                   |        |
|-------------------|--------|
| Presentation Room | 767 SF |
|-------------------|--------|

## 29 Person Max. Classroom Setup

\$200 Per hour plus sales tax (Min. 2 hours)

| EQUIPMENT REQUIRED                                                                             | YES | NO |
|------------------------------------------------------------------------------------------------|-----|----|
| Samsung 65" 4K LCD TV                                                                          |     |    |
| Polycom Speakerphone                                                                           |     |    |
| Presentation Audio                                                                             |     |    |
| Microphone                                                                                     |     |    |
| High speed wireless internet powered by the latest Meraki Wi-fi 6 access points                |     |    |
| Dry erase board                                                                                |     |    |
| Access to Shared Warming Kitchen                                                               |     |    |
| Two (2) 6-foot tables w/black linens available for food/beverage or material setup within room |     |    |
| Terrace Access through Tenant Lounge                                                           |     |    |

Training tables do not have power ports. Acknowledged \_\_\_\_\_  
Initial

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## MEETING ROOM C

|                   |        |
|-------------------|--------|
| Presentation Room | 622 SF |
|-------------------|--------|

## 17 Person Max. Classroom Setup

\$120 Per hour plus sales tax (Min. 2 hours)

| EQUIPMENT REQUIRED                                                                             | YES | NO |
|------------------------------------------------------------------------------------------------|-----|----|
| Samsung 65" 4K LCD TV                                                                          |     |    |
| Polycom Speakerphone                                                                           |     |    |
| Presentation Audio                                                                             |     |    |
| Microphone                                                                                     |     |    |
| High speed wireless internet powered by the latest Meraki Wi-fi 6 access points                |     |    |
| Dry erase board                                                                                |     |    |
| Access to Shared Warming Kitchen                                                               |     |    |
| Two (2) 6-foot tables w/black linens available for food/beverage or material setup within room |     |    |
| Terrace Access                                                                                 |     |    |

Training tables do not have power ports. Acknowledged \_\_\_\_\_  
Initial

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**BOARD ROOM**

Board Room

16 Person 1,033 SF

\$200 Per hour plus sales tax (Min. 2 hours)

| EQUIPMENT REQUIRED                                                                             | YES | NO |
|------------------------------------------------------------------------------------------------|-----|----|
| Samsung 65" 4K LCD TV                                                                          |     |    |
| Polycom Speakerphone                                                                           |     |    |
| Video Conferencing                                                                             |     |    |
| Table Power ports                                                                              |     |    |
| Presentation Audio                                                                             |     |    |
| Microphone                                                                                     |     |    |
| High speed wireless internet powered by the latest Meraki Wi-fi 6 access points                |     |    |
| Dry erase board                                                                                |     |    |
| Access to Shared Warming Kitchen                                                               |     |    |
| Two (2) 6-foot tables w/black linens available for food/beverage or material setup within room |     |    |
| Terrace Access through Tenant Lounge                                                           |     |    |

Acknowledged \_\_\_\_\_

Initial

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All requests are subject to availability and on a first serve basis. Reservations must be submitted, coordinated and supervised by the Office Manager as registered with building management and will be held responsible for all reservation and act as sole primary contact with Building Management. Reservations are subject to full execution of event contract within 5 days of request to hold date. All rooms must be reserved in advance and no later than 72 hours before the event. Drop-in use of this space is not permitted. To reserve a conference room for an after-hours event, please contact the management office prior to completing this form. Note, after hour events are subject to a surcharge.

Conference rooms may be rented for no more than 3 consecutive business days without express permission of 600 Brickell's General Manager. Reserving any room for recurring blocks of time is not permitted, for example, a request to book every second Monday of the year for a standing meeting would be denied. Reservations are accepted no more than thirty (60) calendar days in advance.

The per room rates include training tables & chairs for the number of persons up to the maximum capacity shown above. Payment must be made in full within five (5) days of the reservation or the reservation will be canceled.

The meeting rooms are available with advance reservation for a fee. Meeting rooms can be combined into one meeting area. Each meeting room includes training tables and chairs to accommodate the number of persons shown on the chart for each set-up. The meeting room is granted according to its availability, the number of people anticipated and room maximum capacity. Brickell Holdings, LLC reserves the right to restrict access to meeting area beyond maximum occupancy.

We accept Visa, MasterCard and American Express with a 4% added convenience fee. A 50% cancellation fee will be applied if contract is cancelled, or date is changed at any time. A set-up change fee of \$250 plus tax for each room will be due prior to change from agreement set-up with a 24-hour advance notice.

**Note, there can be no expectation of privacy with the use of a conference room or tenant lounge space. Tenants have the use of the lounge areas when any conference room is in use.**

**LICENSEE RESERVES THE RIGHT TO TEMPORARILY CLOSE OR RESTRICT ACCESS TO THE CONFERENCE CENTER OR LOUNGE AREAS IN THEIR SOLE DISCRETION AND WITHOUT NOTICE.**

This Agreement shall be effective between the Licensee and Brickell Holdings, LLC when signed by each on the space indicated below and it shall be construed in accordance with the laws of the State of Florida. In the event of litigation, whether under this Agreement or for the collection of any sums due, arising out of the Licensor's use of the building, or of any other nature, the prevailing party in such litigation shall be entitled to recover attorney's fees and court costs, including appeal from the other party. The parties hereto agree that all litigation shall be held in the state or federal courts located in Miami-Dade County, Florida and neither party hereto shall object to such jurisdiction or venue.

This Agreement will terminate without liability to Brickell Holdings, LLC if substantial performance of Brickell Holdings, LLC obligations is prevented by a cause reasonable beyond control including acts of

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God, government regulations, disaster, strikes, civil disorders, or other emergencies making it illegal or impossible to provide the facilities or to hold the meeting or event. It is provided that this Agreement may be terminated any one or any more of such reasons by written notice from Brickell Holdings, LLC to Customer.

Licensee may cancel this Agreement only upon giving prior written notice to Brickell Holdings, LLC at 600 Brickell Avenue, Suite 1425, Miami, FL 33131 or via email to [reception@600brickell.com](mailto:reception@600brickell.com). The Licensee agrees and understands that in the event of a cancellation, our actual damages would be difficult to determine. Should Licensee cancel the event or move the event to another facility or city, such a decision would constitute a breach of its obligation to Brickell Holdings, LLC and Brickell Holdings, LLC would be harmed. Therefore, the parties agree to the following terms and amounts paid as liquidated damages:

*50% Cancellation Fee will be applied if contract is cancelled at any time.*

Brickell Holdings, LLC agrees that after receipt of such amounts it will not seek additional damages. In the event that the meeting or event is canceled, Brickell Holdings, LLC is not obligated to make any attempts or effort to resell the released space and/or reduce the damages.

Exhibit A, General Information Rules and Regulations is hereby made a part of this Agreement.

Please send completed form to [reception@600brickell.com](mailto:reception@600brickell.com) or contact the Building Management Office at 305-384-7170.

SIGNATURES ON FOLLOWING PAGE

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AGREED TO THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

**LICENSOR:**

**BRICKELL HOLDINGS, LLC**, a Florida limited liability company

Signature: \_\_\_\_\_

Name: Ilene Munoz

Title: General Manager

Date: \_\_\_\_\_

**LICENSEE:**

**Company Name:**

\_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Return completed agreement to [reception@600brickell.com](mailto:reception@600brickell.com)

Elm Spring Inc.  
600 Brickell Avenue, Suite 1425  
Miami, Florida 33131  
O: 305-384-7170

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## EXHIBIT A

### MEETING ROOMS' GENERAL INFORMATION AND RULES AND REGULATIONS

Licensee agrees to begin scheduled event promptly at agreement times and agrees to have invitees and other associated persons vacate said meeting areas and the meeting area is returned in a clean condition at the closing hour indicated. Licensee further agrees to reimburse Brickell Holdings, LLC for additional hourly rate and/or any overtime wage payments or other expense incurred Brickell Holdings, LLC because of Licensee's failure to comply with the terms.

A guest list in alphabetical order must be provided to Building Management no later than one business day prior to scheduled meeting. All guests must provide valid photo identification to building security. If a list is not provided, each guest must be pre-cleared by security by calling the contact number listed on the reservation form.

All persons visiting the building at all times are asked to check in at the security console and provide a valid identification. The Security Officers/Attendants will admit only those individuals who have been authorized on the Licensee's guest list not to exceed room capacity. Licensee shall inform all guests that proper identification is required for admittance into the building. No exceptions. Licensee shall provide Licensor with final Guest List no later than twenty-four hours prior to event date.

Licensee hereby acknowledges that Brickell Holdings, LLC shall have no obligation whatsoever to provide guard service or other security measures for the benefit of the Meeting Room, Premises, Building, Common Areas or Real Property. Licensee assumes all responsibility for the protection of Licensee, its agents, and invitees and the property of Licensee and of Licensee's guests and agents from acts of third parties. Nothing herein contained shall prevent Licensee, at Licensee's sole option, from providing security protection for the Building, Real Property, or any part thereof.

**Brickell Holdings, LLC reserves the right to exclude or expel from the Building and/or Property any person who, in the sole judgment of Brickell Holdings, LLC, is intoxicated or under the influence of liquor or drugs, or who shall in any manner do any act in violation of any of the rules and regulations of the Building.**

Outside furniture in meeting rooms and/or common area lounge areas is not permitted. Furniture in meeting rooms and/or common areas must be kept in place as positioned by building management.

Music is not permitted during daytime events. Delivery of additional furniture and/or fixtures is not permitted.

All AV connections must be tested 24 hours in advance pre-scheduled with management from event date to ensure compatibility. It is the responsibility of the user to learn the proper operation of the equipment and are encouraged to make an appointment with building management to learn basic operations before your event date. Building management will not be available to operate equipment. Laptops, HDMI cable connections and any other devices are not included.

Personal property is not permitted to be left in the meeting room overnight. Items left overnight will be

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discarded at the expense to the customer, if applicable. Licensor does not accept any responsibility for the damage or loss of any merchandise or article left on the premises prior to, during, or following the meeting event.

No signs or banners are permitted to be attached in the meeting rooms space or on building exterior. Nothing may be screwed, pinned, tacked or applied with adhesive to any podium, door, wall or ceiling. Brickell Holdings, LLC reserves the right to approve all signage.

All displays and/or decorations will be subject to our prior written approval from Brickell Holdings, LLC and must be free standing. Items may not be attached to walls, doors, windows or ceiling with tape, nails or staples. Licensee is responsible for the removal of all decorations, equipment, displays, catering equipment, fixtures or any other property at the conclusion of the event. Brickell Holdings, LLC is not responsible for any loss or damage to your property and does not maintain insurance covering it. Brickell Holdings, LLC is not responsible for Licensee's property. Due to pest concerns, no potted live plants are permitted; flowers and silk plants (such as silk palms, bamboo, ficus, etc.) are allowed. Curtains, bunting, or other hanging fixtures are not permitted. Examples of approved decorations are: balloon arch, logo photo screen, flower arrangements and free standing signage. All approved decorations must be kept within the room(s) that are being rented.

No indoor or outdoor pyrotechnics or other incendiary devices are allowed in the building or building exterior.

Smoking is not permitted in the Building. Smoking shall only be permitted in such exterior areas as Licensor may from time to time designate, which in all circumstances shall be no less than twenty-five feet (25') from the façade of the building. Brickell Holdings, LLC shall have the right, but not the obligation, to designate an area or areas as "Designated Smoking Areas." Brickell Holdings, LLC shall have the right to change and or limit such Designated Smoking Areas and to enact future rules and regulations concerning smoking in such Designated Smoking Areas, including the right in Brickell Holdings, LLC discretion, to prohibit smoking in the Designated Smoking Areas or the right to refuse to designate Designated Smoking Areas. Licensee agrees to comply in all respects with Brickell Holdings, LLC prohibition and regulation of smoking and to enforce compliance against its guests, agents, invitees and other persons under the control and supervision of Licensee on the Premises or at the building.

The name and image logo of Brickell World Plaza @ 600 Brickell is exclusive property of Brickell Holdings, LLC. Any unauthorized use of our name and logo is prohibited without the express permission of the General Manager.

## CATERING

Catered food deliveries must be made to meeting rooms with advance notice to building management and with the required insurance certificate. The Licensee is responsible for any damages incurred by caterer or outside contractor while in the employ of the Licensee. Licensee's outside contractor shall not interfere with the use of the facilities by other guests or with Building operations or personnel. All outside contractors must submit proof of insurance no later than three (3) business days prior to event date in accordance with building requirements.

The 14<sup>th</sup> floor center is equipped with a warming kitchen for shared use. Cooking is not permitted in any portion of the Conference Center, lounge areas or terrace.

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Foods that create an odor in communal areas or contain staining dyes are NOT permitted.

Licensee is responsible for removing all event materials and disposing of food, containers in designated trash bins at end of meeting. All items left overnight will be discarded; this includes food, drinks, catered dishware, serving utensils, etc. Charges for disposal may apply.

Arrangements for catering deliveries must be coordinated with Brickell Holdings, LLC during approved times. Licensee must be present to accept and coordinate all deliveries. Brickell Holdings, LLC will not be responsible for supervising deliveries or removal from the property. Brickell Holdings, LLC and its agents will not accept any packages on behalf of Licensee.

### **COMMON AREA LOUNGE**

Licensee and its guests shall not disrupt Tenant's use or enjoyment of 14<sup>th</sup> floor conference center common areas and Tenant lounge area. Licensee and its guests shall not occupy lounge tables for lunch time meetings or to engage in meetings in a common area. Catered food shall be served and eaten only in reserved meeting rooms.

Licensee shall notify the General Manager of any disruptive behavior by a Tenant utilizing the Lounge or Common Areas. However, Licensee acknowledges that users of the lounge and common areas may engage in conversations. The meeting rooms are not sound proof and there may be outside noise heard inside of the meeting room.

### **AMERICANS WITH DISABILITIES ACT**

Licensors is a public accommodation as defined by Title III of the Americans with Disabilities Act and the regulations promulgated thereunder ("ADA"). Should any of your attendees have special needs for auxiliary aids or equipment, the Organization agrees to furnish Licensors with a list describing such aids or equipment at least thirty (10) days prior to the first event date.

### **INSURANCE AND INDEMNIFICATION**

Licensors and Licensee each agrees to carry adequate liability and other insurance protecting itself against any claims arising from any activities conducted in the building during the meeting/convention. Each party hereby indemnifies and holds the other harmless from any loss, liability, costs or damages arising from actual or threatened claims or cause of action resulting from the negligence or intentional misconduct of such party and its respective officers, director, employees, agents, contractors, members or participants (as applicable).

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