



Telephone and Internet Order Form – 2009

CATERING/CONVENTION SERVICES MANAGER: _____ GROUP: _____

COMPANY NAME: _____

BILLING: _____ Master Account # _____ / _____ Credit Card (Form must be Attached) / _____ Guest Room # _____

CONTACT: _____ TEL: _____ FAX: _____ EMAIL: _____

SET-UP LOCATION: _____

INSTALLATION DATE: _____ START TIME: _____

TERMINATION DATE: _____ END TIME: _____

TELEPHONE LINES COST

Of lines: _____ HOUSE PHONE PRIVILEGES.....\$25.00

Of lines: _____ LOCAL ACCESS PHONE (Dial 9)
(Analog Line).....\$90.00 Per Day - plus calls
*** See note below regarding Credit card and additional charges ***

Of lines: _____ *DEDICATED PHONE LINE with Long Distance Access
(Analog Line – up to 56Kb).....\$300.00 Per Day - plus calls
*** See note below regarding Credit card and additional charges ***

High Speed Internet (T1) Access

Of PC(s): _____ One Day Rental for (1) Computer/Laptop in one room.....\$300.00

Of Add'l PC(s): _____ Additional System on line in the same room.....\$50.00 per PC

Of PC(s): _____ Weekly Rental (5 days) for (1) Computer/Laptop in one room.....\$750.00

Of Add'l PC(s): _____ Additional System on line in the same room.....\$50.00 per PC

Of PC(s): _____ Wholesale Package - Full (T1) in all Meeting Rooms Booked.....\$3,000.00
(Unlimited Access for the duration Of the Event)

Of PC(s): _____ Secured WI-FI Access for up to 25 Computers/Laptops.....\$575.00 per AP
(WI-FI is secured via WEP (128Bit) Encryption and MAC Filtering Enabled)

Requires 3 Business Day Notice to Setup Order: Delivery and Installations is all inclusive with any order requiring one hour Of technical labor or less. Installs requiring more than one hour or additional site visits for the same order will incur a charge of **\$95.00** /hour during normal business hours from 8am-6pm (M-F) and 9am-3pm (Sat-Sun). After hour's delivery and installations charges will be incurred at a rate of **\$125.00** per visit.

CONFERENCE CALL HOSTING VIA SPRINT COST

_____ POLYCOM Speaker Phone for 8 people or more (Includes Phone Line)\$ 290.00 Per Day

***Long Distance and Dedicated Line calls will be billed upon the Hotel's receipt Of the SPRINT LD monthly phone bill.**

Note: A Credit Card Authorization Form must be signed for use of Telephone lines and return it with this form for processing. By signing the Credit Card authorization form, you are authorizing the hotel to bill your credit card for all your local and long distance charges. All Telephone Lines are Subject to Applicable Taxes and 22% Service Charge

My signature indicates that I understand the above charges and assume the responsibility for all equipment in my possession. In addition, all calls made from this line during the above time period are my responsibility. I will notify the AV Dept/PBX Operator when this lines/T1 should be terminated and closed in order to maintain better control over its usage.

GUEST/CONTACT SIGNATURE _____ DATE _____