



Room Rental Agreement

INTERNAL USE	
App #	_____
Rep ID	HLH
Pkg Code	_____

FAX COMPLETED APPLICATION TO 866.268.2125

196 CHARMANT PLACE, STE 1 » RIDGELAND, MS 39157 » PH. 601.354.9408 » FAX. 866.268.2125

Vide Conferencing Room Rental Terms and Agreement

- Room for up to Ten Participants (additional participants available at additional cost)
- Mon - Fri, (excluding Holidays), 8:00am to 5:00pm (CST), - \$150.00 per hour with a 1 hour minimum. Additional conference time billed in 1/2 hour increments.
- Mon - Fri, (excluding Holidays), before 8:00 am or after 5:00 pm (CST), - \$250.00 per hour with a 2 hour minimum.
- Sat, 8:00 am to 5:00 pm (CST) - \$300.00 per hour with a 2 hour minimum
- Sun, Holidays, or other emergencies with less than 24 hrs. notice - \$350.00 per hour with a 2 hour minimum.
- Sat & Sun hours before 8:00 am or after 5:00 pm (CST) will access a \$400.00 flat fee in addition to the posted day rate.
- Credit Card is required to hold the room
- Additional charges for gateway (Required for ISDN or Multipoint Video Conferences) are as follows:
 - \$50.00 per hour, with a 1 hour minimum. Additional conference time billed in 1/2 hour increments

Please call for quote on originating ISDN calls outside of the continental United States

Cancellation Policy

Source One Video, Inc. will charge 100% room rental charges for a scheduled videoconference that is cancelled with less than 24 hours notice. For conferences scheduled that are cancelled with less than 3 days notice, Source One Video, Inc. will charge 50% room rental plus a cancellation fee of \$100.00, and for conferences scheduled that are cancelled with more than 3 days notice, Source One Video, Inc. will charge a flat \$100.00 cancellation fee. Cancellations must be made in writing and received via email to cancellation@sourceonevideo.com or faxed to 866.268.2125. Cancellations should be made during normal business hours from 8:00 am to 5:00 pm (CST), Mon - Fri. After or before hour cancellations will be considered cancelled from the start of the next business day.

Setup Fees & Payment Policy

Setup fees are dependent on the unique needs of your video conference. Please check with your account representative who can quote you if set up charges will be required. Payment is due in full before room, dates, times can be reserved by any Source One Video, Inc. representative. Call for information on how to pay via credit card. Government and education institutions should contact a S1V representative for information concerning purchase orders. Refunds for cancelled conferences will be returned to payees within 30 business days of a cancellation notice, minus any cancellation charges due to Source One Video, Inc.

Business Information

Legal Business Name: _____ Contact Person: _____

Address: _____
Street City County State Zip

Phone: _____ Fax: _____ E-mail: _____

Reservation/Conference Information

Reservation Date: _____
Day of Week (Mon, Tue, etc.) Month Day Year

Start Time: _____ End Time: _____
Hour Please indicate AM or PM Hour Please indicate AM or PM

Number of Participants: _____ Originating the call (please circle response)? Yes No

IP or ISDN based call (please circle response)? IP ISDN IP Address/ISDN Number to call (if originating): _____

Transmission Rate: _____ kbs Conference Type (please circle response) : Point to Point Multi-Point

Please check all compatible standards you require for the conference: H323 H321

Do you require an onsite technician to assist you in completing the call (please circle response)? Yes No

Do you require any catering services for your conference (please circle response)? Yes No

Comments/Notes: _____

The person(s) supplying the above information certifies to Source One Video, Inc. that they have read and agree to the above terms of and conditions. You also understand that upon reserving your room, you will be invoiced according to the posted rates above. Full payment is due at time of reservation.

X