

GALLERIA CONFERENCE OPTIONS

➤ Executive Boardroom, 2nd Floor Atrium:



- Seats 12 people
- \$150 for anything 3.75 hours and under
- \$300 for anything 4 hours and over
- \$200 Additional Fee for exclusive use of the Outdoor Patio w/a full-day rental
- TV w/ HDMI capability (in table) and Wireless screen share
- Video Conference Ready
- Sonos Music System (both inside Boardroom + Outdoor Patio)
- Boardroom glass NanaWall opens to the Outdoor Patio
- 360° Window Coverings for Privacy

➤ Large Conference Room, 192-A:



- Seats 48 people
- No Reservation Fee
- 2 Smart TV's w/ HDMI capability
- Polycom conferencing phone ext. 1018

➤ **Small Conference Room, 192-B:**



- Seats 16 people
- No Reservation Fee
- Projector screen w/ HDMI capability
- Polycom conferencing phone ext. 1017

The Small and Large Conference Rooms are located on Level 1 of the Atrium, and the Executive Boardroom is on Level 2. The Small & Large Conference Rooms have a shared kitchen space with a fridge, sink, and industrial-sized carafes. Tenants are responsible for providing their own coffee/coffee filters, water, and snacks.



HDMI cords and other connection-related adapters are available to check out with the Management Office. The room must be clean of any trash, debris, or damages at the end of your rental. Non-compliance can result in cleaning fees up to \$200. No smoking is allowed on the Outdoor Patio.

Public WiFi:

Network: GalleriaGuest
No Password Needed

Conference Room Availability:

Send an email request to Isabelle.Gay@cushwake.com or call the management office at 303-691-6025. Please reserve the room as far in advance as possible, as it does get booked out. Cancellations require 48-hour minimum notice to Management to release your reservation. Cancellations inside of 48-hours and no-shows will be charged a \$100 Fee for Large and Small Conference Rooms or the original Reservation Fee for the Executive Boardroom/Outdoor Patio.

Conference Room Hours:

The Conference Rooms can be booked at any time with access provided via our 24/7 security team. However, please keep in mind that if you do book on a weekend or evening after-hours, the building HVAC will not be running. After-hours HVAC requests are \$75/hr.