



Park Hill Place

Business Center

830 North John Young Parkway, Kissimmee, FL 34741 • 407-931-0006 (Phone) • 407- 569-2101 (Fax)
www.parkhillplace.com • info@parkhillplace.com

Conference Center Services, Rates and Credit Policy

Conference Center Rates:

Conference Rooms with Wireless Internet:

12 person seating (room size accommodates space for Video Taping) \$60.00 per hour / \$420.00 per day
* Video Teleconferencing Equipment (55" Flat Screen TV with HDMI Cable) is \$30.00 one-time charge
6 to 8 person seating - \$35.00 per hour / \$210 per day

Normal Business Hours: 8:30am and after 5:00pm - Monday through Friday

* Please note there is an additional charge of \$15 per hour for early and extended hour bookings

Speakerphones are in each conference room with 4-way call conferencing: \$5 per hour or \$15 per day

Notary Public Services: \$10.00 per document

Photocopying: Black and White - \$0.35 per copy / Color: \$1.00 per copy

Faxing: Outgoing - \$1.75/page within (407) area code / Incoming - \$1.50/page

Scan and Email: \$10.00 plus \$1.25/page

Email Downloading and Printing: \$10.00 plus 1.25/page

Bottle Water: \$1.00/bottle

Coffee Service: No Extra Charge

Vending Service available for Snacks and Canned Drinks

Conference Room Scheduling and Reservation Confirmation:

Conference Rooms can be scheduled by phone or by email (preferred) sent to info@parkhillplace.com. Requests to schedule a Conference Room received by email will receive a return email confirming the room reservation.

When scheduling a Conference Room the following information is required:

▪ Date Requesting ▪ Start Time ▪ End Time ▪ Case Name ▪ # of people attending ▪ Job No. for billing purposes

Payment Terms:

Payment is required on the date of use, unless prior payment arrangements have been established with Park Hill Place Business Center. If a credit account is approved, the terms for payment are net thirty (30) days from invoice date. Credit accounts are invoiced for each Conference Room reservation date and time reserved upon completion usage, and shall include any additional Conference Room time used over the initial reserved, and for other services that are requested and provided during that date of usage. Client will be invoiced for the time reserved whether or not the full time is used as the room has been specifically blocked for the date and time reserved at client's request. Florida State Sales Tax of seven (7%) percent will be charged on each invoice. Reservations made for less than one hour will be charged a minimum one-hour room rental charge. All invoices are emailed to our clients to the email address(es) established at the time the credit account is established and which appears on the Credit Application. Payment to Park Hill Place Business Center is not subject to 3rd party payment to Client. Clients are responsible for ensuring that Park Hill Place Business Center has current email address(es). Park Hill Place Business Center reserves the right to assess a late payment fee of \$15.00 per invoice, in addition to a finance charge of 1.5% per billing cycle on invoices not paid in accordance with the payment terms outlined herein. Past due accounts will be placed on C.O.D payment terms. Payments accepted by credit cards will be assessed a processing charge of 4% on each transaction.

Cancellation Policy

All Conference Room reservations require a minimum of 24 hours email confirmed notification of cancellation prior to the date and time for which the conference room(s) has been reserved. At the time of cancellation, a cancellation number will be issued for the reservation cancelled. Cancellations made outside of the Cancellation Policy will be billed for one-half of the time reserved. One hour reservations will be billed for one hour. A "no-show" on a reservation will be charged for the full amount of the time reserved.