PENZANCE

EXHIBIT B – RESERVATION FORM

The Webb Building
4040 N Fairfax Drive
Arlington, VA 22203

Date: _____
Tenant: _____
Contact Name: _____ Telephone: _____
Date of Function: _____
Reservation Time*: _____
Type of Function: _____
Number of Guests: _____

Catering:

Will alcohol be served? __Yes** __No

Will food be served? __Yes __No

If yes to any of the above:

A. Will the event be self-catered? __Yes __No
B. Will a caterer be hired? __Yes __No

Catering Company: _____
Address: _____
Telephone: _____ Contact Name: _____
Menu: _____

Additional Services: Reservations that end after 9:00 PM Monday – Friday will automatically incur a $200.00 cleaning fee. All events held on Saturday or Sunday will automatically incur a $300.00 cleaning fee.

Are janitorial services required? __Yes __No
Time Needed: _____

*Please note that after 6:00 PM p.m. an engineer is required to be on site billable at $95.00 per hour, a minimum of four (4) hours. If your event requires this service, you will be billed for $380.00 payable to CFO AV 4040 Beneficiary, LLC, P.O. Box 37075, Baltimore, MD 21297-3075, and Tenant shall pay the same within thirty (30) thirty days of the Event.

**Please attach the proper certificate of insurance and license with this Registration Form or deliver the same within five (5) days of the event.

No later than ten (10) business days prior to the scheduled event, please return this Registration Form to:

CFO AV 4040 BENEFICARY, LLC
c/o Penzance Management
2000 14th Street North, Suite 501
Arlington, VA 22201