

# ROOM DETAILS

## Conference Rooms 601 & 611

- **Building Location:** Bishop Place - 1132 Bishop Street, Honolulu HI 96813
- **Description:** Conference Room 611 is a large (1,594 USF), mainly square, room. Conference Room 601 is roughly the same size but has a more board room look to it.
- 1. **Charges for conference room rental are \$40.00 + tax up to 4 hours; \$80.00 for more than 4 hrs.**
- 2. **Set up and break down is available for an additional fee of \$40.00 + tax.**
- **Room Locations:** 6th floor. Use the Low-Rise elevator bank.
- **Max Requestable Days:** 5 (in the same month).
- **Max Capacity:** 50 for each room.
- **Minimum Notice:** First Come, First Served.
- **Minimum Edit/Cancel Time:** One (1) Business Day.
- **Time Between Reservations:** (1/4) Hour Minimum.

### RESERVATION ALERTS:

1. Room and floor restroom keys can be checked out from the Security Console in the main Lobby. All keys must be returned to Security at the end of your reservation. Keys may not be kept overnight.
2. Tables and chairs are readily available in the conference room for your desired set-up and use. At the end of your reservation, all tables and chairs must be put back the way they were found. If tables and chairs are not put away at the end of your reservation, an automatic fee of \$40/hour plus tax will be charged and appear on your rent statement.
3. Management does not have any other equipment for use or rent other than the tables and chairs. No extension cords, no amplifiers or microphones, no podiums, no projector or screen, etc. There is a white dry-erase board with markers, however.
4. Our maintenance staff is available to set- up and/or put away tables and chairs for a fee of \$40/hour (minimum of one hour) plus tax if you prefer. Indicate set up preferences when making your reservation.
5. Any changes or cancellation requests must be communicated via email to: <[bishopmgmt@douglasemmett.com](mailto:bishopmgmt@douglasemmett.com)> or call (808) 440-2718 at least 12 hours **prior** to your reservation date and time; **otherwise, you will be charged for the reservation.**
6. Non-tenants must make payment at least (2) business days (preferably) in advance to their reservation date.

### Reservation Includes:

- Dry Erase Board (no other equipment is available)
- Telephone Line/Conference Call Star Phone
- Wireless Internet Access

### Setup Options: (\$40.00 setup/breakdown)

- Classroom (tables & chairs)
- Square (tables & chairs)
- U-shape (tables & chairs)
- Semi-Circle (chairs only)
- Theatre Style (chairs only)
- None (no setup needed/no extra fee)