



## 191 Peachtree Conference Facility

Angus/Banyan Street Capital

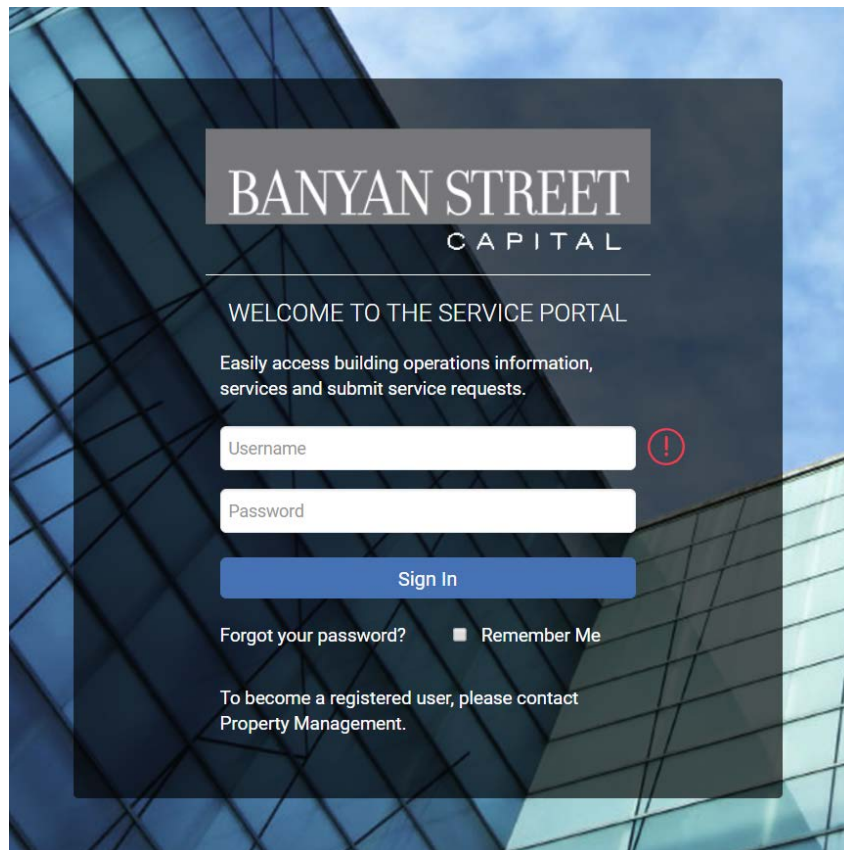
Reservation Service Request/ Work Order System

## Reserving the Conference Facility in 5 EASY STEPS:

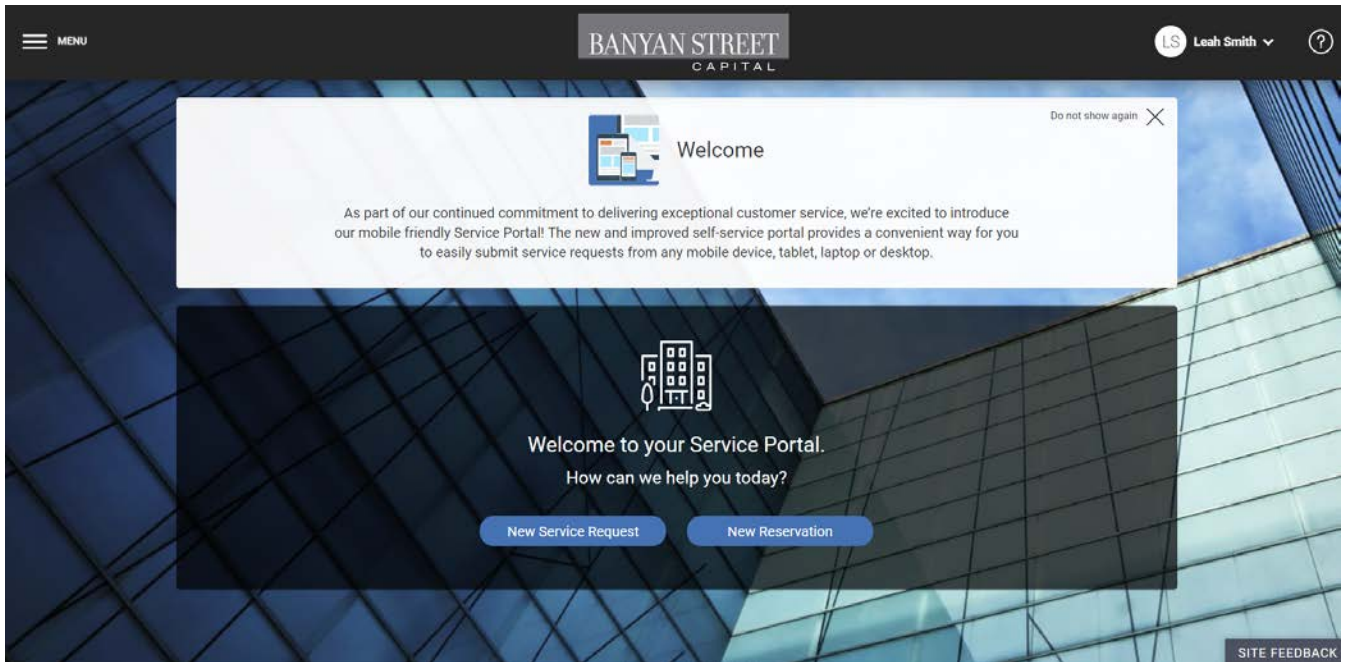
### 1. Log on to:

<https://www.ng1.angusanywhere.com/Tenant/5600/Main/home/home.aspx>

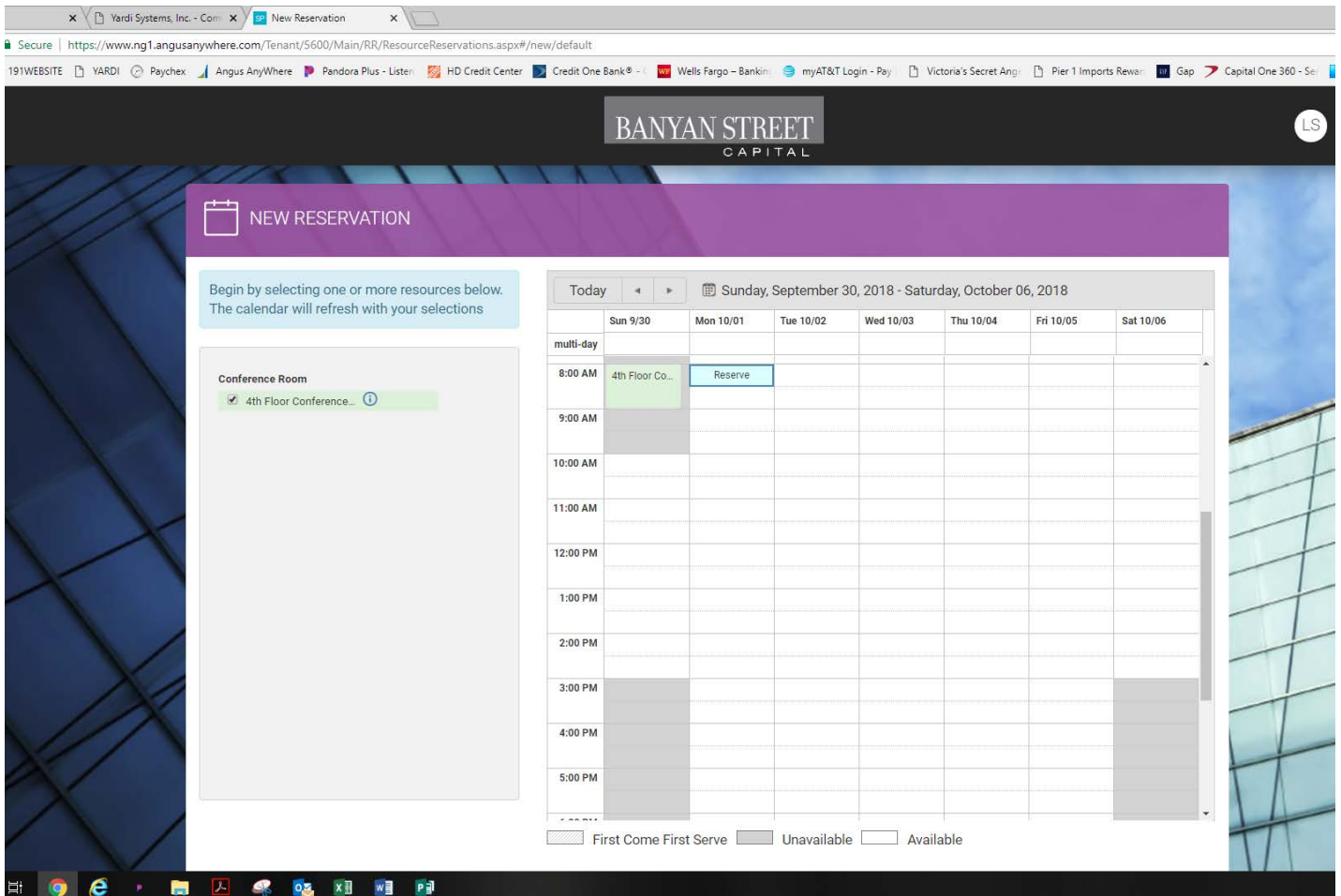
- i) Enter your User name and Password
- ii) Tenant Coordinators that require access to the system, should send an email request with their contact information to [info@191peachreetower.com](mailto:info@191peachreetower.com)



## 2. Select "New Reservation"



## 3. Select the Day and Time of your reservation from the calendar.



4. On the Reservation page, complete all fields, then select “Create”.

The screenshot displays the Banyan Street Capital reservation system interface. At the top, the logo "BANYAN STREET CAPITAL" is visible. Below it, a purple header reads "NEW RESERVATION". The main content area is a white form with a purple header "NEW RESERVATION". The form is divided into three sections: "Reserve", "Documentation Required", and "Approval Required".

The "Reserve" section contains the following fields:

- RESOURCES:** 4th Floor Conference Room
- TIME START:** 10/1/2018, 08:00AM
- TIME END:** 10/1/2018, 11:00AM
- REQUESTED BY:** Leah Smith

The "Documentation Required" section contains the following fields:

- ADDITIONAL INFORMATION:**
  - 1. FULL-DAY OR HALF-DAY RESERVATION: Half Day (4 hours)
  - 2. NUMBER OF ATTENDEES: 50-100
  - 3. CATERER NAME & TELEPHONE NO. (PLEASE PROVIDE A CURRENT CERTIFICATE OF INSURANCE): The Commerce Club , 404-222-0191


The "Approval Required" section contains the following fields:

- AMENITIES:**
  - INCLUDED:** Wifi
  - AVAILABLE ON REQUEST:**  After Hours HVAC
- RESERVATION NOTES:** Breakfast Meeting for VIP catered by The Commerce Club Meeting Code : 12345-VIP
- TERMS AND CONDITIONS:**  I have reviewed and agreed to the [Terms and conditions](#)

At the bottom of the form, there are two buttons: "CREATE" (highlighted in blue) and "CANCEL".


5.

**5. Your Reservation is Set! Save this page for your record. An email Confirmation will be emailed to you directly from Property Management within 1 business day.**



📅 RESERVATION 38435776

CANCEL RESERVATION
RETURN



The reservation is created successfully. Please download, complete, then upload the following document(s) for review and approval.

<p><b>Audio, Visual Instructions &amp; WIFI info</b>  <a href="#">↓ 191 Conference Facility AV Instructions.pdf</a></p> <p><b>Rules &amp; Regulations</b>  <a href="#">↓ 191 Conference Facility Rules and Regulations_092018.pdf</a></p> <p><b>Rental Rates</b>  <a href="#">↓ 191 Peachtree Conference Facility Rates 09 2018.pdf</a></p>	<div style="border-left: 1px solid #ccc; border-right: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> <span style="background-color: #2980b9; color: white; padding: 2px 10px; border-radius: 10px; display: inline-block;">UPLOAD</span>
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### Reservation Details

<p><b>RESOURCES</b> 4th Floor Conference Room</p>	<p><b>REQUESTED BY</b> Leah Smith</p>	<p><b>RESERVATION DATE AND TIME</b> Oct 1, 2018 - 8:00 AM to 11:00 AM <span style="float: right;"><span style="border: 1px solid #2980b9; border-radius: 10px; padding: 2px 5px;">RESCHEDULE</span></span></p>			
<p><b>DURATION</b> 3 hour(s)</p>	<p><b>PROPERTY</b> 191 Peachtree Tower</p>	<p><b>BUILDING</b> 191 Peachtree St NE</p>			
<p><b>ADDITIONAL INFORMATION</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; vertical-align: top;"> <p><b>1. FULL-DAY OR HALF-DAY RESERVATION:</b> Half Day (4 hours)</p> </td> <td style="width: 33%; vertical-align: top;"> <p><b>2. NUMBER OF ATTENDEES:</b> 50-100</p> </td> <td style="width: 33%; vertical-align: top;"> <p><b>3. CATERER NAME &amp; TELEPHONE NO. (PLEASE PROVIDE A CURRENT CERTIFICATE OF INSURANCE):</b> The Commerce Club , 404-222-0191</p> </td> </tr> </table>			<p><b>1. FULL-DAY OR HALF-DAY RESERVATION:</b> Half Day (4 hours)</p>	<p><b>2. NUMBER OF ATTENDEES:</b> 50-100</p>	<p><b>3. CATERER NAME &amp; TELEPHONE NO. (PLEASE PROVIDE A CURRENT CERTIFICATE OF INSURANCE):</b> The Commerce Club , 404-222-0191</p>
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<p><b>AMENITIES INCLUDED</b> Wifi</p>					
<p><b>RESERVATION NOTES</b> Breakfast Meeting for VIP catered by The Commerce Club Meeting Code : 12345-VIP <span style="float: right;"><span style="border: 1px solid #2980b9; border-radius: 10px; padding: 2px 5px;">EDIT</span></span></p>					

### History

Date	Event	Notes
Sep 17, 2018 - 3:45 PM	Requires Approval	
Sep 17, 2018 - 3:45 PM	Submitted	