

35 East Wacker

CONFERENCE ROOM RESERVATION FORM (TENANT)

Requested Date(s):	
Time of Event:	
# of Attendees:	
Room(s) Requested:	
Room Set Up:	
AV/Phone Request:	

Your Contact Information:	
Tenant/Suite:	
Phone No.	
E-Mail:	

Please sign and email to lsolberg@35eastwacker.com

Reservations will not be confirmed until the completed reservation form is received.

Please note the following: Tenant must contact the building at 312.726.4260 at least one week prior to the event to confirm the room set-up, any special requests, and to provide a list of all attendees.

All rental fees will be directly applied to the tenants monthly rent statement.

The following cancellation policies apply:

6 to 10 days prior to event:	50% of the total room rental fee will remain payable
3 to 5 days prior to event:	75% of the total room rental fee will remain payable
48 hours prior to day of event:	100% of total room rental fee will remain due payable

Room	Tenant Rates (Half Day)	Tenant Rates (Full Day)
Wabash	325.00	575.00
State	250.00	425.00
Wacker	225.00	375.00
State/Wacker	375.00	625.00

Tenant agrees to conduct the event in a manner appropriate for the first-class nature of the Building. Tenant assumes full responsibility for the conduct of any of its agents, employees, contractors, guests or invitees. Owner and its agents reserve the right to deny admittance to the Building, the conference facilities or other facilities for any reason whatsoever. Tenant and its agents, employees, guests and invitees shall abide by all reasonable rules and regulations promulgated by Landlord from time to time. Tenant is responsible for any damage to room and/or equipment and for the return of all equipment provided. Tenant is responsible for setting up and removing all items which are not the property of the Building. Owner may require different or additional insurance, depending on the nature of the use or if alcohol will be present. All indemnification, insurance, limitations on liability, and waiver of subrogation provisions set forth in Tenant's lease shall be applicable to both the event and Tenant's use of the conference facilities, as if the same was a portion of Tenant's leased premises.

Tenant Signature: _____ Date: _____