



Meetings & Events

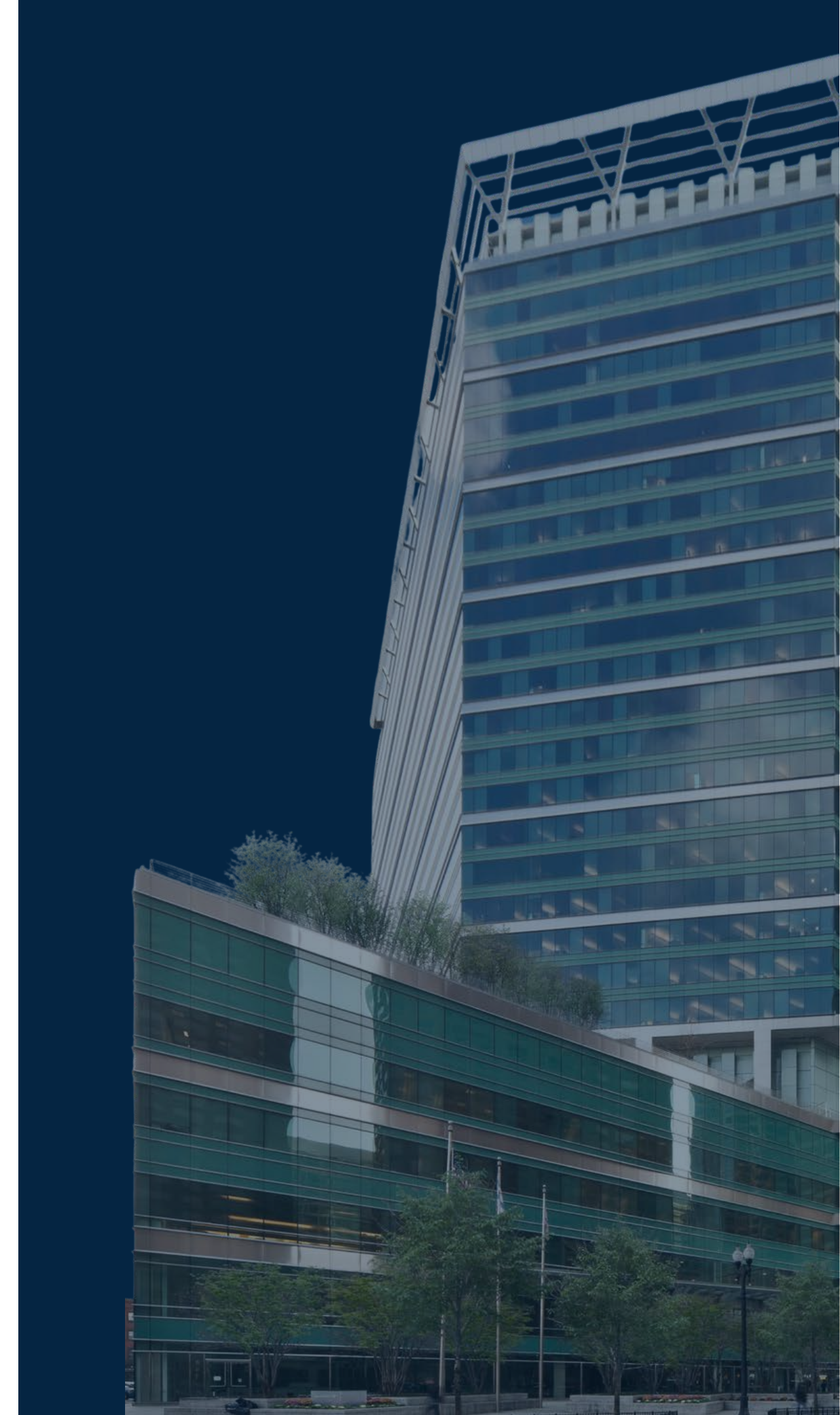


TENANT LOUNGE

gallery

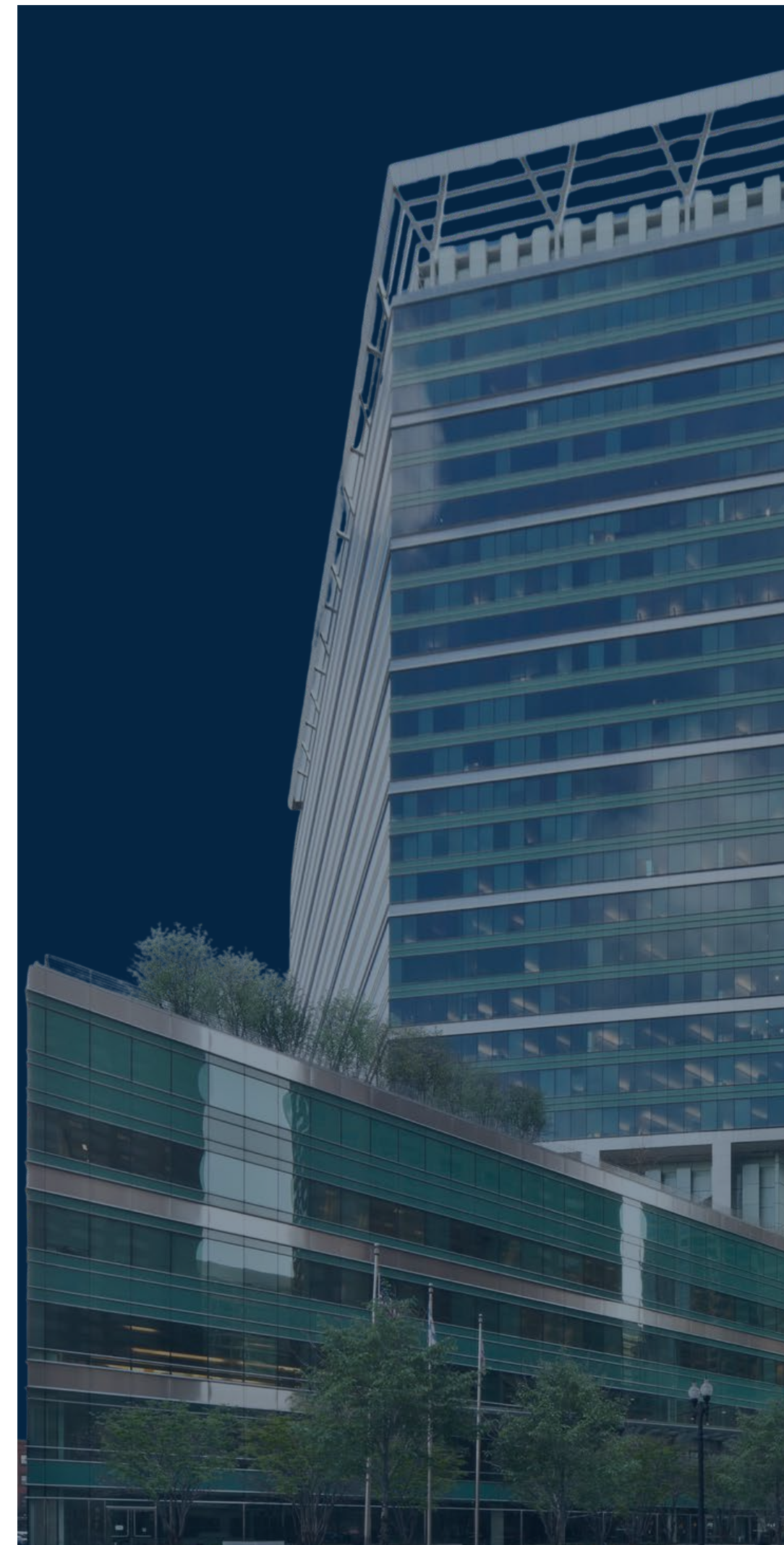
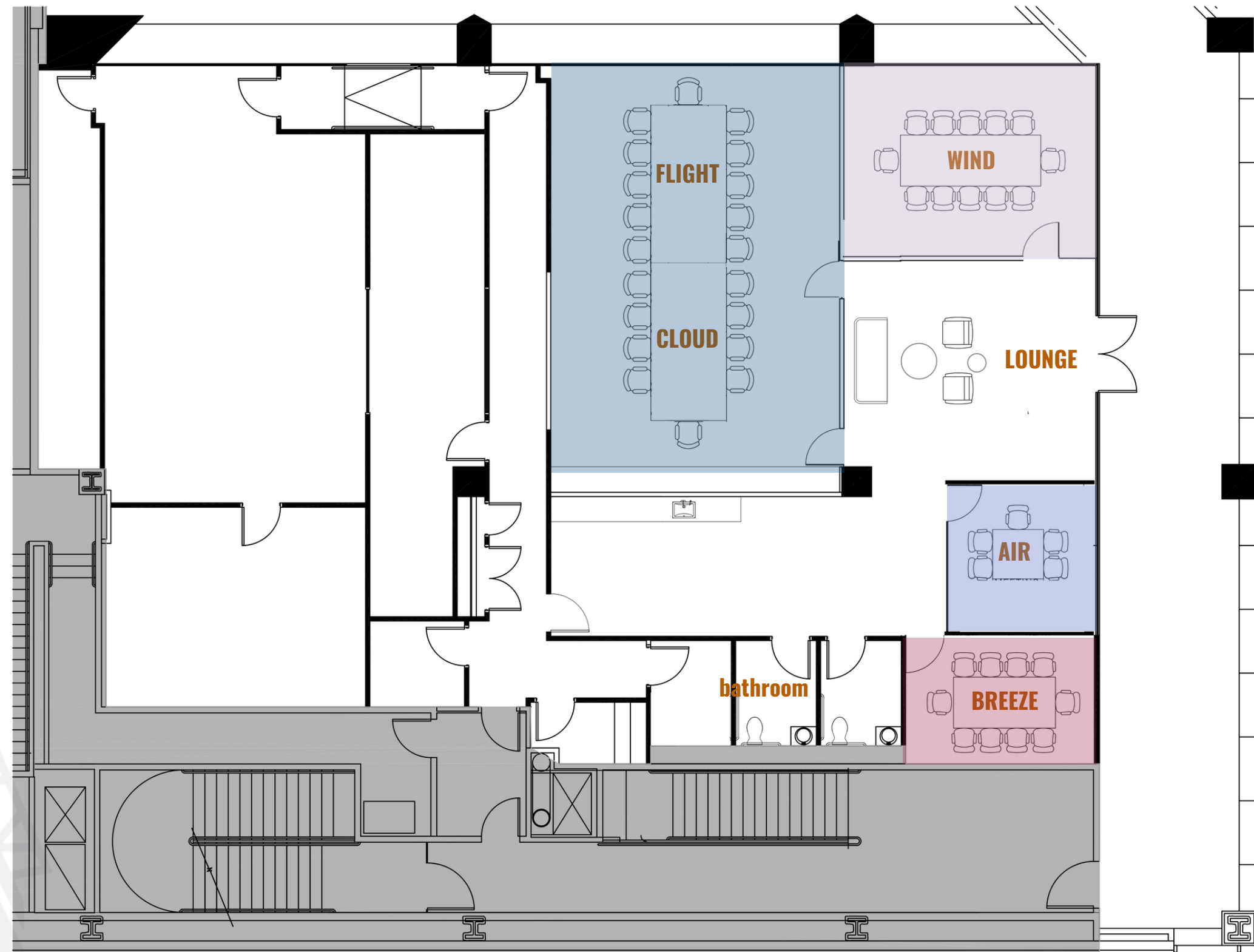


With a game area, soft seating, and tables, The Tenant Lounge offers hosts highly flexible configuration offering events of any size or type.



MEZZANINE FLOOR

floor plan



HUDDLE ROOM

capacities

Cloud/Flight

20

Cloud

10

Flight

12

Wind

9

Breeze

7

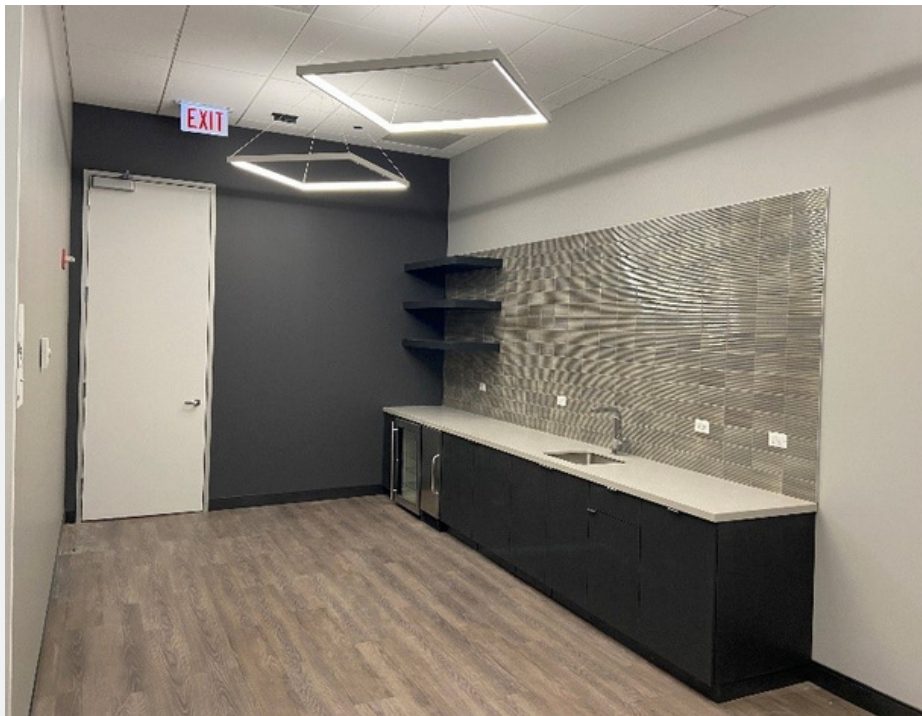
Air

5



HUDDLE ROOMS

gallery



Huddle Rooms are versatile meeting spaces equipped with online meeting capabilities, HDMI and USB connections, and flat-screen televisions in each room. Four rooms can accommodate groups ranging from 20 to 6 people. These rooms are designed to facilitate collaboration, creativity, and effective communication among team members, making them ideal for various activities such as brainstorming sessions, project discussions, and hybrid meetings.



HUDDLE ROOM

rates

	PER HOUR
CLOUD/FLIGHT	\$50
CLOUD	\$10
FLIGHT	\$15
WIND	\$15
BREEZE	\$7
AIR	\$5

Furniture of the room comes as-is. Furniture in each room cannot be moved or removed. Furniture in the lobby of the Huddle Rooms may be removed upon request prior to your reservation.



SECOND FLOOR

floor plan



CONFERENCE CENTER

gallery



Boasting a fully automated Audio System with laptop presentation connectivity, automated lights and shades, 2 - 137" automated projection screens with True HighDefinition Content Capability, 2 - 70" LED TVs, wireless microphone system, touch screen control panels, and power connections at each desk. The Conference Center can accommodate any meeting with its flexible configuration due to the sound barrier divider.



CONFERENCE CENTER

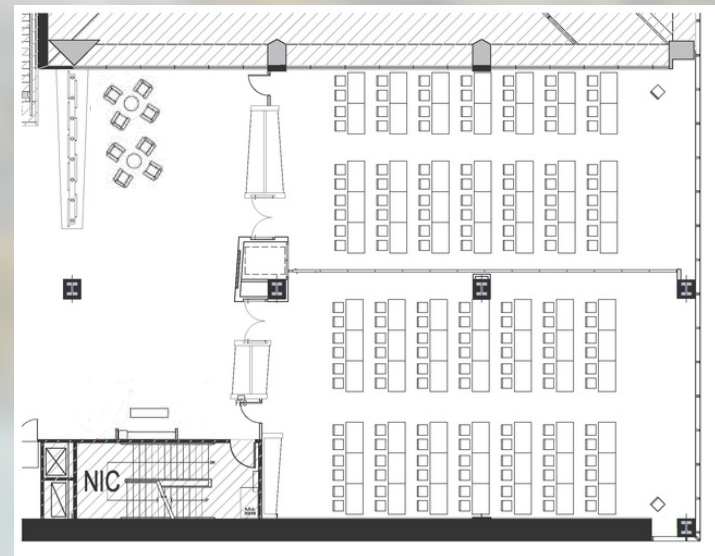
capacities

	TRAINING STYLE	CHEVRON STYLE	POD STYLE	SQUARE SHAPE	U-SHAPE	AUDITORIUM STYLE
East Conference Room	70	70	76	36	34	140
West Conference Room	84	84	48	38	36	180
Large Conference Room	154	154	76	50	50	320

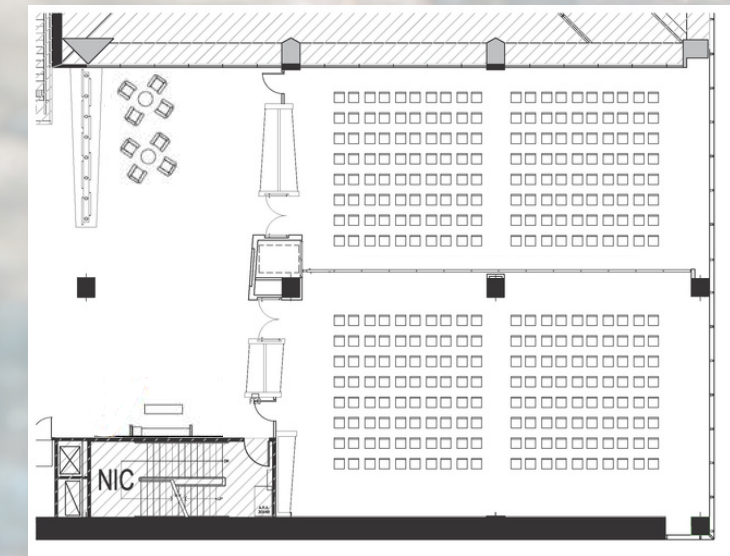
CONFERENCE CENTER

East and West room layout

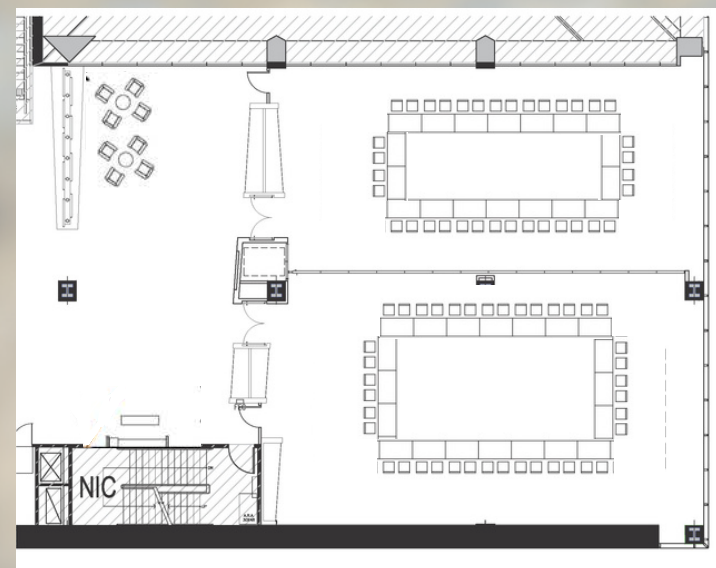
Training Style



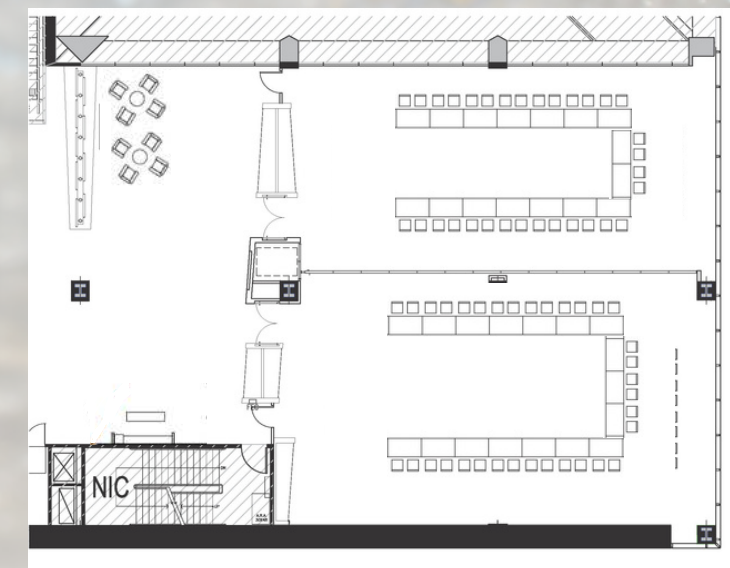
Auditorium Style



Square Shape Style



U-Shape Style



CONFERENCE CENTER

rates

	HALF DAY (4 HOURS)	FULL DAY (8 HOURS)
LARGE CONFERENCE ROOM	\$1,300	\$2,600
EAST CONFERENCE ROOM	\$600	\$1,200
WEST CONFERENCE ROOM	\$700	\$1,400

AV PACKAGE

		IF REPLACEMENT NEEDED
5 HANDLED MICROPHONE	Included	\$400 Each
1 HDMI CABLE	Included	\$30
1 USB CABLE	Included	\$30
1 ETHERNET CABLE	Upon Request	\$25
1 POWERPOINT CLICKER	Upon Request	\$70
1 USB-C ADAPTER	Upon Request	\$50

*Host is responsible for any damage to the equipment and for the return of all equipment provided and as such Host will be billed for any repairs/replacement due to damage they caused.

You must notify the Office of the Building at the time of reservation request if an outside IT/AV vendor will be used.

All tenants are required to provide certificate of insurance if using alternative IT/AV vendor. In conjunction with tenant IT/AV vendor, when necessary, internal building provider(Frequency Audio) will be required to be onsite during meeting at cost to tenant.

Half-day is from 8:00 AM - 12:00 PM or 1:00 PM - 5:00 PM. Full Day pricing will apply if a meeting extends beyond the four-hour time frames.

The East Conference room reservation includes soft seating and 2 additional 6-foot tables. The West Conference room reservation includes the café area. The Large Conference room reservation includes the soft seating and kitchen area.

If a half-day meeting is already scheduled prior to your reservation request, the layout will be that of the scheduled meeting as the layout cannot be changed.

LABOR RATES

SECURITY

\$41.40

JANITORIAL

\$48.06

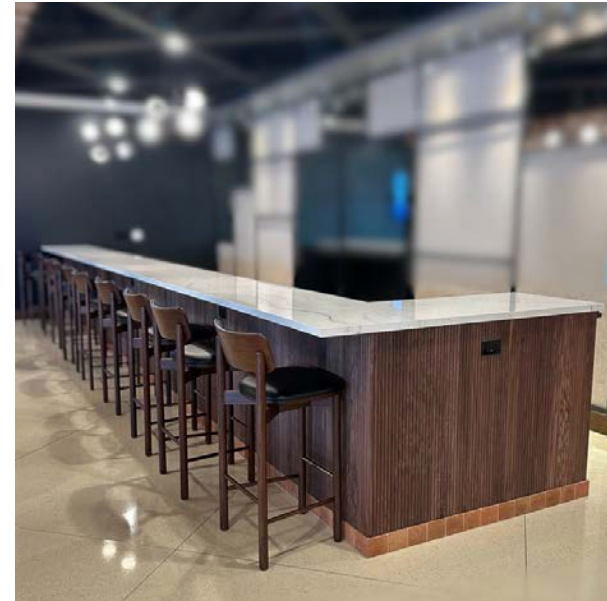
ENGINEERING

\$86.72

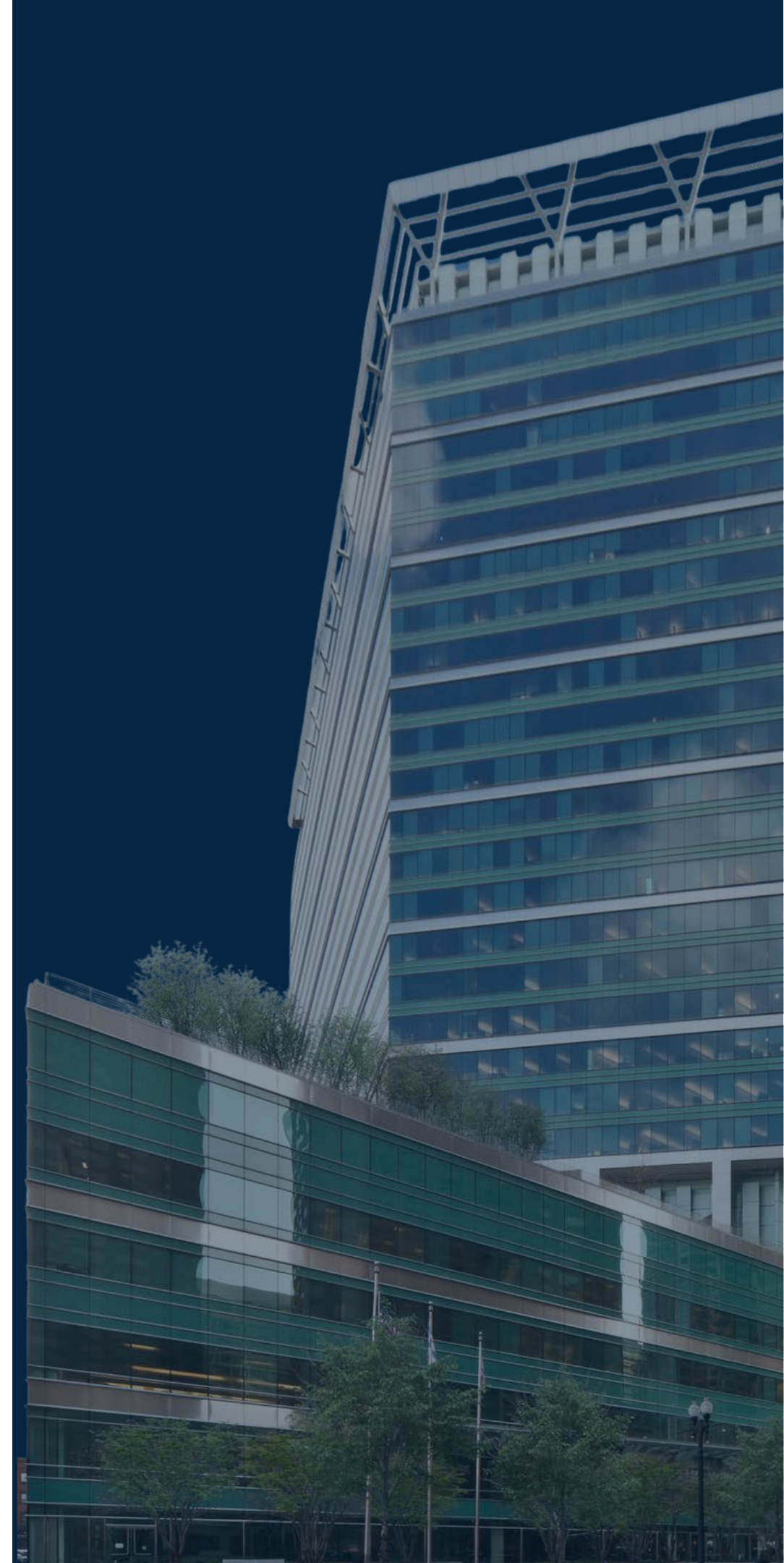
*Rates are listed per staff member, per hour. Security requires a four hour minimum. Labor needs vary for each event and price is subject to change. Janitorial services are provided before and after the event. Rates apply if Janitorial services are needed during the event. Host is responsible for any damage to room, and as such Host will be billed for any repairs due to damage they caused. This includes but is not limited to cleaning charges for excessive carpet staining.

THE LANDING

gallery



The Landing offers users the ability to connect seamlessly to its audio system via Bluetooth or through flexible HDMI routing, supporting up to three 65" 4K televisions with Ultra True High Definition content. TV and audio control panels allow for dynamic routing of any connection to any area within The Landing, including wireless microphones, the full cable package, or presentation sources. With its highly flexible configuration, The Landing can accommodate events of any type or size.



THE LANDING

seating capacities

North Bar

200

South End

150

The Landing

350



THE LANDING

rental rates

	HALF DAY	FULL DAY	HAPPY HOUR
THE LANDING	\$800	\$1,200	\$800
NORTH BAR	\$400	\$600	\$600
SOUTH END	\$400	\$600	\$600

*Pricing is for the space as-is, additional charges may apply if furniture is removed.

AV PACKAGE

2 HAND HELD MICROPHONE

Included

IF REPLACEMENT NEEDED

\$400 Each

1 HDMI CABLE

Included

\$20

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Half-day reservation means ending before 12:00 PM and starting after 1:00 PM. Full day reservations means 8:00 AM - 4:00 PM. Happy Hour reservations means 4:00 PM - 8:00 PM.

The Landing may not be reserved until 2:00 PM. If Host would like to reserve The Landing before 2:00 PM, a Conference Center reservation must be made.

The North Bar includes the game area and the AV lounge.
The South End includes the soft seating.

Please note Slightly Toasted is the required vendor in the event that alcohol is served. Slightly Toasted is the exclusive cater for any The Landing Events.

LABOR RATES

SECURITY

\$41.40

JANITORIAL

\$48.06

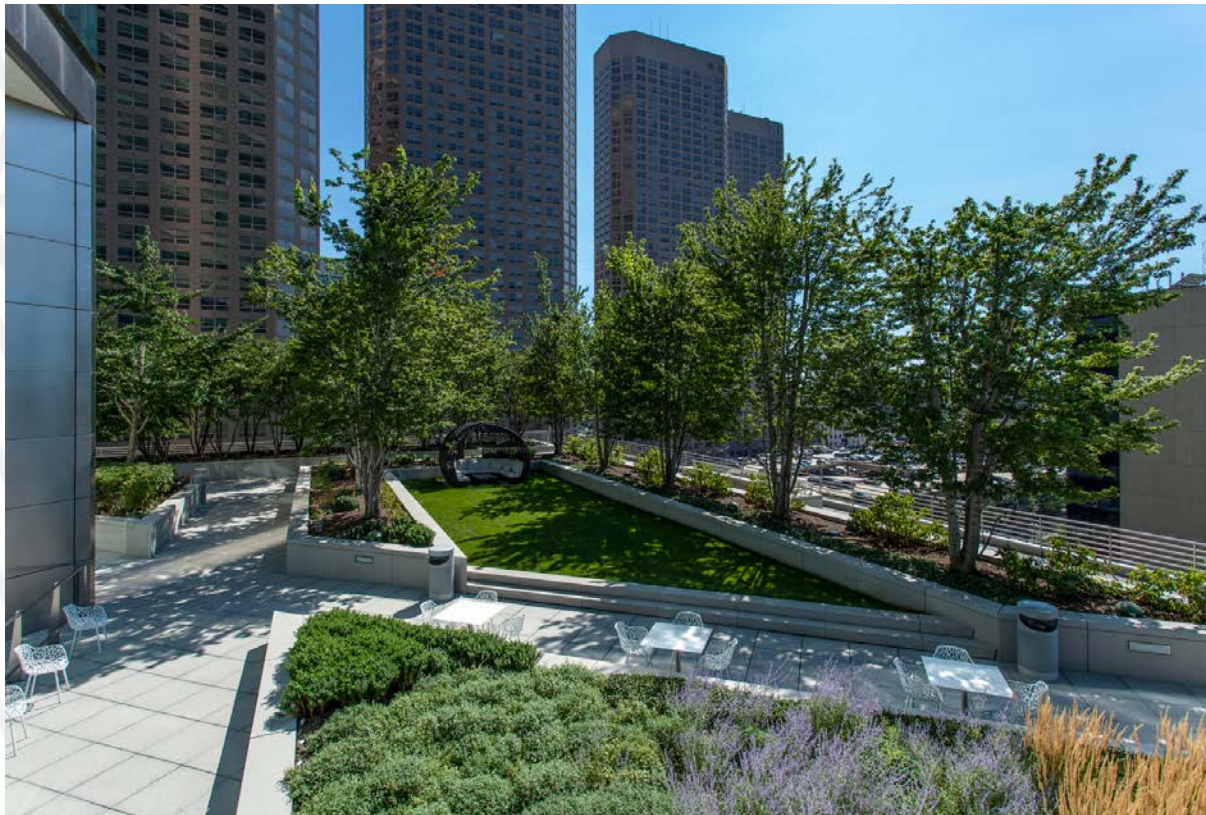
ENGINEERING

\$86.72

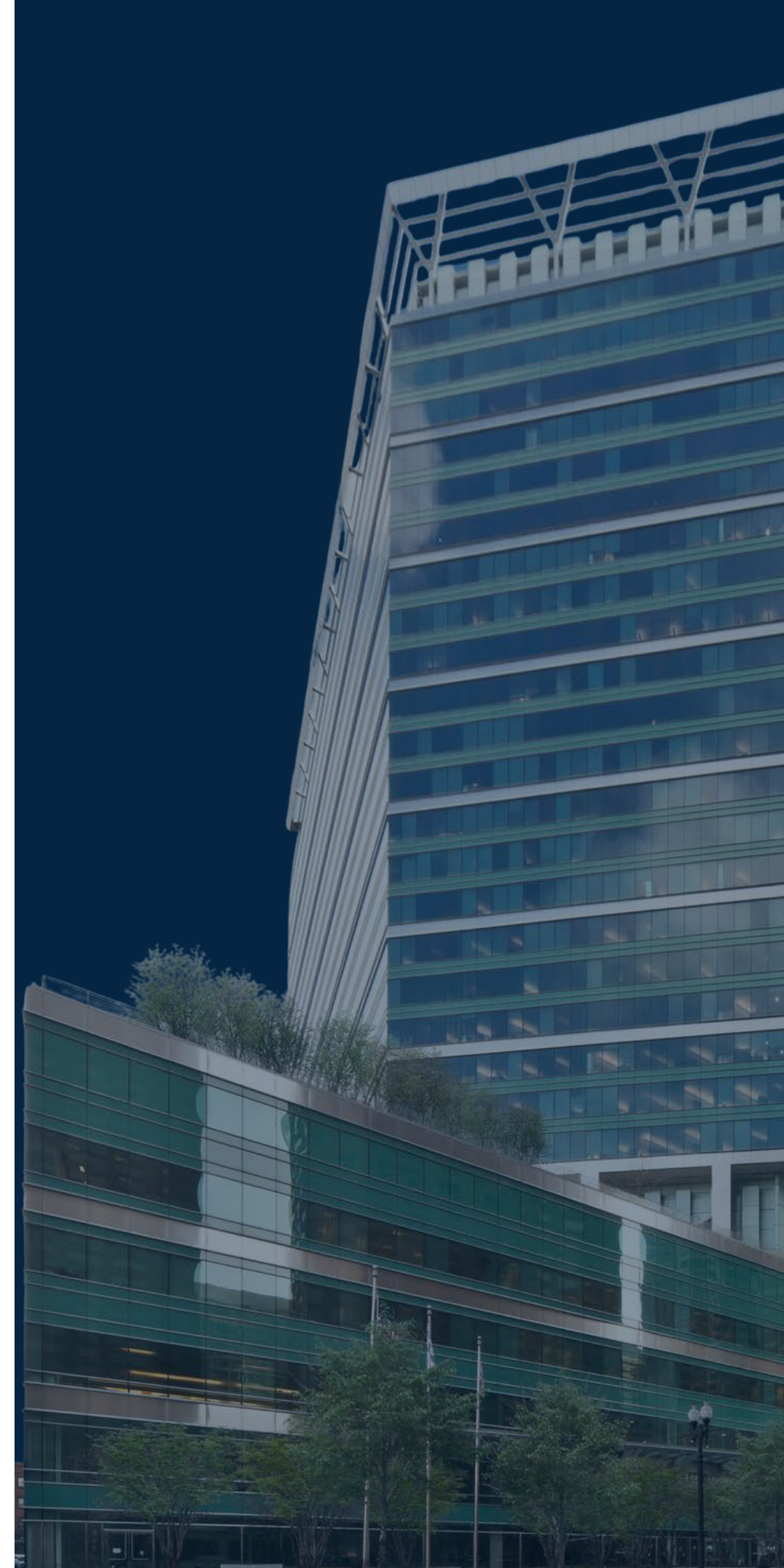
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ROOF GARDEN

gallery



The vibrant Rooftop oasis offers a beautiful outdoor green retreat. Surrounded by natural light, fresh air, and a scenic and peaceful environment, this acre-size space is the perfect backdrop for any special event. With the addition of cabanas, lawn seating, tables and chairs, and bag toss boards, the roof garden has become an ideal setting for team gatherings. Roof Garden offers ample seating for guests and a speaker system within the entirety of the outdoor space.



ROOF GARDEN

rental rates

	HALF DAY	FULL DAY
ROOF GARDEN	\$400	\$800

The Roof Garden may not be reserved until 2:00 PM. The use of the Roof Garden is limited to a total of 200 people. All events must conclude by 8:00PM

Please note Slightly Toasted is the required vendor in the event that alcohol is served. Slightly Toasted is the exclusive cater for any The Landing Events.

LABOR RATES

SECURITY

\$41.40

JANITORIAL

\$48.06

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This includes but is not limited to cleaning charges for excessive carpet staining.





MEETING & EVENTS

details

SECURITY

All reservations on the weekend, reservations made with non-540 West Madison tenants, and reservations with a large guest group require an additional security guard present for the entry of guests. Additional charges will apply for an additional security guard.

AFTER HOUR/WEEKEND USE

Reservations may be made on weekends, however, Building Management will not be on-site and it is the Host's responsibility to test all technology and A/V equipment and to coordinate all other details during normal business hours with the Office of the Building. HVAC services will apply for events occurring outside of normal business hours.

OUTSIDE VENDOR

Host may use an exclusive caterer for their event. A Certificate of Insurance is required and must meet the building's requirements. Please note Slightly Toasted will service all alcoholic beverages for all events.

DECORATIONS/SIGNAGE/PRESENTATION MATERIALS

No decorations, signage, or presentation material may be attached to the walls, doors, ceilings, etc. in any method or manner. Please do not use the windows as dry erase boards. An easel pad can be provided if needed.

GUEST REGISTRATION

All guests will need to be registered at least 48 hours prior to your event. Guests will need Guest Badges to enter the building. Please submit a guest list on Building Hub. Templates for mass uploads can be found under the "Guest Registration" tab. If you would like badges preprinted, please also submit a Work Order with the guest list attached.

RESERVATION FORM

Host is responsible to complete the reservation form for each reservation. Host will need to authorize their signature to accept the terms and conditions of the reservation. Reservations are not approved until the reservation form has been completed and submitted to the Office of the Building.