



Conference Center Reservation Form

TENANT INFORMATION

Company Name

Suite/Floor

Contact Name

Phone

Contact E-mail

TENANT RENTAL RATES

Small (Capacity 160)

Large (Capacity 320)

Number of attendees:

Small Conference Room Definitions

The East Conference Room will include the soft seating and 2 additional 6 foot tables. The West Conference Room will include the Kitchenette area. The Large Conference Room will include both soft seating and the Kitchenette areas.

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 pre-printed, please also submit a Work Order with the guest list attached.

MEETING INFORMATION

Meeting Date(s)

Meeting Date (s)

Time From:

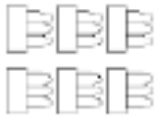
Time To:

Meeting Requirements

Please note that half-day meetings are scheduled from 8:00 AM – 12:00 PM or 1:00 PM – 5:00 PM. Full-day pricing will apply if a meeting is scheduled beyond these four-hour time frames. 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.

Conference Center Seating

1. Training Style

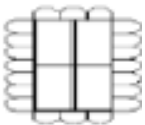


Full Room: 154 people

East Room: 70 people

West Room: 84 people

2. Pod Style

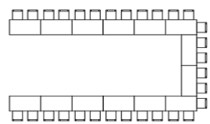


Full Room: 76 people

East Room: 32 people

West Room: 48 people

3. U-Shape

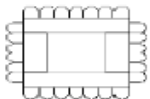


Full Room: 50 people

East Room: 34 people

West Room: 36 people

4. Square Shape

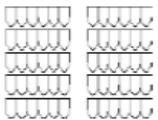


Full Room: 50 people

East Room: 36 people

West Room: 38 people

5. Auditorium Style



Full Room: 320 people

East Room: 140 people

West Room: 180 people

6. Chevron Style



Full Room: 154 people

East Room: 70 people

West Room: 84 people

SEATING SETUP (examples above)

IT/AV REQUIREMENTS AND SETUP

AV Includes:
1 HDMI cable /1 USB Cable / 5 Handheld Microphones (used for overhead speakers)

Upon Request:1 Ethernet Cable /1 Power Point Clicker

Overhead			
Speaker Phone	Flip Charts	Polycom	Power to all Tables
Yes	Yes	Yes	Yes
No	No	No	No

Will you be setting up internal Audio-Visual equipment?

Yes No

If yes, please provide AV setup details below.

Outside IT/AV Vendor

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.

JANITORIAL SERVICE

Will you need additional janitorial services during your event? **Additional Charge**

Janitorial Service

Janitorial Services are provided before and after your reservation. An additional charge is added if you would like to have services during your reservation including, but not limited to, trash removal.

Date:_____

Tenant:_____

Reservation #:_____

Conference Room Check-In/Check-Out

Host is responsible for any damage to room and/or 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, this includes but is not limited to cleaning charges for excessive carpet staining. Host is responsible for setting up and removing all items which are not the property of the Building. Owner and its agents are not responsible for any lost, stolen, damaged or discarded items that are left unattended.

AV Includes:

	Out	In
1 HDMI cable - \$30		
1 USB - \$30		
1 Ethernet Cable (Upon Request) - \$25		
1 PowerPoint Clicker (Upon Request) - \$70		
5 Handheld Microphones - \$400 Each		
USB - C Adapter (Upon Request) - \$50		

Tenant Signature:_____

Building Signature: _____

CATERING INFORMATION

Who will be catering the event?

Exclusive Caterer

Slightly Toasted

Event will not be catered

Toasted Hospitality Group
Kristy Schaut
kristy@toastedhospitality.com C:312-929-2706
www.slightlytoasted.com

All tenants are required to provide Certificate of Insurance to the Office of the Building if you choose to use an exclusive caterer. 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.

Weekend Room Use *Tenants may book the Conference Center on weekends, however, Building Management will not be on-site and it is the Tenant'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.*

Decorations/Signage/Presentation Materials *No decoration, signage, or presentation materials 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.*

Security *All reservations on the weekend and after-hours (5:00pm - 8:00am), 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.*

Additional Charge *There will be an additional charge if any of the materials are not returned by the end of the reservation. These materials include any AV Equipment. There will be an additional Janitorial labor charge if there are any stains on the walls, tables, and/or carpet after the end of the reservation.*

HVAC *HVAC Service charges will apply for events occurring outside of normal business hours.*

Cancellation Policy *The full rental fee will be charged to your company if you do not notify the Office of the Building of a cancellation within 48 hours of the meeting date specified above. Written notice of a cancellation must be provided to the office of the building at 540Madison@540wmad.com*

Note *Host agrees to conduct the event in a manner appropriate for the first-class nature of the Building. Host 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. The host and its agents, employees, guests and invitees shall abide by all rules and regulations promulgated by Landlord from time to time. Host is responsible for any damage to room and/or 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, this includes but is not limited to cleaning charges for excessive carpet staining. Host is responsible for setting up and removing all items which are not the property of the Building. Owner and its agents are not responsible for any lost, stolen, damaged or discarded items that are left unattended. Owner may require different or additional insurance, depending on the nature of the use or if alcohol will be present. Conference Center bandwidth 50mb up and down.*

A site visit of Conference Center is required in advance of your reservation to confirm setup and IT/AV needs. Please specify date(s) and time(s) you are available to walk the space. (ideally 24-hours prior; if reservation is on a Monday, walk through would occur on Friday).

Authorized Signature

I understand that I am liable for any damages incurred to the conference center space and/or equipment during my reservation and I have read and agreed to the rules and regulations.

Tenant Signature

Date

Please submit form to 540madison@540wmad.com

Additional Details: