

# Conference Center Reservation Form

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## TENANT INFORMATION

Company Name Suite/Floor

Contact Name

Contact E-mail Phone

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## TENANT RENTAL RATES

Small (Capacity 90)

Large (Capacity 250)

Number of attendees:

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## MEETING INFORMATION

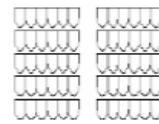
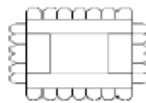
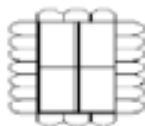
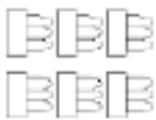
Meeting Date(s)  Meeting Date (s)

From:  To:

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## SEATING SETUP *(examples below)*

1. Training Style    2. Conference Style    3. U-Shape    4. Square Shape    5. Auditorium Style    6. Chevron Style



## IT/AV REQUIREMENTS AND SETUP

### **AV Includes:**

1 HDMI cable /1 VGA /1 Ethernet Cable /1 Power Point Clicker/Laser Pointer/  
4 Handheld Microphones (used for overhead speakers)

### **Additional AV Options-**

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.

### **Are you interested in renting additional AV equipment not listed on this document?**

Yes      No

If yes, please provide request details and a quote will be provided.

### **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 (Root Consulting) will be required to be onsite during meeting at cost to tenant.*

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## JANITORIAL SERVICE

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

## CATERING INFORMATION

### Who will be catering the event?

Fooda

Slightly Toasted

Event will not be catered

### Exclusive Caterers-

#### Fooda

Erin Keane | Senior Account Executive  
erin@fooda.com  
P : 312.906.7468 | M : 773.354.7653  
[www.catering.fooda.com](http://www.catering.fooda.com)

#### Slightly Toasted

Tyler Mendoza | Managing Partner  
tyler@barreledhospitality.com  
C: 630.687.0088  
[www.slightlytoasted.com](http://www.slightlytoasted.com)

**\*Fooda & Slightly Toasted are the exclusive caterer providers; no additional vendors are permitted to serve food, alcohol, or beverages of any kind.**

**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.

**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 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](mailto: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-hour 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.

Tenant Signature

Date

Please submit form to [540madison@540wmad.com](mailto:540madison@540wmad.com)

### Additional Details: