

LOCATED ON THE 21ST FLOOR

CONFERENCE CENTER

Half Day Rate

8am-12pm or 1pm-5pm

\$600

Full Day Rate

8am-5pm

\$1200

*Pricing includes standard cleaning and setup.

Amenities Included

Private Restrooms

Sink

Refrigerator

Kitchenette

Microwave

Dishwasher

Coat Closets

Please reference the Terms & Conditions
for booking and cancellation policies.

Contact Information:
312-357-6862 or Krista.ZaragozaManso@Hines.com

Hines

131 SOUTH DEARBORN STREET

CONFERENCE ROOM Booking Instructions

- 1 Visit <https://131sdconferencecenter.skedda.com/booking>
- 2 Select your desired time and date
- 3 Select *Book*
- 4 Enter email address
- 5 Confirm booking

For more details please contact Krista.ZaragozaManso@Hines.com

Hines

Detail Reservation Form

Conference Room Details

Point of Contact Name:

Company Name:

Phone Number:

Preferred method of communication during conference?

Date of Reservation(s):

Number of attendees:

Start & End Time:

- 8AM-12PM (half day)
- 1PM-5PM (half day)
- 8AM- 5PM (full day)

Requested Time of Doors to be Open (earliest is 7AM):

Room Layout Choice:

Details of Conference:

AV Walkthrough Request Date:

Detail Reservation Form

Catering Details

Breakfast Catering Company:

- Delivery Time:

Lunch Catering Company:

- Delivery Time:

Detail Reservation Form

AV Needs

HDMI port in a laptop is required.

No presentation clickers, laptops, USB drives, Mac HDMI adapters are provided.

AV Needed:

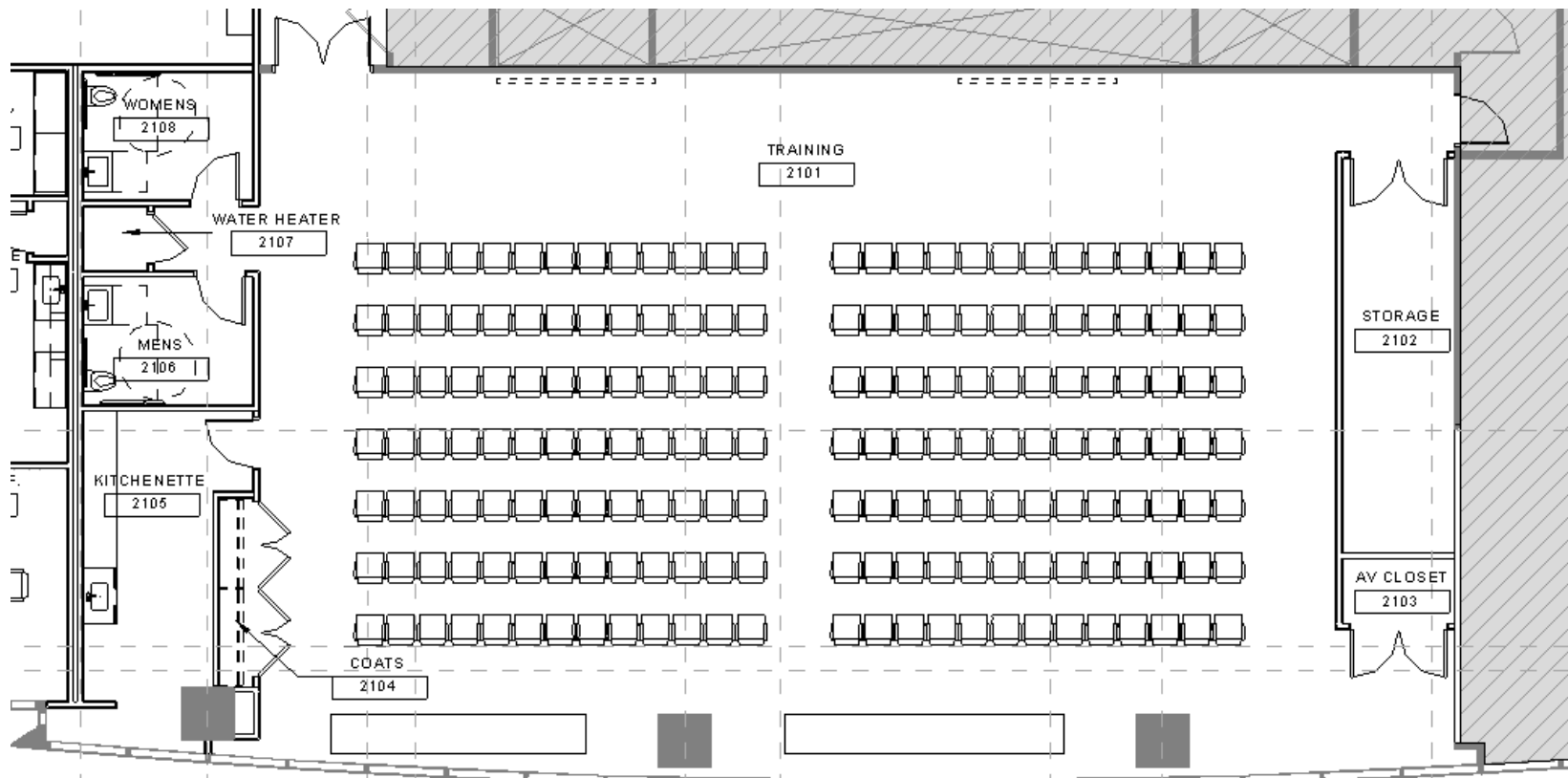
- Projector Screens (up to 2):
- TV Screens (up to 2): 2
- Conference Call Capabilities?
- Microphone (up to 2 clip-ons):
- Audio/Video playing during presentation?
- Whiteboard needed?

131 South Dearborn Conference Center

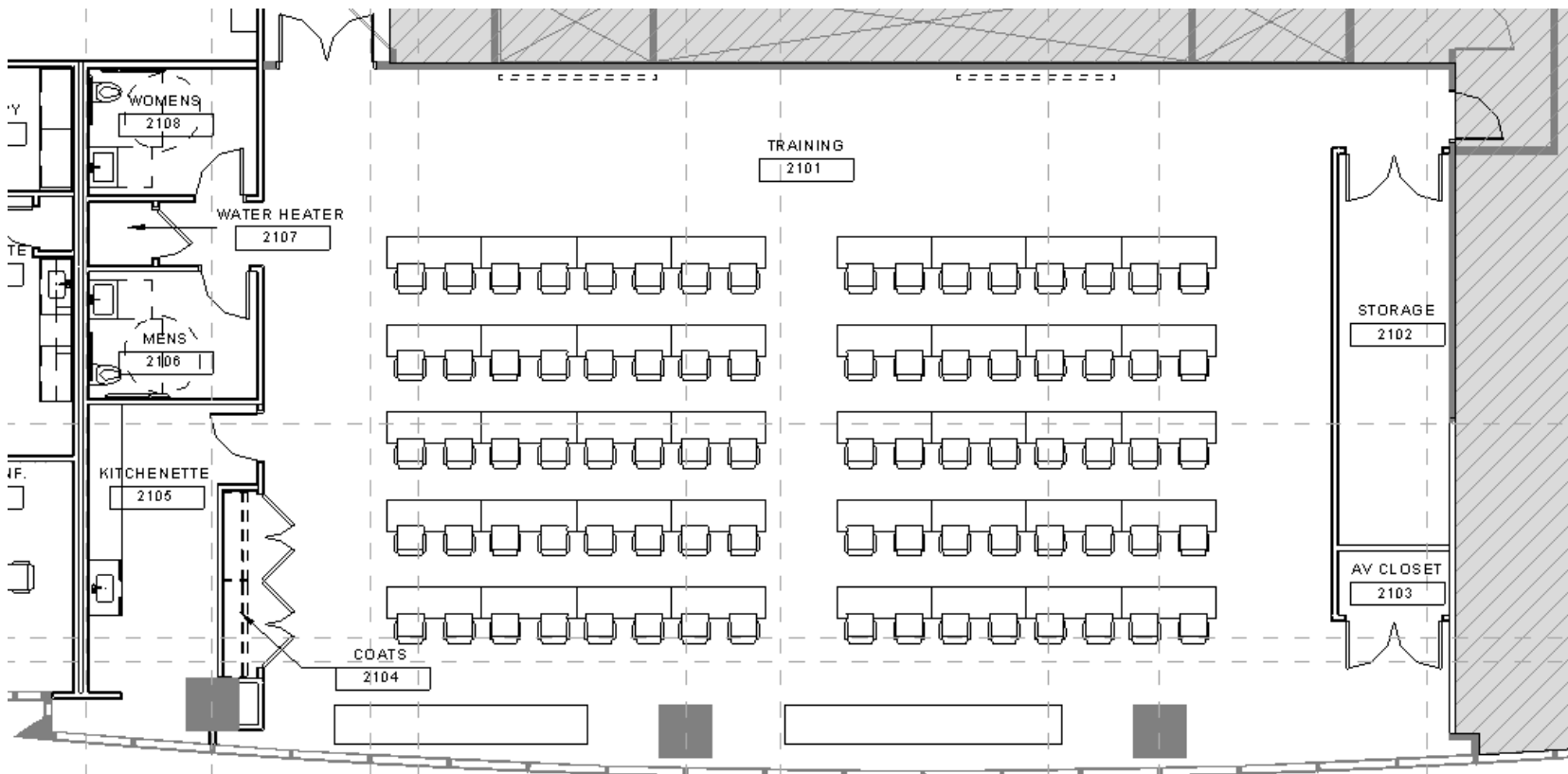
Terms & Conditions

1. All bookings must be made on Skedda. Once the booking is made, please fill out and return the Detail Form within this packet and return to Building Management.
2. An AV walkthrough with Building Management may be requested – this walkthrough cannot exceed 30 minutes.
3. All bookings must be made at least three (3) business days prior to event. Bookings for Mondays must be booked on Wednesday of the prior week.
4. In the case of cancellation within three (3) business days prior to event: 50% of the total room rental fee will remain payable.
5. The Conference Center can be booked in 4-hour increments beginning at 8 AM or 1 PM only. Full-day reservations can be booked beginning at 8 AM and ending at 5 PM.
6. Available room layouts are shown in the detail form.
 - a. Tenant must confirm in writing the room layout no later than 24 hours prior to the reservation start time.
 - b. If a custom layout is needed, a \$75 design charge will be added. Each additional revision will be \$25.
7. The catering company must be written on the detail form and sent to Building Management at least 24 hours prior to the conference to properly alert Building Security.
8. Catering deliveries should be directed to enter the loading dock on Marble Place, check in with Dock Security, and use the freight elevators to get to the 21st floor. Dock parking is limited to 30 minutes.
9. Conference Center fees will be invoiced back to tenant through monthly billbacks.
10. Tenant is liable for the replacement costs of any damaged or misplaced Conference Center furniture during their reservation. This includes any equipment that the tenant requests to use for their reservation such as the AV equipment or any other requested item.

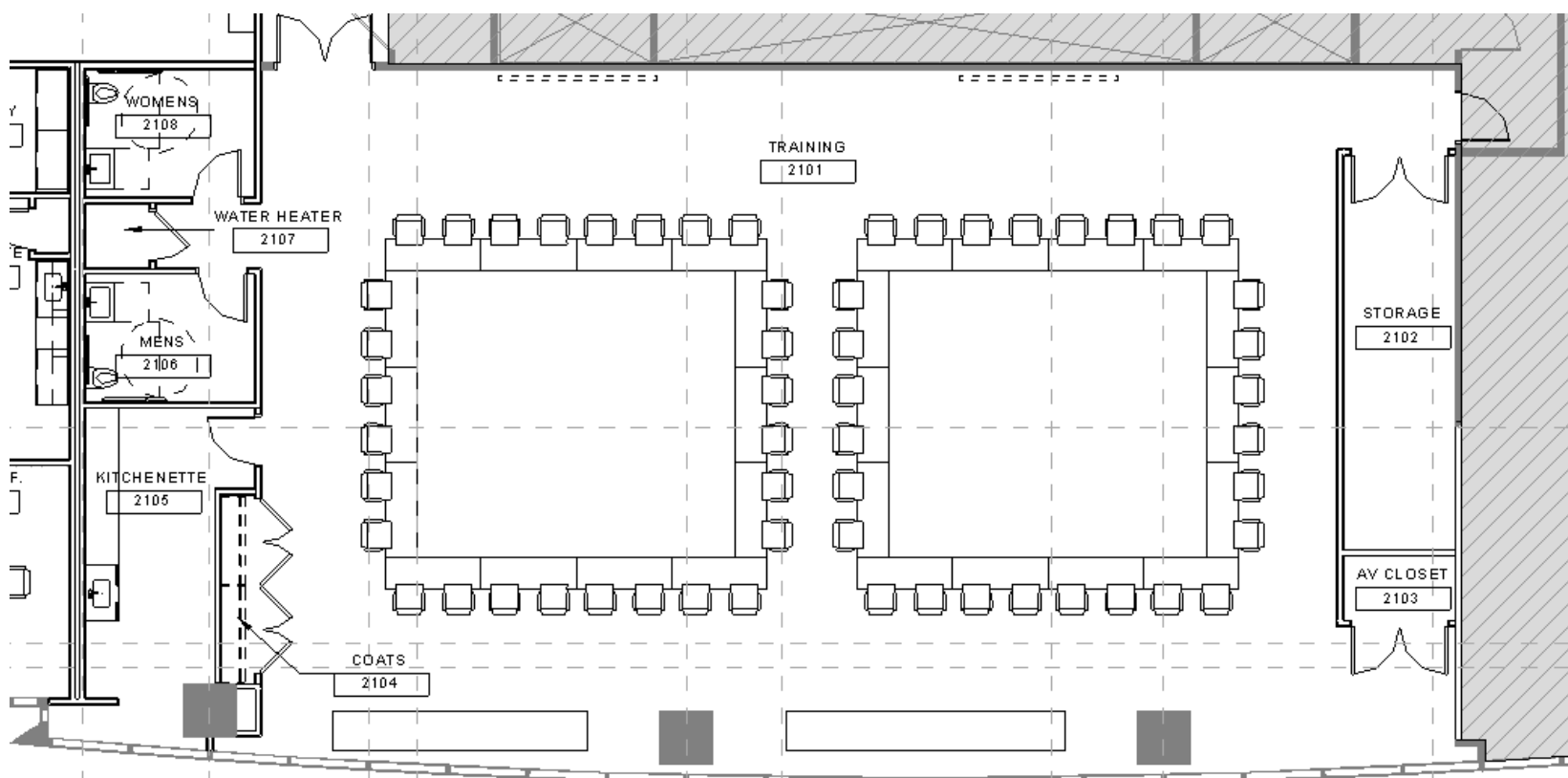
11. If more than standard cleaning is required, as determined by Building Management, all charges will be the responsibility of the user.
12. Building Management has the right to approve or deny all bookings.
13. Building Management reserves the right to make any changes to Terms & Conditions.



LECTURE STYLE SEATING - 182



TRAINING STYLE SEATING - 80, TABLES ARE 24" X 72" FOR EVERY TWO PEOPLE



DISCUSSION STYLE SEATING - 56, TABLES ARE 24" X 72" FOR EVERY TWO PEOPLE