

**33 N. LASALLE  
CONFERENCE CENTER USE DETAIL**

Tenant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Event Contact: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Number of People Attending: \_\_\_\_\_

- Rooms Available:  Room 2  
- 27 Maximum (Classroom Style)  
- 41 Maximum (Chairs Only)
- (Based on attendance)  Room 1  
- 45 Maximum (Classroom Style)  
- 77 Maximum (Chairs Only)
- Conference Room  
- 72 Maximum (Classroom Style)  
- 118 Maximum (Chairs Only)

- We would like to book for:  Half Day (8:00AM – 12:00PM)  
 Half Day (1:00PM – 5:00PM)  
 Full Day (8:00AM – 5:00PM)  
 Other\* (Specify below)  
(\*Rates based on time slots.)

Event will begin at: \_\_\_\_\_ AM / PM, and will end at: \_\_\_\_\_ AM / PM

Type of Event: \_\_\_\_\_

Will this event be catered?  YES  NO Vendor: \_\_\_\_\_  
\*\*Kitchenette can be reserved based on availability

Please select Furniture set up (See options attached, or please specify):

- Chairs  
 Tables  
 Set Up: \_\_\_\_\_

Please indicate number of additional chairs or tables, if needed: \_\_\_\_\_

Please indicate microphone(s) if needed:

- Handheld  Lapel  
 Gooseneck  Table Top

\*\* Additional fee for set up and clean up fee. See rate sheet.

**OFFICE USE ONLY:**

\_\_\_\_\_ Angus ticket # \_\_\_\_\_  
\_\_\_\_\_ Special Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_