

Conference Center Rules and Regulations

Welcome to the 33 N. LaSalle Conference Center! We are eager to provide excellent service and assist in making your meeting a success. Please take a moment to review the following guidelines.

I. ROOM RESERVATIONS

The Conference Center conference room(s) can be reserved by entering an Angus work order ticket and completing the Conference Center Use Detail form. Once the ticket is submitted, the requestor will receive an approved confirmation e-mail for the reservation. The reservation is not guaranteed until the approved confirmation email is received. Tenant must contact the Management office, at 312-759-3381 or aadeszko@tjbc.com at least one week prior to the event to confirm the room set-up, any special requests, and to provide a list of all attendees.

II. HOURS OF OPERATION AND ROOM FEE'S

The Conference Center business hours of operation are 8:00am to 5:00pm, Monday through Friday. A half day would be 8:00am to 12:00pm or 1:00pm to 5:00pm. Room fees are as follows:

- Room 1 is \$200.00 for a full day and \$125.00 for a half day
- Room 2 is \$200.00 for a full day and \$125.00 for a half day
- Both conference rooms are \$300.00 for a full day and \$175.00 for a half day
- There will be a \$50.00 charge for the use of the Kitchenette.
- Water service is available for an additional fee based on attendance.
- Any event before 7:00am or after 6:00pm will have an additional \$150.00 an hour charge on top of the room fee if afterhours HVAC is requested.

III. CANCELLATIONS

Tenant must notify management at least 48 hours prior to the reservation date if the meeting has been cancelled. Failure to cancel the reservation in the allotted time will result in a \$50.00 cancellation fee.

IV. SECURITY

Building will not be responsible for articles left in the Conference Center. All personal property must be removed at the conclusion of the event day.

V. LIABILITY

Tenant is responsible for any damage to room and/or equipment and for the return of all equipment provided.

All indemnification, insurance, limitations on a liability, and waiver subrogation provisions set forth in Tenant's lease shall be applicable to both the event and Tenant's use of the conference facilities, as if the same was a portion of Tenant's leased premises.

VI. ADDITIONAL INSURANCE

Owner may require different or additional insurance, depending on the nature of the use and if alcohol will be present. All vendors are required to provide a Certificate of Insurance based on the Buck Management Group LLC Vendor Insurance Requirements.

VII. CLEANING

All food items left in kitchen are disposed at the conclusion of each day. Please be aware that with any excessive cleaning including extreme amounts of trash, carpet stains, etc. will be billable at \$36.00 per hour.

VIII. DECORATIONS/ SIGNAGE/ PRESENTATION MATERIALS

Signs, banners, and decorations may not be attached to the walls, doors, windows, ceilings, etc. in any method or manner. Permanent markers are not allowed in conference rooms in order to prevent accidental use on marker boards.

IX. MAXIMUM ROOM OCCUPANCY

Tenant shall not exceed capacity in each room as required by fire code. Please confirm occupancy totals with the Buck Management Team at the time of reserving.

X. Landlord reserves the right, at any time, to deny reservations to any tenant or group who abuse the room rules and regulations. Damage resulting from abuse or misuse of the Conference Center will be billed to the tenant.

XI. Landlord reserves the right to cancel any reservation or change room assignments as circumstances may dictate.

XII. Landlord reserves the right to change any of the Conference Center Rules and Regulations at any time.

Tenant agrees to fully comply with all reasonable rules and regulations of the Conference Center, as amended from time to time, and with the Building Rules and Regulations. Tenant agrees to conduct the event in a manner appropriate for the first-class nature of the Building. Tenant assumes full responsibility for the conduct of any of its agents, employees, contractors, guests or invitees.

Agreement to all forgoing terms and conditions is indicated by signature below. The agreement becomes effective only when received and approved by Landlord.

Authorized Representative of Tenant (Signature)

Reservation Dates/Room Reserved

Name (printed)/ Title

Date