

## RESERVATION FORM (NON-TENANT)

Requested Dates:	
Time of Event:	
# of Attendees:	
Total Billable Days:	

Your Contact Information:	
Address:	
Phone No.	
E-Mail:	

Please sign and return to the concierge via email (nscheidhauer@corporateconcierge.com) or in person on the 4th floor. **Reservations will not be complete until deposit is received.**

**Please note the following:** Tenant must contact the building concierge at 312.759.2163 or via email 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.

**50% deposit required to hold room reservation.**

**All rental fees must be paid by the day of the event.** Payments can be made with a check or credit card. Checks should be made out to 225 Fitness Inc. and mailed to: PO Box 2508 Chicago, Illinois 60690-1100.

**Cancellation Policy:**

Cancellation within five business days prior to event: 50% of the total room rental fee will remain payable

**Rain Date Policy:**

A nonrefundable 50% deposit is required to reserve the Terrace. In the case of inclement weather, a Terrace event may be rescheduled to a later date and the deposit will be applied to the final bill of the rescheduled event. Catering cancellation policies differ, and will be handled on a case-by-case basis.

Room	Non-Tenant Rates (Half Day – under 4 hours)	Non-Tenant Rates (Full Day)
Private	800.00	1,300.00
Semi-Private	600.00	1,000.00
Small Group	200.00	450.00
Evening Event		1,600.00

**Number of hours must include one hour set-up and one hour breakdown when catering and furniture rentals are involved.**

*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 reasonable 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. Host is responsible for setting up and removing all items which are not the property of the Building. Owner may require different or additional insurance, depending on the nature of the use or if alcohol will be present.*

Host Signature: \_\_\_\_\_ Date: \_\_\_\_\_

225 West Wacker Rep Signature: \_\_\_\_\_ Date: \_\_\_\_\_