

225 | terrace

RESERVATION FORM (TENANT)

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

Your Contact Information:	
Tenant/Suite:	
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: Host 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. Red wine is not permitted inside the conference center space. Host agrees to use a catering company from Corporate Concierge's list of preferred caterers for food and beverage service.

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	Tenant Rates (Half Day – under 4 hours)	Tenant Rates (Full Day)
Private	700.00	1,200.00
Semi-Private	500.00	900.00
Small Group	100.00	350.00
Evening Event		1,500.00

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

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. Owner and its agents reserve the right to deny admittance to the Building, the conference facilities or other facilities for any reason whatsoever. Tenant and its agents, employees, guests and invitees shall abide by all reasonable rules and regulations promulgated by Landlord from time to time. Tenant is responsible for any damage to room and/or equipment and for the return of all equipment provided. Tenant 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. All indemnification, insurance, limitations on liability, and waiver of 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.

Tenant Signature: _____ Date: _____

225 West Wacker Rep Signature: _____ Date: _____