

**100 & 150 SOUTH WACKER
BUILDING CONFERENCE CENTER - 100 SOUTH WACKER DRIVE, SUITE 250
RENTAL REQUEST**

TENANT:

CONTACT NAME:

CONTACT EMAIL:

DATE TO USE ROOM:

NUMBER OF ATTENDEES:

COST – Check usage requested:

Half Day (M-F 8AM to 12PM or 1PM to 5PM)	\$250.00
Full Day (M-F 8AM to 5PM)	\$400.00

(24-hour notice of cancellation is required or you will incur a \$50.00 charge.)

SET-UP – Check layout requested: (Diagrams available upon request)

Classroom	(60 chairs/20 tables)	Boardroom V	(24 chairs/12 tables)
Theater	(chairs only – 60 max)	Boardroom H	(36 chairs/18 tables)
Square	(32 chairs/16 tables)	Circle	(40 chairs)
U-Shape	(12 chairs/6 tables)	Herringbone	(20 chairs/10 tables)
Pinwheel	(16 chairs/8 tables)		

ADDITIONAL OPTIONS AND COSTS: (One week notice required)

<i>Please insert Quantity requested.</i>		<u>Quantity</u>		<u>Quantity</u>	
Coffee	\$5.00/pot	_____	Easel*	Free	_____
Coke	\$1.75/can	_____	Flip Chart Pad & Markers*	Free	_____
Diet Coke	\$1.75/can	_____	<i>*Two Max Available</i>		
Sprite	\$1.75/can	_____			
Water	\$1.75/bottle	_____			

PROVIDED: 85" Samsung LED TV Display, Google Chromecast, Wireless Internet, Wireless Microphone (Wireless handheld or lapel mic will broadcast over the speakers in the ceiling of the conference room), Sound from the presentation will be through the TV speakers and 2 Toshiba TV's

Kitchen with full size refrigerator available in room. Feel free to cater your food and drinks. If you have food deliveries for your event, please email information 48 hours in advance to:

Mario Lozano MLozano@LPC.com; Venice Swayzer, vswayzer@lpc.com; Bryan Davis, brdavis@lpc.com and Grady Dixon gdixon@lpc.com so access can be provided to your food vendor. Any items that are left at the end of the day will be disposed of.

Once you reservation is confirmed, building management will provide information on how to access the conference room.

****IMPORTANT**** TENANT will be responsible for ANY DAMAGE to the equipment or conference center. DO NOT AFFIX ANYTHING TO THE WALLS. Missing articles will be charged to tenant account. Building HVAC is provided M-F 8 am to 5:30 pm.

4/9/2024