



One South Dearborn

7th Floor Conference Center Request Form

Email to OSD@Hines.com

Tenant Name: Choose an item.

Contact Person: Click here to enter text.

Phone: Click here to enter text.

Reservation Date: Click here to enter a date.

Time: Start time to End time

Number of Guests Attending: Enter # (60 max)

Pre-print iVisitor Badges? Yes No

Room Setup: Choose an item.

Tenant Lounge Kitchenette Use*: Yes No

Caterer Name: Click here to enter text.

Delivery Time: Click here to enter time.

AV Equipment:

80" LED Monitor with Sound Bar

Polycom Conference Phone

Podium

Flip Chart

Notes: Click here to enter text.

***Please note the Tenant Lounge and kitchenette are shared spaces that will remain accessible to other tenants during Conference Center events.**

Rental rate is \$50/hour or \$400/day. Reservations must be made 48 hours in advance. Requests for Monday rentals must be received by 12pm on the previous Friday. To avoid being charged your full rental rate, we do require 24 hour advance notice for any cancellations. Tenants are responsible for entering guests in iVisitor and providing the name and proof of insurance for outside vendors, including catering companies. Tenant is responsible for any lost or damaged Conference Center equipment.