



One South Dearborn

Conference Center Request Form

Email to OSD@Hines.com

Tenant Name:

Contact Person:

Location: 20th Floor

Phone:

Reservation Date:

Time: to

attending

Pre-print iVisitor Badges? Yes No

(60 max)

Entire Conference Room? Yes No

Divided Conference Room? Yes No

Room Setup: Click for options

Kitchen Use: Yes No

Caterer Name:

Delivery Time:

AV Equipment:

Wireless Microphone

Podium

Projector Device Click for options

LCD Remote

Polycom Conference Phone

Notes:

Rental Rate is \$50/hour and \$400 for a full day. Reservations must be made 48 hours in advance. Reservations made for Monday must be made by 12pm on Friday. Cancellations must be made 24 hours in advance. Tenant is responsible for entering guests in iVisitor and providing the name and proof of insurance for outside vendors, including catering companies. Tenant is responsible for damage and loss of Conference Room Equipment.