



## Tenant Lounge Information Sheet

One South Dearborn's Tenant Lounge is located on the 7<sup>th</sup> floor and is available to building tenants 24 hours a day, seven days a week. Its city view and cozy atmosphere make it an ideal location for casual meetings and social events.

The Tenant Lounge is a 1,800 square foot space that includes access to the kitchenette, bar area and a variety of comfortable seating arrangements. Additional amenities include:

- 65" LED TV
- Bluetooth speakers
- Double-sided fireplace - Additional fee of \$50 will be incurred
- Three semi-private booths, two of which have their own land-line phones

The Tenant Lounge can comfortably seat 40 guests and offers complimentary WiFi. Tenants are welcome to coordinate with an outside vendor if additional tables or chairs are needed to accommodate an event.

Tenants may have food and refreshments catered by a vendor of their choice. Liquor Liability Insurance (if applicable), and a Certificate of Insurance must be provided prior to the event for any outside vendor. Tenants are responsible for registering visitors/vendors in the iVisitor system.

The Tenant Lounge is available for rent after 4:30pm with a rental rate of \$50/hour or \$400/day. We ask that all reservations please be made 48 hours in advance. Requests for Monday rentals must be received by 12pm the previous Friday. To avoid being charged your full rental rate, we do require 24 hour advance notice for any cancellations.

Please remember that the lounge area is located on a working business floor with other tenants. Noise must be kept to an appropriate business level at all times. The room will be cleaned at the end of each day, however, it is the tenant's responsibility to clean up after their event. The tenant is also responsible for any lost or damaged Tenant Lounge equipment. Please note that this is a semi-private space and while a sign will be posted announcing your event, we cannot guarantee full privacy.

Please contact our Staff Assistant, Katie Holtzman, at [kathryn.holtzman@hines.com](mailto:kathryn.holtzman@hines.com) or by phone at 312-386-8300 for reservations or additional information. Tours are also available upon request.