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 Markets Property Management / Midwest
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20 North Wacker Roof Terrace/Gallery Reservation Form

Please carefully read the “Deposit” and “Cancellation Policy” sections before completing the reservation. If you are going have a party larger than 15 people we will require a reservation.

_____ **Roof Terrace & Gallery**

_____ **Gallery only**

Roof Terrace Reservation Fees: Roof Terrace and Gallery 3:00 PM - 10:00 PM = \$1,000		
Gallery (Only) 3:00 PM - 10:00 PM = \$500		
*Roof Terrace and Gallery are only available for private use on weekdays from 3:00 PM until 10:00 PM		
Requested Date:	Nature of Event:	
Start Time:	End Time:	# of Attendees:
Services Required:		

*Number of hours must include set-up and breakdown times when catering is involved.

Contact Information:
Tenant Name and Suite Number:
Phone Number:
Email:

Please note the following: Tenant must submit a New Reservation request with a completed Reservation Form via the Service Portal at least five (5) business days prior to the event to confirm the set-up and any special requests.

Deposit: Upon approval of your reservation date you will be charged a deposit of 50% of the total rental cost on your next rent statement. This deposit will be used to hold the date for your reservation. After the event concludes you will be charged the remaining 50% balance.

Cancellation Policy: If you need to cancel your reservation you must do so at least seven (7) days prior to the reservation to avoid being charged the remaining 50% of the rental cost. **The deposit will not be refunded for canceled reservations.**

Rain Date Policy: In the case of inclement weather, the Gallery will be available for use.

Maximum Roof Terrace and Gallery Occupancy – 90 persons

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. The Building and its agents reserve the right to deny admittance to the building or other facility’s for any reason whatsoever. Tenant and its agents, employees, guests and invitees share abide by all reasonable rules and regulations promulgated. Tenant is responsible for any damage to the Terrace 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. The Office of the Building 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 Roof Terrace facilities, as if the same was a portion of the Tenant’s leased premises.

Tenant Signature: _____

Date: _____

Please sign and return to the Office of the Building in Suite 1945