



## 20 North Wacker Roof Terrace/Gallery Reservation Form

\_\_\_\_\_ **Roof Terrace & Gallery**

\_\_\_\_\_ **Gallery**

**Roof Terrace Reservation Fees: Private Event: Roof Terrace and Gallery 3pm – 10pm \$1,000 ; Gallery (only) 3pm-9pm \$500 ; Business Hours Gallery \$150.00 per hour**

\*Roof Terrace is available for private use on weekdays from 3:00 p.m. until 10:00 p.m.

**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 contact the Office of the Building via email or at (312) 629-5000 at least five (5) business days prior to the event to confirm the set-up and any special requests.

**All rental fees will be charged on the next tenant rent statement after use of the facility**

**Cancellation Policy:** Cancellation within three (3) business days prior to event: 50% of the total rental fee will remain payable.

**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 3410**