



# MICHIGAN PLAZA CONFERENCE CENTER & TENANT LOUNGE

## RENTAL AGREEMENT

### Capacity

- Plaza Room (Conference Room): 125 people assembly style, 70 people classroom style, 36 people board room style and 36 people U-shape style.
- Michigan Room (Board Room): 14 people
- Lake Room (Meeting Room): 8 people

### A/V Equipment Available

- **The Plaza Room:**
  - (2) 70" LED Displays
  - (1) 113" Projection Screen
  - (2) HDMI/VGA/Audio Connections
  - (3) Steerable Ceiling Microphones Available for Audio Conferencing
  - (1) Wireless Handheld and (1) Wireless Lavalier Microphones
  - (2) Ceiling Mounted USB PTZ Cameras Available for Audio and Video Web Conferencing
  - (12) In-Ceiling Speakers
  - Touch Panel Control System for Easy Control
- **The Michigan Room:**
  - (1) 70" LED Display
  - (1) HDMI/VGA/Audio Connections
  - (1) Steerable Ceiling Microphones Available for Audio Conferencing
  - (1) USB PTZ Camera for Video Web Conferencing
  - (4) In-Ceiling Speakers
  - Touch Panel Control System for Easy Control
- **The Lake Room:**
  - (1) 65" LED Display
  - (1) HDMI Connection



## Hours of Rental & Rates

- **The Plaza Room:**
  - The Plaza Room is available for rental from 8:00 AM – 9:00 PM, Monday – Friday.
  - The minimum rental period is four (4) hours.
  - Half day pricing only applies to meetings ending by 12 PM or starting after 1 PM.
  - Hours of use must include the amount of time needed for the setup, function and cleanup, including any time needed by the caterer, coordinator, florist, etc.
  - The room must be vacated of all persons and belongings by the time specified on the conference room request form.
  - After hours use of the facility will incur additional hourly HVAC costs of \$150.00 per hour starting at 6:00 PM, in addition to the regular rental fee.
  - Rate for a half day use is \$600.00.
  - Rate for a full day use is \$1,200.00
- **The Michigan Room:**
  - The Michigan Room is available for rental from 8:00 AM – 9:00 PM, Monday – Friday.
  - The minimum rental period is two (2) hours.
  - Hours of use must include the amount of time needed for the setup, function and cleanup, including any time needed by the caterer, coordinator, florist, etc.
  - The room must be vacated of all persons and belongings by the time specified on the conference room request form.
  - After hours use of the facility will incur additional hourly HVAC costs of \$150.00 per hour starting at 6:00 PM, in addition to the regular rental fee.
  - Rate for a two (2) hour period is \$150.00.
  - Rate for a half day use is \$300.00.
  - Rate for a full day use is \$600.00.
- **The Lake Room:**
  - The Michigan Room is available for rental from 8:00 AM – 9:00 PM, Monday – Friday.
  - The minimum rental period is one (1) hours.
  - Hours of use must include the amount of time needed for the setup, function and cleanup, including any time needed by the caterer, coordinator, florist, etc.
  - The room must be vacated of all persons and belongings by the time specified on the conference room request form.
  - After hours use of the facility will incur additional hourly HVAC costs of \$150.00 per hour starting at 6:00 PM, in addition to the regular rental fee.
  - Hourly Rate is \$25.00 per hour.
- **Tenant Lounge:**
  - The Tenant Lounge is available for rental from 4:00 PM – 9:00 PM, Monday – Friday.
  - Hours of use must include the amount of time needed for the setup, function and cleanup, including any time needed by the caterer, coordinator, florist, etc.



- The room must be vacated of all persons and belongings by the time specified on the conference room request form.
- After hours use of the facility will incur additional hourly HVAC costs of \$150.00 per hour starting at 6:00 PM, in addition to the regular rental fee.
- Rate for the Tenant Lounge is \$1,500.00. This rate excludes The Plaza, Michigan and Lake Rooms.
- **Tenant Lounge and Conference Rooms (Entire Space):**
  - The entire space is available for rental from 4:00 PM – 9:00 PM, Monday – Friday.
  - Hours of use must include the amount of time needed for the setup, function and cleanup, including any time needed by the caterer, coordinator, florist, etc.
  - The room must be vacated of all persons and belongings by the time specified on the conference room request form.
  - After hours use of the facility will incur additional hourly HVAC costs of \$150.00 per hour starting at 6:00 PM, in addition to the regular rental fee.
  - Rate for the entire space is \$2,700.00. This rate includes The Plaza, Michigan and Lake Rooms.

### Equipment Policy

- Applicants are responsible for testing the equipment provided in the conference center at least 48 hours prior to the date of rental. If any problems are discovered please immediately notify the Office of the Building to schedule a service call.
- **Michigan Plaza does not employ IT personal. Applicants are responsible for attending to any technical issues experienced during their rental period.**
- Applicants are responsible for providing equipment needed in addition to the equipment mentioned above.
- Applicants are responsible for the repair of any damage incurred to Michigan Plaza's equipment while in the group's use.
- Applicants may bring their own audio equipment or use outside vendors. Michigan Plaza offers no guarantee of compatibility of outside equipment.
- If additional equipment is required, group is responsible for arranging rental of the equipment, set-up and dismantling. Delivery and pickup must be within the hours of the group's paid schedule.

### Rental Policy

- Rental fee(s) will be assessed on your monthly rent statement as a work order fee. A signed Conference Room Request Form and Conference Room Rental Acknowledgement Form must be submitted to reserve the conference room.



### **Cancellation Policy**

- If for any reason the function you have confirmed should cancel, a written request of your intent to cancel within five (5) days of your scheduled function date is required. Failing to submit notice will result in a \$250.00 cancellation fee.

### **Alcohol Policy**

- Requests to serve alcohol must be approved by MB Real Estate prior to your event. Tenants must provide host liquor liability insurance coverage and any caterer or vendor serving alcohol must provide both general liability insurance and liquor liability.
- Only privately hosted events, which are closed to the public and do not charge for alcohol or admission, are allowed.

### **Cancellations, Changes and Refunds**

- Refunds are not issued for unused hours.
- Michigan Plaza, LLC and MB Real Estate accept no responsibility for cancellations due to inclement weather, natural disasters or other acts of God. All of the above restrictions and penalties may apply.

### **Facility Setup/Clean Up**

- Renter is responsible for the cleanliness of the facility upon conclusion of the event; a cleaning fee of up to \$250 will be assessed if the conference room is not returned to its original state. Vacuum cleaning and table/chair take-down will be provided by Michigan Plaza.
- No used materials or trash is to be left in the facility.
- Leftover food must be removed.

### **Parking Policy**

- Parking is available in the building's parking garage. Please call 312-819-5064 for directions and parking rates.

### **Vendors**

- All vendors must have a certificate of insurance on file with the Office of the Building prior to their arrival.

205 | 225 N. Michigan Avenue, Suite 810, Chicago, IL 60601 O: 312-819-6000 F: 312-819-6006





### **Decorations and Signs**

- No signs, posters, or decorations of any kind are to be used in the room, unless approved by MB Real Estate.
- No adhesive tape, tacks, nails, staples are to be used on the conference room walls and/or furniture.
- No candles or open flames are permitted, except with proper care in the use of chafing dishes or other catering-related items.
- In the event proper authorization is not received and damage results, the full cost of repair and/or replacement will be charged to the renter.

### **Noise and Loud Music**

- All conference room attendees must be considerate of businesses surrounding the conference room. Any behavior or activity considered disruptive or harmful to adjacent businesses must honor any request to cease. Low volume music for the purpose of entertainment may be permitted with prior approval from MB Real Estate.

### **General Rental Information**

- Michigan Plaza, LLC and MB Real Estate will not assume responsibility or liability for personal property and equipment brought onto or left on the property.
- An Authorized representative, from the rental party, must remain on the premises throughout the period it is reserved.
- This is a non-smoking facility. Designated smoking areas are available on the exterior of the building. According to Illinois State Law, no smoking is permitted within 25 feet of a public exterior entrance.
- No pets are permitted inside or outside of the facilities on the property.
- Michigan Plaza, LLC and MB Real Estate do not supply ladders, extension cords, or any other tools for the applicant's use.
- Any matters not specifically covered in this agreement shall be subject solely to the direction of Michigan Plaza, LLC and MB Real Estate.



Michigan Plaza, LLC and MB Real Estate should have full power in the matter of interpretation, amendment and enforcement of all said policies, and any such amendments when made and brought to the notice of the applicant shall be and become part of hereof as though duly incorporated herein and subject to each and every one of the terms and conditions herein set forth.

The undersigned, hereby agrees to be responsible for any damages to the facilities occurring and by this uses, and agrees to take responsibility of all the conduct of all persons attending their function. The applicant also agrees to indemnify Michigan Plaza LLC and Aegis Asset Management LLC including all subsidiaries, respective partners, ventures, agents, representatives, servants, officers, directors, shareholders, employees, successors, and assigned of such beneficiaries: Massachusetts Mutual Life Insurance Company, MB Real Estate Services Inc., including subsidiaries and affiliates. The undersigned has read through this agreement and agrees to comply with the rules and regulations listed therein.

---

Company Name

---

Applicant Name

---

Applicant Signature

---

Date



### CONFERENCE ROOM REQUEST FORM

Company Name: \_\_\_\_\_

Tenant Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Rental Date: \_\_\_\_\_

Rental Time: \_\_\_\_\_

Meeting Time: \_\_\_\_\_

Catering: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

A/V Needs: \_\_\_\_\_

Work Order #: \_\_\_\_\_

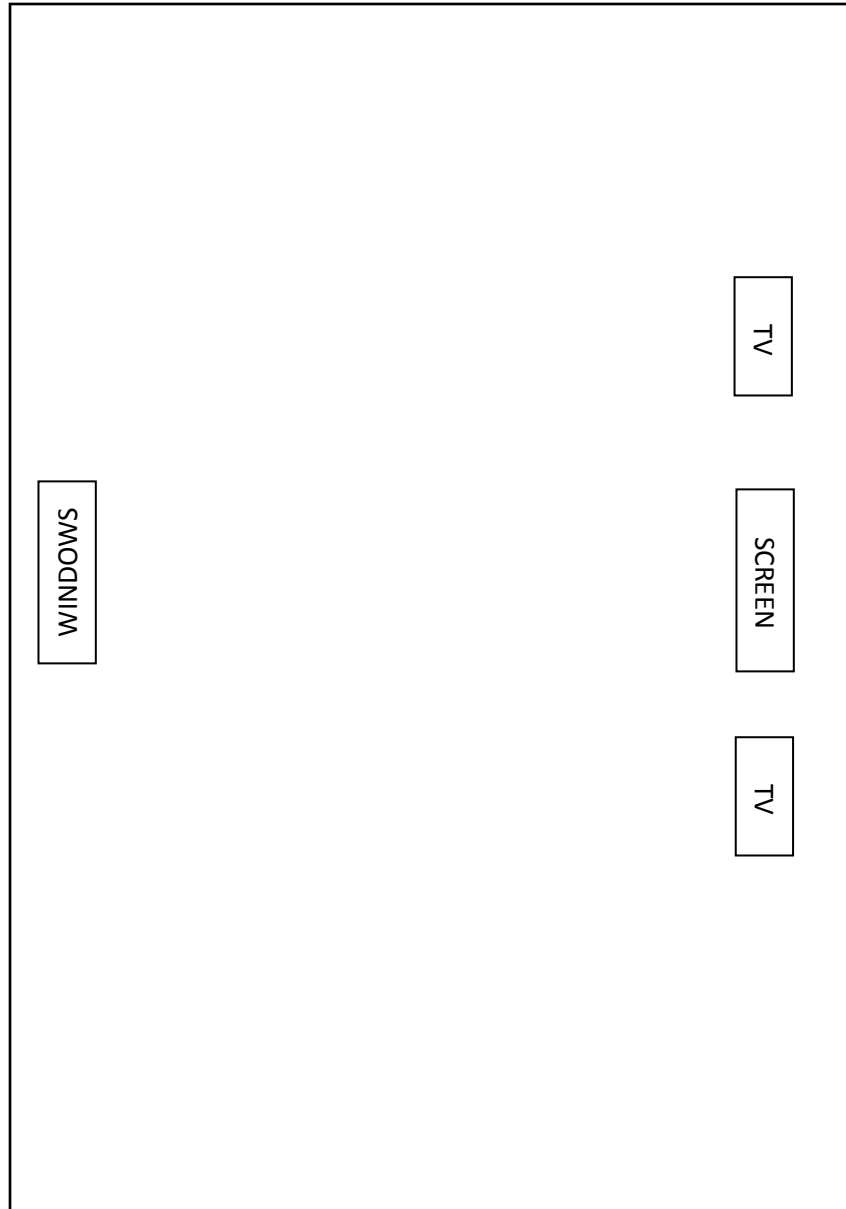
Room Layout (select your preferred layout):

<b>Assembly:</b> Chairs only in rows	
<b>Classroom:</b> Tables and chairs in rows	
<b>Board Room:</b> Tables and chairs in a rectangle position	
<b>U-Shape:</b> Tables and chairs in a u-shape position	
<b>PODS:</b> Tables and chairs in groups	

Please feel free to use the template on the following page to indicate your desired layout and provide any additional notes regarding your set-up.

<b>Building Personnel Use Only</b>
Confirmation Date:
Confirmed By:

## ROOM SET-UP TEMPLATE



Additional Information About Your Meeting Request