



980 NORTH MICHIGAN AVENUE CONFERENCE CENTER BOOKING AGREEMENT

The Conference Room Hours of Operation are 8AM to 5PM Monday through Friday. The Conference Room is equipped with telephone (Polycom), wireless internet access, and presentation television with HDMI connection. The reserving party must set up and remove all items that are not property of the Management Office and is responsible for any damage to the room and/or equipment. Please contact the Management Office if you are planning to cater your event. By signing the completed form below my company agrees to pay any reservation, cancellation, or damage fees incurred. All of the aforementioned fees will be applied to my company's monthly rent statement. By signing this agreement I acknowledge that I have been authorized (per the Authorized Personnel section of my company's Tenant Information Sheet) to approve such charges.

Today's Date: \_\_\_\_\_ Date/Time of Event: \_\_\_\_\_

Name:

\_\_\_\_\_

Company/Suite #:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

E-mail:

\_\_\_\_\_

Number of Attendees: \_\_\_\_\_ Work Order #: \_\_\_\_\_

PLEASE INDICATE RESERVATION TIME & SEATING

HALF DAY 8AM - 12PM (\$125)    HALF DAY 1PM - 5PM (\$125)    FULL DAY 8AM - 5PM (\$250)

BOARDROOM    AUDITORIUM    CLASSROOM

Please be courteous. Provide Building Management with 24 hour notice for cancellations. If 24 hour notice is not received, a charge of \$25 will be applied.

E-Mail Completed Form To [OMMOffice@franklinpartners.net](mailto:OMMOffice@franklinpartners.net)

Signature: \_\_\_\_\_