



145 South Wells FUNCTION AGREEMENT

To reserve the 145 South Wells Conference Room, Amenity Center or Grills this form must be completed, signed, and e-mailed to 145SouthWells@am.jll.com within five business days prior to the reserved date. *Building waivers must be signed and on file prior to event.*

Conference Center Reservation	Amenity Center Reservation	Grill Reservation
Half Day (4 hours) = \$300.00 Full Day (4-8 hours) = \$500.00 + \$30.00 for add'l 30-minute periods	Reservations after 5:00P (CST) Reservation = \$750.00 total Add'l Security = \$45.00/hr	Reservations max 2-hours Reservation = \$75.00 total

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

Event Information			
Event Date:		Number of Attendees:	
Time Period of Event:		Total Charges:	
Seating Style: <input type="checkbox"/> Classroom (24 people max) <input type="checkbox"/> Theater – No Tables (24 people max) <input type="checkbox"/> U-Shape			
Seating Style Other:			
Services Required:			

Food and Beverage Requirements:

Tenant should handle all food and beverage requirements. Room should be left in clean condition with all trash discarded in receptacles and catering equipment removed. Tenant must provide a list of outside vendors along with a Certificate of Insurance for each vendor providing service for the event.

Additional Requirements (*additional charges may apply to the below*): Please **circle** if applicable.

- Onsite Personnel required
- Additional HVAC Services Required
- Above Standard Cleaning Services Required

Special Requests/Information

I have read and acknowledge the Policies and Procedures for the 145 South Wells Conference Room and agree to abide by said policies and procedures.

Tenant Printed Name	Date
Tenant Signature	Date

FOR OFFICE USE ONLY

BE WO #	Date Entered	Billed	YES	NO
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