



## FUNCTION AGREEMENT

To reserve the PRU 2 - 16<sup>th</sup> Floor Conference Room, a ticket must be entered in Angus and this form must be completed, signed and e-mailed to [PRU-OTB@pruplazachicago.com](mailto:PRU-OTB@pruplazachicago.com). If your form is not submitted, the room will not be reserved. Please ensure this form is submitted at least five business days prior to the reservation date.

Conference Center Reservation Fee: \$550.00

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

Event Information			
Event Date:		Number of Attendees:	
Time Period of Event :		Set-Up Time:	
Seating Style: <input type="checkbox"/> Classroom (46 seats) <input type="checkbox"/> Theater - No Tables (104 seats) <input type="checkbox"/> U-Shape (32 seats)			
Seating Style Other:			
Indicate if additional services required:			
Indicate if conference guests will be non-tenant's, if so, a guest list but be entered into the Angus visitor module, or meeting host will need to request a check-in table in the Lobby.			

### Food and Beverage Requirements:

### Special Requests/Information

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.

I have read and acknowledge the *Building Conference Center Policies & Procedures* for One Two Pru Conference Room and agree to abide by said policies and procedures.

Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_

*\*\*To ensure your date is available, please make your reservation through ANGUS and enter the number below. \*\**

Angus Ticket Number: \_\_\_\_\_ Date Entered: \_\_\_\_\_

### BUILDING CONFERENCE ROOM POLICIES & PROCEDURES

One Two Pru has one (1) Building Conference Room located on the 16<sup>th</sup> floor of Pru 2 (which accommodates a maximum of 50 people classroom style). The building Conference Room is available to all Tenants leasing space within the building. This room is available on a first-come, first-serve, reservation basis. Below is information about the facilities, fees and guidelines for use.

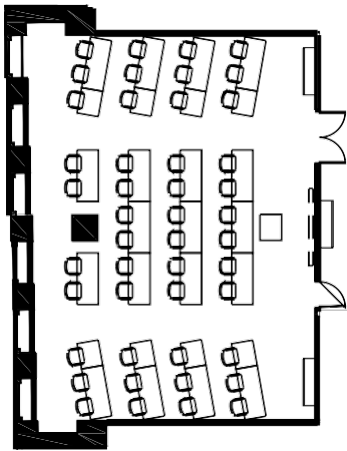
**BOOKING:** When booking reservations, please observe the following policies and procedures:

- All tenants of One Two Pru can use the building conference center between the hours of 8:00 a.m. and 6:00 p.m., Monday through Friday. Any use of the conference room after normal building hours of operation may include additional fees.
- All reservations must be scheduled with the Office of the Building. For reservations, please enter an Angus ticket for the dates you are interested in and contact The Management Office at (312) 565-6700. The normal contact through which all reservations are made is the Property Administrator. A Function Agreement will be e-mailed to you for your signature. This agreement must be completed and returned to the Office of the Building at least five (5) business days prior to the date requested for reserving the conference room. The date will not be confirmed until the Function Agreement has been signed and returned to the Office of the Building.

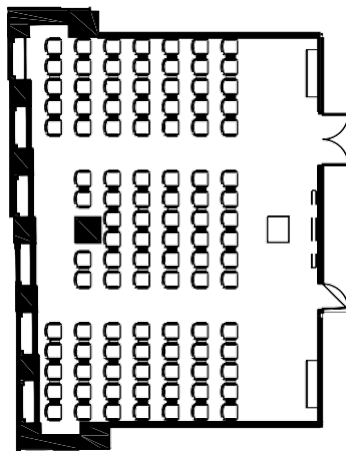
- Reservations may be made up to one year in advance.
- The Conference Center is for the exclusive use for tenants of One Two Pru. No outside parties are allowed to utilize the room without prior approval of the Office of the Building.

**LAYOUT:** When making arrangements to reserve the conference center it is necessary to identify the number of people attending the conference and the desired room layout on the Function Agreement. The building conference center has a variable room layout. A few room layouts are suggested below:

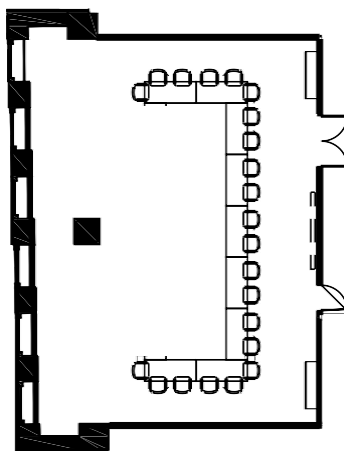
- **U Shape** - This design consists of chairs and tables set up in the shape of the letter U.
- **Classroom Style** - This consists of the tables and chairs in rows facing the main focal point of the room.
- **Theater** - Rows of chairs facing the projection screen (this configuration allows for the most attendees).
- **Other** - Please discuss other specific layout styles that you may require with the Tenant Services Coordinator.



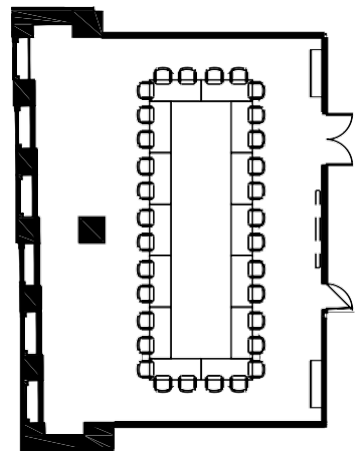
Classroom Layout (46 seats)



Theatre Layout (104 seats)



U-Shape



Boardroom Layout (32 seats)

#### **GENERAL RULES**

- Tenant must provide a list of outside vendors along with a **Certificate of Insurance** for each vendor providing service for your event.
- Catering arrangements are the responsibility of the Tenant. All deliveries are subject to building rules and regulations. The Conference Room is equipped with a kitchenette.
- The Conference Center doors are to be closed at all times to minimize noise in surrounding building areas.
- Conference Center users agree that elevator lobby areas will not be used for breaks, telephone calls, etc. to avoid disturbing other tenants on the floor. Please explain this to conference attendees at the beginning of your scheduled meeting.
- Users will protect the conference tables from scratches beyond normal wear and tear.
- Tenants using the Conference Center must immediately report any damages to the Office of the Building.

**SECURITY:** Building Management will not be responsible for articles left in the Conference Centers. All personal property must be removed at the conclusion of the event. However, any items found by our staff will be taken to the Building's Lost & Found.

**LIABILITY:** Tenant will be liable for any damages to the Conference Center, its furniture and equipment or otherwise.

**AMENITIES:** The building conference center is equipped with a 90" display screen, wireless internet, cable TV, wireless microphone and a conferencing phone. Use of this equipment must be requested when completing the Function Agreement. A/V equipment is simple to operate, however, Building Management **STRONGLY RECOMMENDS** that you test your presentation on the A/V system prior to your reservation. Please schedule a time to test your equipment with the Property Management Office.

A speaker telephone will be provided for audio conferencing use. Toll-Free numbers and Local calls are free. International calls must be charged to the user's credit card or they will be billed back to the Tenant with a 20% administrative fee mark-up.

**WEEKEND ROOM USE:** Tenants may book the Conference Center on weekends, however, Building Management will not be on-site and it is the Tenants responsibility to test all technology and A/V equipment and to coordinate all other details during normal business hours with the Office of the Building.

**CLEANING:** General nightly clean-up is provided at no charge. All articles left in the Conference Center will be disposed of if not claimed immediately after the event.



**DECORATIONS / SIGNAGE / PRESENTATION MATERIALS:** No decoration, signage or presentation materials may be attached to the walls, doors, ceilings, etc. in any method or manner. All common area building signage for the event must be provided and/or approved by the Management Office prior to placement in any common building areas. Flip charts are available (maximum of three); however additional presentation materials are the responsibility of the Tenant.

**CANCELLATION:** A cancellation fee of \$550 will be charged to the Tenant on their next rent statement if the Conference Center is reserved and not used. This fee can be avoided if the Office of the Building is notified of the cancellation at least 5 business days prior to the scheduled event date. All outstanding balances must be paid before further use of the Conference Center is granted.

**HVAC:** HVAC Service charges may apply for events occurring outside of normal business hours.

**CONDUCT & PROVISIONS:** 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. Owner 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 for in Tenant's lease shall be applicable to both the event and Tenant's use of the conference facilities, as if the same was a portion of Tenant's leased premises.

*Thank you for your cooperation with these policies and procedures. The use of the Conference Center is a privilege and the Office of the Building reserves the right to revoke that privilege at any time. The Office of the Building also reserves the right, in its sole discretion, to revise and/or amend the Conference Center Policies and Procedures at any time, to deny reservations to any Tenant or Group requesting a room and to cancel any reservation as circumstances may dictate.*

*Any questions or concerns with the above Policies and Procedures should be directed to the Office of the Building @ (312) 565-6700*