



# One South Dearborn

## 7<sup>th</sup> Floor Tenant Lounge Request Form

Email to [OSD@Hines.com](mailto:OSD@Hines.com)

**Tenant Name:** Choose an item.

**Contact Person:** Click here to enter text.

**Phone:** Click here to enter text.

**Reservation Date:** Click here to enter a date.

**Time:** Start time to End time

**Number of Guests Attending:** Enter #

**Pre-print iVisitor Badges?**  Yes  No

**Tenant Lounge Kitchenette Use\*:**  Yes  No

**Caterer Name:** Click here to enter text.

**Delivery Time:** Click here to enter time.

### Additional Amenities Requested:

- 65" LED TV with Apple TV
- Bluetooth speakers
- Double-sided fireplace

**Notes:** Click here to enter text.

**\* Please also note that the Tenant Lounge is a semi-private space and while a sign will be posted announcing your event, we cannot guarantee full privacy.**

Rental rate is \$50/hour or \$400/day. Reservations must be made 48 hours in advance. Requests for Monday rentals must be received by 12pm on the previous Friday. To avoid being charged your full rental rate, we do require 24 hour advance notice for any cancellations. Tenants are responsible for entering guests in iVisitor and providing the name and proof of insurance for outside vendors, including catering companies. Tenant is responsible for any lost or damaged Tenant Lounge equipment.