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Welcome to 150 North Riverside Plaza!

Thank you for choosing 150 North Riverside Plaza. Our goal is to help you plan and execute a successful event. Our experienced staff is professionally trained to deliver high quality results.

Your Events manager is here to deliver efficient and worry-free assistance:
- Event planning, room set up and bookings
- Special events, closed dinners and arrangements
- Audio visual setup and coordination

We look forward to making your event a success!

150 North Riverside Plaza

**Phone:** 312.635.6263  
**Email:** 150events@cre.com
Booking at 150 North Riverside Plaza

Contact your Events Manager to see if the date you would like to host your event is available. Please confirm with your Events Manager when you are ready to sign an event contract.

Your Events Manager can assist you with room setup, audio/visual equipment and catering needs.

**Hold Policy**
If your event date is tentative 150 North Riverside Plaza has a strict Hold Policy. Clients may hold a room with a $200 deposit for up to one month.

If any room remains on hold two weeks prior to an event date the room will be made re-available for leasing. Your hold deposit is non-refundable but can be applied to the balance of the event date requested.

**Checklist:**
This checklist is designed to assist you in your planning process. Adhering to this schedule is critical to ensuring a successful event.

Once a date is confirmed for your event, within one week of submitting a request you will need to:
- Review the 150 North Riverside Plaza Policies and Procedures.
- Sign and return an event contract (your event is not booked until a signed contract is returned).

One Week Prior to Event:
- Inform Events Manager of additional outside vendors.
- Submit updated certificates of insurance for all vendors.
- Finalize any audio/visual, room sets, etc.

**Cancellation Policy**
Any client with a signed event contract is subject to the following cancellation policies:

- 90 days-60 days: 25% of Room Rental Rate
- 60 days-30 days: 50% of Room Rental Rate
- 30 days-14 days: 75% of Room Rental Rate
- 14 days or less: 100% of Room Rental and Equipment Rental

**Days include Saturdays and Sundays**

Full rental payment is to be paid at least one week in advance and received by the management team. Failure to do so will result in automatic cancellation of event. We advise all clients to plan accordingly.

**Additional Requests**
At least one week prior to your event all details need to be finalized with your Events Manager. Additional requests include, but are not limited to additional room sets, tables, chairs, audio/visual equipment, linen and early access to facility that is not previously requested will result in an additional charge.

**Charges apply if requests are significant and require additional labor**
Alcohol
Alcoholic beverages may be served within at 150 North Riverside Plaza. Approved caterers must handle the service and sale of alcohol for all functions at 150 North Riverside Plaza subject to the State of Illinois Liquor Commissioner regulations and the City of Chicago. All caterers servicing and selling alcohol must submit an approved certificate of insurance with liquor liability insurance listing all entities as additional insureds per the vendor insurance certificate requirements. See 150 North Riverside Certificate of Insurance Policies or contact CBRE Inc. for additional details. The service or sale of alcohol to minors is prohibited by law.

American Disabilities Act
150 North Riverside Plaza makes every effort to accommodate guests with disabilities and adhere to all requirements of the Americans with Disabilities Act of 1990. Our staff will happily work with you to assist patrons and address any questions or issues that arise.

Animals
Service animals aiding disabled persons are welcome. Pets or show animals are not permitted indoors at 150 North Riverside Plaza.

Audio/Visual
Each conference room is equipped with our house sound system using microphones in each room having the capacity to use microphones. All audio/visual equipment must be coordinated through the Events Manager. Clients may use their own projectors, screens, flip charts, and easels.

All audio/visual equipment must be contained in rented space. Additional access to ports, outlets, and jacks outside of rented space is prohibited. All cords and cables wishing to be concealed and secured must be placed in cord panels/covers and may be secured on the floor with minimal tape. The appropriate covers, tape, and materials are supplied by and are at the cost of the client. Any damage or residue left from adhesives is at the cost of the client.

For advanced setup, equipment testing, advanced technology questions, or WIFI/direct internet access please schedule an appointment with the Events Manager.

Attendance Capacities
150 North Riverside Plaza room capacities are determined by Federal, State, and Municipal fire and safety regulations and are enforced by the 150 Conference Center. The 150 Conference Center will not book your event into an unfit room size. Please see 150 Room Specifications or check with your Events Manager to confirm room capacities.

Certificate of Insurance
All non-tenants of 150 North Riverside are required to submit a certificate of insurance before renting space. All outside vendors, contractors, etc. are required to submit a certificate of insurance before servicing the site. All certificates of insurance may be submitted to your CBRE management team stating date of event and event name. See 150 North Riverside Insurance Policies (see page 9).
Cleaning/Housekeeping

The 150 Conference Center will refresh rooms each day during breaks and the conclusion of a meeting. This refresh includes:

- trash removal
- maintenance of restrooms
- other minor maintenance

Please notify your Events Manager of planned breaks to receive a room refresh. All decorations, signage, materials, etc. must be removed by client at the conclusion of event.

Extensive cleaning such as vacuuming, carpet stain removal, and other tasks determined by Property Management will result in overtime labor at the expense of client renting facility space. The Housekeeping staff’s regular hours are Monday-Friday 7:00 am-11:00 pm, anything after regular hours is considered overtime at client’s cost.

Coat Closet

The 150 Conference Center has a coat closet within most conference rooms. CBRE is not responsible for lost/stolen items. If desired, clients may use a third party to monitor and secure the coat room at the client’s expense. The Coat Closet is strictly used for the storage of coats and umbrellas.

Storage

The 150 North Riverside Plaza is not responsible for storing any personal or corporate belongings. The Event Manager work station, and office area is not for client/event storage or use.

Clients may leave materials and equipment setup throughout the contracted time, in the same space scheduled for consecutive days. 150 North Riverside Plaza is NOT responsible for any lost, stolen, or damaged items, or for providing security for these items.

Decorations

For the safety and convenience of all guests, permanent signage (emergency exits, restrooms, etc.) is found throughout the facility and may not be visibly blocked at any time.

In order to maintain a consistent appearance for all 150 North Riverside events, no additional signage may be added to the outside of conference rooms, in the pre-function area, river level, or main lobby, unless approved by the CBRE management team. Handwritten signs are prohibited unless within the leased room. Signs and banners left unclaimed 24 hours after conclusion of event will be discarded.

Nails, staples, tape, screws, 3M hooks, sticky tack, duct tape, glue, stickers, decals, and other adhesives are PROHIBITED. Items may only be displayed with the use of blue painter’s tape and must be approved by the CBRE management team.

Confetti, glitter, rice, birdseed, sand, dirt, moss, and mulch are PROHIBITED. The client will be billed for the labor and materials required for clean-up resulting from non-adherence to this policy.
**Damages**
The Events Manager will conduct pre-event and post-event walkthroughs of the rented space. Please notify your Events Manager of any damage that occurs during the course of your event. All repair materials and labor costs are the responsibility of the client. 150 North Riverside Plaza designated contractors will make all repairs.

**Deliveries**
All deliveries to 150 North Riverside Plaza must follow the procedures below:

- All deliveries are strictly from the building loading dock located on Lake Street.
- All vendors will access the conference area by way of the loading dock located on Lake Street. No access is allowed through the lobby for anyone.
- No access is allowed from any passenger elevators to The Conference Center.
- No parking is available anywhere at any time on the project site.
- No trailers, temporary offices, or storage are allowed on-site

All contractors must abide by all legal City of Chicago codes, OSHA, NFPA, and EPA guidelines.

**Emergency Situations**
In the event of a serious medical emergency, call 911 to report it immediately, and then contact security at 312.635.6267.

**Entrances/Exits/ Fire Doors**
150 North Riverside Plaza reserves the right to relocate obstructions or remove them completely if in violation of Fire Safety Codes.

**Food and Beverage**
Clients are free to use any caterer or provide their own food and beverage. Alcohol must be provided through an approved caterer, please see Alcohol Policy. Solid alcohol (Sterno®) heating of food is allowed, however must be attended at all times. For additional assistance in booking a caterer please feel free to contact your Events Manager for recommendations.

All caterers need to have an updated certificate of insurance on file with 150 North Riverside at least one week prior to event. It is the responsibility of the client to submit certificate of insurance. Please see 150 North Riverside Plaza Certificate of Insurance Policies. All catered food items must be placed within rented space.

**Furniture Rental**
Additional furniture needed must be coordinated through your Events Manager at the client cost.
General Services
The 150 Conference Center will provide you with a standard room set, WIFI, and access to the house sound system with various microphone capabilities. Events in spaces outside of the Conference Center will only have access to what mobile AV is currently in available inventory.

Additional Requests
Each client is allowed one room set. Added room sets and last-minute requests will result in additional labor fees. If an event exceeds its contracted event time, additional fees and facility rental will be billed.

Heating and Cooling
All heating and cooling is provided by 150 North Riverside in all rented space Monday through Friday 6:00 am to 6:00 pm and Saturday 7:00 am to 2:00 pm. Additional overtime HVAC fees will apply to events scheduled before/after operational hours. Please see 150 North Riverside Pricing Guide for rates.

Linens
150 North Riverside can provide black linens for rental at additional cost. Other linens in a variety of colors and styles are available for rental through a third-party partner. Please ask your Events Manager for pricing and information.

Lost and Found
All lost and found articles should be turned into the Events Manager and will be turned into the 150 North Riverside office of the building. Every effort will be made to identify the owner and return all articles. Articles left beyond 7 days will be disposed.

Maintenance/Engineering/IT Requests
Any requests for maintenance/engineering/IT must be communicated/coordinated by the Events Manager. Clients, contractors, and vendors will make all requests through the Events Manager.

Moveable Airwalls
The Ballroom airwalls are to be moved by 150 Conference Center staff only. Unscheduled installation of airwalls and multiple moves on the same day will be an additional cost to the client at the prevailing labor rate.

Noise
It is the responsibility of the client to control noise levels within their respective rented space as to not disturb or disrupt other meetings or to create a nuisance. The 150 North Riverside security has the right to monitor all noise levels and impose limitations as needed to prevent disruption or nuisance to other events.
**On-site Parking**
On-site Parking is available for your use at a daily rate of $40. Hours of operation are Monday through Friday 6:00 am to 5:00 pm. Upon arrival, please pull up to see the valet attendant where you will be issued a transient valet parking ticket. Payment via credit card is required upon arrival. To instruct the valet attendant to retrieve your vehicle, text your transient ticket number to (312) 313-2876. Validation options are available. For more details please contact the parking office at (312) 635-6267. Weekend and After-Hours valet is available for $35 an hour (minimum of 4 hours). Ask your Events Manager for details.

**Security**
Security is a high priority for 150 North Riverside. The 150 North Riverside security staff reserves the right to deny access of any persons to any facility space and at sole discretion may require additional security to be provided for your event. For more details please contact Lobby security at (312) 635-6244.

**Smoking**
In compliance with state and local laws, 150 North Riverside Plaza is a non-smoking facility. We restrict smoking in outdoor areas of our premises including the river level, and are grateful for cooperation and prevention of litter and inconvenience of others.

**Weapons**
Any object or device designed or intended to be used to inflict injury upon persons or property is PROHIBITED.

**Appropriate Conduct**
No material or activities that violate or infringe in any way upon the rights of others, that is unlawful, threatening, abusive, defamatory, invasive of privacy or publicity rights, vulgar, obscene, profane, indecent or otherwise objectionable, that encourages conduct that would constitute a criminal offense, gives rise to civil liability or otherwise violates any law shall be posted or transmitted in connection with the booked event or while on 150 North Riverside Plaza property.

No conduct shall be undertaken that, in 150 North Riverside management’s judgment, restricts or inhibits any other user from using or enjoying the public or private areas. Advertising or commercial solicitation may be posted on or transmitted through the contracted event space, but only with 150 North Riverside management’s express prior approval and only if the advertising or commercial solicitation complies with all conditions imposed by 150 North Riverside. It shall be the responsibility of the Vendor to enforce this provision.

**WIFI**
The entire 150 North Riverside Plaza is WIFI accessible. Please see your Events Manager for access.
All vendors entering through the dock and/or doing work at 150 North Riverside must submit a Certificate of Insurance. The COI should include the statutory limits along with the certificate holder and additional insured language found below.

**Statutory Limits**

**Commercial General Liability**
- Insuring against bodily injury, property damage, personal damage, personal injury, and advertising injury; Total per occurrence/aggregate limits may be satisfied with a combination of primary and umbrella liability policies.
- Commercial General Liability
  - $1,000,000 per occurrence
  - $2,000,000 general aggregate
  - $1,000,000 products/completed operations aggregate

**Workers Compensation**
- $500,000 per accident or occurrence

**Employer’s Liability Insurance**
- $500,000 per accident or occurrence

**Business Auto Liability**
- Coverage shall apply to any automobile; if contractor or subcontractor has no owned autos; the Business Auto Liability Insurance may be satisfied by evidencing Non-Owned and Hired Coverage only.
- $1,000,000 per accident or occurrence

**Additional Insureds:**
1. Riverside Investment & Development Company
2. 150 North Riverside Titleholder, LLC
3. Clark Construction Group – Chicago LLC
4. Bank of America N.A
5. CBRE, Inc.

**Waiver of Subrogation:**
Contractor agrees to waive its rights of subrogation and will require all insurance policies to be endorsed to provide that the insurance company waives all rights of recovery by way of subrogation against CBRE, Inc., and any other party specified by Owner at any time and from time to time in connection with any matter covered by such policy.

**Certificate Holder:**
150 North Riverside Titleholder, LLC
c/o: CBRE, Inc.
150 North Riverside, Suite 1800
Chicago, IL 60606
ACKNOWLEDGMENT

I have read the 150 North Riverside Plaza Policies and Procedures manual and will abide and enforce them when on-site. I understand that failure to adhere to the guidelines may result in financial penalties.

Printed Name: ________________________________

Signature: ________________________________ Date: ________________________________

Title: ________________________________

Company Name: ________________________________

Phone: ________________________________ Fax: ________________________________ Email: ________________________________

Address: ________________________________
Please note that half day bookings only apply to events with commencement and end times before 12:00 pm or after 1:00 pm.

After Hours and Weekend Fees
Please see our private events brochure for after hours and weekend event pricing.

Standard Room Set Includes:
1 room setup with tables and chairs, WIFI, access to house AV and sound system with various microphone capabilities.

Additional Requests
6 days-24 hours before event $25/request
24 hours or less before event $50/request
**Charges apply if requests are significant and require additional labor**
***Conference Room pricing may be adjusted at operator’s discretion. Please consult with Events Manager at the time of rental.***
GRAND CENTURY ROOM #1: AUDITORIUM SEATING
GRAND CENTURY ROOM #2: 8-PERSON TABLE ROUNDS

- Seats: 136
- Seats: 10

Legend:
- Training Layout
- Lecture Layout
- Conference Layout
CENTURY ROOM A & CENTURY ROOM B (RIVER VIEW) #1
CENTURY ROOM A & CENTURY ROOM B (RIVER VIEW) #2
GRAND EXECUTIVE ROOM #2: BOARD MEETING
GRAND EXECUTIVE ROOM #3: 8-PERSON TABLE ROUNDS
GRAND EXECUTIVE ROOM #4

- SEATS: 120
- SEATS: 40

20'-0"
25'-0"

PREFUNCTION

IT
CONFERENCE LAYOUT
DINING LAYOUT
STORAGE
EXECUTIVE ROOM A & EXECUTIVE ROOM B (RIVER VIEW) #1:
DEMISED TRAINING