



ILLINOIS  
MEDICAL  
DISTRICT

## MEETING SPACE REQUEST

(All Fields Are Required)

Name of Organization

Contact Person

Contact Phone Number

Contact Email

Organization Website

Name of Event

Purpose of Meeting (e.g. Lunch, Meeting)

Number of People Expected

Date of Event

Start Time of Event

End Time of Event

Will food be served? If yes, please indicate time food will be served.

Will food be delivered? If yes, please indicate time of delivery.

Will beverages be served?

Will alcohol be served? If yes, please provide name of caterer.

## Meeting & Event Rental Rates

Check all items needed for event. Room rates are based on a 3 hour minimum. If your event will take place after 5:00 p.m., on a weekend or if your event will be longer than 3 hours, additional fees apply.

Room Rental Costs (minimum 3 hours) \$300.00

Room Rental Costs (Check only one)

106 Lobby Auditorium

Additional room usage (minimum 3 hours) \$125.00

105 106 Lobby Auditorium

Additional Rental Time (\$100 per hour)

+1 hour +2 hours +3 hours +4 hours +5 hours

After 5 p.m. Event will take place after 5 p.m. (additional \$475)

Event will take place before 8:30 a.m. (\$150 per hour)

Before 8:30 a.m. (Check only one)

6:30 a.m. 7:30 a.m.

Weekend Event will take place on a weekend (\$475 minimum) - 3 Hours

Technician Technician (required for AV & sound equipment rental per hour) \$50.00

Setup and Break Down (2 hour minimum) \$50.00

Additional Items

Podium \$50.00

Microphone and PA System for Podium \$50.00

Projector \$50.00

Projector Screen \$35.00

Television Monitor (60") \$50.00

Additional cords/power strips and cabling (each) \$10.00

6 Foot Tables

Tables (6' rectangular each) \$10.00

Table Clothes (white,blue each) \$14.00

Total Rental Cost

Administrative Service Fee (for catering requests and additional equipment rental) 20% of the total event fee

50% deposit is due upon signing of policy and procedures. Remaining balance is due 10 business days in advance of event. Additional charges, prices and fees are subject to change.

All events & meetings must conclude by the end time noted in agreement, or may be subject to additional fees. Payment is due within 30 days of billing. All events & meetings not canceled at least 24 hours in advance will be billed at one-half (1/2) of the rental fee.

Please take a moment to read the IMD Event & Meeting Policies and Procedures .

[Click here to read full policy](#)

Click this box to confirm that you have read and comply with the guidelines above.