



321 NORTH CLARK
at Riverfront Plaza

TENANT EVENT PACKET

This material is designed to provide you with information for a successful Event at 321 North Clark Street. Included in the packet are the Event Checklist (page 5) and the Tenant Request Form (pages 6 & 7) which should be submitted to the Office of the Building, Suite 950, **two (2) weeks** prior to the event. The Office of the Building is available at 312-288-2900 or via email mark.shannahan@hines.com to assist with any questions or concerns.

Upon planning your event, please be aware of the Building operating hours to accommodate your guests. The Building entrances are only open when monitored by security at the following locations:

Lobby East Entrance (24 hours, 7 days a week)
Lobby West Entrance (7 AM – 7 PM, Monday-Friday)
Loading Dock (6AM – 6PM, Monday-Friday.)

PASSENGER ELEVATORS

The Passenger Elevators are available Monday through Friday from 6AM to 6:30PM. To accommodate an event on your floor(s) after-hours, please provide exact times for the elevators to be programmed to stop on your floor(s).

DELIVERIES

Deliveries must be made at the loading dock Monday through Friday from 6AM to 6PM. Loading and unloading of deliveries is reserved for trucks, vans and other delivery vehicles with a limitation of thirty (30) minutes maximum parking time. Vehicles parked more than thirty minutes are subject to a parking violation and/or towing at vehicle owners' expense.

DOCK AND FREIGHT ELEVATOR

The dock is located on lower Carroll Street which is accessible from Kinzie/Dearborn Street just east of Harry Caray's Restaurant or south bound on LaSalle Street at Kinzie Street. Enclosed is a directional map to the Dock for deliveries. The Building has two (2) freight elevators which are located near the loading dock. Use of the dock and freight elevator after-hours or weekends (4-hour minimum) requires the use of a dock security personnel and freight elevator operator at current billing rates and must be approved in advance by the Office of the Building.



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HVAC

The standard hours of HVAC services are Monday through Friday, 7AM to 6PM and on Saturday from 7AM to 1PM. Events held after-hours will incur an additional charge at the current billing rate.

INSURANCE

All vendors are required to have a Certificate of Insurance on file at the Office of the Building. The requirements are as follows:

Required Insurance Limits:

- Workers Compensation
(in kind and amount as prescribed by statute)
- Employers Liability \$1,000,000
- Commercial General Liability..... \$1,000,000
- Commercial Automobile Liability \$1,000,000
- Umbrella Liability..... \$5,000,000

The Certificate of Insurance must name the following as outlined below:

Certificate Holder:

Hines Interests Limited Partnership
321 North Clark Street, Suite 950
Chicago, IL 60654

Additional Insured (to be identified *exactly* as):

321 North Clark Property LLC
Hines Interests Limited Partnership

JANITORIAL MAINTENANCE

The cleaning staff duties are Monday through Friday at approximately 5:15PM. The cleaning staff will adjust their schedules to accommodate an event upon advance notification to the Office of the Building. Weekend cleaning services are available at current billing rates (4-hour minimum) and must be approved in advance by the Office of the Building.



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SIGNS/GRAPHICS

Only those signs that are approved by the Office of the Building 48-hours in advance of the event may be displayed in public view. Easels for an event are available in the Office of the Building.

VISITOR/GUEST ACCESS

All visitors/guests must be in Visible Visitor and show picture identification upon arrival and be entered in Visible Visitor. In the event the visitor/guest list exceeds 25 names, a tenant representative will be required to greet visitors/guests at the East and/or West lobbies and grant access to the firm. Check-in tables for tenant representatives can be arranged with the Office of the Building.

PARKING

The parking garage at 321 North Clark is managed by Standard Parking which has an office in the parking garage. Please contact the Parking Garage Manager at 312-288-2912 for Valet Service for events or any other parking needs.

The parking entrance for 321 North Clark is on lower Carroll Street and is accessible from Kinzie/Dearborn Street just east of Harry Caray's Restaurant or south bound on LaSalle Street at Kinzie Street. Enclosed is a directional map to the Parking Garage.

SERVICE COSTS (not including tenant mark-up)

HVAC	\$95.00/hour*	
DOCK	\$27.50/ hour*	
SECURITY	\$27.50/hour*	
JANITORIAL SERVICES	\$45.02/hour*	
PARKING – Daily Rates:	1 hour or less	\$17.00*
	2 hours or less	\$23.00*
	2-12 hours	\$28.00*
	12-24 hours	\$40.00*

**All prices are subject to change without notice.*



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Directions to 321 North Clark Parking Garage and Dock



From the Kennedy Expressway:
 Exit Ohio Street East,
 Take a right (south) on LaSalle Street
 Proceed south on LaSalle Street to Kinzie Street
 Slightly make a left turn onto ramp to Carroll Ave
 Proceed east to the Parking Garage or Dock

From Lakeshore Drive:
 Exit Grand Ave
 Proceed west on Grand
 Turn left on (south) State Street
 Turn right on (west) Kinzie Street
 Make an immediate left on Carroll Ave (alleyway entrance),
 Just before Dearborn Street
 Proceed west to the Parking Garage or Dock



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TENANT EVENT CHECKLIST

TENANT: _____

EVENT LOCATION: _____

EVENT DATE: _____ # OF GUESTS ATTENDING: _____

BEGIN TIME: _____ END TIME: _____

SERVICE	CIRCLE ONE
After-Hours Heating/Air	Yes / No
Cleaning	Yes / No
Parking Services	Yes / No
Security - Dock	Yes / No
Security - West Lobby	Yes / No
Signage	Yes / No
iVisitor - Guests Registered	Yes / No
Caterer	Yes / No
Entertainment	Yes / No
Event Decorator	Yes / No
Furniture Rental	Yes / No
Certificate of Insurance	Yes / No
East Lobby Check-in (i.e. tables/chairs)	Yes / No
West Lobby Check-in (i.e. tables/chairs)	Yes / No
Other:	



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321 N. Clark Street ▪ Suite 950 ▪ Chicago, IL 60654
312-288-2900 ▪ 312-245-5061 fax

TENANT EVENT REQUEST FORM

TENANT: _____

EVENT LOCATION: _____

EVENT DATE: _____ # OF GUESTS ATTENDING: _____

BEGIN TIME: _____ END TIME: _____

EVENT CONTACT: _____ PHONE #: _____

SIGNATURE: _____

CATERER NAME: _____

◆ DELIVERY DATE: _____ TIME: _____

◆ PICK UP DATE: _____ TIME: _____

EVENT/PARTY RENTAL COMPANY: _____

◆ DELIVERY DATE: _____ TIME: _____

◆ PICK UP DATE: _____ TIME: _____

ENTERTAINMENT: _____

◆ ARRIVAL TIME: _____ DEPARTURE TIME: _____

AFTER-HOUR HVAC (additional charge) – OFFICE USE ONLY: WO # _____

◆ BEGIN TIME: _____ END TIME: _____

AFTER-HOUR ELEVATOR ACCESS TO FLOOR – OFFICE USE ONLY: WO # _____

◆ BEGIN TIME: _____ END TIME: _____



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AFTER-HOUR DOCK COVERAGE (additional charge) – OFFICE USE ONLY: WO # _____

◆ BEGIN TIME: _____ END TIME: _____

NIGHTLY CLEANING RESCHEDULED – OFFICE USE ONLY: WO # _____

◆ BEGIN TIME: _____

GUEST REGISTRATION TABLES & CHAIRS – OFFICE USE ONLY: WO# _____

◆ TIME: _____ QUANTITY: _____

EAST LOBBY WEST LOBBY

AUDIOVISUAL NEEDS (additional charge) – OFFICE USE ONLY: WO# _____

◆ TIME: _____ QUANTITY: _____