

COUNTY BUILDING, 118 N. CLARK STREET, 4 SOUTH
CONFERENCE ROOM RESERVATION INFORMATION SHEET

Cook County Bureau of Economic Development-Real Estate Management Division 69 W. Washington, Suite 3000, Chicago, IL 60602 (312) 603-0042

Please e-mail to: conferencerooms@cookcountyil.gov

Reservation Contact	Name:	Ext.#:	E-mail:
		Suite #:	
Department Head (Host)	Name:	Signature of Dept Head: (Required)	
Event Conducted By	Department:		
Event <small>*(Please describe use below)</small>	Title of Event:		
Meeting Date & Time	Date:	Start Time Including Setup:	Finish Time:
No.: of Attendees			
Will Food or Beverages Be Served	<input type="radio"/> YES <input type="radio"/> NO		
*Note: Host is responsible for clean up. A TWO HOUR CLEANING FEE WILL BE ASSESSED IF FACILITIES HAS TO CLEAN UP			
Conference Room Requested			
Conf Room "A" - max of 60 guests	Conf Room "B" - max of 40 guests	Conf Room "A" & "B" Combined max of 110 guests	
Please specify Room preference and layout from attached options:		:	
Note: Please indicate what amenities will be needed			
24 Hour Cancellation Notice Is Required			
Note: Cook County is NOT responsible for any articles left unattended.			
For Office Use Only:		Security Notes:	
Reservation Taken By: (Initial)			
Date Received:			
Date Confirmed:			