



## CONNECT 101 LOUNGE: Reservation Application

**SUBMITTAL OF THIS APPLICATION DOES NOT CONSTITUTE A RESERVATION.**

All applications are subject to review and approval. The Office of the Building reserves the right to require additional information or documentation regarding the application, event participants, event vendors, co-sponsors, event activities or the event itself.

To reserve the 2nd Floor Connect 101 Lounge, please submit this completed form to the Office of the Building by emailing [101NWacker@am.jll.com](mailto:101NWacker@am.jll.com).

The Lounge on the 2nd floor may be reserved Monday-Friday beginning at 3:00 p.m. Reservations will be accepted on a first-come, first-served basis.

**RENTAL RATE:** \$1,000 flat rate

**ADDITIONAL COSTS:** Overtime HVAC and Cleaning will apply and may vary

**CANCELLATION FEE** (less than 48 hours notice): \$250

*Reservations must be submitted at least **10 business days in advance** prior to the preferred reservation date. To avoid a cancellation fee, the Office of the Building must be notified of cancellations at least **forty-eight (48) hours** prior to the reservation date.*

Tenant Information			
Company Name:		Suite Number:	
Contact Name:		Contact Phone:	
Contact Email:		Mobile Phone:	

Event Information			
Event Date:		Number of Attendees:	
Event Duration:		Set-Up Time (after 3pm only):	
<b>Event Description:</b> <i>Please provide a description of your event. Document(s) with event information or other materials describing the event may be attached to this application.</i>			
<b>Vendor(s):</b> <i>COI's must be provided for all vendors which may include: Rentals, Musicians, Catering, Entertainment, etc.</i>			
<b>Caterer</b> (if any):			
<b>Will alcohol be served at the event?</b> (circle one)		<b>YES</b>	<b>NO</b>
<b>Number of Security Officers</b> (if any):			
<b>Please specify the time frame after-hours HVAC will be needed</b> (4 hour minimum):			



**CANCELLATION POLICY**

Owner reserves the right to charge a cancellation fee to the Tenant on their next rent statement if the Connect 101 Lounge is reserved and not used. The cancellation fee will be charged at the rate of 25% of the cost of the event. This fee can be avoided if the Office of the Building is notified of the cancellation at least 48 hours prior to the scheduled event date and time. All outstanding balances must be paid before further use of the Connect 101 Lounge is granted. If a reservation is cancelled without sufficient notice, the Tenant reserving the amenity agrees to pay all charges for which the Building Owner is liable to third parties (i.e. janitorial, security, etc.). \_\_\_\_\_ (initial to acknowledge)

I have reviewed the Checklist on page 3. \_\_\_\_\_ (initial to acknowledge)

**\*RESERVATION FEE: \$1,000.00** \_\_\_\_\_ (initial to acknowledge)

*\*All reservations are subject to additional fees, including but not limited to: Security, Janitorial and Cancellations.*

The undersigned acknowledges that he or she and any guests attending the Event must adhere to the Agreement and attached Rental Information & Checklist (Exhibit A), Use Agreement Terms and Conditions (Exhibit B), Connect 101 Lounge Rules and Regulations (Exhibit C) and Connect 101 Lounge Insurance Requirements (Exhibit D) [all of which exhibits are incorporated as part of this Agreement]. This Agreement shall inure to the benefit of, and be binding upon, (i) Tenant, and its permitted successors or assigns under its lease at the Building, and (ii) Building Owner (and, if assigned to and assumed by any successor owner of the Building, then such assignee, as successor “Building Owner” hereunder).

**Printed Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**User Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Building Representative in Receipt of Agreement:** \_\_\_\_\_

**Title** \_\_\_\_\_ **Date:** \_\_\_\_\_



## EXHIBIT A – RENTAL INFORMATION & CHECKLIST

The Connect 101 Tenant Lounge is located on the 2nd floor of the 101 N Wacker Building. This amenity is available for private rental to *building Tenants only*, Monday-Friday from 3 p.m. until 9 p.m.

The Connect 101 Tenant Lounge has a maximum occupancy of **166 persons** and, together with the Conference Center, has a maximum occupancy of **255 persons**. Furnishings include table seating, lounge areas, kitchenette with a sink and refrigerator, televisions and wireless services. Existing furniture and/or equipment may not be moved or relocated during an event, and User is responsible for any damage done to said items.

Tenants may have food and refreshments catered in the spaces by a vendor of their choice. Tenants are responsible for notifying the Office of the Building if any outside vendors will be used, and any such vendors will be subject to approval by the Office of the Building. Prior to an event, a certificate of insurance must be submitted for any and all outside vendors. Liquor Liability / Dram Shop insurance is required if liquor will be served during an event. Please see the attached page for event vendor insurance requirements.

*Please ensure that your catering vendor includes a coat rack for your guests' coats (if applicable).*

A fee of \$1,000.00 is assessed to the Tenant's monthly billing statement for each day the Connect 101 Tenant Lounge is used. Additional cleaning charges may apply for events that require extensive cleaning and/or trash removal after the Event. In order to confirm a reservation, a completed Reservation Application and Reservation Agreement must be submitted to and accepted in writing by the Management Office at least (10) business days prior to the requested reservation date.

If a reservation is cancelled, the User agrees to pay all charges for which the Building Owner is liable to third parties as applicable (i.e. janitorial, security, etc.) and a cancellation fee, based on the amount of advance notice of cancellation given (see cancellation policy on page 2 for details).

The Connect 101 Tenant Lounge will be cleaned at the end of each day; however, it is the Tenant's responsibility to remove all trash and debris after their rental time. Any items left behind at the end of the rental time, may, at Building Owner's election, be discarded. If more than standard cleaning is required, as determined by building management, all charges will be the responsibility of the User.

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### **CHECKLIST:**

- The Agreement Form has been FULLY completed and submitted to the Office of the Building.
- Certificates of Insurance have been provided to the Office of the Building for ALL Catering, Rentals, Entertainment, Vendors, etc.
- Freight and Dock reservations for all deliveries have been arranged with the Office of the Building.
- Trash removal has been arranged with the caterer and/or the Office of the Building (\*additional fees may apply).
- As needed, Security has been arranged for your event through the Office of the Building.
- Reminders for your Event (please see Exhibit C for a full list of regulations):
  - Access and Use of the Connect 101 Tenant Lounge is exclusive to Occupants of 101 N Wacker.
  - All users must be at least eighteen (18) years of age.
  - Smoking is prohibited.



## EXHIBIT B – USE AGREEMENT TERMS AND CONDITIONS

### Formation of Agreement

As a stipulation of the Connect 101 Tenant Lounge Terms & Conditions, only Tenants of 101 N Wacker, and not individual persons, may reserve the 101 N Wacker Tenant Lounge. By making a Connect 101 Lounge reservation which is subsequently confirmed by the Building Owner, the Tenant for whom the reservation is made (the "User") will agree to pay the price quoted and for services ordered from the Building Owner in connection with the reservation, subject to the Cancellation Policy (see page 2) and authorizes the Building Owner to charge such amounts to the User's monthly billing statement. Additional charges for cleaning and security will be the responsibility of the User. Additional cleaning charges may also apply for large events that require extensive cleaning and/or multiple trash removals. Such additional services will be billed through the User's monthly billing statement. Any local taxes applicable in addition to amounts quoted shall be paid by the User.

### Use of Connect 101 Tenant Lounge

A confirmed application and completed agreement gives the User the right to use the Connect 101 Tenant Lounge on the date and during the time reserved, subject to these Terms and Conditions. The User assumes full responsibility for the conduct of all persons in attendance at the event (including outside invitees) and for all damage done to Connect 101 Tenant Lounge or to any part of the building and property in which the Connect 101 Tenant Lounge is located by any such persons or any other person entering the building or property in connection with the use of the Connect 101 Tenant Lounge by the User. The right to use Connect 101 Tenant Lounge is "personal" to the User and its employees and invitees. If the User will host invitees from outside of the Building, **a guest list must be submitted to the Management Office at least forty-eight (48) business hours prior to the reservation. The total number of guests may not, at any point, exceed 255 persons in the Connect 101 Tenant Lounge and Conference Center, which is the maximum occupancy.** The User will use Connect 101 Tenant Lounge only in compliance with all applicable laws, codes, Building Rules and Regulations and Connect 101 Tenant Lounge Rules and Regulations (see attached). Use of Connect 101 Tenant Lounge may be denied or terminated if the User is in breach of any of these Terms and Conditions or Connect 101 Tenant Lounge and Regulations. The User agrees to return Connect 101 Tenant Lounge and all furniture and equipment in the same condition and state of repair as existed prior to the User's use.

### Acceptance of Connect 101 Tenant Lounge

The User acknowledges and agrees that it is using Connect 101 Tenant Lounge at its sole risk, that it will accept the same "as is" with all faults and flaws, that it will inspect Connect 101 Tenant Lounge for hazardous or dangerous conditions immediately prior to its use and will immediately notify the Office of the Building of any hazardous or dangerous conditions that are discovered, and that it will use the Connect 101 Tenant Lounge in full compliance with the terms and conditions of any written procedures and regulations provided to the User. Neither the Building Owner nor the Property Manager makes any representations or warranties, either express or implied, with respect to the condition of the Connect 101 Tenant Lounge or its fitness or suitability for the User's use, including but not limited to any warranties of merchantability or habitability or fitness for a particular purpose. The User acknowledges that it has not relied on any such representations or warranties. All personal property of the User and its invitees shall be there at the sole risk of the User and its invitees. Neither the Building Owner nor the Property Manager shall be liable for any loss of or damage to personal property.

### Suspension of Performance

Performance of this Agreement by the Building Owner is contingent upon the ability of the Building Owner to perform the same, and is subject to failure of equipment, the performance of repairs, improvements or alterations, shortages of staff, equipment or materials, strikes, casualties, acts of God, war, civil disturbances, and other causes beyond the reasonable control of the Building Owner.



## **Liabilities and Damages**

To the extent permitted by law, the User, for itself and its agents, successors, insurers, affiliated and related companies, and assigns, and each of their agents and employees and invitees (all of the foregoing, "Affiliates"), hereby releases and forever discharges the Building Owner, the Property Manager, and all agents, employees, and direct or indirect owners or affiliates of the Building Owner and/or the Property Manager, and each of them (collectively the "Building Ownership Parties"), from any and all claims, demands, losses, costs, expenses or other liabilities of whatever nature (including attorneys' fees and other fees, costs, and expenses), at law, in equity or otherwise, arising out of or related in any manner to the condition of the Connect 101 Tenant Lounge, including any latent defects, or the use of the Connect 101 Tenant Lounge by the User or any of the User's Affiliates or any of their respective invitees, or otherwise relating in any way to this Agreement (all of the foregoing, "Claims"), including any and all Claims related to personal injury or property damage occurring at or about the Connect 101 Tenant Lounge. The User and its Affiliates shall jointly and severally indemnify, defend, and hold harmless the Building Ownership Parties from and against any and all Claims made against or otherwise incurred by any of the Building Ownership Parties, in any way related to, or resulting from, this Agreement or the use of the Connect 101 Tenant Lounge by the User or any of the User's Affiliates or other invitees, all to the fullest extent permitted by law. This paragraph shall expressly survive use of Connect 101 Tenant Lounge and payment for such use for the longest period permitted by law.

If the Building Owner so requests prior to the User's use of Connect 101 Tenant Lounge, the User shall provide evidence that it carries commercial general liability insurance in an amount satisfactory to the Building Owner and insuring the indemnity agreement contained in this Agreement. The Building Owner may require that it be named as an additional insured with respect to such insurance.

The liability of the Building Owner under this Agreement shall be limited to its interest in the Building in which Connect 101 Tenant Lounge is located. User, for itself and its other Affiliates, hereby waives any claims in connection with this Agreement or Connect 101 Tenant Lounge for punitive, consequential, or exemplary damages or for loss of income, profits, or savings. In addition, to the extent permitted by law, in no event shall the liability, if any, of the Building Ownership Parties to the User and its Affiliates in connection with use of the Connect 101 Tenant Lounge or under this Agreement exceed the amounts paid to the Building Owner under this Agreement.

## **General Provisions**

The right of the User to use Connect 101 Tenant Lounge is a license, and there will be no leasehold or tenancy. Building Owner and Managing Agent each reserve the right to cancel the license at any time in the event either such party determines that the particular use of Connect 101 Tenant Lounge by any User (or its invitees) is resulting in an adverse effect on Building operations, or is otherwise creating an emergency situation, or is prohibited by any applicable laws, rules or regulations affecting the Building. The User will pay any expenses, including reasonable attorneys' fees, which the Building Owner incurs in enforcing this Agreement. The invalidity or unenforceability of any provision of this Agreement shall not affect or impair any other provisions. This Agreement constitutes the entire agreement of the parties with respect to Connect 101 Tenant Lounge and Claims and may not be modified except in writing signed by both parties.

## **Authority**

The person who has entered into this Agreement on behalf of any corporation or other entity which is the User represents that he or she has full authority to enter into this Agreement and bind the User to it. For all purposes of this Agreement, any consent, approval or other undertaking of the "Building Owner" or the "Office of the Building" hereunder may be given or taken by the owner of the Building, as "Building Owner", or by the property manager of the Building, as "Property Manager" and agent on behalf of the Building Owner.



## EXHIBIT C – CONNECT 101 TENANT LOUNGE RULES & REGULATIONS

1. **Description of Connect 101 Tenant Lounge** – Connect 101 Tenant Lounge is located on the 2nd Floor of 101 N Wacker. Connect 101 Tenant Lounge has a maximum occupancy of 166 persons and, together with the Conference Center, has a maximum occupancy of 255 persons. Connect 101 Tenant Lounge is an amenity to the Building and shall be governed by the Connect 101 Tenant Lounge Rules and Regulations contained herein.
2. **Conditions of Access and Use**
  - 2.1. Access to and Use of the Connect 101 Tenant Lounge is exclusive to Occupants of 101 N Wacker and must be employed by a Tenant with a current leased office or retail space. Premises located at 101 N Wacker in Chicago, Illinois. Should Occupant's employment at 101 N Wacker cease for any reason, access and permission to use the Lounge will terminate immediately.
  - 2.2. Access to and use of Connect 101 Tenant Lounge is open to any Tenant's employee without regard to race, sex, ethnic background or religion. **All users must be at least eighteen (18) years of age.**
  - 2.3. Access to and use of Connect 101 Tenant Lounge shall, at all times, be subject to any and all rules and regulations now existing or hereafter promulgated by Building Owner or its Managing Agent.
  - 2.4. Owner or its Managing Agent may elect to revoke access and the use of the amenity (including cable TV and Wi-Fi) at any time at its sole discretion.
  - 2.5. All Governing Laws, Codes, and General Building Rules and Regulations shall apply to Connect 101 Tenant Lounge.
  - 2.6. No event held in Connect 101 Tenant Lounge may be used in order to generate income or profit for tenant, and use is strictly limited to events incidental to tenant's business (e.g., a party for employees) or be of a personal nature (e.g., retirements, business anniversary parties, etc.).
  - 2.7. Connect 101 Tenant Lounge shall not be used for any event honoring, featuring or raising funds for any public official, political organization or other entity that has a political or partisan characterization.
  - 2.8. User may not use the Connect 101 Tenant Lounge if an uncured default exists under its lease in the Building.
  - 2.9. The Office of the Building reserves the right to impose a reasonable limitation on the number of events which a Tenant may hold within any one (1) month or within any twelve (12) month period.
3. **No Guests** – Regular access to the Connect 101 Tenant Lounge is provided to Occupants of 101 N Wacker, only. Occupants shall not be entitled to bring an unregistered guest into the Connect 101 Tenant Lounge or lend their access card to any person. Access and Usage rights may be permanently revoked by Building Owner or its Managing Agent if Occupant is found violating this provision.
4. **Connect 101 Tenant Lounge Hours** – The Connect 101 Tenant Lounge will be open during the following times:
  - Monday – Friday: 6:00 a.m. to 6:00 p.m. On certain days where a Tenant has reserved the Lounge, the reserved area(s) will close at 3:00 p.m.
  - Saturday and Sunday: Closed
  - Building Holidays: ClosedThe Connect 101 Tenant Lounge may be reserved after-hours for a fee. Only Tenants of 101 N Wacker may reserve Connect 101 Tenant Lounge; individual Occupants may not request reservations. Tenants should contact the Office of the Building for additional information and reservation request forms.



5. **Occupant's Property** – Occupant acknowledges that Wi-Fi, televisions, other equipment, furniture, seating, kitchenette, cabinets and countertops are provided for the convenience of the Occupants only. Building Owner or its Managing Agent shall not be liable for the disappearance, loss, theft, or damage to or of any Occupant's personal property. Any property of Occupant remaining in the Connect 101 Tenant Lounge, after Occupant leaves, will be taken to the Office of the Building. Any personal property left in the Lost and Found for more than fourteen (14) days after found shall be deemed abandoned by Occupant.
  
6. **Involuntary Termination** – Building Owner or its Managing Agent reserve the right to terminate or suspend, for such period of time as Building Owner or its Managing Agent shall deem appropriate, any privileges of the Occupant as a result of failure to comply with any provision the Connect 101 Tenant Lounge Rules and Regulations or for any other actions that are in any way detrimental to the best interest of the operations of Connect 101 Tenant Lounge or its use by other Occupants. Access and Use may be terminated or suspended verbally with subsequent written notification to employer of Occupant.
  
7. **General Rules (7.1-7.10) & Event Rules (7.11-7.24)**
  - 7.1. Connect 101 Tenant Lounge is available to all building Occupants on a first-come, first-served basis.
  - 7.2. To keep Connect 101 Tenant Lounge clean and free of debris, every Occupant must clean up after his or her self. All trash shall be placed in the garbage or recycling containers provided by the Building. Failure to do so may result in revocation of usage rights by Owner or Owner's Manager.
  - 7.3. Cable TV is provided as a courtesy service as part of Connect 101 Tenant Lounge Amenity. Occupants may contact the Managing Agent with any special television programming requests. Managing Agent cannot guarantee accommodation but will consider the request if appropriate. Building Owner or its Managing Agent shall not be liable for any service outages as it relates to Cable stations.
  - 7.4. Furniture located within Connect 101 Tenant Lounge is provided as a courtesy as part of the Connect 101 Tenant Lounge Amenity. Furniture, equipment and any supplies may not be moved, removed, or relocated for any reason.
  - 7.5. Wireless Internet is provided as a courtesy service as part of the Connect 101 Tenant Lounge Amenity. In order to provide quality Internet service to everyone utilizing the Lounge, Occupants shall not "stream" or download large files. The wireless Internet service provided within the Connect 101 Tenant Lounge is for simple Internet "surfing" and email. Downloading illegal or inappropriate content as determined by Building Owner or its Managing Agent is strictly prohibited. Access and Usage rights may be permanently revoked by Building Owner or its Managing Agent if Occupant is found violating this provision. Furthermore, Building Owner or its Managing Agent shall not be liable for any service outages as it relates to wireless Internet.
  - 7.6. Connect 101 Tenant Lounge is not to be used for sleeping.
  - 7.7. Connect 101 Tenant Lounge is not to be used as secondary conference room.
  - 7.8. Connect 101 Tenant Lounge is not meant to be a substitution for officing and should not be used as such.
  - 7.9. Professional Courtesy to Others – Because Connect 101 Tenant Lounge is open to ALL tenants of 101 N Wacker, all users are expected to act in a professional manner and show professional courtesy to other users by acting and speaking in a low voice. Any person not exhibiting professional and courteous behavior will be asked to leave by building security.
  - 7.10. Smoking is strictly prohibited at all times.
  - 7.11. Tenant is responsible for obtaining all necessary and appropriate permits and licenses from each vendor relating to the event and providing copies of each item to the Office of the Building.
  - 7.12. Tenant is responsible for complying with all requirements of law relating to such Event.
  - 7.13. One to three Security Guard(s) may be required at the discretion of Office of the Building and will be an additional cost to the user.



- 7.14. All events must be concluded by 9:00 p.m. and will be strictly enforced.
  - 7.15. Guests must use elevators designated by the Office of the Building.
  - 7.16. Entrance for Event will be limited to the main entrance; however, all building entrances must remain unobstructed at all times.
  - 7.17. The Service Elevator doors are to be closed at all times.
  - 7.18. Guests must stay within designated area only.
  - 7.19. Tenants are responsible for keeping guests orderly at all times.
  - 7.20. No individuals under the age of eighteen (18) shall be permitted in the Connect 101 Tenant Lounge.
  - 7.21. The Connect 101 Tenant Lounge shall not be used for any offensive purpose.
  - 7.22. No signage, decorations, frames, etc. shall penetrate the floors, walls, planters or any other permanent fixtures of Connect 101 Tenant Lounge.
  - 7.23. Users will protect Connect 101 Tenant Lounge furniture from scratches beyond normal wear and tear, and are prohibited to rearrange or remove the furniture.
  - 7.24. No open flames shall be permitted (other than properly supervised chafing dishes).
8. **Additional Insurance** – Owner may require different or additional insurance, depending on the nature of the use or if alcohol will be present. All indemnification, insurance, limitations on liability and waiver of subrogation provisions set forth in Tenant’s lease shall be applicable to both the event and Tenant’s use of Connect 101 Tenant Lounge, as if the same was a portion of Tenant’s leased premises.
  9. **Catering and Vendors** – Users may have food and refreshments catered in the space(s) by a vendor of their choice but are responsible for notifying the Office of the Building if any outside vendors will be used. All such vendors will be subject to approval by the Office of the Building prior to an event and a certificate of insurance must be submitted for any and all outside vendors. **Liquor Liability / Dram Shop insurance is required if liquor will be served during an event. Please see Exhibit D for event vendor insurance requirements.**
  10. **Loading and Unloading** – The loading dock is accessible until 3 p.m., after which a 4-hour Security Officer charge may be incurred. All dock and freight elevator reservations must be confirmed in advance with the Office of the Building and Certificates of Insurance must be provided for each Vendor entering/leaving the dock and freight elevator areas. Vendors are not permitted to park in the Loading Dock throughout the event, unless previously approved by the Office of the Building in writing.
  11. **Additions and Modifications to Rules and Regulations** – Building Owner and Managing Agent expressly reserve the right to add to, or modify, these rules and regulations, all of which shall be binding upon each Tenant and its respective invitees and other Occupants upon delivery of such additions or modifications to the respective Tenant.





## EXHIBIT D – CONNECT 101 TENANT LOUNGE INSURANCE REQUIREMENTS

The Service Contractor shall provide the following minimum insurance coverage:

- A. *Workers' Compensation:*** Including Waiver of Subrogation against Owner  
Statutory limits – box must be checked to show that coverage is in place. If coverage is for a monopolistic state (Washington, Ohio), submit a copy of a current state issued Certificate of Insurance.
- B. *Employers' Liability:*** Including Waiver of Subrogation against Owner  
\$ 1,000,000 each accident  
\$ 1,000,000 disease – policy limit  
\$ 1,000,000 disease – each employee
- C. *Commercial General Liability:***  
\$ 1,000,000 each occurrence  
\$ 2,000,000 general aggregate (per project)  
\$ 2,000,000 products/completed operations  
Coverage shall include contractual and personal/advertising liability, with a cross-liability endorsement, severability of interests clause, and medical payments, as well as bodily injury, broad form property damage liability providing coverage for explosion, collapse, and underground hazards, independent contractors, products liability, ongoing and completed operations, arising from or out of work Contractor on the Project. Contractors completed operations cover shall remain in effect for two years after completion of the Project or to the statute of limitations, whichever is longer. Coverage shall include Owner, Owner's representative, and their designees as Additional Insureds. Any general aggregate shall apply on a "per project" basis and the Certificate of Insurance must state the same. In the event that "per project" coverage is not provided, both occurrence and aggregate limits will be increased. Coverage shall be provided on an "occurrence" basis rather than a "claims made" basis.  
**Endorsement CG 20 10 11 85 is required. If the CG 20 10 11 85 endorsement is not available, equivalency can be achieved by providing both CG 20 10 10 01 and CG 20 37 10 01 endorsements.**
- D. *Business Auto Liability:*** "Any auto" coverage is required.  
\$ 1,000,000 each accident
- E. *Umbrella Excess Liability:***  
\$ 5,000,000 per occurrence, aggregate  
Follow form coverage shall be excess of required commercial general liability, business auto liability and employers liability insurance. The "Umbrella Liab" or "Excess Liab" block must be checked on the Certificate of Insurance. If coverage is not in umbrella form, the Certificate of Insurance must include specific reference to the underlying coverages applicable, i.e., excess of commercial general liability, business auto and employers liability. Additional Insured status shall be afforded on the Certificate of Insurance *and* by endorsement.
- F. *Professional Liability/Errors and Omissions:***  
Errors and Omissions \$1,000,000+ per occurrence, aggregate  
Professional liability insurance is required for all consultants such as architects, engineers, consultants, construction managers or other professional disciplines. Required limits will be determined on case by case basis. Consult with Risk Management for the appropriate limits and duration of required coverage following completion of work. This coverage is required for all Coverage is to be provided for a minimum of two years after work has been completed. Alternatively, a minimum two-year Extended Reporting Period Endorsement (tail coverage) may be provided to satisfy this requirement. Any retroactive date of coverage is to be no later than the commencement date of the first contract.
- G. *Environmental Liability:***  
Environmental Liability \$5,000,000+ per occurrence, \$8,000,000+ aggregate  
Environmental liability insurance is required for any environmental or remediation work. Such insurance shall include coverage for the environmental condition being remediated. Additional Insured status is required for entities listed as Additional Insureds in this Agreement.



**H. All Risk Property Insurance:**

Coverage is required for replacement cost of the contractor's or vendor's tools/equipment and supplies, whether owned or rented, brought onto and/or used at or for project. Hand tools (other than specialized equipment) may be self-insured. Any deductible shall be the sole responsibility of the contractor or vendor.

**I. Commercial Crime / Employee Dishonesty:**

Crime Insurance or Fidelity Bond \$1,000,000 per occurrence

Crime insurance or a fidelity bond is required for all janitorial and security vendors and all vendors performing work in occupied spaces.

**J. Temporary or "Temp" Workers:**

Alternative Employer Liability \$1,000,000 per occurrence

Temporary Workers require an Alternative Employer Endorsement providing Additional Insured status for entities listed as Additional Insureds in this Agreement.

**K. Thirty Day Notice Requirements:**

All policies must be endorsed to require that insurers give 30 days' prior written notice given to Owner prior to cancellation. The required Notice of Cancellation Endorsement must accompany the Certificate of Insurance.

**L. Additional Insured Requirements:**

Additional Insured status is required for entities listed as Additional Insureds in this Agreement.

**The following entities shall be named as Additional Insured:**

**BAEV-LaSalle Chicago North Wacker Drive, LLC; LaSalle Investment Management, Inc.; Jones Lang LaSalle Americas (Illinois), L.P., and their respective partners, agents and employees**

It must specifically state on the Certificate of Insurance that Additional Insured status is afforded to these entities with respect to General Liability, Business Auto and Umbrella / Excess Liability insurance. The required Additional Insured Endorsements shall accompany the Certificate of Insurance.

**M. Insurance Carrier Licensing & Rating Requirements:**

Insurers must be licensed or authorized to do business in the state in which the property is located and have an A.M. Best's Rating of "A-" "VIII" or better. A.M. Best's Ratings should be noted on the Certificate of Insurance next to the company affording coverage.

**N. Primary & Non-contributory Status Requirements:**

All liability insurance required per this Exhibit C is primary and non-contributory to any insurance maintained by Additional Insureds.

**Certificate Holder Requirement:**

**BAEV-LaSalle Chicago North Wacker Drive, LLC  
c/o Jones Lang LaSalle Americas (Illinois), L.P.  
101 North Wacker Drive, Suite 350  
Chicago, IL 60606**

**O. Location Identification Requirement:**

The location where the service or work is being performed must be indicated on the Certificate of Insurance in the box labeled "Description."

**P. Certificate Signature Requirement:**

The agent must sign the Certificate of Insurance.