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**7th Floor Conference Center Request**

**Email to** **OSD@Hines.com**

**Tenant Name:** Choose an item. **Phone:** Click or tap here to enter text.

**Contact Person:** Click or tap here to enter text. **Time:** Start time **to** End time

**Reservation Date:** Click or tap to enter a date. **Pre-print iVisitor Badges?** [ ] Yes[ ] No

**Number of Guests Attending:** Enter # **(60 max) Tenant Lounge Kitchenette Use?** [ ] Yes[ ] No

**Room Setup:** Choose an item. **Delivery Time:** Click or tap here to enter time.

**Caterer Name:** Click or tap here to enter text.

**Av Equipment:**

[ ] **80” LED Monitor with Sound Bar**

[ ] **Polycom Conference Phone**

[ ] **Podium**

[ ] **Flip Chart**

**Notes:**Click or tap here to enter text.

**\*Please note that the Tenant Lounge and Kitchenette are shared spaces that will remain accessible to other tenants during Conference Center events.**

## Rental rate is $50/hour or $400/day. Reservations must be made 48 hours in advance. Requests for Monday rentals must be received by 12pm the previous Friday. To avoid being charged your full rental rate, we do require 24 hour advance notice for any cancellations. Tenants are responsible for entering guests in iVisitor and providing the name and proof of insurance for outside vendors, including catering companies. Tenant is responsible for any lost or damaged Conference Center equipment.