

# 811 MAIN

## Conference Center

### General Information/Rules and Regulations:

The Conference Center business hours are from **8:00am – 5:00pm**, Monday through Friday.

- Non-medical face coverings are recommended in common areas. It will be the responsibility of the tenant to determine if they require face coverings while in each conference room.
- Touchless hand sanitizer stations are provided.
- Routine daily disinfectant cleaning of all touchpoints and deep electrostatic cleaning nightly.

| Room Name                   | Fee                  | Setup Options  |
|-----------------------------|----------------------|--|
| Walker Conference Room      | \$35/day             | Seats max. 10 people<br>Social Distancing: 5 people  |
| Fannin Boardroom            | \$35/day             | Seats max. 16 people<br>Social Distancing: 8 people  |
| MPR – Main N                | 1 – 75 people: \$50  | Classroom – Seats up to 18 people<br>U-Shape – Seats up to 22 people<br>Auditorium (chairs only) – Seats 75 people |
| MPR – Main S                | 1 – 75 people: \$50  | Classroom – Seats up to 18 people<br>U-Shape – Seats up to 22 people<br>Auditorium (chairs only) – Seats 75 people |
| MPR – Main N and S Combined | 1 – 150 people: \$75 | Classroom – Seats up to 48<br>Auditorium (chairs only) – Seats 150 people  |

### Reservations:

The conference center is for the use of 811 Main tenants only. Please note we are an amenity for the tenants of the building only. Thus, regional, industry, area and large client reservations will not be accepted.

- All reservations are on a first come first serve basis.
- All reservations for use of this facility must be requested through Hilary Menendez, [811.mainCC@hines.com](mailto:811.mainCC@hines.com)
- Reservations will be confirmed via email.
- Please inform us if meeting attendees will be arriving from outside the building and will be utilizing our visitor parking. **We have a (15) spot maximum for non-tenants. If this policy is abused, we reserve the right to decline conference center event requests.** Tenants are responsible for validating their attendees' parking.
- Please send set up instructions (i.e. head count, table set-up, chairs, seating style, etc.) to [811.mainCC@hines.com](mailto:811.mainCC@hines.com) **at least three business days prior to event.** If this is not done, availability of tables/chairs cannot be guaranteed. See attached reservation form to be filled out and signed.
- Cancellation must be emailed to [811.main@hines.com](mailto:811.main@hines.com) and/or [811.mainCC@hines.com](mailto:811.mainCC@hines.com) If cancelled with less than two (2) business days' notice of the event the following charges will be applied:
  - Walker Conference: \$75 per day
  - Main MPR \$150 per day
  - Fannin Boardroom: \$75 per day
- Items cannot be stored in the room the day before or after a meeting.
- Exceptions to this rule must be discussed and approved by [811.main@hines.com](mailto:811.main@hines.com) prior to the meeting.

### Overtime:

- A \$50 overtime fee will be applied to meetings beginning at 7:30am and ending at 5:30pm. This fee will apply for each 30 minute overtime session whether in the AM or PM.
- Any exceptions to these rules must be discussed and approved through [811.main@hines.com](mailto:811.main@hines.com).

## Amenities:

### Beverage/Snack Service

- Water: \$1.00/bottle on consumption
- Sodas: \$1.00/soda on consumption
- Coffee: \$1.50/person
- Breakfast Snacks: \$10.00 for 10 pieces (Granola Bars)
- Afternoon Snacks: \$10.00 for 10 pieces (Chips/Nuts)
- Assorted Candy Bowl \$10.00 for 50 pieces (Mints/Chocolate)

### Catering

- We must be informed of the catering service you will be using as well as the delivery time at least 48 hours prior to the start of your meeting.
- Catering may not arrive prior to **7:15am**.
- If box lunches are going to be used, please let us know so that we can provide additional trashcans.

### Equipment

- Projector and Screen: No charge
- Dry erase boards and markers: No charge
- Podium (available upon request): No charge
- Microphones: No charge
- Polycom (teleconferencing): No charge
- Let us know if a laptop is required.
- Complimentary Wi-Fi

## Condition of Room:

1. All materials brought into the room should be removed as soon as the meeting is completed.
2. Standard cleaning is included in the room charge. However additional charges will be assessed if extra care is needed (stains on carpet, marks on wall, etc).
3. **Do not use tape or thumbtacks on any wall or on the tables in the conference rooms.**

**811 MAIN CONFERENCE CENTER RESERVATION FORM**

Title of Meeting: \_\_\_\_\_ Date of Meeting: \_\_\_\_\_

Tenant (Company) Name: \_\_\_\_\_

Onsite Contact: \_\_\_\_\_ Onsite Contact Phone Number: \_\_\_\_\_

Setup Time: \_\_\_\_\_ Time: (start-end): \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Onsite Contact Email: \_\_\_\_\_

- Will attendees be coming from outside the building (using visitor parking?)  Yes  No
- How many cars? (15 Maximum) \_\_\_\_\_
- Note: Parking is not included in the conference center pricing.

Room(s): \_\_\_\_\_

**Type of Room Setup:**

Town Hall  Classroom  U-shape  Other: \_\_\_\_\_

**Equipment Needed:**

Projector and screen  Teleconferencing  Videoconferencing  Standing Podium  Microphones  Laptop  
 Other \_\_\_\_\_

**Caterer Information:**

Name of Caterer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Timeframe of arrival: \_\_\_\_\_ Refreshments Inside/Outside Room: \_\_\_\_\_

Other Vendor(s): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Timeframe of arrival: \_\_\_\_\_

**Beverage Service:**

- |  |                   |  |
|--|-------------------|--|
| <input type="checkbox"/> Coffee              | \$1.50/person     | Number of Attendees: _____                         |
| <input type="checkbox"/> Soda                | \$1.00/can        | Charged based on consumption                       |
| <input type="checkbox"/> Water               | \$1.00/bottle     | Charged based on consumption                       |
| <input type="checkbox"/> Breakfast Snacks    | \$10.00/10 pieces | Package not based on consumption (Granola Bars)    |
| <input type="checkbox"/> Afternoon Snacks    | \$10.00/10 pieces | Package not based on consumption (Chips/Nuts)      |
| <input type="checkbox"/> Assorted Candy Bowl | \$10.00/50 pieces | Package not based on consumption (Mints/Chocolate) |

Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

***By signing this document, the tenant agrees to the costs check marked above and Hines will bill back accordingly.***

***All conference center reservation request forms should be emailed to [811.mainCC@hines.com](mailto:811.mainCC@hines.com). Cancellation must be emailed to the Conference Center Coordinator. If canceled with less than two business days' notice of the event, the room fee will be applied.***

Office Use Only:  
Billing Code: \_\_\_\_\_ Received by Hines: \_\_\_\_\_