811 MAIN

CONFERENCE CENTER RESERVATION FORM

Title of Meeting: _____   **Date of Meeting:** _____

Tenant (Company) Name: _____   **Number of Attendees**: _____

Meeting Host: _____   **Reservation booked by:** _____

Onsite Contact: _____   **Onsite Contact Phone Number:** _____

Onsite contact's email: _____   **Secondary contact:** _____

Start Time: _____   **End Time:** _____

- 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): ☐ Main (North) ☐ Main (South) ☐ Main (Combined) ☐ Walker ☐ Fannin

Type of Room Setup:

☐ Town Hall ☐ Classroom ☐ U-shape ☐ Other: _____

Equipment Needed:

☐ Projector and screen ☐ Teleconferencing ☐ Videoconferencing ☐ Extension Cord ☐ Microphones ☐ Clicker

☐ Notepads/pens ☐ Other _____

Caterer Information:

Name of Caterer: _____   Phone Number: _____

Timeframe of arrival: _____

Beverage Service: Would you like for the Refreshments to be set up ☐ Inside or ☐ Outside of the reserved room?

☐	Coffee	$18 per pot /serves 12	Please advise the number of pots needed _____
☐	Soda	$1.00/can	Charged based on consumption
☐	Water	$1.00/bottle	Charged based on consumption
☐	Breakfast Snacks	$2/per Kind Bar, Muffin	Charged based on consumption
☐	Afternoon Snacks	$2/ per bag of chips	Charged based on consumption
☐	Afternoon Snacks	$1.50/ nuts	Charged based on consumption

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 submitted via email to either 811.main@hines.com or 811main.CC@hines.com. Cancellations must be emailed at least two business days before the reserved event. If canceled with less than two business days' notice of the event, a cancellation fee will be applied. (Please see CC rules and regulations sheet for cancellation rates)