

# Tenant Conference Center Reservation Form

Company Name: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

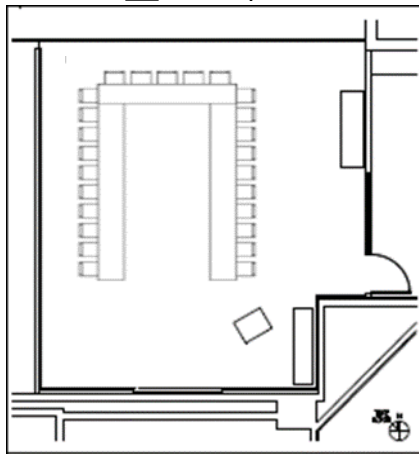
Onsite Contact: \_\_\_\_\_ Onsite Contact Phone Number: \_\_\_\_\_

Set-up Time: \_\_\_\_\_ Date & Time (start-end): \_\_\_\_\_

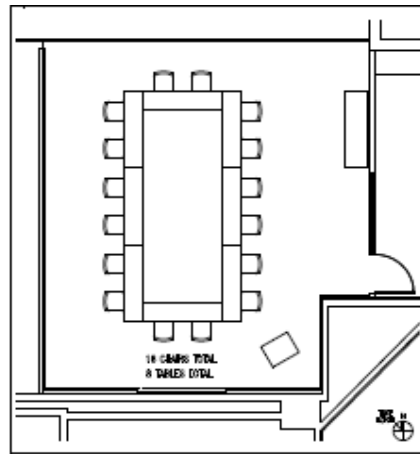
A) Boardroom (Seats 8)

B) Training Room Set-up (Seats up to 44):

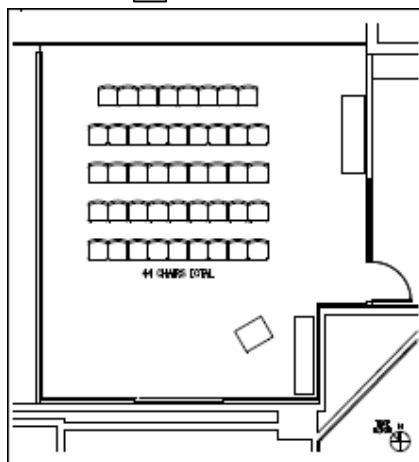
U-shape



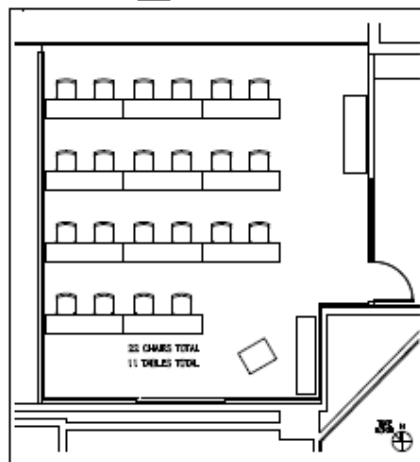
Conference



Auditorium



Classroom



Additional Comments:

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**Equipment Needed:**

- Presentation Screen: No charge
- Wireless Presentation Devices (dongles): No charge
- Polycom (boardroom teleconferencing): No charge
- Microphones (training room teleconferencing): No charge
- Standing Podium: No charge
- Dry Erase Board w/markers: No charge
- Flip Chart w/markers: \$15.00 fee

**Catering Information:**

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

Estimated Time of Arrival: \_\_\_\_\_

\*\* Dock parking is permitted for unloading ONLY (30-minute maximum)

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

\* Return completed form to Hines (Suite 2250) or email [Ashley.Adams@hines.com](mailto:Ashley.Adams@hines.com) and [Roseanne.Martinez@hines.com](mailto:Roseanne.Martinez@hines.com) for scheduling.

**Office Use Only:**

Aware WO #: \_\_\_\_\_ Received by Hines: \_\_\_\_\_