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**7th Floor Tenant Lounge Request**

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

**Tenant Name:** Choose an item.

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

**Time:** Start time **to** End time

**Pre-print iVisitor Badges?** [ ] Yes[ ] No

**Tenant Lounge Kitchenette Use?** [ ] Yes[ ] No

**Delivery Time:** Click or tap here to enter time.

**Contact Person:** Click or tap here to enter text.

**Reservation Date:** Click or tap to enter a date.

**Number of Guests Attending:** Enter # **(60 max)**

**Room Setup:** Choose an item.

**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 Conference Center is a shared space that will remain accessible to other tenants during Lounge 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.