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**7th Floor Reservation Form**

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

**Contact Phone Number:**

**Time:**

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

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

**Catering by Vendor?** [ ] Yes **or** [ ] No

**\*If Yes, Certificate of Insurance must be provided.**

**Choose your Location:** Choose an item.

**Tenant Name:** Choose an item.

**Contact Person:**

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

**Number of Guests Attending: (80 max)**

**Room Setup:** Choose an item.

**Additional Request Options:**

**Notes:**

[ ] **Bluetooth Speaker and Microphone**

[ ] **Podium**

[ ] **Owl**

[ ] **Flip Chart**

[ ] **Tablecloths**

[ ] **Coat Rack**

[ ] **HDMI Extension Cable**

[ ] **Ice Bucket**

[ ] **Usage of Dishwasher**

**\*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. 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.