






717 TEXAS | LEVEL 12

# CONFERENCE CENTER

717 TEXAS

Hines

# A WARM HELLO

Thank you for your interest in hosting your meeting with us!

Whether hosting an important client or celebrating a company achievement, the 717 Texas conference facility is equipped for all of your meeting needs. Boasting one executive boardroom and two training rooms that combine into one large meeting room, our conference facility can host anywhere from one to 112 people.

All rooms are complete with audio visual, including projector or flat screen display, microphone, house sound, as well as video and teleconferencing capabilities.

Beverage service, such as coffee, tea, water, and soft drinks, can be provided upon request for a nominal fee. We can also assist you with catering!

The following pages detail the considerations for planning your meeting or event within our facility. Should you like to move forward with making a reservation request, please complete the Event Profile page. We are also happy to schedule a tour, so you experience all that our conference center has to offer.

Our focus is to exceed your expectations and we look forward to partnering with you on a successful meeting.

Sincerely,



**MADDIE WOODFIN**
Administrative Assistant

713.237.5750
maddie.woodfin@hines.com

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# EVENT PLANNING RESOURCES

OVERVIEW • RENTAL RATES • EVENT POLICIES
BOOKING FORMS • AMENITIES • TECHNOLOGY • MARKET & TERRACE
RENTALS • GUEST INFORMATION • SETUP DIAGRAMS





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# BOARDROOM

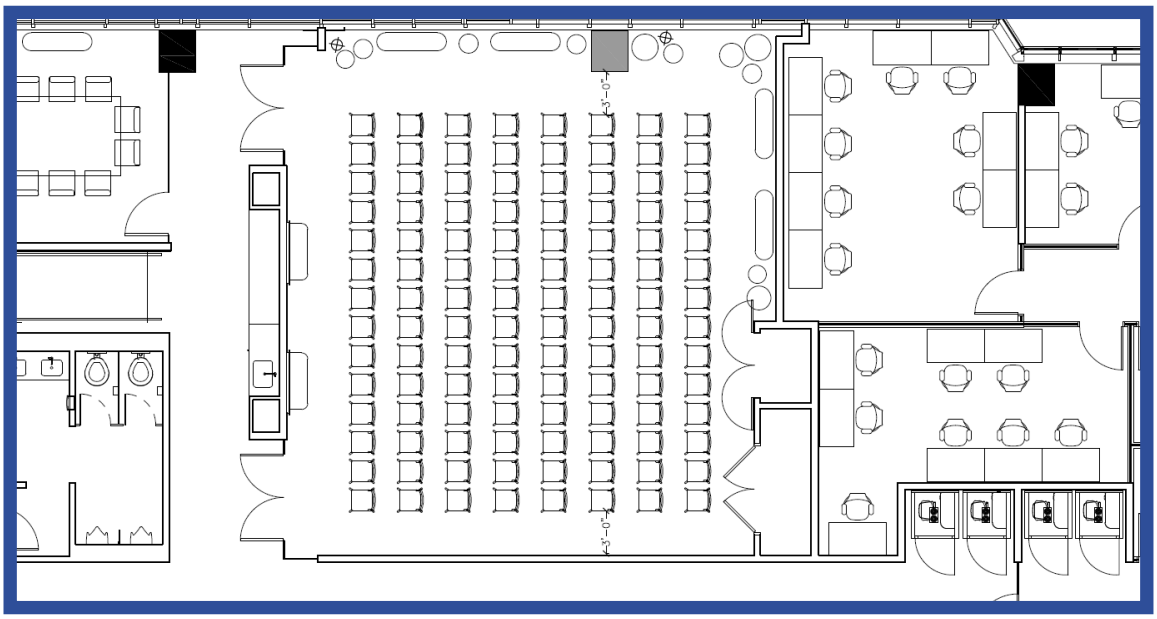
Our Bahia Boardroom is located on the 12th floor and seats up to 22 people.

This meeting room is well-suited for formal presentations and board meetings.



# COLLABORATE

On Level 12, you will find our two training rooms that can combine into one large meeting room and overlook the terrace garden. Each training room features modern audio visual capabilities, as well as a large rolling white board, a podium (available upon request), a laptop, and credenzas at the front of the room to layout training materials. Outside of each room is a built-in credenza for food and beverage service.



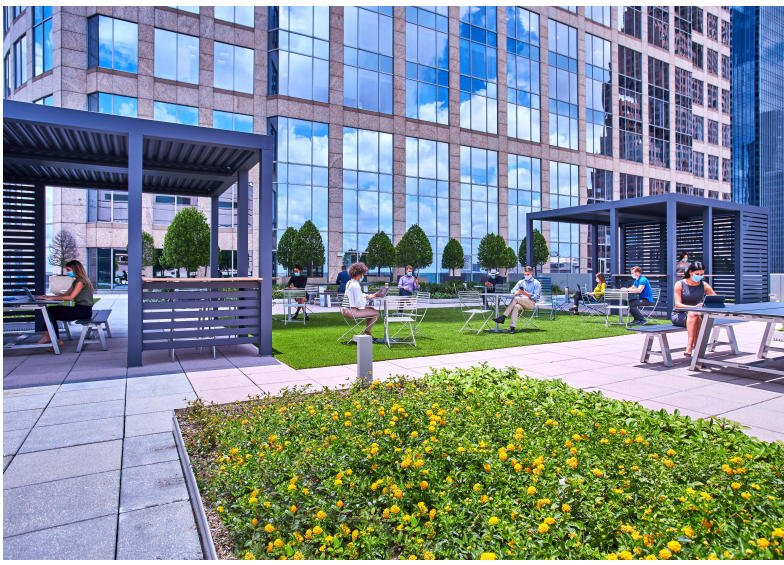
# RENTAL RATES

The Conference Center business hours are from 8:00 am - 5:00 pm Monday through Friday. If needed, the event coordinator will be allowed access into the room 30 minutes prior to the scheduled start of the meeting. Beverages will be set up 10 minutes prior to the start of the meeting.

Any meeting that starts before 7:30 am or ends after 5:00 pm, will incure a $50 per hour fee for tenants.

| ROOM NAME | FEE | SETUP OPTIONS |
|---|---|---|
| BAHIA BOARDROOM | $60/DAY | BOARDROOM - SEATS 22 PEOPLE |
| TEXAS TRAINING ROOM A | 1 - 42 PEOPLE: $90 | CLASSROOM - SEATS UP TO 16 PEOPLE<br>BOARDROOM - SEATS UP TO 24 PEOPLE<br>TOWN HALL (CHAIRS ONLY) - SEATS 42 PEOPLE |
| TEXAS TRAINING ROOM B | 1 - 40 PEOPLE: $60 | CLASSROOM - SEATS UP TO 16 PEOPLE<br>BOARDROOM - SEATS UP TO 24 PEOPLE<br>TOWN HALL (CHAIRS ONLY) - SEATS 40 PEOPLE |
| TEXAS TRAINING ROOM (FULL) | 112 PEOPLE: $150 | CLASSROOM - SEATS UP TO 40 PEOPLE<br>TOWN HALL (CHAIRS ONLY) - SEATS 112 PEOPLE |





**Any exceptions to these rules must be approved through Property Management at 717.TexasPM@hines.com*

# EVENT POLICIES

## RESERVATIONS

- All reservations are on a first come first serve basis.
- All reservations for use of this facility must be requested through Hines Property Management Office, 717.TexasPM@hines.com.
- Reservations will be confirmed via email.
- Please send set up instructions (i.e. head count, table set-up, chairs, seating style, etc.) to 717.TexasPM@hines.com **at least three business days prior to event**. If this is not done, availability of tables/chairs cannot be guaranteed.
- Cancellation must be emailed to 717.TexasPM@hines.com. If cancelled less than one (1) business day's notice of the event the following charges will be applied:
    - Bahia Boardroom: $60/day
    - Texas Training Rm A: $90/day
    - Texas Training Rm B: $60/day
    - Texas Training Rm Full: $150/day
- Tenants hosting meetings in the conference center are responsible for validating their attendees' parking.
    - Please inform us if meeting attendees will be arriving from outside the building and will be utilizing our visitor parking.
    - To buy parking validations, email 717Texas@winpark.com.
- Items cannot be stored in the room the day before or after a meeting.
    - Exceptions to this rule must be discussed and approved by Property Management prior to the meeting.

## CONDITION OF ROOM

- All materials brought into the room should be removed as soon as the meeting is completed.
- 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.)
- Do not use tape or thumbtacks on any wall or on the tables in the conference rooms.

# EVENT PROFILE

**Company Name:** _____

**Date of Meeting:** _____

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

**Onsite Contact Email:** _____

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

- Will you need to access the Conference room to set up before the meeting? If yes, what time? _____
- What time will all items be removed from the Conference room (this is including any rentals/catering)? _____

**Number of Attendees**: _____

- Will attendees need parking? ☐ Yes ☐ No
- How many cars? _____
- Note: Parking is not included in the conference center pricing. To purchase parking validations in advance, contact 717Texas@winpark.com

**Room:** ☐ Training Room ☐ Boardroom

**Training Room Layout:** ☐ Classroom ☐ U-Shape ☐ Pods ☐ Presentation ☐ Other: _____

**Equipment Needed:** ☐ Podium ☐ Videoconferencing ☐ Teleconferencing ☐ Projector and Screen

☐ Other: _____

**Caterer Information:**

Name of Caterer: _____ Timeframe of arrival: _____ Refreshments Inside/Outside Room: _____

Other Vendor(s): _____ Phone Number: _____

Timeframe of arrival: _____

**Beverage Service:**

☐ Soda/Water $3.00/person

☐ Coffee $25/canister

Signature: _____ Date Submitted: _____

***All conference center reservation request forms and cancellation requests should be emailed to 717.TexasPM@hines.com.***

***If cancelled with less than one business days' notice of the event, the room fee will be applied.***

# HINES MANANGEMENT SERVICES
# COMMON AREA EVENT POLICIES AND GUIDELINES

Region or Location: _____

The following policies and guidelines apply to common area events at the location referenced above:

1. Use of the common areas, such as the lobby, is available for events sponsored by buildings tenants. All such events must have prior written approval from the Hines Property Management office before planning begins. This includes a preliminary meeting with Hines, receipt of signed event contract, and a confirmation approval email from Hines.

2. Any additional staffing, HVAC or other out-of pocket expenses will be borne by the event host. These expenses may include the cost of additional cleaning, parking, trash hauling, and security guards. Any damage to the property caused by the event will also be the sole responsibility of the event host organization.

3. All deliveries must be coordinated with the Hines Property Management office. Deliveries must arrive through the building loading dock and be transported using the designated freight elevators. Rentals will not be accepted by building personnel without prior advisement. Hines Property Management is not liable for any rented items. Any storage of items prior, during or after the event must be coordinated by the Hines Property Management staff. Rentals must be cleared from the rental room immediately after the event. This includes all tables and chairs, display stands, catering equipment, musical instruments, plants, decorations, etc.

4. General cleaning, including general tidiness, sweeping, trash removal and bussing, must be done by the host organization and/or caterer during and immediately following the function. The property management office will handle restroom cleaning and stocking and any cleaning that requires the use of water or chemicals. The property should be kept tidy and clean throughout the event and left in the same condition as found. All trash should be delivered to the loading dock area. All areas should be clean and ready for business the next morning. Cleaning conducted by the building's janitorial crew, including removing stains and debris from the event, will be invoiced to the host organization.

5. Event parking may be available in the garage and will be paid by the individuals parking or by the host organization.

6. Maximum occupancy must not exceed fire code limits.

7. City codes and local ordinances dictate the rules regarding open flames and cooking. Most warming dishes and sterno are acceptable, but please confirm machinery approval prior to deciding on menus that may require additional equipment. No stoves/ovens are allowed; the heat and smoke produced may trigger the fire alarm system. No smoke or smoke machine of any kind is allowed in common areas.

8. Decorations, furnishings, and equipment must be approved. Since all building surfaces are either carpeted, wood or stone, care must be taken to protect floors and walls. Nothing can be hung from the walls, ceiling, etc. in the building. Furniture may be moved but must be approved and coordinated through Hines Property Management. The installation and removal of all items must be coordinated around the routine schedules of the tenants and is the sole responsibility of the host organization in coordination with Hines Property Management.

9. Property Management reserves the right to decline any type of activity, food, beverage, music, décor, etc. if it could cause damage, create a nuisance, disrupt business, or interfere with the building's normal operation.

10. All event costs are the responsibility of the host organization.

**Acknowledged and Accepted:**

Signed: _____ Name of Signatory: _____

Host Organization: _____ Date Signed: _____

Name of Event: _____ Date of Event: _____

# ADDITIONAL AMENITIES

## BEVERAGE SERVICE

- Bottled Water & Sodas: $3.00/person
- Coffee: $25 (provides 30, 8 oz cups, per canister)

## 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 arriving before 8:00 am must be coordinated with property management. If box lunches are going to be used, please let us know so that we can provide additional trashcans.
- Absolutely no open flames, including sternos.

## EQUIPMENT

- Projector and Screen: No charge
- Dry erase boards and markers: No charge
- Podium (available upon request): No charge
- Polycom (teleconferencing): No charge
- A laptop will be provided in each room upon request - please bring your presentation materials on a flash drive.



# TECHNOLOGY ON LEVEL 12

## *TRAINING ROOMS*

- Wireless presentation system (both wireless and USB dongle)
- Ceiling mounted microphone for tele/video conferencing
- Video conferencing camera (for viewing speaking position only)
- 1080p projector
- 128-inch motorized projector screen in the large room and two 80 in TVs in the large room (one 80 in TV when the room is divided)
- Ceiling mounted speakers for speaker amplification, computer audio, tele/video conferencing
- Wireless touchpad controller for video input selection, volume adjustment, phone dialing, etc.

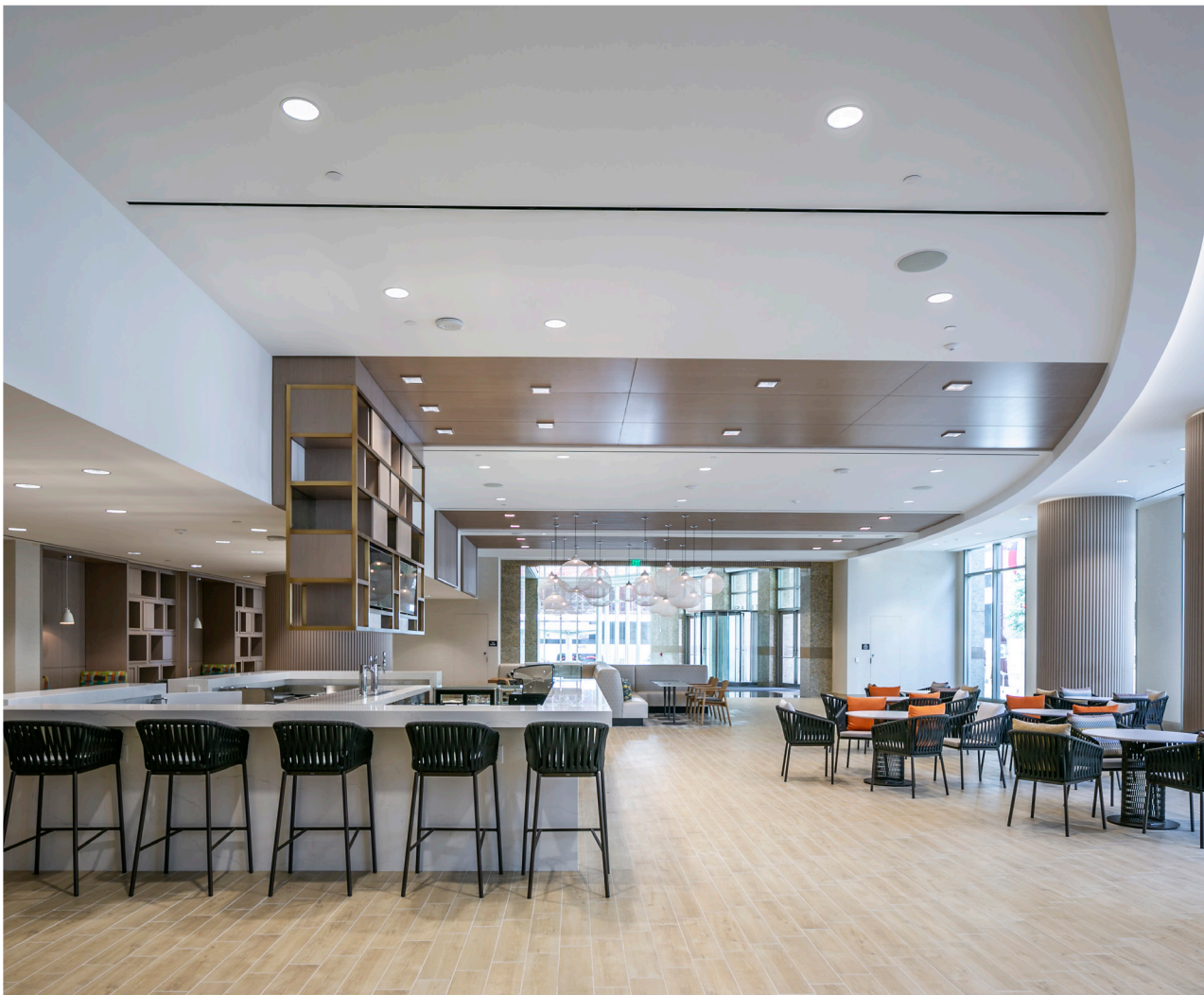
## *BOARDROOM*

- Two HDMI inputs at table
- Wireless Presentation System (both wireless and USB dongle)
- Mounted microphone for tele/video conferencing
- Wireless microphones for tele/video conferencing
- Video conferencing camera (for viewing speaking position)
- 90-inch 4K flat panel display (med/lrg); 75-inch 4K flat panel display (sm)
- Mounted speakers for speaker amplification, computer audio, tele/video conferencing
- Wireless touchpad controller for video input selection, volume adjustment, phone dialing, etc.



# TERRACE

# MARKET



# RENTAL RATES

## TERRACE RENTAL FEES

- $150/day (8:00 AM - 5:00 PM)
- $200/evening (after 5:00 PM)
- $500 for weekends

## MARKET RENTAL FEES

- $300/day (3:00 PM - 5:00 PM)
- $400/evening (after 5:00 PM)
- $1,000 for weekends

## ADDITIONAL FEES

- $30 per hour Overtime Air Fee for air outside of the 8:00 AM - 5:00 PM workday.
- $25 per hour for an Engineer to be present on site if the event is after hours or on the weekend.
- $25 per hour for the Conference Center Coordinator to be on site if the event is after hours or on the weekend.
- $50 per hour with a (4) hour minimum for HPD Officer if event will have alcohol served.
    - Qty. 1 per 100 guests
    - $40 coordination fee
    - HPD Officers must be arranged directly by the event host with Property Management
- Post Event Clean-Up Fee
    - General clean-up must be done by the host organization immediately following the function. This includes picking up all trash/debris on the floor.
    - A cleaning proposal will be arranged directly by the event host with Property Management.
        - For 50+ people there will be a standard $50 fee per event space, Monday - Friday, 8:00 AM - 5:00 PM.
        - All other time frames - our housekeeping supervisor with Velociti will provide the fee proposal and send to you before the event for confirmation. This fee varies.

## OPTIONAL FEES

- Parking Validations are available for purchase. Please contact Shannon Mayfield at 717Texas@winpark.com for more details.

# EVENT INFORMATION

- Delivery and removal of rentals must be coordinated through 717.TexasPM@hines.com.
  - Rentals will not be accepted by any building personnel without prior advisement.
  - Property Management is not liable for any rented items.
  - Rentals must be removed immediately following the event.
  - A COI must be provided to Property Management before any catering or rental items are brought on property.

- During business hours (8:00 AM - 5:00 PM), loading dock access to vendors is first come first serve for 30-minute access periods. Extended loading dock parking will be allowed after 5:00 PM and should be coordinated through 717.TexasPM@hines.com.
  - The freight elevator must be used for transport of items.

- The City of Houston Fire Codes dictates the rules regarding open flames and cooking in the building. Most warmed dishes are acceptable, but sterno use is not allowed. Please confirm machinery approval prior to deciding on menus that may require additional equipment. No stoves/ovens are allowed; the heat and smoke produced may trigger the fire alarm system. No smoke or smoke machine of any kind is allowed. Absolutely, no lit candles.

- The Terrace has 3 circuits to provide electricity and 6 outlets. Please check with your caterer that this will fit your electrical needs.

- All evening events require written approval from the Property Management Office before planning begins. Property Management reserves the right to decline any request for lobby use.



# EVENT PROFILE

**Tenant Name**: _____

☐ **Market** ☐ **Terrace**

**Date of Event:** _____

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

**Onsite Contact Email:** _____

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

- Will you need to access the Terrace/Market to set up before the event? If yes, what time? _____
- What time will all items be removed from the Terrace/Market (this is including any rentals/catering)? _____

**Number of Attendees**: _____

- Will attendees need parking? Yes ☐ No ☐
- How many cars? _____
- Note: Parking is not included in the Terrace/Market pricing. To purchase parking validations in advance, contact 717Texas@winpark.com.

**Caterer Information:**

Name of Caterer: _____ Phone Number: _____

Timeframe of arrival: _____

Other Vendor(s): _____ Phone Number: _____

Other Vendor(s): _____

Other Vendor(s): _____

Timeframe of arrival: _____

Electrical Outlets: we have three circuits with 6 outlets in total on the Terrace. How many Circuits will you use? _____

Alcohol Being Served: ☐ Yes ☐ No

**Please note that HPD will need to be onsite if alcohol is served. HPD is available at $50 an hour, with a four-hour minimum, along with a $40 HPD coordinator fee. This cost is in addition to the Terrace/Market reservation fee.**

**Housekeeping will provide a separate proposal for cleanup services after the event. This fee will vary.**

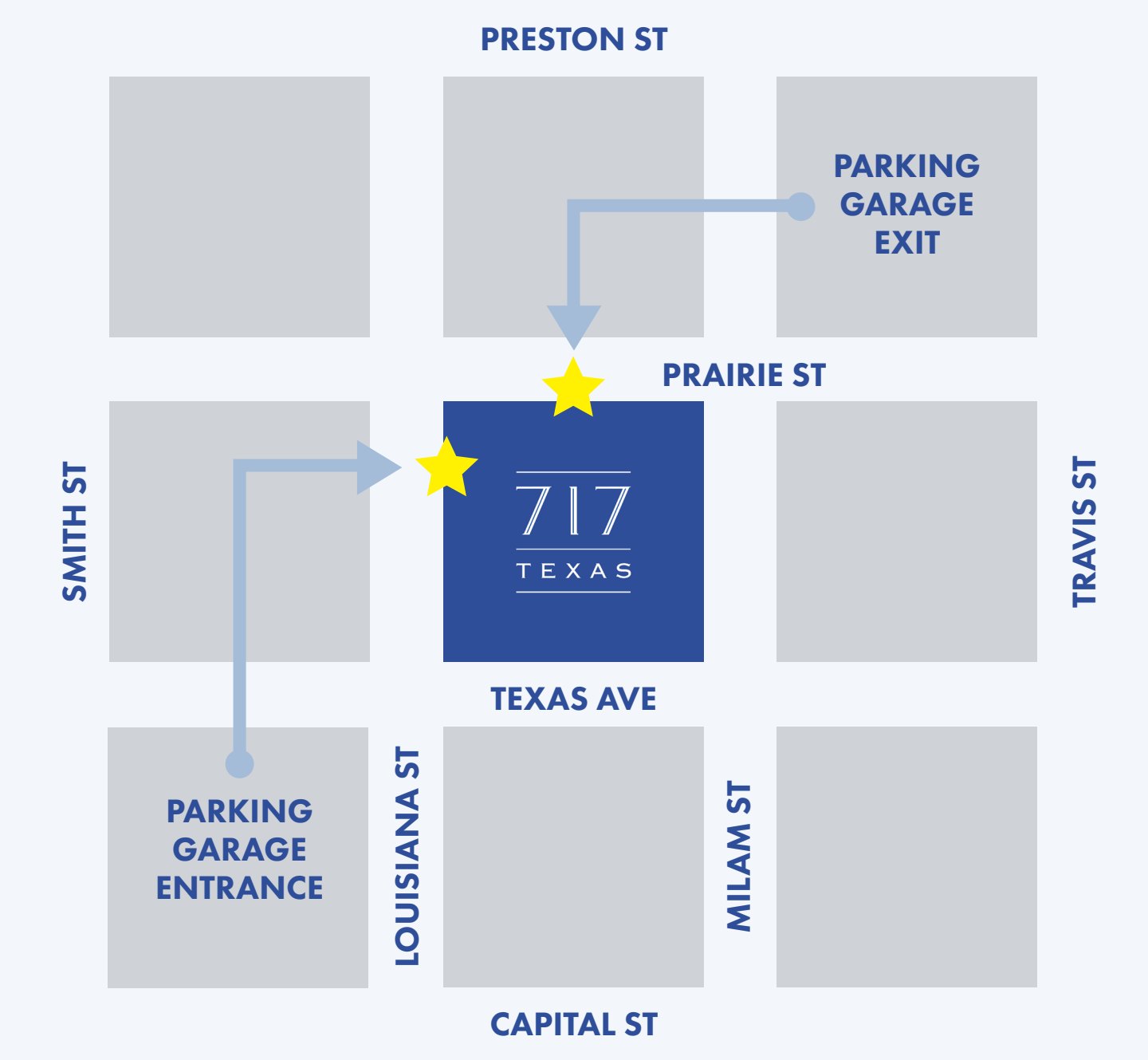
Signature: _____ Date Submitted: _____

***All Terrace/Market reservation request forms should be emailed to 717.TexasPM@hines.com. Cancellation must be emailed to the Property Management office. If canceled with less than two business days' notice of the event, the reservation fee will be applied.***

# GUEST ARRIVAL

## *PARKING*

- Enter the parking garage off Louisiana Street.
- Pull a ticket upon entry and take the elevators to the main building lobby on the 1st floor.
- If your meeting or event is in the conference center, proceed past the security desk and take the low rise elevators to the12th floor.

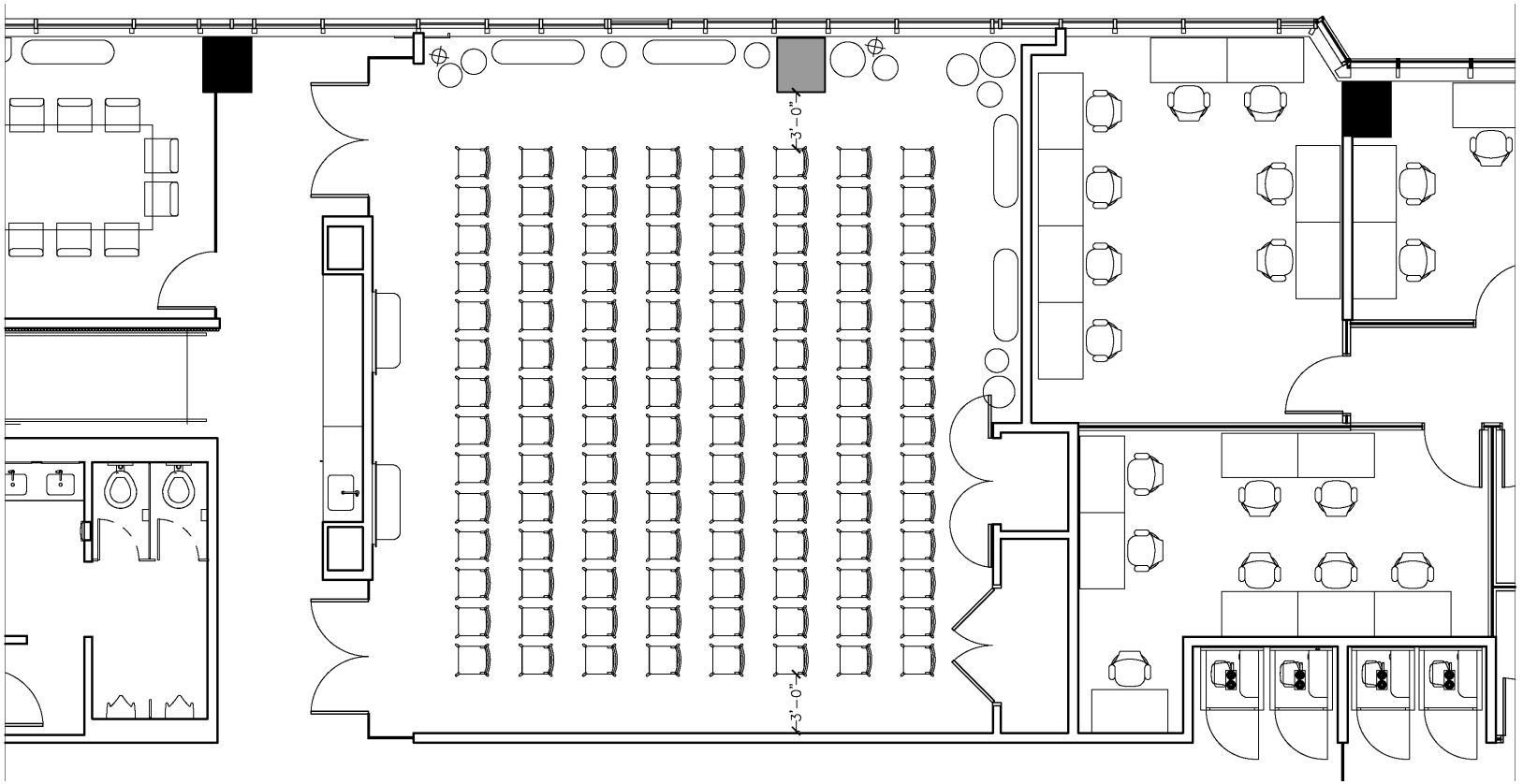


# LEVEL 12

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## TEXAS TRAINING ROOM A+B

*TOWN HALL STYLE LAYOUT 1 - CAPACITY 112*

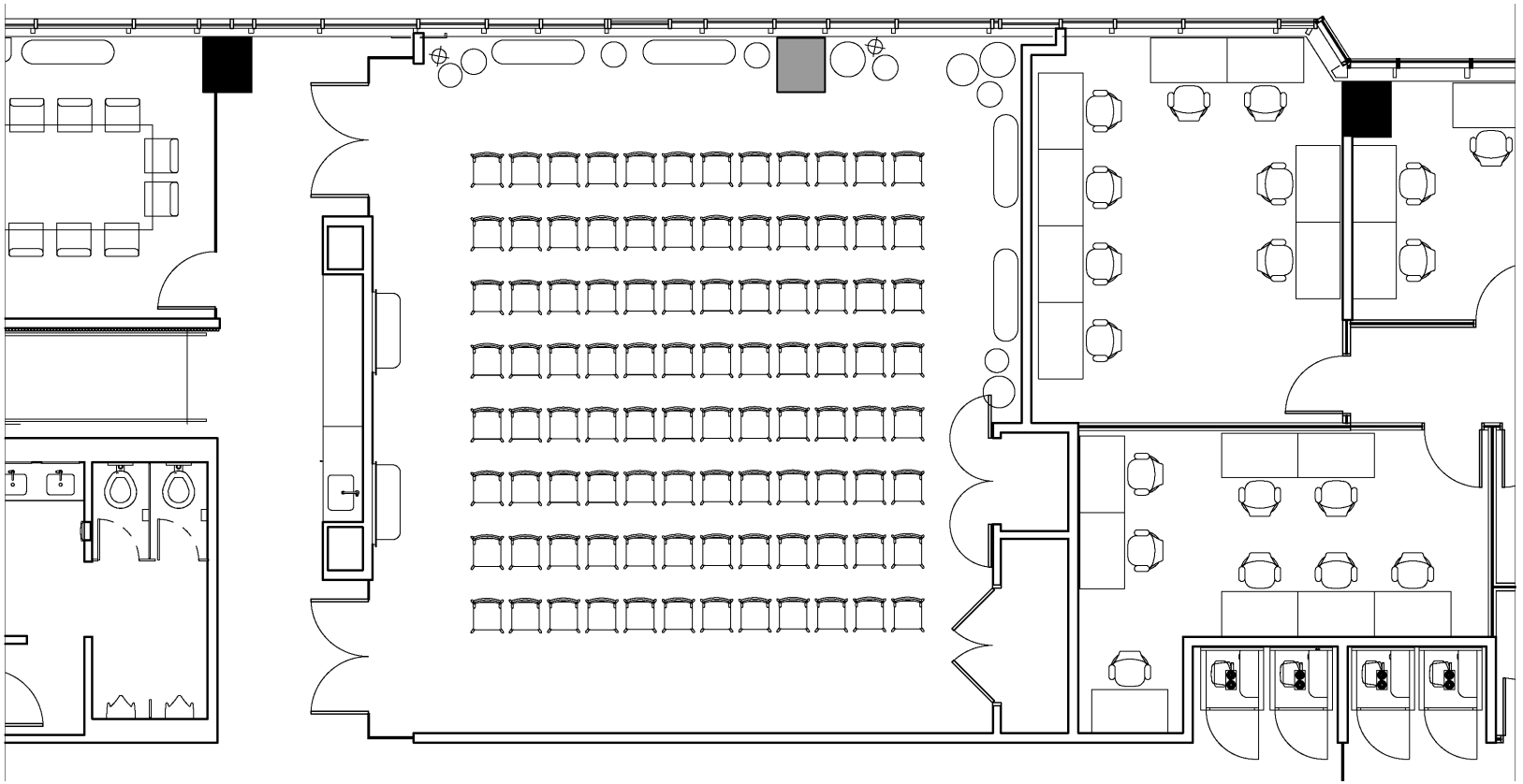


# LEVEL 12

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## TEXAS TRAINING ROOM A+B

*TOWN HALL STYLE LAYOUT 2 - CAPACITY 96*

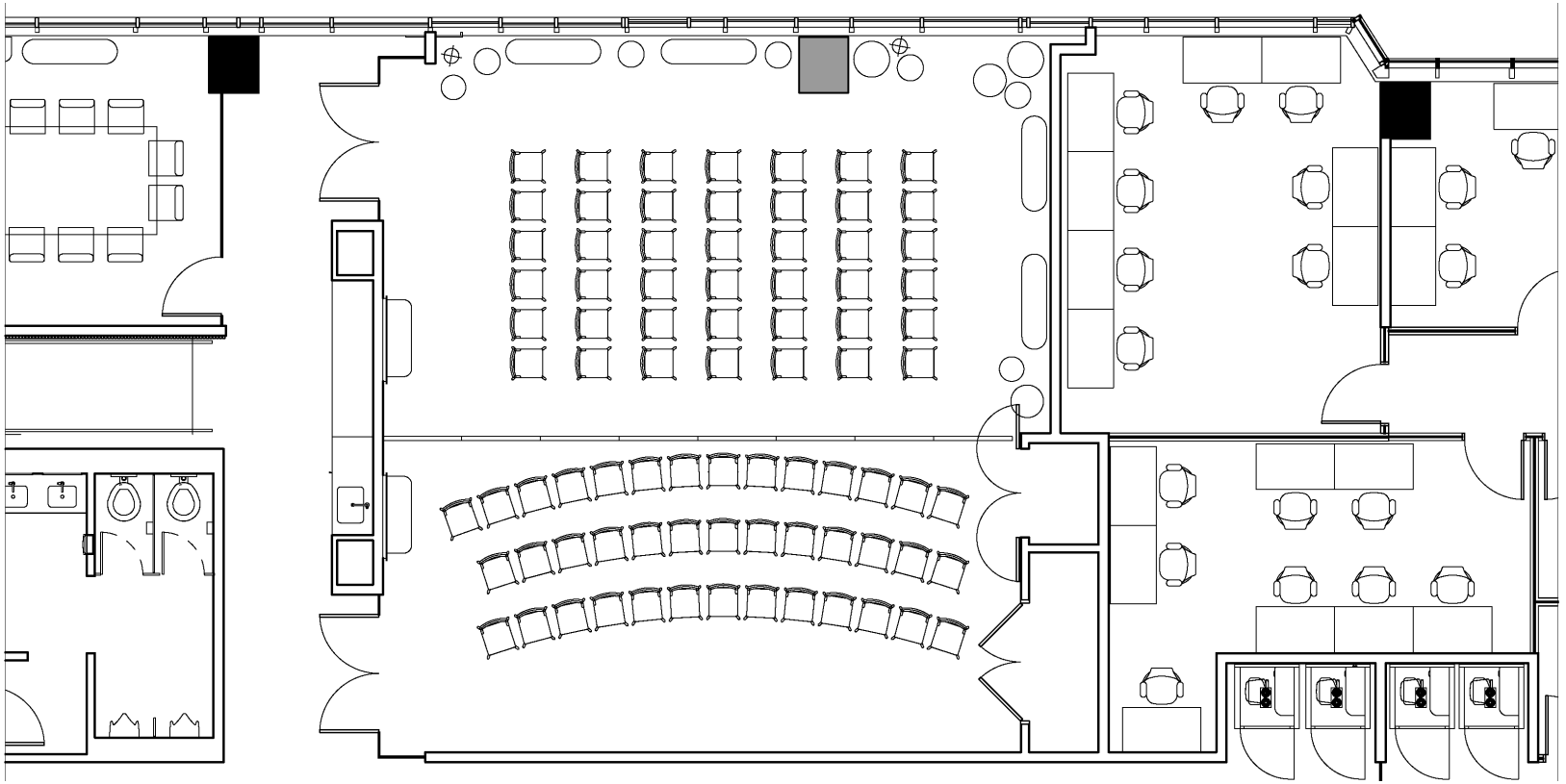


# LEVEL 12

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## TEXAS TRAINING ROOM A

*TOWN HALL STYLE LAYOUT 2 - CAPACITY 42*



## TEXAS TRAINING ROOM B

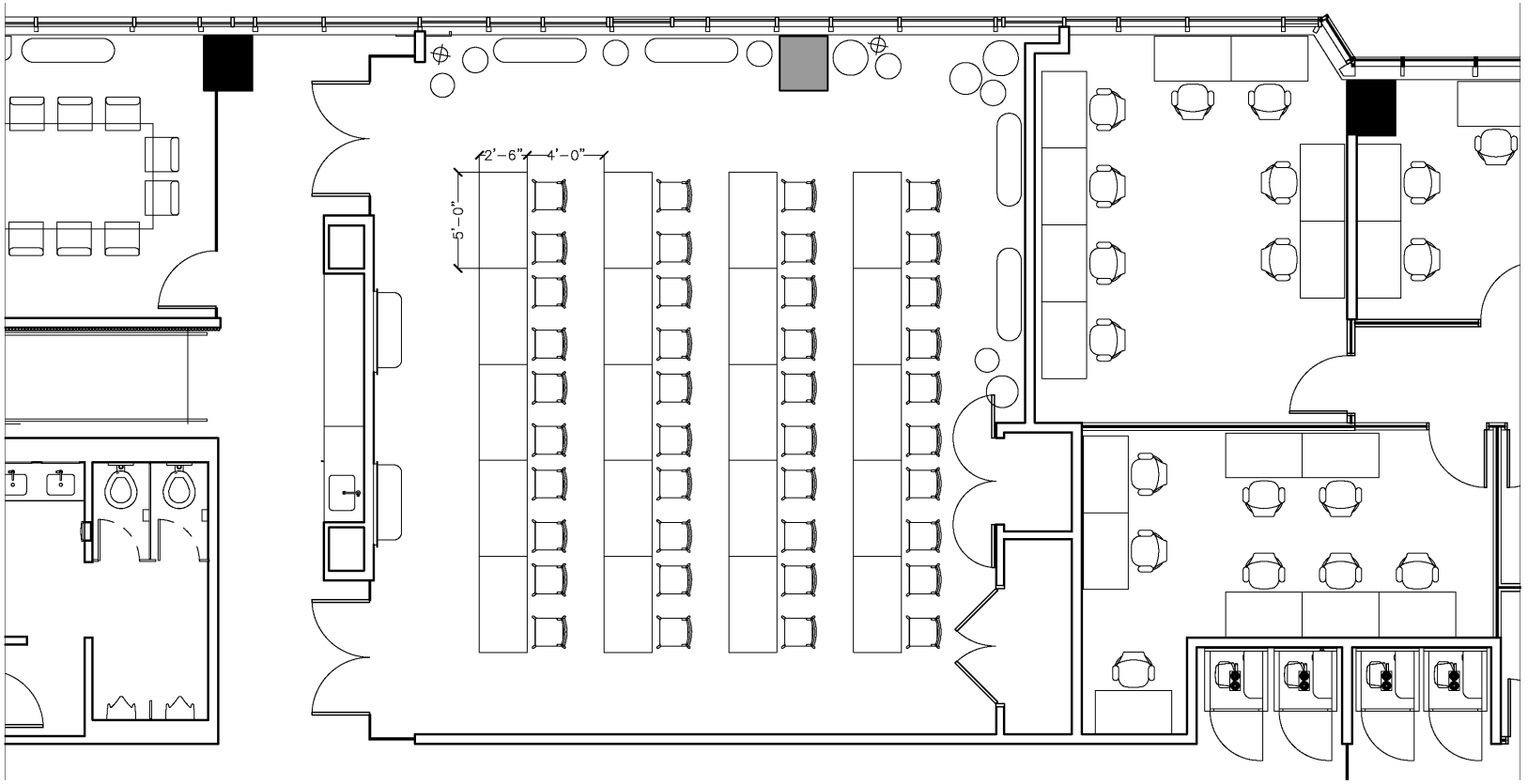
*AUDITORIUM LAYOUT 3 - CAPACITY 40*

# LEVEL 12

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## TEXAS TRAINING ROOM A+B

*CLASSROOM LAYOUT 1 - CAPACITY 40*

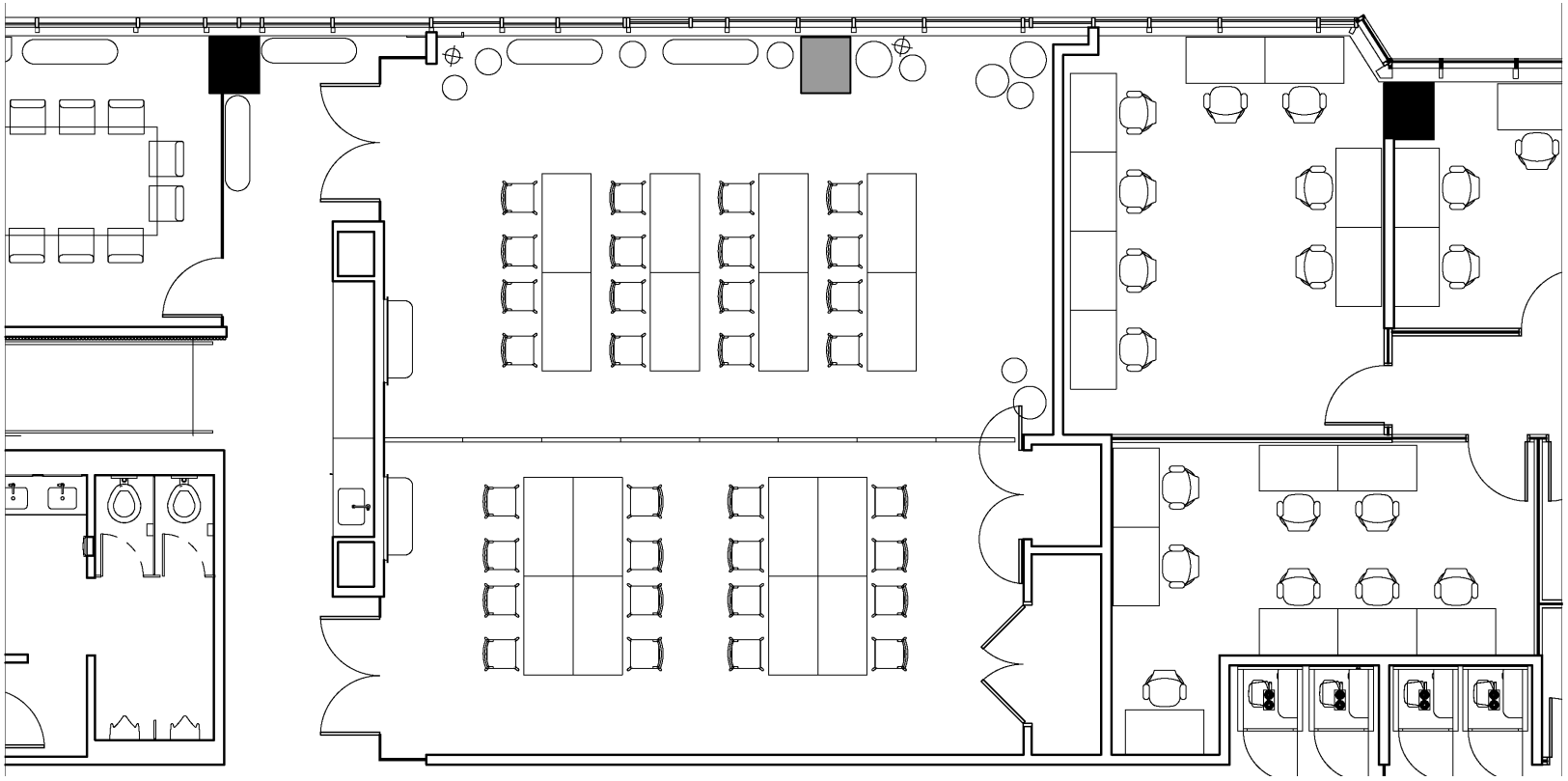


# LEVEL 12

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## TEXAS TRAINING ROOM A

*CLASSROOM LAYOUT 2 - CAPACITY 16*



## TEXAS TRAINING ROOM B

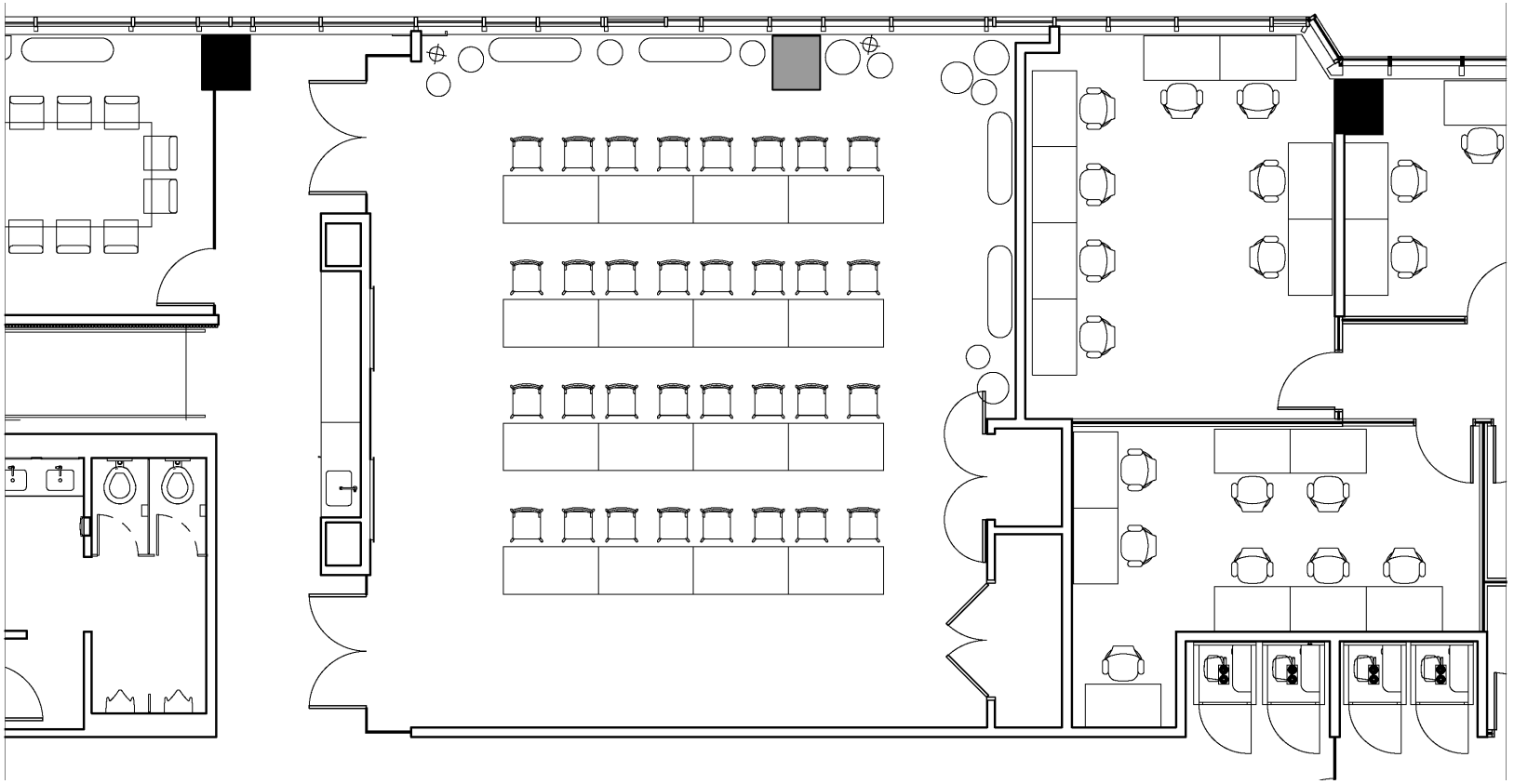
*CLASSROOM LAYOUT 3 - CAPACITY 16*

# LEVEL 12

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## TEXAS TRAINING ROOM A+B

*CLASSROOM LAYOUT 4 - CAPACITY 32*

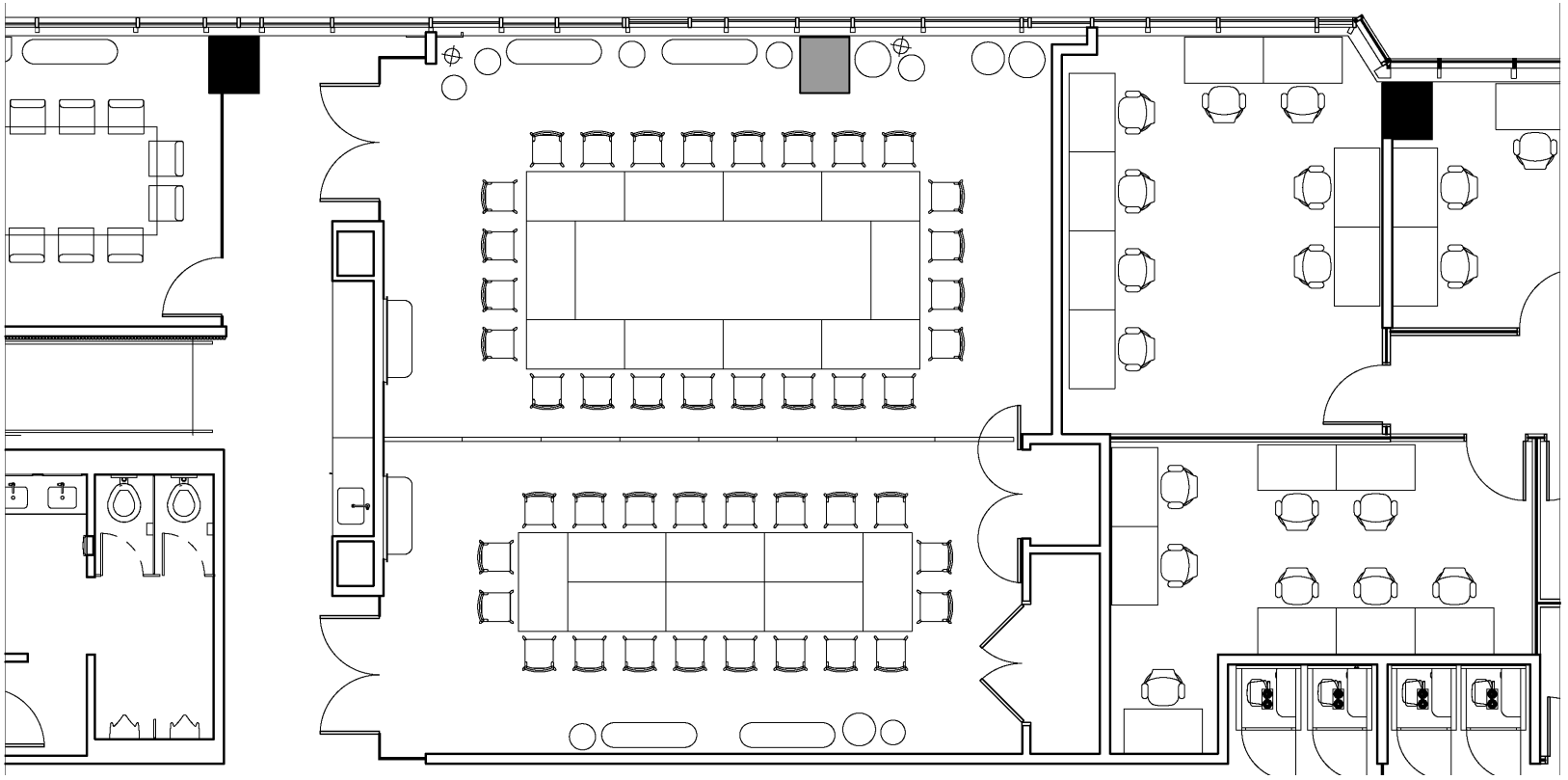


# LEVEL 12

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## TEXAS TRAINING ROOM A

*BOARDROOM LAYOUT 1 - CAPACITY 24*



## TEXAS TRAINING ROOM B

*BOARDROOM LAYOUT 2 - CAPACITY 20*


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TEXAS