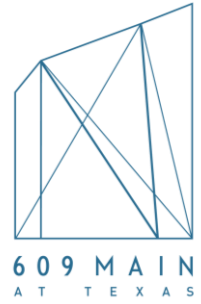


609 MAIN CONFERENCE CENTER

EVENING EVENT GUIDELINES



Extended Hours:

- Setup after 4:00 p.m.
- 6:00 p.m. – 9:00 p.m.

Fees:

- Standard Room Fee
- \$50 per hour Overtime Fee
- \$55 per hour with a (4) hour minimum for HPD Officer
 - Qty. 2 per 50 guests (for alcohol only)
 - \$50 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.
 - Cleaning services post event will be provided by 609 Main.
 - A cleaning proposal will be arranged directly by the event host with Property Management. Additional charges may apply if excessive cleaning is required due to misuse of the Conference Center.

Additional Fees (Optional):

- Engineering & Conference Center Coordinator Overtime: TBD
 - Only if you would like an engineer or the conference center coordinator present
- \$30 per hour, plus tax, with a (4) hour minimum for Security Officer
 - Security must be arranged directly by the event host with Property Management
- Parking Validations are available for purchase at a discounted rate. Please contact Dorinda Richmond at dorinda.richmond@reefparking.com for more details.

Event Information:

- Delivery and removal of rentals must be coordinated through 609MainCC@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.

- During business hours (7:00 a.m. – 6:00 p.m.), loading dock access to vendors is first come first serve for 30-minute access periods. Extended loading dock parking will be allowed after 6:00 p.m. and should be coordinated through 609Main.PM@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 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. Absolutely, no lit candles.

Please note:

- All evening events require written approval from the Conference Center Coordinator before planning begins. To be approved, a Conference Center reservation form should be submitted to 609MainCC@hines.com.