

609 MAIN
AT TEXAS



609 MAIN
Conference Center

Contact Details

✉ 609maincc@hines.com

☎ 281.833-3635

Office Hours

🕒 M - F 8:00am - 5:00pm CST

The Conference Center business hours are from 8:00 a.m. - 5:00 p.m., Monday through Friday.

A reservation is required to utilize the Conference Center.

If needed, the event coordinator will allow access into the room 30 minutes prior to the scheduled start of meeting.

Beverages will be set up 10 minutes prior to the start of the meeting.

Overtime: An overtime fee of \$50/hr. will be applied each meeting beginning before 8:00 a.m. and ending after 5:00 p.m.

CONFERENCE CENTER

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609 MAIN CONFERENCE CENTER RESERVATION FORM

Title of Meeting: _____ Date of Meeting: _____

Onsite Contact: _____ Onsite Contact Phone Number: _____

Setup Time: _____ Time (start-end): _____ Number of Attendees: _____

Tenant Charge Code: _____

Onsite Contact Email: _____

- Will attendees be coming from outside the building (using visitor parking)? Yes No
- How many cars? _____

Room(s)	Type of Room Setup	Equipment Needed
<input type="checkbox"/> Mercury \$50/day <input type="checkbox"/> Gemini \$60/day	<input type="checkbox"/> Boardroom	<input type="checkbox"/> Laptop <input type="checkbox"/> Teleconferencing <input type="checkbox"/> Videoconferencing <input type="checkbox"/> Other _____
<input type="checkbox"/> Apollo A \$150/day <input type="checkbox"/> Apollo B \$160/day <input type="checkbox"/> Apollo A/B Combined \$200/day	<input type="checkbox"/> Town Hall <input type="checkbox"/> Classroom <input type="checkbox"/> Training Room <input type="checkbox"/> U-Shape <input type="checkbox"/> Collaboration <input type="checkbox"/> Other	<input type="checkbox"/> Projector and Screen <input type="checkbox"/> Laptop <input type="checkbox"/> Teleconferencing <input type="checkbox"/> Standing Podium <input type="checkbox"/> Microphones <input type="checkbox"/> Other _____
<input type="checkbox"/> Entire Facility \$300/day		Check all boxes that apply

Caterer Information:

Name of Caterer: _____ Phone Number: _____

Timeframe of arrival: _____ Refreshment Location: Inside Room / Outside

Other Vendor(s): _____ Phone Number: _____

Timeframe of arrival: _____

Beverage Services:

- Coffee & Tea \$1.50/person Number of Attendees: _____
- Fruit Water \$1.50/person Number of Attendees: _____
- Water \$1.00/bottle Charged based on consumption
- Soda \$1.00/can Charged based on consumption
- Assorted Snacks \$54.50/46 pieces Package not based on consumption
- Assorted Candy Bowl \$26.00/100 pieces Package not based on consumption

Signature: _____ Date Submitted: _____

All conference center reservation request forms should be emailed to 609mainCC@hines.com. Cancellations must be emailed to the Conference Center Coordinator. If cancelled less than two business days' notice of the event, the room fee will be applied.

Office Use Only:
Billing Code: _____ Received by Hines: _____

CONFERENCE CENTER

Rooms

Note: The pricing below reflects discounts for **TENANTS ONLY**.



Mercury Board Room

\$50/day

Boardroom: seats up to 14 people

Audio/Visual:

90" LED Monitor

Teleconference

Videoconference (via BlueJeans)

HDMI Laptop Connection



Gemini Board Room

\$60/day

Boardroom: seats up to 16 people

Audio/Visual:

90" LED Monitor

Teleconference

Videoconference (via BlueJeans)

HDMI Laptop Connection



Apollo A

\$150/day

Training Room: seats up to 36 people

U-Shape: seats up to 26 people

Town Hall: Seats up to 60 people

(Capacity up to 90 people)

Audio/Visual:

Projector/Screen

Laptop Connections

Teleconference

Wireless Microphones

Podium

Apollo B

\$160/day

Training Room: seats up to 60 people

U-Shape: seats up to 30 people

Town Hall: seats up to 80 people

(Capacity up to 180 people)

Audio/Visual:

Projector/Screen

Laptop Connections

Teleconference

Wireless Microphones

Podium



Apollo A/B Combined

\$200/day

Training Room: seats up to 108 people

U-Shape: seats up to 40 people

Townhall: seats up to 180 people

(Capacity up to 270 people)

Audio/Visual:

Projector/Screen

Laptop Connections

Teleconference

Wireless Microphones

Podium



Entire Facility

\$300/day

CONFERENCE CENTER

Information

Reservations

- All reservations are on a first come first serve basis. **All reservations must be made at least three days in advance.** Any reservation requests that do not meet this requirement, the Conference Center Coordinator has the right to deny the request.
- Reservations for use of this facility must be requested through the Conference Center Coordinator at 609MainCC@hines.com.
- Reservations will be confirmed via email.
- Please provide setup instructions (i.e. head count, table setup, chairs, seating style, etc.) to 609MainCC@hines.com at least three days prior to ensure proper setup and availability of tables and chairs.
- Cancellations must be emailed to the Conference Center Coordinator.
 - *If cancelled with less than two business days' notice of the event, the room fee will be applied.*
- Items cannot be stored in the room before or after a meeting, unless approved prior to the event.
- Use of an other Conference Center facilities during your reservation will result in an additional charge.

Parking

- Parking is not included in the conference center pricing.
- Tenant employees are expected to use their usual parking routine.
- Daily visitor parking is available at the posted rates.
- Parking validations are available for purchase at a discounted rate. Please contact Dorinda Richmond at dorinda.richmond@winpark.com for more details.

Beverage Services

- Coffee & Tea: \$1.50/person
- Sodas: \$1.00/can
- Water: \$1.00/bottle
- Fruit Water: \$1.50/person
- Assorted Snacks: \$54.50/46 pieces (package not based on consumption)
- Assorted Candy Bowl: \$26.00/100 pieces (package not based on consumption)

Catering Service

- The Conference Center Coordinator 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 may not arrive prior to 7:30 a.m. or after 5:00 p.m.

Equipment

- Projector and screen: no charge (Apollo A and B training rooms only)
- Podium: no charge (Apollo A and B training rooms only)
- Microphones: no charge (Apollo A and B training rooms only)
- A laptop will be provided in each room upon request - please bring presentations on a flash drive.
 - Any outside equipment must be coordinated in advance.
- Complimentary WiFi
- Whiteboards, flip charts and easels are available upon request.

Condition of the Room

- All materials brought into the room must be removed once the meeting is complete.
- Standard cleaning is included in the room charge; however, additional charges will be applied depending on if extra care is needed (stains on carpet, marks on wall, etc.).
- Tape or thumbtacks are not allowed on any wall or table in any of the conference rooms.

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
- \$60 per hour with a (4) four 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) four 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@winpark.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 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.

COMMON AREA

Event Pricing

Extended Hours

Setup after 4:00 p.m.

6:00 p.m. - 9:00 p.m.

Fees

\$2,500 After-hours Lobby Fee (Tenant Event)

- \$50 per hour Overtime Fee
- \$60 per hour with a (4) four hour minimum for HPD Officer
 - Qty. 2 per 50 guests (if alcohol will be served)
 - \$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 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 Lobby.

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@winpark.com for more details.

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HINES PROPERTY MANAGEMENT

COMMON AREA EVENT POLICIES AND GUIDELINES

Region or Location: 609 Main

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 lobby 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. Valet parking can be coordinated through the Hines Property Management office at host organization's expense.
6. Maximum occupancy must not exceed fire code limits.
7. City codes and local ordinances dictate the rules regarding open flames and cooking in the lobbies. 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. Lobby 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. The lobby security desk cannot be rearranged in any way and must be staffed as usual.
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 : _____



BEVERAGE

Services

COFFEE & TEA

\$1.50/person

Regular & Decaf Coffee

Hot Water & Variety of Tea

Served with Original, French Vanilla, Hazelnut, and Powdered Coffee Creamer

SODA

\$1.00/can

Coca-Cola, Diet Coke, Sprite, Dr. Pepper, Diet Dr. Pepper

WATER

\$1.00/bottle

Pure Life Purified Water

La Croix Sparkling Water: Pure, Lemon, Lime, Berry

FRUIT WATER

\$1.50/person

Fresh fruit available on upon request.

ASSORTED SNACKS

\$54.50/46 pieces

Snacks vary based on availability but may include fruit snacks, granola bars, nuts, chips, crackers, popcorn, and cookies.

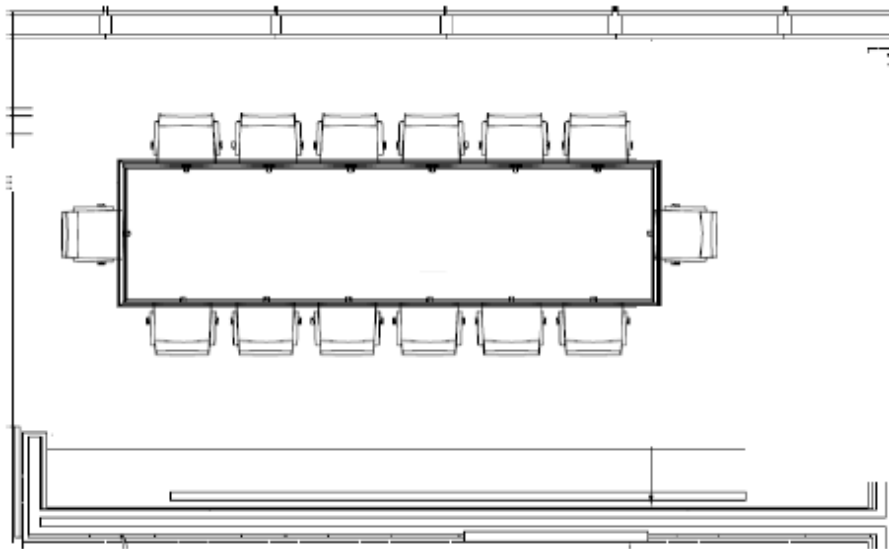
ASSORTED CANDY BOWL

\$26.00/100 pieces

Candy varies based on availability but may include chocolate and/or fruit flavored candy.

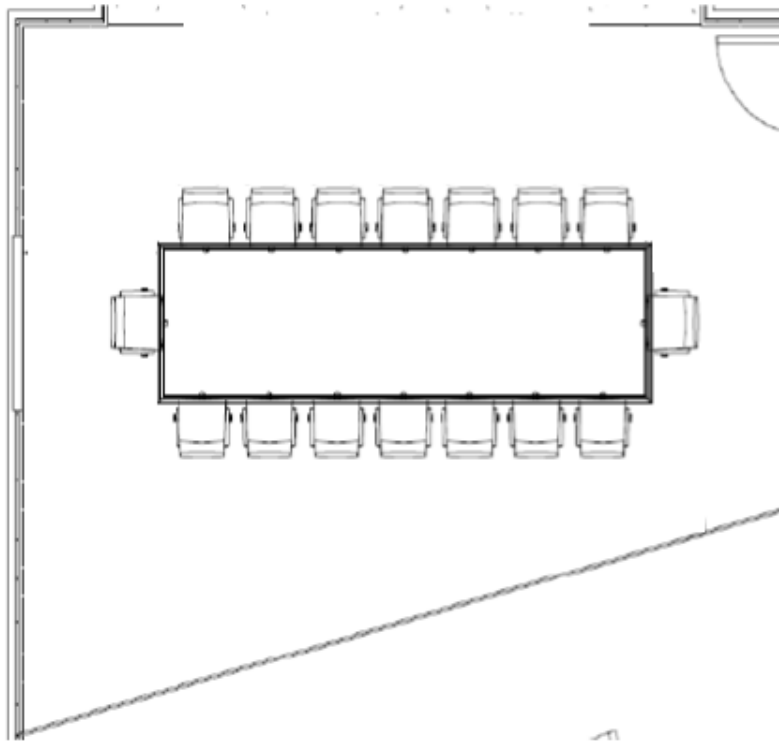
CONFERENCE ROOM SETUP

Mercury Boardroom



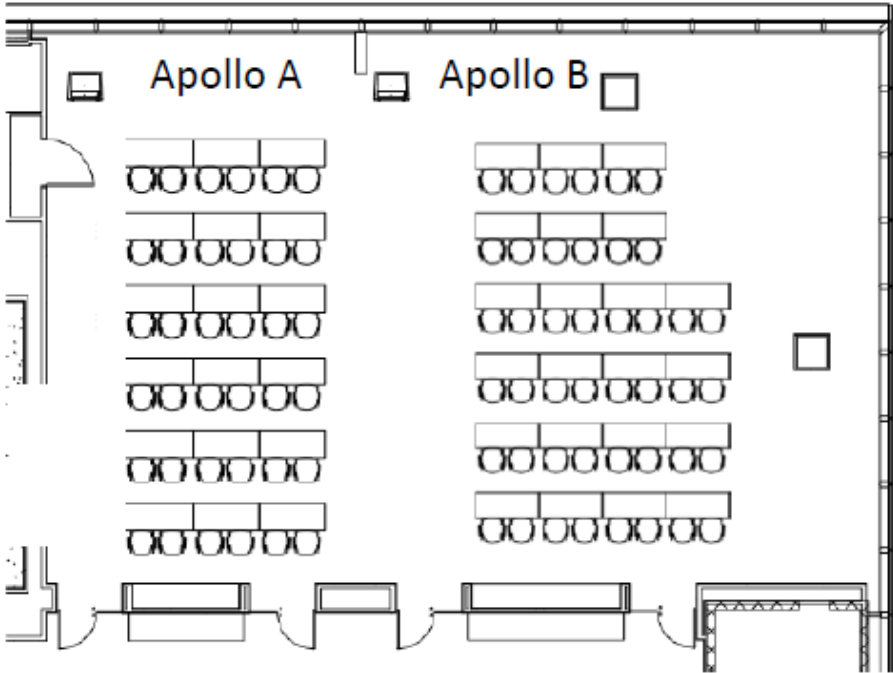
CONFERENCE ROOM SETUP

Gemini Boardroom



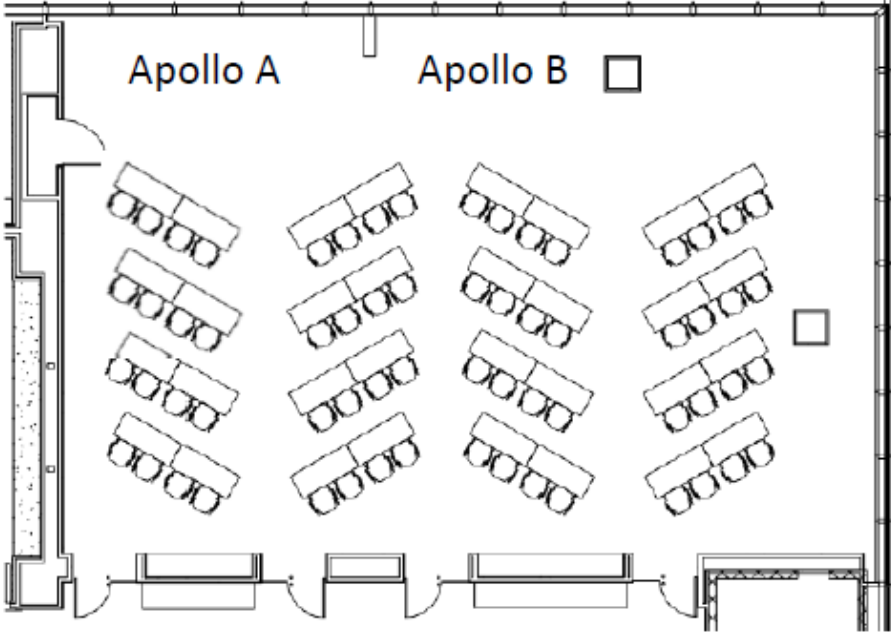
CONFERENCE ROOM SETUP

Training Room



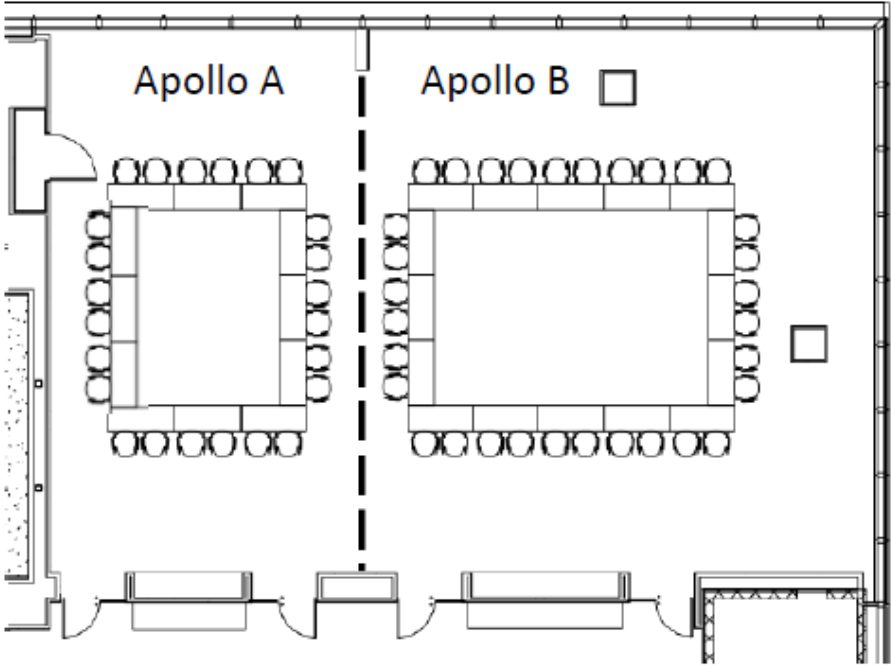
CONFERENCE ROOM SETUP

Classroom



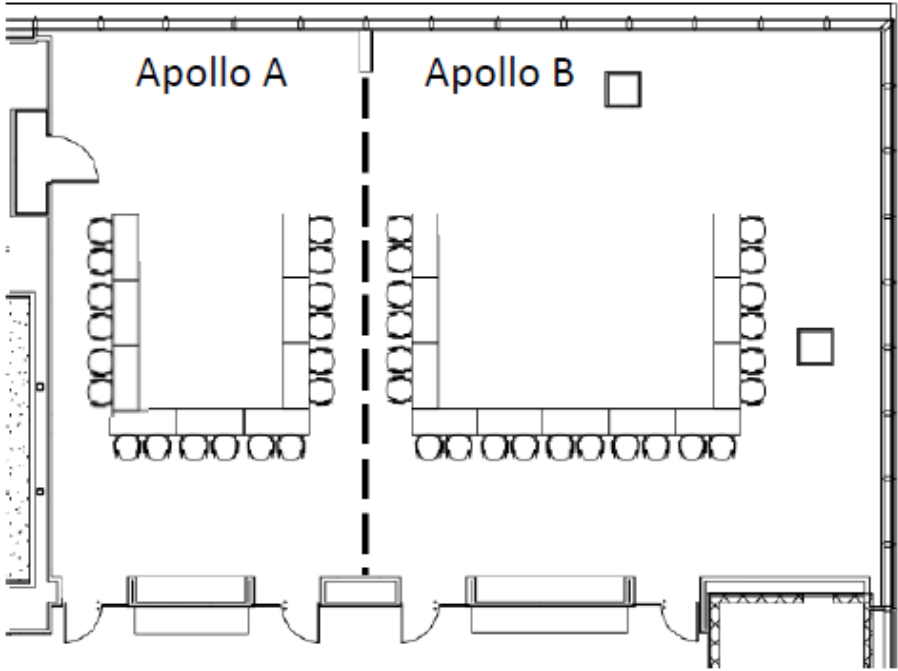
CONFERENCE ROOM SETUP

Collaboration



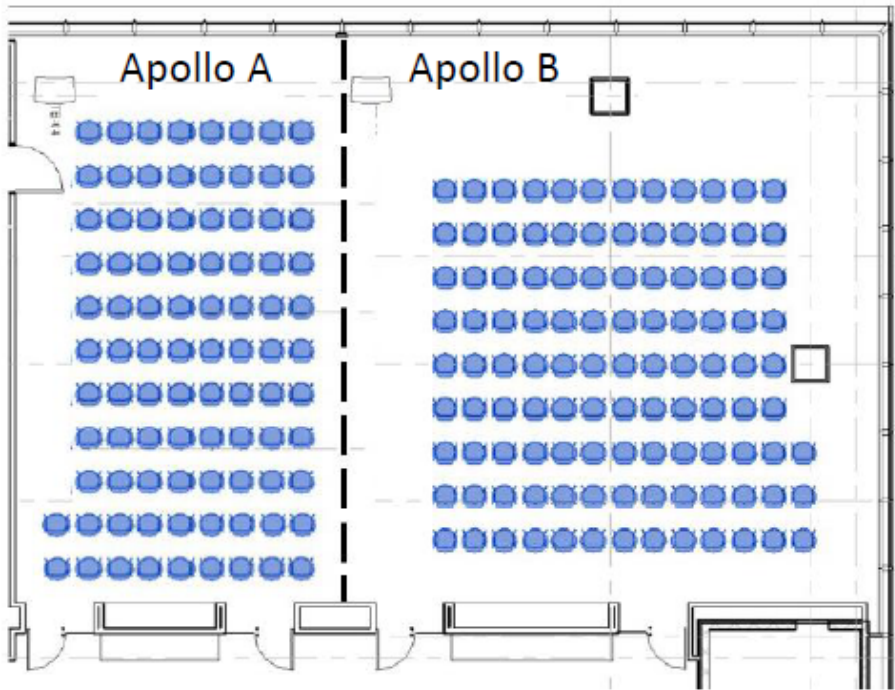
CONFERENCE ROOM SETUP

U-Shape



CONFERENCE ROOM SETUP

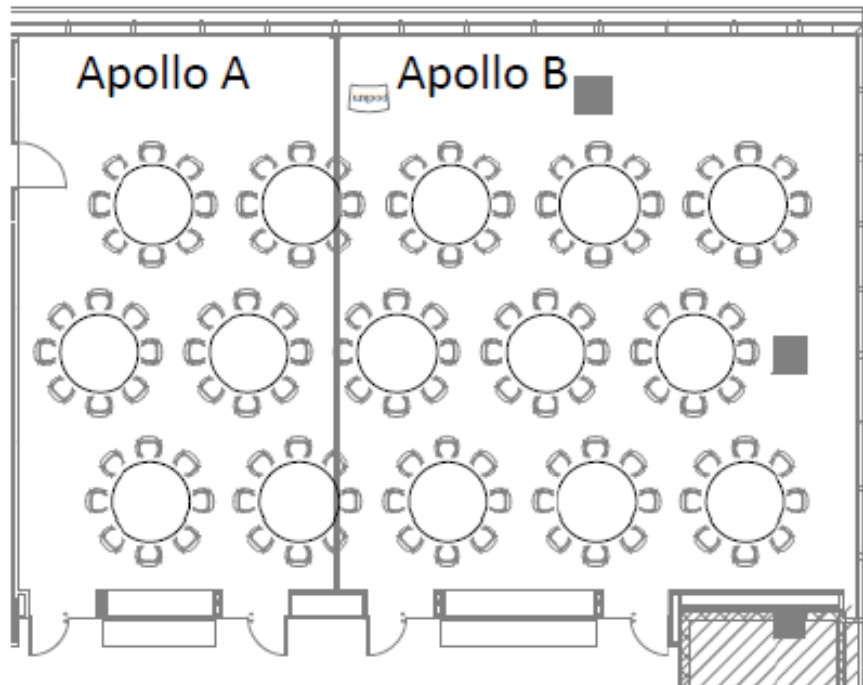
Town Hall



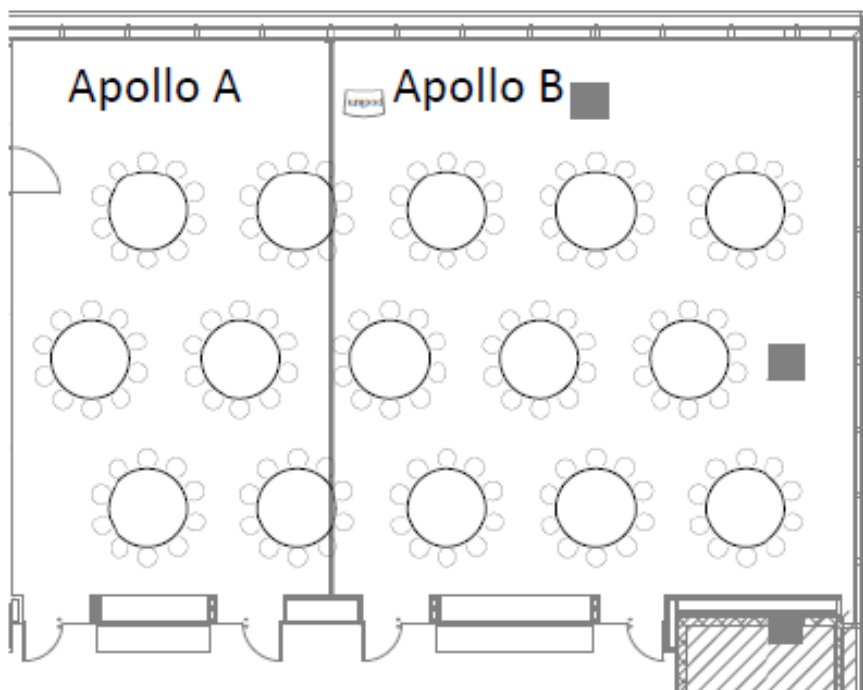
CONFERENCE ROOM SETUP

Round Table Seating

72" ROUNDS (RENTED) WITH HOUSE CHAIRS



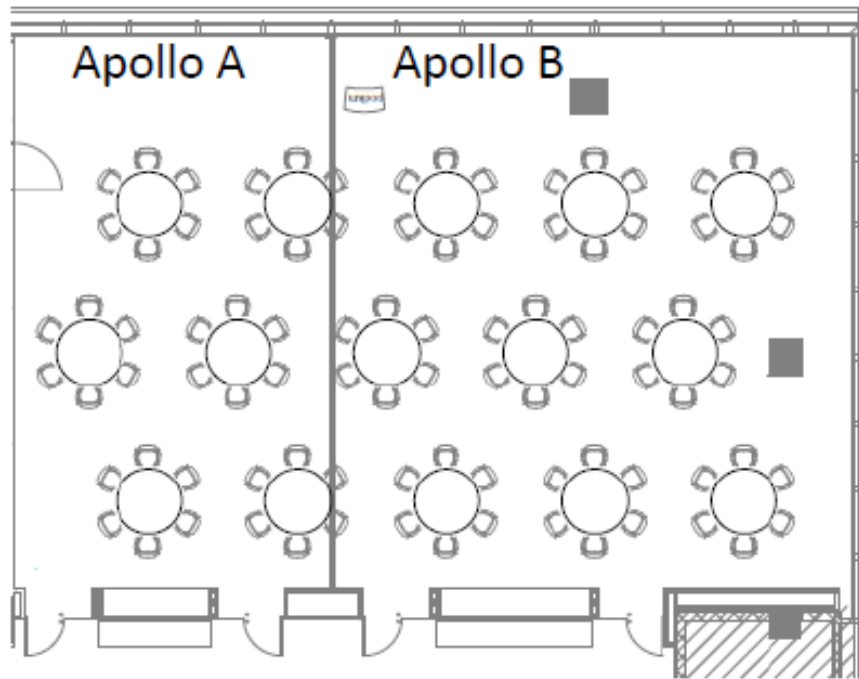
72" ROUNDS (RENTED) WITH RENTED CHAIRS



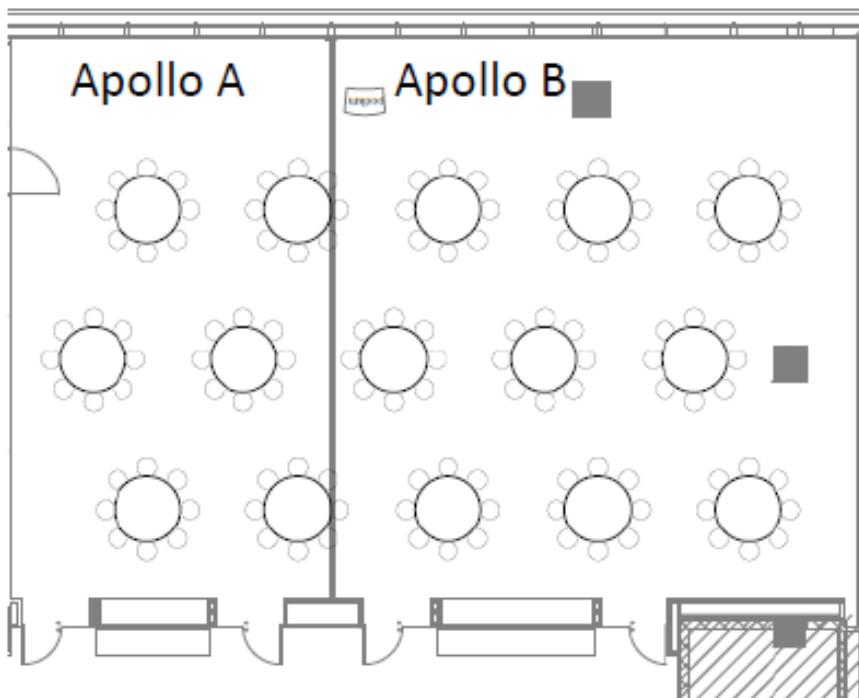
CONFERENCE ROOM SETUP

Round Table Seating

60" ROUNDS (RENTED) WITH HOUSE CHAIRS



60" ROUNDS (RENTED) WITH RENTED CHAIRS



FREQUENTLY ASKED

Questions

Where is the Conference Center located?

- 2nd floor
- Take the parking garage elevator to level 2 or take the stairs in the Northwest Lobby.

Is there WiFi?

- Yes. The network and password can be provided upon request.

What if there is a change to the reservation?

- Update the information on the reservation form and resubmit it to the Conference Center Coordinator.

Where is the parking garage?

- Located on the Fannin Street side of the building.

Who should we contact if we have technical issues while in the room?

- Conference Center Coordinator

Are there any catering recommendations?

- Nearby catering recommendations can be provided upon request.

Contact

Contact Details

✉ 609maincc@hines.com

☎ 281.833-3635

Office Hours

🕒 M - F 8:00am - 5:00pm CST

CONFERENCE CENTER

Checklist

Ready to book the Conference Center? We can't wait to host you for your event. To avoid any conflicts, follow the steps below:

CHECKLIST

- Complete the reservation form
- Email reservation form to Conference Center Coordinator
- Contact Conference Center Coordinator with any updates
- Confirm meeting details when confirmation email is sent



RESERVATION DEADLINE

All reservations must be made at least three days in advance.

CANCELLATION POLICY

Cancellations must be emailed to the Conference Center Coordinator. If cancelled with less than two business days' notice of the event, the room fee will be applies.

QUESTIONS?

Contact the Conference Center Coordinator with any questions.