



609 MAIN
AT TEXAS



609 MAIN *Rentals*

Contact Details

✉ 609maincc@hines.com

☎ 281.833-3635

Office Hours

🕒 M - F 8:00am - 5:00pm CST

609 MAIN RENTAL FORM

Onsite Contact: _____

Onsite Contact Phone Number: _____

Onsite Contact Email: _____

Setup Date: _____ Setup Time: _____

Delivery Location: _____

Pickup Date: _____ Pickup Time: _____

Tenant Charge Code: _____

Items Needed:

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> 60" Round Table | Number of Tables Needed: _____ |
| <input type="checkbox"/> 8' Rectangle Table | Number of Tables Needed: _____ |
| <input type="checkbox"/> 5' Rectangle Table | Number of Tables Needed: _____ |
| <input type="checkbox"/> Round Linen | Number of Table Linen Needed: _____ |
| <input type="checkbox"/> Rectangle Linen | Number of Table Linen Needed: _____ |
| <input type="checkbox"/> Chairs | Number of Chairs Needed: _____ |

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

Rentals

Note: Prices are per piece per day. Price includes complimentary delivery, setup, pickup, and removal.

The pricing below reflects discounts for TENANTS ONLY.

| Rental Item | Fee | Information | # Available |
|--------------------|---------|---|--------------------------------------|
| 60" Round Table | \$10.75 | 60" diameter table | 6 |
| 8' Rectangle Table | \$12.50 | 8' x 30" rectangle table White or black tabletop available | 6 white tabletop 6 black tabletop |
| 5' Rectangle Table | \$8.50 | 5' x 2' rectangle table White finished tabletop | 40 |
| Round Linen | \$20.00 | Black cloth linen | 6 |
| Rectangle Linen | \$20.00 | Black cloth linen | 20 |
| Chairs | \$4.00 | White plastic back chair with red cushioned seat | 200 |

Reservations

- All reservations are on a first come first serve basis. All reservations must be made at least three days in advance.
- Reservations for use of these materials must be requested through the Conference Center Coordinator at 609MainCC@hines.com.
- Reservations will be confirmed via email.
- Please provide setup instructions (i.e. quantities, setup time, delivery location, pickup date/time, 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 fee will be applied.*

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.