

# 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](mailto: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: \_\_\_\_\_