



# FACILITY FACT SHEET

**FACILITY ROOMS**

**EVENT RENTAL**

Friday, Saturday and Sunday evenings  
Multiple Rooms \$2,500/day

**ROOM RENTAL**

Level One Labyrinth/Main Hall \$200/hr  
Movement Studio \$75/hr  
Conference Room \$50/hr  
Meeting Room \$40/hr  
Consultation Lounge \$30/hr

\*Inquire about non-profit discounts

**FACILITY ACCOMMODATIONS**

**A/V CAPABILITIES**

- Projector
- Audio Microphone
- Please inquire for your individual needs

**Access to Hines Center tables and black chairs upon availability**

**GENERAL CAPACITY**

- Cocktail reception accommodates 120, first floor only
- Lecture style seating 75
- Seated dinner 50

**CATERING & OTHER VENDOR**

The client is required to gain approval by The Hines Center of the selected caterer and all vendors. Catering and any extra needed vendor costs are the responsibility of the client.

**SECURITY**

- Events Friday and Saturday night require security
- Number of security officers dependent upon guest count
- Security costs are the responsibility of the client

**DELIVERIES & PICKUP**

Any necessary deliveries, pickup of equipment, props, printed materials, etc., must be scheduled through the Center Coordinator or the Executive Director. Generally, activities must not disrupt the usual work routine of the Hines Center. After the event, pickup must occur the same or next day and not hinder or disrupt the usual work routines at the Hines Center.

**ALCOHOL**

Beer and wine are permitted if they are not sold and may require additional security officers. Serving liquor will require professional TABC certified bar tenders.

**INSURANCE**

The client is required to provide a certificate of insurance.

**PARKING**

Parking, when available, is an additional cost. Our parking is located at 511 San Jacinto and is shared by other entities.