



# FACILITY FACT SHEET

## FACILITY ROOMS

### EVENT RENTAL

Friday, Saturday and Sunday evenings

Multiple Rooms

### ROOM RENTAL

Level One Labyrinth/Main Hall

Movement Studio

Conference Room

Meeting Room

Consultation Lounge

\*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.