

CONFERENCE CENTER AT WILLIAMS TOWER

THE CONFERENCE CENTER BUSINESS HOURS ARE
8:00AM – 5:00PM, MONDAY THROUGH FRIDAY.

Room Name	Fee	Setup Options
Beacon Boardroom	\$35 per day	Boardroom - 16 people
Uptown Room	\$35 per day	Boardroom - 10 people U-Shape - 10 people Classroom - 10 people
Hines 1 Auditorium	1- 49 people - \$50 per day 50+ people - \$100 per day	U-shape - 20 people Round Tables - 80 people Classroom - 96 people Theatre Style - 115 people
Hines 2 Auditorium	1- 49 people - \$50 per day 50+ people - \$100 per day	U-shape - 20 people Round Tables - 48 people Classroom - 50 people Theatre Style - 85 people
Full Auditorium	1- 49 people - \$50 per day 50+ people - \$100 per day	U-shape - 20 people Round Tables - 136 people Classroom - 150 people Theatre Style - 200 people

CONFERENCE CENTER AT WILLIAMS TOWER

POLICIES

- All reservations are on a first come first serve basis.
- Reservations for use of this facility must be requested 3 days in advance and through Ruth Ann Kretschmer, at ruthann.kretschmer@hines.com.
- Reservations will be confirmed via email.
- Parking is not included in the conference center pricing. Daily visitor parking is available at the posted rates and validations are available for purchase.
- Please provide set up instructions (i.e. head count, table set-up, chairs, seating style, etc.) at least three days prior to the event to ensure proper setup and availability of tables and chairs.
- Cancellation must be emailed to Ruth Ann Kretschmer or williamstowerPM@hines.com. If cancelled with less than two (2) business days notice a \$100 cancellation fee will apply.
- Items cannot be stored in the room the day before or after a meeting unless approved prior to the event.
- Overtime
 - A \$50 overtime fee will be applied to meetings beginning at 7:30am and ending at 5:30pm and must be requested 48 hours in advance. This fee will apply per overtime session.

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AMENITIES

Catering:

- We 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. See menu for breakfast options that may be ordered directly from the Conference Center team.
- We are happy to assist with catering recommendations from our preferred vendors.
- Catering may not arrive prior to 7:15am.
- If box lunches are going to be used, please let us know so that we can provide additional trashcans.

Equipment:

- Projector and Screen: No charge
- Video Conferencing: No charge
- Dry erase boards and markers: No charge
- Podium (available upon request): No charge
- Microphones: No charge
- Polycom (teleconferencing): No charge
- Flip Chart: \$15/each
- A laptop is available if needed.
- Complimentary Wi-Fi

Condition of Room:

- All materials brought into the room should be removed as soon as the meeting is completed.
- Standard cleaning is included in the room charge. However additional charges will be assessed if extra care is needed (stains on carpet, marks on wall, etc.)
- Do not use tape or thumbtacks on any wall or on the tables in the conference rooms.

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BEVERAGES

COFFEE - \$1.00 per person

Regular and Decaf served with a variety of flavored creamers.

*VIP Coffee Service - \$2.00 per person

Regular and Decaf served in Ceramic Coffee mugs with half & half, 2% milk, vanilla almond milk

TEA - \$1.00 per person

Earl Gray, Green, Lemon Lift

WATER - \$0.50 per person

Served in a carafe

SODA - \$0.75 upon consumption

Coke	Sprite
Coke Zero	Dr. Pepper
Diet Coke	Diet Dr. Pepper

ADAIR BREAKFAST OPTIONS

EXPANDED MENU AVAILABLE UPON REQUEST

OPTION 1

\$11.45 per person

Assorted breakfast tacos, pastries, yogurt parfaits

OPTION 2

\$8.50 per person

Assorted breakfast tacos, yogurt parfaits

OPTION 3

\$7.95 per person

Pastries, yogurt parfaits

MURPHY'S DELI BREAKFAST OPTIONS

OPTION 1

\$9.50 per person

Assorted breakfast tacos, pastries, fresh fruit

OPTION 2

\$9.50 per person

Assorted breakfast tacos, fresh fruit

OPTION 3

\$8.99 per person

Assorted pastries, bagels, fresh fruit

To order, email RuthAnn.Kretschmer@hines.com 48 hours in advance of event.

**VIP Coffee Service- Maximum of (30) people*

Breakfast options require a minimum 10 person order

Pricing Excludes 8.25% sales tax



**CONFERENCE CENTER
AT
WILLIAMS TOWER**

PREFERRED VENDORS

Adair Kitchen

Alonti

Apple Spice

Central Market

Corner Bakery

Escalante's

HS Green

Hungry's Cafe

La Madeleine

Leaf & Grain

Maggiano's Italian

Piattos

Red River BBQ

Sultan Pepper

Torchy's Tacos

Treebeards