



GREATER HOUSTON
PARTNERSHIP

Making Houston Greater.

MEETING ROOM **GUIDELINES AND PROCEDURES**

Welcome to the Greater Houston Partnership's front door to Houston, Partnership Tower. Our beautiful, high-tech meeting and convening space in downtown Houston may be used by Partnership members for business-related functions. Please review this document to see if we provide the desired accommodations. If so, complete and return the Meeting Room Request Form. Final approval is determined by the Greater Houston Partnership (Partnership).

Use and Booking Requirements

- Space is available to Partnership members for business meetings that address issues relevant to greater Houston.
- Space may be reserved up to three months in advance of an event following approval by the Partnership.
- A minimum of two weeks' notice must be provided for an event to be considered.
- Complimentary Space Features

Complimentary Space Features

Use of the Partnership meeting space is available Monday-Friday. Daytime hours are 7:30 AM – 5:00 PM and after-hours are 5:00 PM – 10:00 PM. Guests may arrive 30 minutes prior to the start of the meeting and all guests must exit the space 15 minutes following the scheduled ending time. Certain event preparation details that require additional set-up time may require additional room fees.

- A/V provided: screen, projector, plug-in for personal laptop, overhead audio system, microphone (cordless, hard line and lavalier available)
- Public Wi-Fi • Tables (5' x 30") and chairs
- Lucite Podium (when available)
- Coffee/Water Service

Pricing

The Partnership does not charge rent for the use of rooms. Our fees cover expenses, including Partnership staff support, basic A/V equipment, room set-up and clean-up, coffee, water and ice. Complimentary parking for your guests may be arranged for an additional charge. Space is available for set-up 1.5 hours in advance of event. (Note office hours above)

Day rates (7:30 AM – 5:00 PM):

- Magnolia Room \$ 1,250
- Cypress Room \$ 1,000
- Pecan Room \$ 750
- Walnut Room \$ 500 Room
(U-shape or square set up only)
- Oak Room \$750
- All 4 rooms \$3,000
(Magnolia, Cypress, Pecan, Walnut)

After-hour rates (5:00-10:00 PM):

- All 4 rooms plus Lobby and Terrace \$7,000
- Magnolia, Lobby and Terrace \$6,000
- All 4 rooms \$5,000
(Magnolia, Cypress, Pecan, Walnut)
- Lobby and Terrace* \$3,000

*The Terrace is only available in association with a scheduled event. Use of the Terrace is tied to the use of the Lobby. No changes can be made to the standard furniture décor; bar set-up is permitted.

Securing the Space and Payment

- A signed Meeting Space agreement is required to secure space.
- Full payment is due 2 weeks prior to the event.
- Checks or direct electronic payment should be made payable to the Greater Houston Partnership.
- There may be an extra charge if your event runs more than 30 minutes past scheduled end time.

Cancellation Policy

25% refund if cancelled within 2 weeks of the event date with written notice. 50% refund if cancelled at least 2 weeks prior to the event date with written notice.

- The Partnership works with preferred caterers of our organization. A list of caterers will be provided to you. All arrangements, selections and payment are between you and the service provider.
- All rental items and catering services must be removed within 60 minutes following the function.
- No candles or other open fire is allowed.
- The Partnership does not have a full-service kitchen. Food preparation can be warmed but no cooking is permitted.
- If serving alcohol, a licensed TABC server is required

Other Services

The Partnership works with preferred vendors. A list of vendors will be provided to you for décor and additional AV needs upon request. All arrangements, selections and payments are between you and the vendor. The member is permitted to have their staff photographer come to the event. Additional services and providers may be arranged by the host with prior approval by the Partnership or arranged through the Partnership for an additional fee. Approval for services will be provided on a timely basis, with a minimum of 30 days in advance of the Event date.

Parking Facilities

- Parking is available in the North Avenida Parking Garage adjacent to Partnership Tower. A map with entrances marked is available.
- The Partnership does not assume parking fees. Please refer to rate sheet.
- Parking can be arranged through the Partnership with reimbursement.
- Nearby garages can also be used.

Smoking

Partnership Tower is a non-smoking facility. The building has designated smoking areas outside of the building for guests. Smoking is not permitted in the meeting space, including the Terrace.

Safety/Security

- If necessary, security can be provided by Harris County Deputies. Cost is generally \$65/hour with a four-hour minimum. Security is required for events of 50 or greater attendees where alcohol is served.
- Meeting host will be provided with the Partnership's health and safety protocols at least one week prior to their event date.

Insurance

Provision of a Certificate of Insurance meeting the minimum insurance requirements is required from the meeting host and all outside service providers at least 14 days from the event; submitted with signed Meeting Space agreement.

Damage

As host of the event, you will be responsible for the conduct of your employees, guests, attendees, and contract personnel. Any damage incurred due to their actions or omissions are the responsibility of the host.

Media

Written notice of any media outlets attending or covering an event must be provided to your Partnership contact at least 24 hours in advance of the event.

Dress Code

Business Appropriate

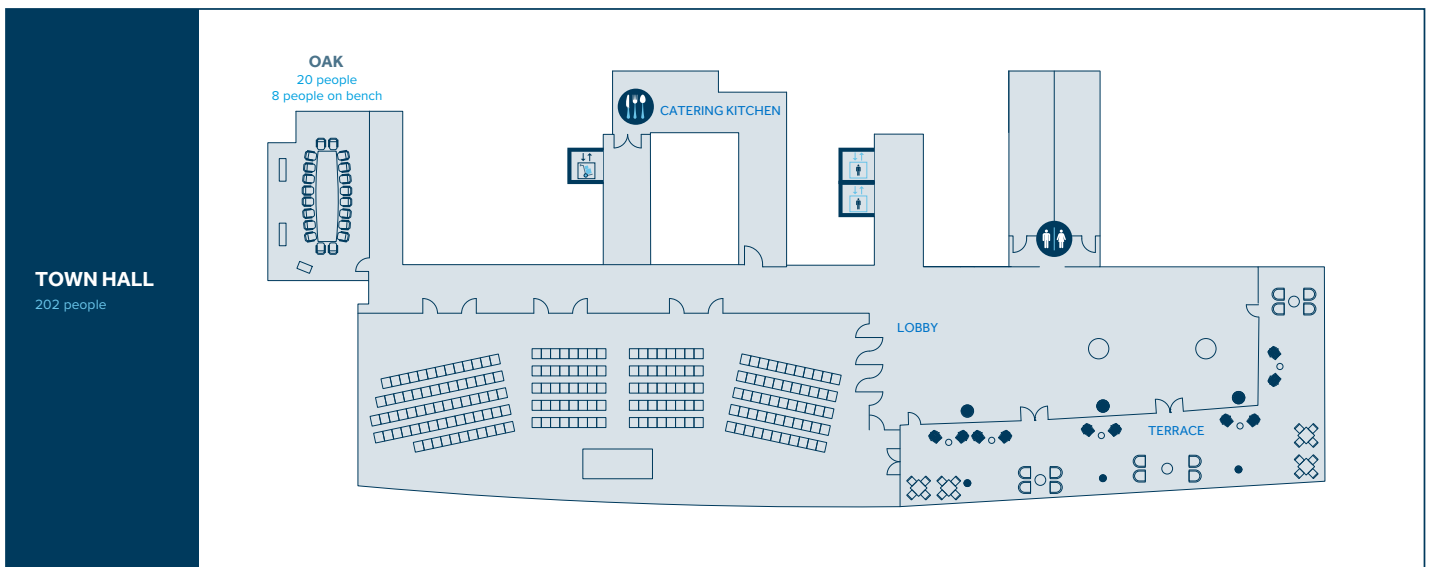
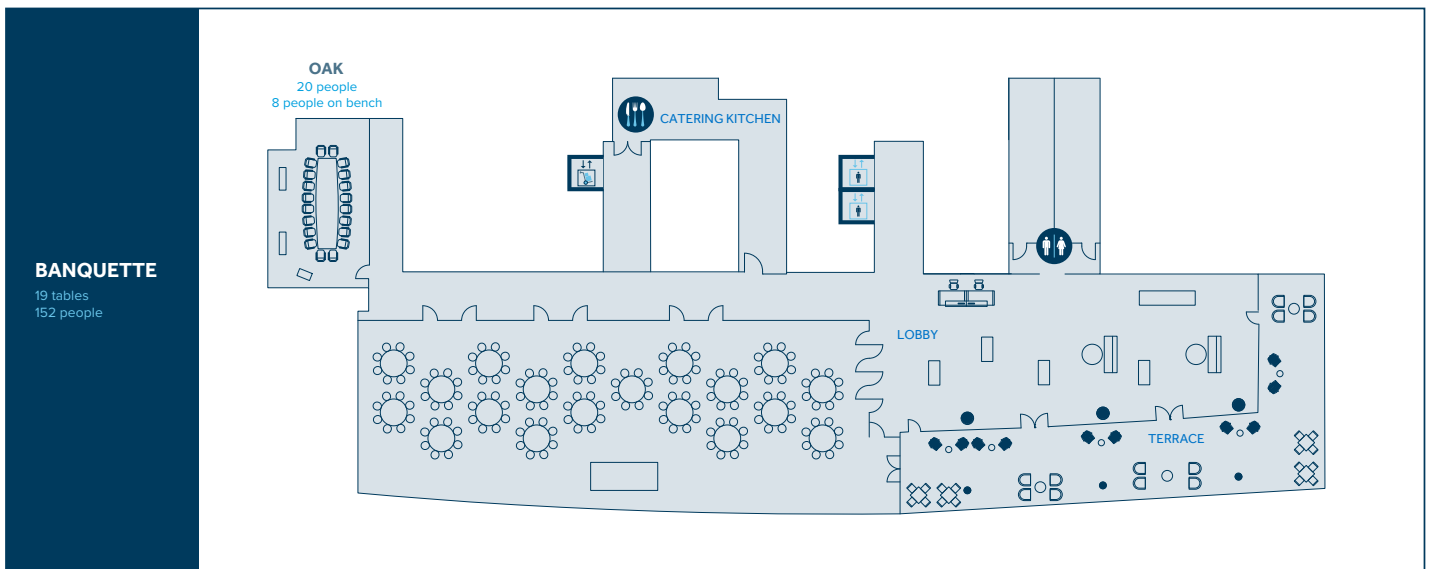
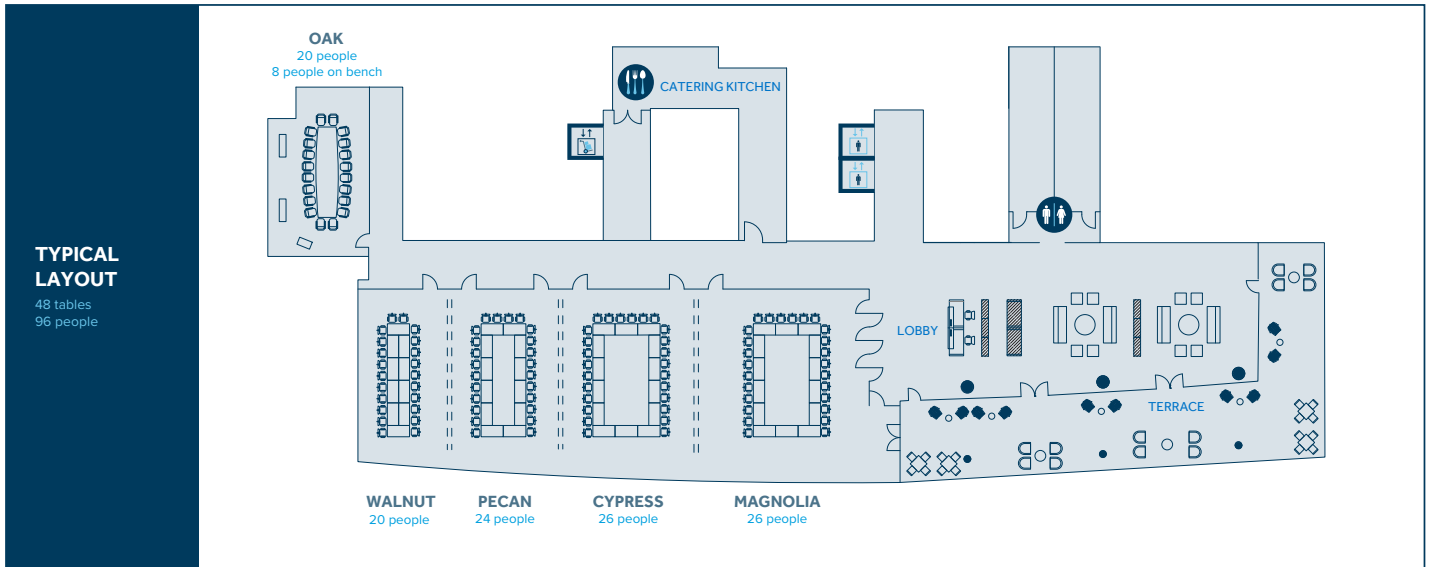
Noise Level

This is a business environment. Please be respectful.

Attachments:

Room Layout, Meeting Room Request Forms, Insurance Requirements, Parking Rates

ROOM USAGE LAYOUTS



MEETING ROOM REQUEST FORM



Please complete this Meeting Room Request Form to request meeting space at the Greater Houston Partnership offices. Once completed, return the form to events@houston.org for review. You will receive a reply within 5-7 business days after submitting the form.

Name:

Person requesting space

Company:

Address:

Email:

Phone:

Event Contact:

Person responsible for event

Email:

Phone:

Event Date:

Event Time Frame:

Number of Attendees:

Event Title:

Event Purpose:

Style Event (check all that apply): Seated Meal Reception Classroom Theater

AV Needs:

Special Needs (check all that apply - additional fees may apply): Stage Podium Round Tables Linens

Other:

Additional Information:

For Internal Use

Date Received

Partnership Tower Annual Use: Quarterly Use: Q1 Q2 Q3 Q4

Approved: Declined:

Reason:

Date:

Greater Houston Partnership Member: Yes No

Assigned Partnership Staff:

PARTNERSHIP TOWER EVENTS REQUEST FORM



GREATER HOUSTON
PARTNERSHIP

For all Partnership hosted & co-hosted events please fill out this form and return to Ryan Allbright, rallbright@houston.org. Without a completed Partnership Tower (PT) Events Request Form your event will be prevented from being assigned to an Events staff member.

Name:

Division/Department:

Event Title:

Event Date:

Event Time Frame:

Number of Est. Attendees

Event Purpose:

Event Type (check all that apply): Meeting Reception Breakfast Press Conference Luncheon

Panel Discussion Other (if other is selected please describe)

Rooms Needed (check all that apply): Magnolia Cypress Walnut Pecan Lobby/Terrace

Department Staff Point of Contact*:

Co-hosted company (if applicable):

Describe GHP's role (for co-hosted events only) (check all that apply): Logo Placement Speaking Opportunity

Additions to Guest List Other (if other is selected please describe)

Department Staff Point of Contact Signature:

SVP Division Signature:

*Department Staff POC is responsible for developing, organizing and executing event agenda for day of event. The Events staff assigned to the event is responsible for all logistics including: caterer, AV, furniture rentals, photography, etc.

For Internal Use

Date Received

Approved: **Declined:**

Reason:

Date:

Assigned Events Staff Member:

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