

On-Site Event Request Form

Requestor Information:

Event Host:	Tenant:
Email:	Phone:
Tenant Facility Contact:	
Email:	Phone:

Event General Information:

Event Title:	Number of Attendees:	
Event Date(s):		
Set-up Time:	Event Start Time:	Event End Time: Clean-up End Time:
Plan to Move Furniture?	Yes <input type="checkbox"/> / No <input type="checkbox"/>	If yes, provide separate furniture plan.
Will Food/Beverages be served?	Yes <input type="checkbox"/> / No <input type="checkbox"/>	If Yes, check appropriate box below.
<input type="checkbox"/> Aramark	<input type="checkbox"/> Caterer:	<input type="checkbox"/> Drop-off <input type="checkbox"/> Other:
Will Alcohol be served?	Yes <input type="checkbox"/> / No <input type="checkbox"/>	If yes, provide TABC licensed server(s):
Access to space required prior to event date?	Yes <input type="checkbox"/> / No <input type="checkbox"/>	If yes, meeting time will be scheduled separately

Location (Check Box and Complete Section Information): *Business hours are M-F, 8am-5pm

<input type="checkbox"/> Food Hall	Capacity: 700 people – Not Available: M-F, 11:00 am – 2:00 pm		
Video Presentation Needs?	Yes <input type="checkbox"/> / No <input type="checkbox"/>	Laptop Connection: <input type="checkbox"/> HDMI / <input type="checkbox"/> Clickshare	<input type="checkbox"/> Podium
Audio Presentation Needs?	<input type="checkbox"/> 1 or <input type="checkbox"/> 2 handheld microphone(s)		<input type="checkbox"/> 1 or <input type="checkbox"/> 2 headset microphone(s)
Video Wall Cable TV Needs?	Yes <input type="checkbox"/> / No <input type="checkbox"/>	If yes, what Spectrum channel?	
Music needs?	Yes <input type="checkbox"/> / No <input type="checkbox"/>	If yes, check appropriate box below.	
<input type="checkbox"/> Personal Playlist	<input type="checkbox"/> House Music (Mood Music)	<input type="checkbox"/> Live Music or DJ	<input type="checkbox"/> Other:
Special Lighting Requests?	Yes <input type="checkbox"/> / No <input type="checkbox"/>	If yes, please specify:	
<input type="checkbox"/> Courtyard Lounge	Capacity: 150 people – Available any time		
Use of Equipment? If so, check box(s):	<input type="checkbox"/> 2 outlets (each dedicated circuit)	<input type="checkbox"/> Fire Pit	<input type="checkbox"/> Washers Pit
<input type="checkbox"/> BBQ Grill	Grill Operator:		NOTE: Safety Training Required.
<input type="checkbox"/> Gaming Lounge	Capacity: 50 people – Not Available: M-F, 11:00 am – 2:00 pm		
Use of Gaming Equipment? If so, check box(s):	<input type="checkbox"/> 2 outlets at sink (circuit 124)	<input type="checkbox"/> 2 outlets at island (circuit 126)	
<input type="checkbox"/> Foosball	<input type="checkbox"/> Skee-ball	<input type="checkbox"/> Shuffleboard	<input type="checkbox"/> Table Tennis <input type="checkbox"/> Video Arcade
Use of Break Bar?	Yes <input type="checkbox"/> / No <input type="checkbox"/>	If yes, please specify:	

For Event to be approved, an [Angus Reservation](#), this [On-site Event Form](#) and [Event Usage Area Rules & Regulations](#) must be completed and submitted to HPI five (5) business days in advance of event, or subject to cancellation.

EVENT USAGE AREA RULES & REGULATIONS

Decorations. Pins, tacks, nails, or other puncturing devices are prohibited. Scotch, masking, duct tapes and glues are not allowed on any surface. No open flame candles are permitted. Glitter, confetti, sand, helium balloons or any substance that causes litter or debris inside the event premises or on the grounds are prohibited. HPI must approve all decorations plans and all adhesives and attachment methods at least five (5) business days in advance of the event.

Alcohol. For events where alcohol is being served, a TABC licensed server must be present.

Set up. HPI will not be responsible for the moving, setting, or taking down of any equipment brought in by or for the tenant and/or tenant's Service Provider. All caterers or deliveries must use the service corridor via the Building 500 loading dock. No large deliveries are permitted through the lobby.

Moving Furniture. Tenant must have HPI approval to move any furniture and the Tenant must submit furniture plan at least five (5) business days in advance of the event. Furniture plan shall include any set-up requests outside of the reserved space (e.g., check-in table in lobby outside of the reserved food hall). For large furniture moves, the tenant may be required to contract a licensed and bonded moving company to move all necessary furniture with no expense to HPI. Failure to return furniture to its original location upon conclusion of the rental period, a mover cost will be assessed and invoiced to the Tenant.

Service Corridor Access. Tenant will provide HPI with the names (up to five) of individuals requiring service corridor access at least five (5) days in advance of the event. Visitor Access Badges will be issued to those individuals. Failure to return a Visitor Access Badge will result in a \$50.00 fine for each badge not returned to Building 500 security desk upon conclusion of the event.

AV Equipment. Only qualified HPI-approved AV technicians may operate the Food Hall audio-visual equipment. A quote will be provided by HPI's AV provider and will be invoiced to Tenant after the event. Tenant may bring other portable audio-visual equipment into the Usage Area with HPI's approval. Tenant may use the dedicated network as instructed by HPI.

Signage. At entrances to the reserved area, HPI will set out standard 11x17 Reserved Event signage for the event. Any special event signage must be presented to HPI for approval at least five (5) business days in advance of the event.

Crowd Control. To ensure safety for all attendees, maximum occupancy of the event space must not exceed the capacity specified. This includes attendees, staff, and vendors. Keep exits unobstructed. For large events, set up barriers or stanchions to organize lines for entry and assign staff or security to monitor queues to prevent overcrowding and assist with maintaining order.

BBQ Grill. For events where the Building 500 barbeque grill is being utilized, Tenant must designate a grill operator and provide name in advance. Said grill operator must complete grill training with an HPI technician within one (1) hour prior to the event.

Clean Up/Take Down. All rental tasks including take down and clean up must be concluded by the end of the rental period, including the removal of all trash, food, beverages, equipment, and rented supplies must be removed from the premises. All catering areas used must be cleaned and left in an “as found or better” condition. Tenant must immediately take care of any spillage. If Tenant is unable to remove spillage or fails to clean up at the conclusion of the rental period, clean-up costs will be assessed and invoiced to the Tenant.

Lost, Stolen or Damaged Items. HPI is not responsible for damaged, lost, or stolen items. Found items will be held for up to 90 days after the event at Building 500 Security Desk’s Lost and Found.

Damage. Tenant is responsible for any damage to event premises, its surrounding area and its equipment caused by the Tenant, the Tenant’s guests, the Tenant’s service providers or any individual connected with the Tenant and its events. This includes any damage to the technical equipment, when operated by anyone other than those authorized by HPI. If such damage occurs, repair costs will be assessed and invoiced to the Tenant. It is strongly recommended that Host performs a video recording of the existing conditions and notify HPI of any existing damage prior to set-up time.

Violation charge. Violation of these rules may result in a minimum \$150 charge, and/or any additional damage/cleaning charges.

Tenant assumes responsibility for the actions of its officers, directors, employees, agents, contractors, invitees, and attendees (collectively referred to as “Guests”). As host of the Event, I hereby acknowledge that I have read the above rules, understand them, and will abide by them.

COMPANY NAME: _____

Event Host Signature

Print Name

Title

Date