



1900 West Loop South
Suite 1175
Houston, Texas 77027
Phone: 713.850.9555
Transwestern.com

1900 West Loop South TENANT CONFERENCE ROOM REQUEST FORM

Tenant: _____ Suite: _____

Contact Name/Phone Number: _____

Date/Time of Conference: _____

Number of Attendees: _____

Nature of Meeting in the Conference Room: _____

Will Food Be Served: Yes No

Important Information:

- Furniture permitted to be re-arranged; we kindly ask it is returned to its original position.
- Catering permitted; Certificate of Insurance required.
- TV is available for use; HDMI cable is provided.
- Wi-Fi is available.
- Can seat up to 70 people comfortably.
- The conference room has a maximum capacity of 123 people.

Authorized Representative (Print): _____ Title: _____

Email: _____ Phone: _____

Authorized Representative (Signature): _____

Date: _____

By signing this Request Form, Tenant agrees to the 1900 West Loop South Conference Room Rules and Regulations and agrees to indemnify and hold harmless CCI-MBM XVI, LP and Transwestern for use of the 1900 West Loop South Conference Room. All terms and conditions to the Lease Agreement are in full force.

There will be a \$50.00 cleaning charge if trash is not picked up and placed in the trash cans.

Please E-MAIL the completed form to 1900wlsmgmtofc@transwestern.com two days prior to the function.