HBU HOUSTON BAPTIST UNIVERSITY

HBU.EDU

Morris Family Center for Law & Liberty
Policy & Rates

The Morris Family Center for Law & Liberty is a beautiful, state-of-the-art complex, including a Gallery for larger events and ancillary spaces for smaller breakout groups or events. When complete, a five-building complex will stand tall off of HBU's main entrance, featuring the main building which is modeled after Independence Hall in Philadelphia. It is located in Southwest Houston on the campus of Houston Baptist University.

The mission of Houston Baptist University is to provide a learning experm-5.3 (i)0."3 (e (m-5. Em TJ 0 Tc 0 Tw 20.076 0

Conferences.

Office: 281-649-3047 | Email: eventsintern@hbu.edu

_____ | Location: Morris Cultural Arts Center - Room 183 | Website: HBU.edu/events

In order to schedule any event, external events, must submit the Event Inquiry form to the Office of University Events & Conferences to be considered. This can be found on the Events homepage under Event Inquiry form

Upon consultation, the Office of University Events & Conferences provides the following services: reservations on the University master calendar for all use of campus space when not in use by academic courses or University initiatives, event planning consultation and assistance with arranging services, coordination of logistics to include: ARAMARK Higher Education (food service, catering, linens), Media Services (Audio/Visual), Campus Services (facility set up, equipment rental, summer lodging), Police support (parking, security coverage), Information Technology, Maintenance, and Custodial.

Set-up Equipment:

Tables: 72 inch rounds, 8ft. banquet, cocktail	$10 per table
Chiavari chairs* (up to 170)	$6 each
Pipe and Drape	$25 each section
Music stands	$1 each
Risers: standing (three steps/six sections) (Note: 10 people per riser maximum.)	$20 each section
Staging or seated risers (twenty sections/four heights @ 8 inch increments) (Note: 4 people per riser maximum.)	$30 each section (+ skirting $50)
Dance Floor (16ft x 16ft)	$200
Podium	$50

*Rental of additional Chiavari chairs (225) for up to 400 seated in rows will be arranged through the Office of University Events & Conferences. We are subject to vendor pricing changes, but for budgeting purposes, add $1,400.

Piano: Currently, there is not a piano in the gallery space. If a piano is needed, the event producer will need to arrange for the rental of a piano to be delivered and picked up within the window of the rental.

Payment: All payments for events are due a full ten (10) business days prior to the event. Additional available facilities may be added after the ten days, but no unused facilities will be credited once the final payment has been made. Payments may be in the form of credit card, personal check, money order, or cashier's check made payable to Houston Baptist University and sent to:

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Food & Drink: Aramark Higher Education Food Service has exclusivity on campus for all food service needs and first right of refusal. No alcohol of any kind is permitted. All catering equipment will be provided by ARAMARK. In addition, linens can be ordered through Aramark. Our Catering Manager works with your specific desires to create a personal, one-of-a-kind even

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