

# GUS BATES

—•— *insurance & investments* —•—

## Seminar Room

### **Availability**

Clients, nonprofit organizations, professional associations may request to use the GUS BATES Seminar Room.

### **Costs**

A minimal rental fee could be incurred. All catering arrangements, rentals, i.e. additional tables, chairs, linens, and audio-visual equipment not provided by GUS BATES are the responsibility of the host organization. Although the facility is offered free of charge, in the event of damage to the rooms or equipment, it is GUS BATES expectation that the host organization be responsible for reimbursing, replacement, and repair and/or cleaning.

### **Reservations**

Reservations can be made by contacting Kathleen Carter at (817)529-5303 or [kathleen@gusbates.com](mailto:kathleen@gusbates.com). You can check the availability of the seminar room at [www.gusbates.com](http://www.gusbates.com).

### **Room Setup**

The standard room setup is classroom style which can seat 40 people. For your convenience, you are free to arrange the tables however you would like. The following come standard in the room:

1 – 15'x4' Conference Room table with 14 seats (cannot be moved)

20 - 6'x2' Seminar Tables

40 - Seminar style chairs with purple cushions

The seminar style tables and chairs can be stored away if you prefer to rent other tables and chairs.

### **Multimedia Equipment**

3 82" 4K TV's

4K Projector

125" Projector Screen

Desktop with Keyboard and Mouse

Laptop (upon request)

Wi-Fi

Apple TV

DirectTV

Sound System

Additional in-wall HDMI port

### **Other equipment available**

1 -23"x35" White Board and Stand

### **Materials**

Groups using the conference room should provide their own materials.

## **Food and Beverages**

Food and beverages are allowed in the GUS BATES Seminar Room. GUS BATES does not provide any food and beverage service. You are welcome to use any caterer of your choice. Below are some caterers we use frequently and recommend.

- Lettuce Cook – (817) 989-2665
- Blue Mesa Grill - (817) 332-6372
- Jason's Deli - (817) 920-1880
- McKinley's Bakery - (817) 332-3242
- Alonti Catering - (817) 877-4022

## **Decorations**

Decorations are permitted, provided they are freestanding and not attached to walls, floors, ceilings, windows, blinds, rods, light fixtures, or any other part of the building, furniture or equipment.

## **User responsibility and rules**

Access to the GUS BATES Seminar room is provided as a convenience and service to our clients and community. Please follow all rules and responsibilities to ensure continued availability of the facility.

- A GUS BATES employee must be present when an event is hosted after business hours
- If a GUS BATES employee is hosting an event after business hours and is unable to attend arrangements must be made with Kathleen.
- All groups are responsible for cleanup of the room
  - All trash needs to be placed in provided receptacles
  - Tables and chairs returned to the original setup
- Turn off all lights, TV's and the projector, if applicable before leaving the room.
- Report any problems or concerns to Kathleen Carter (817)529-5303 or [kathleen@gusbates.com](mailto:kathleen@gusbates.com)