



# CONVENE

## AT PEGASUS PARK

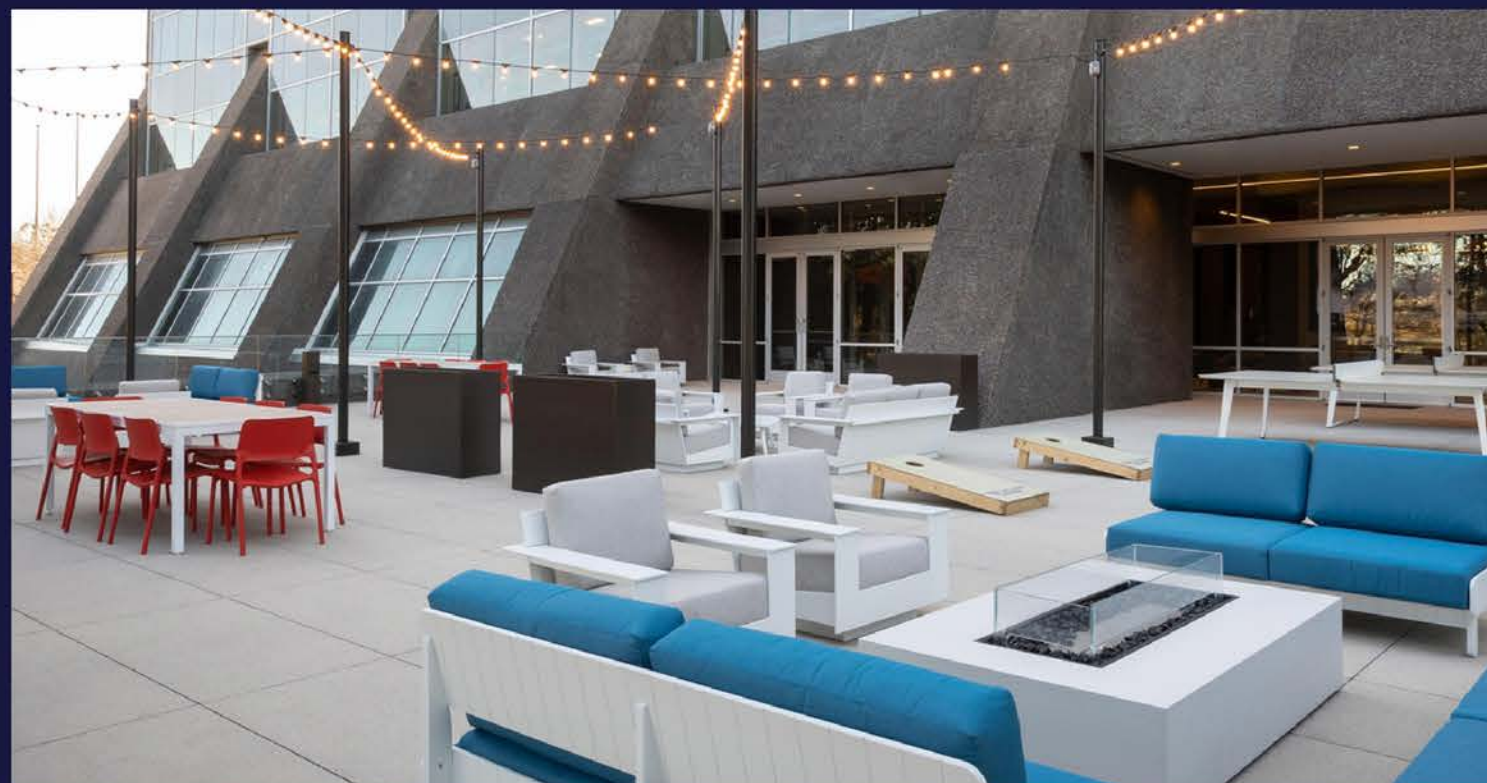
16,000 SQUARE FEET OF INDOOR-OUTDOOR  
FLEXIBLE FUNCTION SPACE ARRANGED TO  
ACCOMMODATE YOUR MEETING AND SOCIAL NEEDS



an environment supporting innovation and interaction



# MEET & CONVENE



- SPACE TO ACCOMMODATE UP TO 200
- CUSTOMIZABLE MEETING CONFIGURATIONS
- PROJECTION SCREEN OR MONITOR(S) IN EVERY ROOM
- ABILITY TO SHARE CONTENT BETWEEN MEETING ROOMS
- INDOOR & OUTDOOR MEETING SPACES
- OUTDOOR SPACE OFFERS FIREPITS, AMPLE SEATING, AND VARIOUS GAMES
- ON-SITE FULL-SERVICE AUDIO/VISUAL AND CATERING



# FLOOR PLAN



ROOM NAMES
<b>SOUTH LOBBY</b>
100 - WEST CONFERENCE ROOM
101 - BALLROOM
101A - BALLROOM A
101B - BALLROOM B
102 - EXECUTIVE BOARD ROOM
103 - BRAINSTORMING ROOM
<b>NORTH LOBBY</b>
NORTH PATIO
104 - EAST CONFERENCE ROOM
104A - EAST CONFERENCE ROOM A
104B - EAST CONFERENCE ROOM B
104C - EAST CONFERENCE ROOM C
THE COMPOUND

# CAPACITY CHART



ROOM NAME	DIMENSIONS	SQ FT	BANQUET	THEATER	CLASSROOM	RECEPTION	U SHAPE	HOLLOW SQUARE	CONFERENCE
Room 100	37' 6" x 30'	1,190	64	99	40	150	30	34	25
Room 100 Patios	18 x 20 appx	325 appx	21	NA	NA	25	NA	NA	NA
Room 101 - Ballroom	61' 6" x 33' 6"	2,085	112	192	80	250	60	64	45
Room 101A	30' 7" x 33' 6"	1,043	42	72	30	80	25	28	16
Room 101B	30' 7" x 33' 6"	1,042	56	108	40	120	30	32	22
Executive Board Room (102)	22' 11" x 18' 8"	434	NA	NA	NA	NA	NA	NA	12
Brainstorming * (103)	14' 3" x 18' 8"	325	NA	NA	NA	NA	NA	NA	8
North Lobby **	20' x 40' appx	2,000 appx	NA	NA	NA	50	NA	NA	NA
North Patio	30' x 40' appx	3,000 appx	NA	NA	NA	75	NA	NA	NA
Room 104 All	81' x 34' 9"	3,082	192	228	88	375	NA	NA	NA
Room 104A	27' x 34' 9"	1,035	64	75	28	150	24	26	18
Room 104B	27' x 34' 9"	1,035	64	78	32	150	24	26	18
Room 104C	27' x 34' 9"	1,012	64	75	28	125	24	26	18
The Compound	70' x 40' appx		140 seats approx						

\* = BRAINSTORMING IS A NON-TRADITIONAL ROOM SET WITH SOFT, CASUAL FURNITURE

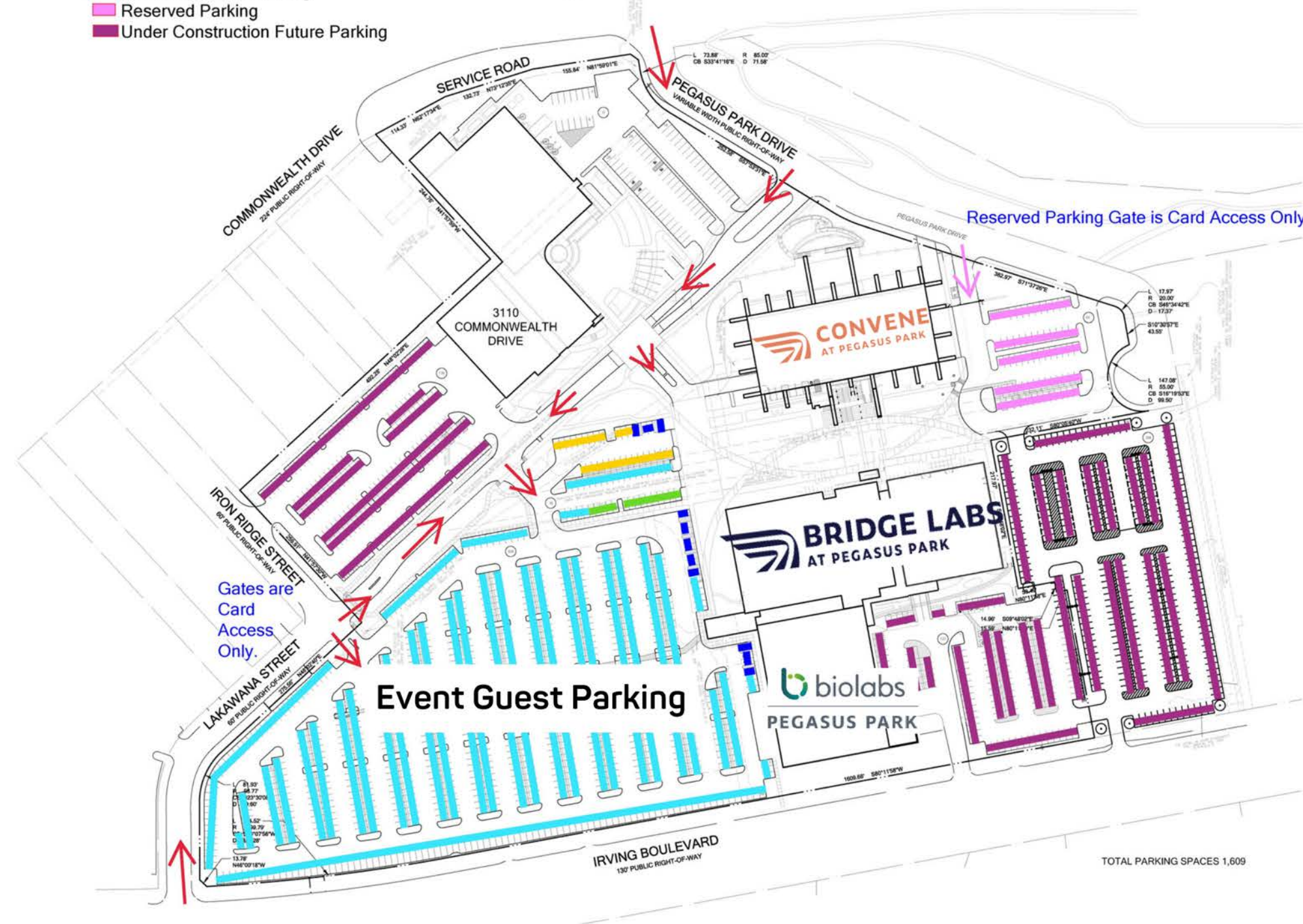
\*\* = EXISTING FURNITURE



# PARKING MAP

- Pegasus Park Parking**
- Open Tenant and Visitor Parking
  - Visitor Parking
  - Handicap Parking
  - Reserved Visitor Parking
  - Reserved Parking
  - Under Construction Future Parking

**Event guests enter here at Pegasus Park Drive**



TOTAL PARKING SPACES 1,609



# FREQUENTLY ASKED QUESTIONS PT. 1



## I WOULD LIKE TO BOOK A MEETING ROOM. WHAT DO I DO?

- Send an email to [Convene@pegasuspark.com](mailto:Convene@pegasuspark.com) with the following information:
  - Preferred date plus at least 2 alternative dates
  - Hours of the event
  - Number of people
  - Type of room set – classroom, rounds, theater, etc.

## I'D LIKE TO SET UP AN ACCOUNT. WHAT DO I DO?

- Send an email to [Convene@pegasuspark.com](mailto:Convene@pegasuspark.com) with the following information:
  - Name of group
  - Address of Record
  - Main Contact
    - Email
    - Phone Number
  - If you're tax-exempt, send an exemption letter

## FOOD & BEVERAGE SUPPORT

- Outside food & beverage is not allowed in Convene. We have Full-service catering in-house
- Menu items need to be selected no less than 30 days before the event
- Final guarantees are due 7 days before the event
- We can send you the full set of menus
- We have full bar service if needed
- We have different bar packages to cover all price points
- We can handle all dietary restrictions except Kosher. We do have a vendor for Kosher meals which can be delivered.

## AUDIOVISUAL

- What comes with the room?
  - The rental fee includes one mic per room, a podium, and the use of the built-in projection equipment
- We have full-service AV services and professional staffing
- Outside vendors are allowed but our team needs to supervise the outside vendor and a supervisory fee will apply. The outside firm cannot have access to our house sound.

## PARKING

- For Events, attendees can use the main, large 1,400-car parking lot
- Visitor & Reserved marked spots are not to be used
- Community Brewery parking is not to be used by Convene event attendees
- Valet parking is available for a fee
- We have one primary vendor and two secondary vendors
- We facilitate the valet parking so they can coordinate with our Security Team



# FREQUENTLY ASKED QUESTIONS PT. 2



## SIGNAGE

- The South Lobby large screens are used for wayfinding and display of menus for The Compound
- The South Lobby screens can be used by a group if they are the only group using all of our space – the center screen is for that use.
- Directional signage can be used outside if:
  - They can be the small yard signs where you step on the metal bar so they can go into the lawn areas – much like a realtor’s sign
  - Signage and placement must be approved a week before the event
- North Lobby
  - The large, built-in screen in the North lobby can be used by groups renting the space
  - The group will work through our AV Team for the use of the large-screen
- Directional Signage indoors can be used:
  - In areas close to the meeting room you are using
  - Nothing can be affixed to the walls
  - Pull up signage is preferred

## USE OF THE COMPOUND

- The Compound is open for business from:
  - Monday – Thursday: 7:00 am – 2:00 pm
  - Friday: 7:00 am – 1:30 pm
- When The Compound isn’t being used for tenants’ use during the hours listed above, it can be rented as an event space
  - After the closing time, we will need 1 hour to clean the space. Additional time might be required for extensive changes to the existing room set
- Our full-service catering and AV Teams are the only ones allowed to work in the space unless given special approvals
- After the event has concluded, the space will need to be returned back to its normal operating footprint – room reset fees may apply

## MEETING ROOM RENTAL

- Can I request to use the space if I’m not a tenant at Pegasus Park? Yes!
- Meeting rooms can be rented by any organization:
  - Week Days
    - Full day
    - Half Day
    - Hourly
  - Weekends
    - Weekend rates require a Weekend Coverage Fee which covers our AV/Room Sets Team coming in on that day
- Room Rental Rates
  - We have the following categories of rates. Rates will be provided at the time of booking and confirmation of category
    - **Internal Tenant Rates**
      - Water Cooler (nonprofit tenants)
      - Other tenants
    - **External Rates**
      - Non-profit
      - Any organization that is not a 501c3
- Meeting Room Deposits
  - At the time of booking, a deposit equal to the meeting room rental will need to be paid
  - Additional deposits are due 30 days out from the program



# CONTACT US



✉ [convene@pegasuspark.com](mailto:convene@pegasuspark.com)



Pegasus Park is a dynamic ecosystem that encourages collaboration, problem-solving, and a healthy dose of good fun.

Located between the Design District and the Southwestern Medical District in Dallas, Texas. The Campus offers state-of-the-art facilities and amenities for the daily convergence of entrepreneurs, best-of-breed companies, strategic business partners, and social impact organizations. Pegasus Park is not just another place to work - it is the place to explore ideas that move the needle in the social sector, biotech, and business.

