



*The Belamour*

*The Belamour at Sara's Inn*

941 Heights Blvd., Houston, TX 77008

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# Forever Yours Package



*Guest Count Maximum: Ceremony and Reception 102, Reception Only: 120*

- 11 Overnight Guestroom Accommodations on the Night of Event
- Breakfast served the following morning for all overnight guests
- 5-Hour Event Rental for Ceremony, Cocktail Hour, and Reception
- 3-Hour Setup
- Valet Parking for Guests
- Bridal Suite access at 12:00 PM
- Groom's Dressing Room
- Onsite Venue Manager
- Table & Chair Setup / Teardown
- 60" Round Tables
- Cocktail Tables
- Gold Chiavari Chairs for Ceremony and Reception
- Polyester Tablecloths & Napkins
- 1-Hour Rehearsal

*Friday & Sunday - \$6,500 | Saturday - \$9,000*

**All packages are subject to 10% service charge and 8.25% sales tax.**

*For events with over 60 guests, the Garden Pavilion will be used for both Ceremony and Reception; in which case, Gold Chiavari chairs will be used for both Ceremony and Reception.*

# Southern Belle Package



*Guest Count Maximum: Ceremony and Reception 102, Reception Only: 120*

- 5-Hour Event Rental for Ceremony, Cocktail Hour, and Reception
- 3-Hour Setup
- Valet Parking for Guests
- Bridal Suite access at 12:00 PM
- Groom's Dressing Room
- Onsite Venue Manager
- Overnight Guestroom Wedding Blocks
- Table & Chair Setup / Teardown
- 60" Round Tables
- Cocktail Tables
- Gold Chiavari Chairs for Ceremony and Reception
- Polyester Tablecloths & Napkins
- 1-Hour Rehearsal

*Friday & Sunday - \$5,000 | Saturday - \$7,500 | Daytime - \$4,000*

**All packages are subject to 10% service charge and 8.25% sales tax.**

*For events with over 60 guests, the Garden Pavilion will be used for both Ceremony and Reception; in which case, Gold Chiavari chairs will be used for both Ceremony and Reception.*

*\* Overnight guest room blocks only apply to events booked in the evening timeframe*

*Daytime events must conclude by 4:00PM*

# DIY Wedding Package



*Guest Count Maximum: Ceremony and Reception 102, Reception Only: 120*

- 5 Hour Event Rental for Ceremony, Cocktail Hour, and Reception
- 3-Hour Setup
- Table and Chair Setup/Teardown by Wedding Party
- Bridal Suite access at 12:00 PM
- Groom's Dressing Room
- Onsite Venue Manager
- 60" Round Tables
- Cocktail Tables
- Gold Chiavari Chairs for Ceremony and Reception
- 1-Hour Rehearsal

*Friday & Sunday - \$4,000 | Saturday - \$6,500 | Daytime - \$3,000*

**All packages are subject to 10% service charge and 8.25% sales tax.**

*For events with over 60 guests, the Garden Pavilion will be used for both Ceremony and Reception; in which case, Gold Chiavari chairs will be used for both Ceremony and Reception.*

*Daytime events must conclude by 4:00PM*

# Intimate Package



*Guest Count Maximum: 50*

- 4-Hour Event Rental for Ceremony, Cocktail Hour, and Reception
- 2-Hour Setup & 1 Hour Cleanup
- Bridal Suite
- Groom's Dressing Room
- Onsite Venue Manager
- Table & Chair Setup / Teardown
- 60" Round Tables
- Cocktail Tables
- White Garden Chairs for Ceremony
- Gold Chiavari Chairs for Reception
- Polyester Tablecloth & Napkin Linens
- 1-Hour Rehearsal

*Friday & Sunday - \$3,000 | Saturday\* - \$4,000 | Daytime - \$2,500*

**All packages are subject to 10% service charge and 8.25% sales tax.**

*Daytime event must conclude by 3:00PM. Evening events must conclude by 8:30PM.*

\*The Intimate Package may only be booked during the daytime if date is more than 6 months out.

# CEREMONY ONLY PACKAGES

## Enchanted Hearts



Guest Capacity: 120

- 1.5-Hour Event Rental for Ceremony and Photography
- 1 Hour Setup
- Bridal Suite
- Groom's Dressing Room
- Garden Pavilion
- Onsite Venue Manager
- Chair Setup / Teardown
- White Garden Chairs for Ceremony
- 1 Hour Rehearsal (Prior to Event Date)
- Sunday-Friday Daytime Availability (Exceptions are made for available Saturdays and evenings within three months of event date)

*Pricing: \$1,500*

**All packages are subject to 10% service charge and 8.25% sales tax.**

## Intimate Ceremony



Guest Capacity: 50

- 1.5 Hour Event Rental for Ceremony and Photography
- 1 Hour Setup
- Bridal Suite
- Groom's Dressing Room
- Garden Pavilion
- Onsite Venue Manager
- Chair Setup / Teardown
- White Garden Chairs for Ceremony
- 1 Hour Rehearsal (Prior to Event Date)
- Sunday-Friday Daytime Availability (Exceptions are made for available Saturdays and evenings within three months of event date)

*Pricing: \$1,000*

**All packages are subject to 10% service charge and 8.25% sales tax.**

# Just the Two of Us



- 1 Hour Event Rental for Ceremony and Photography
- 30 Minute Setup
- Bridal Suite
- Groom's Dressing Room
- Onsite Venue Manager

*Pricing: \$500*

**All packages are subject to 10% service charge and 8.25% sales tax.**



## Terms & Conditions

**CANCELLATIONS/REFUNDS/POSTPONEMENTS:** All payments made are non-refundable and non-transferable. Covid-19: In the event that a government mandated shutdown occurs, and Sara's Inn is unable to host their event due to these orders, a one-time event reschedule policy is allowed at no additional charge subject to Sara's Inn availability and must be rescheduled to a new date within six months from the original date, on the same day of the week and time as the original date.

While not mandatory, it is highly recommended that Client obtain EVENT CANCELLATION / POSTPONEMENT INSURANCE.

**DEPOSITS AND PAYMENTS:** A 25% deposit of the total wedding package is due to secure your event date. For weddings less than six months out, a 50% deposit is required. All follow-up payment due dates will be finalized and listed in your proposal. All payments must be paid by or on the stated due dates to hold your date. A credit card is required to be on file for the event.

**ADDITIONAL HOUR(S):** Should the Client decide to add additional time to their wedding rental, this may be done so at a rate of \$750/hour (plus a service fee and sales tax) and must be confirmed by a Sara's Inn Event Manager prior to the event date.

**HOLIDAY PRICING:** Please note that there is a 20% price increase for weddings and events hosted on holidays and may extend to holiday weekends. Saturday pricing will apply to all Sunday events the day before a Monday holiday. Friday pricing will apply for Thursday events in December. Sara's Inn does not book events on Thanksgiving Day, Christmas Eve, or Christmas Day to ensure all staff have the day off with their families.

**GUEST COUNT:** Maximum guest count is based on the package / event booked as noted in your proposal. Final guest count is due one (1) week prior to your event.

**BRIDAL SUITE:** The wedding party will have access to our on-site bridal suite. The access time will depend on which package is booked by the client and the start time of the event. All personal belongings must be removed from the bridal suite by the event end time. To limit the possibility that damage may occur and to ensure that the sofas stay in pristine condition for all future brides, we have a firm policy in place that no food or drinks may be consumed on the two sofas in the bridal suite, other than water. Should damage to the upholstery on the sofas in the bridal suite occur, it will be the responsibility of the client to have it repaired and/or reupholstered. Sara's Inn shall select the vendor to perform the work and the cost will be paid for by the Client.

**GROOMS' DRESSING ROOM:** Groom will have access to one of the overnight rooms or suites at Sara's Inn to be used as his dressing room, based on availability. All personal belongings must be removed by the event end time.

**OVERNIGHT GUEST ROOMS:** Unless overnight guest rooms are included in your package, overnight guest rooms are available for third-party guests, outside of the wedding party, to reserve.

**THIRD PARTY VENDORS:** Sara's Inn will not be responsible for client vendor deliveries or sign for client vendor rentals. Proof of general liability insurance with Certificate of Insurance must be supplied to Sara's Inn no less than 14 days prior to the event. Any outside vendors (florist, linen rental, entertainment, etc.) hired for your function are fully responsible for the set up / take down of items ordered for your event. Anything brought into Sara's Inn for your event must be removed from the building at the event end time. The building will only be available during your contracted timeframe for set up. Please do not schedule your vendors to arrive before your contracted start time as we do reserve the right to deny access to Sara's Inn.

**CATERING:** Any third-party caterer may be contracted by client subject to the caterer providing Sara's Inn proof of its general liability insurance, and food establishment permit evidencing that it is licensed by the City of Houston Health Department. Caterers must supply Sara's Inn with a copy of their liability insurance at least 14 days prior to the event. The caterer, or another vendor contracted by Client, must supply all necessary serving trays, warming trays, carving utensils, serving utensils, glassware, waitstaff, etc. Sara's Inn does not supply anything related to catering other than the limited use of our kitchen for fully licensed, permitted caterers with a Certificate of Insurance.

**ALCOHOL & BARTENDING:** As of the date of this contract, Sara's Inn does not hold any TABC permits. Our policy as it relates to alcohol is BYOB and all alcohol must be served by a TABC licensed bartender. Client must follow all state and local laws (e.g., alcohol may not be made available to minors under 21 years of age) if providing alcohol to guests during the event. Shots are strictly prohibited. If Client wishes to serve liquor, Sara's Inn shall hire a security officer to remain onsite for the full duration of bar services and Client will be responsible for the cost of this service, which is \$40/hour. Events with 60 or more attendees will be responsible for the cost of two security officers. Last call must be done no later

than 30 minutes prior to the event end time and the bar must close no later than 15 minutes prior to the event end time. Client may rent the wine glasses and champagne flutes from Sara's Inn for an additional fee, if desired.

**VALET PARKING:** Sara's Inn requires a third-party valet service to be hired for all weddings / events of more than 50 guests. Should the Client wish to add valet parking to their wedding package this will be done so at the Client's expense and must be confirmed by an event manager no later than three months prior to the event date. Any guests staying overnight at Sara's Inn may choose to park their vehicle on our lot rather than have their car valeted since they will not be leaving at the end of the event. Any vehicles not picked up by the 30-minute window after the conclusion of the event, the valet service will park those vehicles in front of Sara's Inn or as near as possible and will leave those vehicle keys with Sara's Inn's Event Manager.

**WEDDING PLANNER/EVENT COORDINATOR:** All wedding events over 50 guests must have an approved day-of event planner/coordinator and/or approved DJ. The venue provides an Event Manager onsite for the duration of the event, but please note, this person does not fulfill the role of a "day-of-coordinator."

**DECORATIONS:** No affixing anything to walls, floors, or ceilings without prior approval from the venue. Decorative items may NOT be affixed to the greenery wall or fountains in the Garden Pavilion. No exceptions. The use of glitter or unapproved confetti on the premises will result in a \$500 clean up fee. Clients who provide their own centerpieces are responsible for removing them from the property after the event.

SARA'S INN RESERVES THE UNRESTRICTED RIGHT TO MODIFY BUILDING AESTHETICS WITHOUT LIMITATION AT ANY TIME.

**DAMAGES TO PROPERTY:** If the building is damaged by you, your guests, employees, vendors, or agent's client agrees to pay for any damages supported by documentation.

**PERSONAL INJURY:** You agree to hold Sara's Inn harmless for any personal injury suffered by you or your guests related to ascending / descending or traversing steps, stairs, walk-ways, patios, driveways, or pavers.

**LIMITATION OF LIABILITY:** The liability of Sara's Inn to client for any reason and upon any cause of action related to this contract, whether in tort or in contract or otherwise shall be limited to the amount paid by the client to Sara's Inn pursuant to this contract.

**DISCLAIMER OF LIABILITY:** Sara's Inn is not responsible for the personal items of any guests. Sara's Inn, its owners, employees and independent contractors will not be held responsible for any lost or stolen items, or for damages to any vehicles. Client shall be responsible for personal injury, death, or loss of or damage to property caused by such party's gross negligence or willful misconduct.

**INDEMNIFICATION:** Except for Sara's Inn gross negligence or willful misconduct, Client shall indemnify, defend, and hold harmless Sara's Inn, its owners, employees, and independent contractors against any and all claims, damages, liens, judgments, penalties, attorneys and consultants' fees, expenses and/or liabilities arising out of, involving, or in connection with, the use and/or occupancy of Sara's Inn's buildings and grounds by Client, Client's guests and Client's 3rd party vendors. Sara's Inn need not have first paid any such claim to be defended or indemnified.

**CHILDREN:** Please do not leave children unattended. Client agrees to be responsible for all children attending the event. **Sara's Inn will not be responsible for lost or injured children.**

**PHOTOGRAPHY:** All photographic and /or video graphic images may be used by Sara's Inn for promotional and/or advertising use.

**MUSIC:** All music must be turned off at the conclusion of the event and follow city of Houston sound ordinance guidelines. The current regulations are generally as follows, but are subject to change:

Friday-Saturday all music must be turned down to 68db or lower after 11:00pm. Sunday-Thursday all music must be turned down to 68db or lower after 10:00pm. Music must never exceed 75db at any time during the event

**SMOKING:** Due to the historic nature of the buildings, Sara's Inn has a no smoking policy on the property. Any guests smoking will be asked to stop; if they refuse, they will be required to leave the property.

**PETS:** Although we love furry friends, we do not allow pets on the property for the safety and well-being of all guests, staff, and vendors, except service animals specifically trained to aid one with a disability (note that 'emotional support animals' are not deemed to be service animals).

**EVENT SETUP & CLEAN UP POLICIES:** Sara's Inn will set up tables & chairs one time according to the agreed upon layout. If a room flip is necessary, this must be arranged in advance with Sara's Inn and a room flip fee of \$250 for parties of 50 or less; \$350 for parties over 50 will be added to your total. Please note, room flip fees do not apply to Clients booking the Southern Belle or Forever Yours packages. This fee only applies to the Intimate Wedding Package when the Client wants both their ceremony and reception in the Garden Pavilion.

Sara's Inn will provide tear-down of all tables and chairs provided by Sara's Inn at the end of the event. Any furniture, additional tables or outside chairs brought in from another vendor must be broken down and picked up by the rental company at the end of the event. The client is responsible for removing all personal belongings, décor, and trash at the end of the event. Sara's Inn is not responsible for any belongings or vendor rentals left by wedding guests or vendors after the event. Catering/Vendors/Clients must remove all trash from the premises at the end of the event (except for bathroom, dressing rooms, and guest suite trash cans). If all trash has not been removed from the building and placed in our trash cans, a \$200 clean up fee will be charged.

Catering/Clients are responsible for the sweeping and mopping of any spills and/or trash on the floors in the kitchen areas. The kitchen counters must also be wiped down. All items must be removed from the catering refrigerator/kitchens and bar at the end of the event. Catering/Clients must

check out with the Sara's Inn Event Manager before leaving at the end of the event. Rental items must be picked up and removed from the premises at the end of the event. Please make sure to allow enough time for this in your clean up time.

**CEREMONY REHEARSALS:** Ceremony rehearsals may be scheduled during the following time periods: Monday – Friday, 11:00 AM – 6:00 PM, subject to availability. Rehearsal time and date cannot be guaranteed until 30 days prior to the event date and must be scheduled with the venue manager. Only the common area (dining room and covered garden pavilion) will be available during the rehearsal. Time allotted for a rehearsal is one hour. If the rehearsal is longer than one hour, there will be a \$200 charge to the account.

**COUPLES SEND-OFF POLICIES:** Sparklers, fireworks and pyrotechnics are strictly prohibited. Bells, bubbles, ribbon wands, biodegradable or water-soluble confetti, lavender or noisemakers are all permitted. If confetti, flower petals or any other similar items are used during the event then the Client will be responsible for assigning someone to sweep this up at the end of the event as this exceeds our standard cleanup. Rose petals are NOT permitted in guest rooms. NOT permitted: birdseed, rice, silk petals, airborne lanterns (nothing outside that is harmful to landscaping, animals or is not biodegradable).