



The Belamour



Shower Event Details

The Complete Shower Package

Available Time Slots 11:00AM – 2:00PM | 4:00PM – 7:00PM

Starting at \$1200.00

(Plus 8.25% Sales Tax and 18% Service Charge)

What's Included:

- Exclusive use of the Dining Room and Garden Pavilion for:
 - 1-hour set up prior to event start time
 - 3-hour event timeframe
 - 30-minute cleanup at the end of the event
- Brunch or Lunch Catering for 30 guests; each additional guest is \$20/\$25 per person (plus applicable taxes and service charge)
- White ceramic meal plates, silverware wrapped in linen napkins, plastic drinking cups
- 60" round tables and gold Chiavari chairs (based off final guest count)
- White polyester tablecloth linens
- Onsite event manager during the timeframe of your event
- Bluetooth Speaker Connectivity

Exclusions:

Alcohol is not included with any package as The Belamour is a BYOB venue. Clients who choose to bring in beer and/or wine will be charged a \$150 corking fee. Champagne glasses are included with the corking fee. Any Client wishing to have liquor is required to hire a TABC licensed bartender to serve the guests. Shots and doubles are strictly prohibited.

Dessert items are not included by the venue but can be brought in by Client. Client must provide disposable plates, forks, and napkins to serve with dessert. Any cake/dessert cutting and serving to be done by the Client.

Suggested Items to Bring:

- Décor Items (balloons, framed photos, baby/wedding items, floral arrangements and/or centerpieces, signs, guestbook, etc.)
- Desserts & Sweets (cake, cake pops, macaroons, cookies, donuts etc.)

Menu Selected (see next page):

_____ Brunch _____ Lunch

Brunch Menu

\$1250.00 (Pricing for 30 guests)

(Plus 8.25% Sales Tax and 18% Service Charge)

- ❖ **Frittata Egg Bake (Choose one):**
 - Sausage & Bacon
 - Spinach & Red Bell Pepper
- ❖ **Butter Croissants**
- ❖ **Cheesy Potato Gratin Hash**
- ❖ **Fresh Fruit Salad** (selections based on seasonal availability)
- ❖ **Beverages:** Orange Juice, Coffee (cream and sugar provided), and Citrus Water

Add-on Food Items (must be ordered in quantities of 10):

- Yogurt Parfait Bar with Fresh Fruit - \$4.00pp
- Berry French Toast Bake (Topped with streusel and served with strawberry & raspberry sauce) - \$3.50
- Assorted Croissants (Chocolate, almond, chocolate almond, seasonal fruit croissants, and additional butter croissants) - \$3.00pp
- Assorted Bakery Sweets (Blueberry muffins, bran muffins, seasonal fruit pastries, almond croissants, and seasonal fruit croissants) - \$3.00pp
- Bacon - \$2.00pp

Add-on Items:

- Decorative gold charger plates - \$1.50pp
- Additional Hour - \$250.00/hr
- Additional Guest - \$20.00/pp (over 30 guests)

All prices above are subject to an 18% service fee and 8.25% sales tax

Lunch Menu

\$1350.00 (Pricing for 30 Guests)

(Plus 8.25% Sales Tax and 18% Service Charge)

❖ **Assorted Sandwiches** (Choose Three):

- Ham & Swiss
- Turkey & Provolone
- Chicken Salad
- Roast Beef & Cheddar
- Chicken, Swiss & Pesto

❖ **Fresh Fruit** (selections based on seasonal availability)

❖ **Salad** (Choose One):

- Caesar Salad
 - Romaine Lettuce, Croutons, Parmesan Cheese, and Caesar Dressing
- Cranberry Pecan Salad
 - Cranberries, Pecans, Mixed greens, Balsamic Dressing
- Seasonal Spinach Salad
 - Spinach, Strawberries, Bacon, Feta, Pecans, French Vinaigrette Dressing
- Basil Pesto Pasta Salad
 - Penne Pasta, Sun-dried Tomato Pesto, Basil, Green Onions, Tomatoes & Parmesan Cheese

❖ **Beverages:** Lemonade, Iced Tea (unsweet, sugar/sweetener provided), and Citrus Water

Add-on Items:

- Additional Salad Selection - \$3.50pp (must be ordered in quantities of 10)
- Coffee (cream and sugar provided) and white ceramic mugs - \$2.75pp
- Decorative gold charger plates - \$1.50pp
- Additional Hour - \$250.00/hr
- Additional Guest - \$25.00/pp (over 30 guests)

All prices above are subject to an 18% service fee and 8.25% sales tax

Venue Rental Package

Available Time Slots 11:00AM – 2:00PM | 4:00PM – 7:00PM

Saturday starting at \$900.00* | Sunday starting at \$800.00*

*Plus 8.25% Sales Tax and 18% Service Charge

Venue Rental Includes:

- Exclusive use of the Dining Room and Garden Pavilion for:
 - 1-hour set up allowed prior to event time
 - 3-hour timeframe for event
 - 30 minutes for cleanup at end of event
 - Up to 50 guests
- 60” round tables and gold Chiavari chairs (based off final guest count)
- White polyester tablecloth linens
- Onsite event manager during the timeframe of your event
- Bluetooth Speaker Connectivity

Suggested Items to Bring:

- Food items (must be supplied by licensed and insured caterer or restaurant that has a Food Establishment permit with the City of Houston)
- Décor Items (balloons, framed photos, baby/wedding items, floral arrangements and/or centerpieces, signs, guestbook, etc.)
- Plates, silverware, napkins, and cups (disposable items make for an easy cleanup)

Exclusions:

Alcohol is not included with any package as The Belamour is a BYOB venue. Clients who choose to bring in beer and/or wine will be charged a \$150 corking fee. Champagne glasses are included with the corking fee. Any Client wishing to have liquor is required to hire a TABC licensed bartender to serve the guests. Shots and doubles are strictly prohibited.

Dessert items are not included by the venue but can be brought in by Client. Client must provide disposable plates, forks, and napkins to serve with dessert. Any cake/dessert cutting and serving to be done by the Client.

Add-On Items:

- Coffee (cream and sugar provided) and white ceramic mugs - \$2.75pp
- Citrus Water in Beverage Dispenser and plastic cups - \$35.00
- White ceramic plates, drinking glasses, silverware, white linen napkins - \$5.00pp
- Champagne Glasses - \$1.75pp
- Decorative gold charger plates - \$1.50pp
- Additional Hour - \$300.00/hr

All prices above are subject to an 18% service fee and 8.25% sales tax

TERMS AND CONDITIONS – SHOWER EVENTS

CANCELLATIONS/REFUNDS/POSTPONEMENTS: All payments made are non-refundable and non-transferable.

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

DEPOSITS AND PAYMENTS: A 50% deposit of the total event package is due to secure your event date. 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 event rental, this may be done so at a rate of \$250/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 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.

OVERNIGHT GUEST ROOMS: Unless overnight guest rooms are included in your package, overnight guest rooms are available for third-party guests 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. If Client chooses to bring in beer and/or wine, a \$150 corking fee is required. Champagne glasses are included with the corking fee. Any Client wishing to have liquor is required to hire a TABC licensed bartender to serve the guests. The 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.

PARKING: Sara's Inn has 10 parking spots on-site and all other guests will be required to find street parking. All parking spots are shared with overnight guests and are on a first-come-first-serve basis. Valet parking is encouraged for all events.

VALET PARKING: Sara's Inn requires a third-party valet service to be hired for all events of more than 50 guests. The Client is responsible to pay for the third-party valet service contracted by Sara's Inn, beginning at the event start time and ending 15 minutes after event end time. 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 15-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.

DECORATIONS: Nothing may be affixed 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 \$250 clean up fee. Clients who provide their own centerpieces and other décor items 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: 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 in the dining room according to the agreed upon layout. If Client will be using the garden pavilion for tables and chairs, there is an additional \$250 set-up fee. 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 guests or vendors after 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.

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.

TRASH REMOVAL: Catering vendors and clients must remove all trash from the dining room, garden pavilion, and kitchen areas at the end of the event. If all trash has not been removed from the building and placed in our trash cans, a \$100 clean up fee will be charged. Please note, due to limited space in trash cans on-site, any cardboard boxes and gift-wrapping waste brought in by the Client, vendors or guests must be taken with them at the conclusion of the event. There is a \$100 disposal fee if Client wishes to dispose of all non-catering trash in the trash cans on-site.

