

WEDDING DETAILS

Overnight Accommodations: The venue has a total of 11 overnight rooms/suites available for wedding guests. Each guestroom has one bed and can accommodate a total of two guests, except for the Floral Suite which can be setup as two separate twin beds upon request.

Bridal Suite: The bride will have access to our on-site bridal suite beginning at 12:00 PM on the day of the wedding. All personal belongings must be removed from the bridal suite by the event end time.

Groom's Dressing Room: The groom will have access to one of the overnight rooms / suites at the venue to be used as his dressing room, based on availability beginning at 12:00 PM. All personal belongings must be removed by the event end time.

Package Pricing: Please note that there is a 20% increase for weddings hosted on major holidays (e.g., Easter, Memorial Day Weekend, Independence Day, Labor Day Weekend, New Year's Eve, and New Year's Day). Saturday Pricing will apply to all Sunday events the day before a Monday Holiday. Friday pricing will apply for Thursday events in December. The venue does not book events on Thanksgiving, Christmas Eve, Christmas Day to ensure all staff have the day off with their families.

Extended Rate: If Client has booked a wedding that concludes prior to 10:00 PM, Client may add an additional hour at a rate of \$750/hr. and must be paid in advance of the event.

Deposits and Payments: A 25% deposit of the total wedding package is due in order to secure your event date. For ceremony only packages it is 50% deposit. Payments two and three will be setup as equally dispersed as possible depending on the event timeline. The final payment is due one month from your event date. All due dates will be finalized and listed on your signed agreement. All payments must be paid by or on the stated due dates in order to hold your date. All payments are non-refundable.

Rehearsals: Rehearsals can be scheduled 30 days out from your event, subject to availability.

Day-of-Coordinator: All events must have an approved day-of event planner/coordinator and/or approved DJ. The venue provides a Venue Manager onsite for the duration of the event. Please note, this person does not fulfill the roll of a "day-of-coordinator."

Music: All amplified music must be turned off at the conclusion of the event and follow City of Houston sound ordinance guidelines. All events must conclude no later than 11:00 PM.

Decorations: We have a strict policy that does not allow any items to be hung from or across the faux boxwood wall.

Cleanup: The Client is responsible for removing all belongings at the end of the event. The venue is not responsible for any belongings left by wedding guests after the event.



Catering and Bartending: All catering and bartending vendors must be licensed and insured and have a Food Establishment Permit by the City of Houston. This information must be submitted to the venue manager no later than 30 days prior to the event date.

Alcohol: As of the date of this contract, the venue 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. If providing alcohol to guests, Client may rent the champagne and wine glasses from the venue for \$200 (plus sales tax and service charge). 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, Client is required to hire a security officer to remain onsite for the full duration of bar services. If a security officer is not present, then the bartender will only be permitted to serve beer, wine and champagne.

Valet Parking: The venue requires a third-party valet service to be hired for all weddings and events of more than 50 guests. The venue contracts a third-party valet beginning 30 minutes prior to ceremony start time and ending 30 minutes after reception end time. Any guests staying overnight at the venue may choose to park their vehicle on our lot rather than have their car valeted. 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 the venue or as near as possible and will leave those vehicle keys with the venue manager.

Linens: Client may select their color choice of polyester tablecloth linens for guest tables. Linen napkins and additional table linens are to be provided by Client's caterer or may be rented by a 3rd party vendor.

Smoking: Due to the historic nature of the buildings, the venue has a no smoking policy on 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).

Candles: Candles are permitted in the common areas and must be enclosed by a container within one inch of the flame. Candles are not allowed in the bridal suite, or any overnight guest rooms.

Send-off items: Sparkles are permitted in front of the venue and must be at least 5 feet away from edge of the building. Groups doing a sparkler send-off must have a bucket with water for guests to place their burned sparklers in after use. Sparklers are strictly prohibited from the porches or balconies of the buildings. Birdseed and confetti are not permitted.

Rose Petals: Real rose petals are allowed for the ceremony, but not in guest rooms.

