



**HAWTHORNE HOUSE**  
Intimate Wedding & Event Venue

304 Hawthorne St. Houston, Texas 77006  
415-760-4777

### **HOUSE RULES**

Thank you for choosing Hawthorne House for your special event! With our experienced staff and flexibility with vendors, we have learned what makes an event run smoothly at our venue. We ask you to read and sign this document to acknowledge you are aware of the rules and are happy for them to be followed at your event. We also invite you to share this info with your party so that everyone is literally on the same page!

#### **ALCOHOL –**

With no corkage fees, we truly want you and your party to have a good time! However, we are committed to abiding by TABC rules and do not encourage excessive consumption, especially as many people will be driving after the event.

A bartender with current TABC and Food Handlers licenses is required by law to serve alcoholic beverages at our venue. The bar will close 30 minutes before the end of your event, and the bar staff will prepare the left-over supply for you or your designated person to take home at the end. Hawthorne House reserves the right to refuse service to guests who are over-drinking, rowdy, or offensive.

For weddings, if you and your wedding party have been enjoying a pre-event drink in the Bridal Suite or Bachelor Bungalow prior to the ceremony, please note that once the event begins, all alcoholic drinks must be served by the TABC-licensed bar staff you are paying for. Out of consideration for your guests who may arrive early, we ask that your pre-event drinks are not removed from or consumed outside of the Bridal Suite or Bachelor Bungalow. Per Texas law, no one may leave the premises with open containers.

#### **SMOKING –**

Smoking is only allowed in the outdoor designated smoking areas, and all trash must be discarded in the provided ash trays. Smoking is prohibited indoors or

near the pool. We appreciate your help in keeping the property free of litter and fire hazards.

### **DÉCOR –**

Loose confetti or glitter is prohibited. We do not allow anything to be fixed to the walls, doorways, or doors, but please discuss in advance with your event liaison if you need signs or banners suspended and we will offer solutions. Please do not use tacks, nails, or anything that will leave holes and/or marks. In addition, nothing may be thrown at the end of the event – no confetti, rice, bird seed, etc. Please have your décor team share ALL plans (including any surprises they may want to do for you) with the Venue Manager so we can plan accordingly. We do not want to have to say “no” to them or you on your special event day!

### **MUSIC –**

Please share with your DJ or other sound person that music outside must be kept to an “acoustic level.” While we recognize this is a rather subjective valuation, the word of the Venue Manager or an owner of Hawthorne House is final on this matter – not for lack of fun, but out of consideration for the neighbors and in keeping in compliance with City of Houston noise ordinances. We do not allow any sub-woofers, and particularly ask that the bass is always kept in check as this travels further than the rest of the sound spectrum. DJ’s who work here regularly are great at monitoring it, as each song is recorded differently.

Live quartets and acoustic instruments are allowed, but electric amplifiers are prohibited outdoors. These rules will in no way reduce the enjoyment for you and your guests but abiding them does mean we get to stay in business!

### **CHILDREN & DOGS –**

We have always had a policy of being welcoming to the whole family at Hawthorne House, including children and dogs. (For other pets, please inquire with the Venue Manager.) Well-behaved and leashed dogs are welcome to join you for pictures before the wedding and then for the ceremony itself. After that, it is best if they are returned to a home or other safe place as they are not allowed indoors or in reception areas unless they are a licensed service animal.

While more and more couples are choosing to have “Adults Only” weddings, if you do choose to invite children, please be aware that they may never be out of an adult guardian’s supervision. Hawthorne House is not responsible for their safety and well-being, especially when left alone or with each other. Most of the damage at weddings (leading to the unfortunate loss of security deposits), is done by unsupervised children. Please let all parents know that our staff is not responsible for watching their children.

### **PROHIBITED AREAS –**

Non-wedding events may not go upstairs or into the Bachelor Bungalow in the backyard, with the exception of the bathroom in the Bachelor Bungalow – outdoor events of any kind have access to those facilities. Use of the garage apartment is not allowed. Wedding events may include use of the second floor – Master bedroom and bathroom and guest bedroom, bathroom, and balcony – as well as the full Bachelor Bungalow outside. You are welcome to use the kitchen and Pool House, but the kitchen pantry will be locked. Please do not open any closets, drawers, or cabinets in the house – except with explicit permission in the kitchen and pool house. Please do not touch any displayed art in the house.

Thank you! The Hawthorne House Team

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Signed, in acknowledgement and acceptance of these Hawthorne House rules:

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Today's Date \_\_\_\_\_

Event Date \_\_\_\_\_