



HAWTHORNE HOUSE
Intimate Wedding & Event Venue

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

Venue Rental Booking Confirmation & Contract

This contract is to confirm your booking of Hawthorne House for (date) _____ from (time) _____ to _____ (any 5 hours, latest end 10:00 PM).

Type of Event _____

Name of person responsible for payments

Address _____

Phone _____

Email _____

How did you hear about Hawthorne House?

Hawthorne House will not hold any other function on the entire site during this time without your permission. You will have use of the front yard, front porch, entire first floor, back yard, pool house, restroom in the Bachelor Bungalow, and driveway.

Maximum capacity: 75

Likely number of attendees _____ (max 75)

In-house rentals:

Plates _____ Napkins _____ Linens _____ Silverware _____

Water Glasses _____ Wine Glasses _____ Cocktail Glasses _____

Arbor _____

Additional notes:

Date of booking: _____

Venue Rental Price: \$700 + tax

Included: Venue Manager

Security Deposit: \$500

Additional rentals: _____

Total price: _____

Venue Rental Package – \$700 + 8.25% sales tax (\$57.75) = \$757.75

Venue rental includes:

- ◆ Exclusive use of the ground floor, yards, pool house, and restroom in the Bachelor Bungalow for:
 - ◆ 3-hour timeframe for event
 - ◆ 1-hour set-up allowed prior to event time
 - ◆ 30 minutes clean-up at end of event
 - ◆ Up to 75 guests
 - ◆ Onsite Venue 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)

- ◆ If you will serve alcohol, BYOB and a TABC-licensed bartender to serve the guests (note: shots and doubles are prohibited)
- ◆ Décor items (balloons, framed photos, baby/wedding items, floral arrangements, centerpieces, signs, guestbook, etc.)
- ◆ Plates, silverware, napkins, and cups (disposable items make for an easy clean-up, or you are welcome to our in-house rentals). Don't forget about dessert plates and utensils. (note: any cake/dessert cutting and service is to be done by the client)

Guest Count

Maximum guest count is 75. Your final number of attendees is normally required by Hawthorne House 10 days before your event, but your caterer may need more notice.

Initial _____

Alcoholic Beverages & Bartending

As of the date of this contract, Hawthorne House does not hold any TABC permits. Our policy as it relates to alcohol is each event provides its own alcohol, 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, it is the client's responsibility to hire a security guard or off-duty police officer to remain onsite for the full duration of bar services. Client's expense for security is estimated at \$40/hour. 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 wine glasses and champagne flutes from Hawthorne House for an additional fee, if desired.

If you wish to serve alcohol at your event, a bartender with current TABC and Food Handlers licenses is required by law. Hawthorne House does not charge any corkage fees.

- ◆ If you choose to have your caterer supply and serve the alcohol, you will sign a specific contract with them. PLEASE NOTE: This service also carries an insurance policy for your event that covers the **Insurance** needs mentioned below.
- ◆ If you choose to bring your own alcohol onto the premises, you will be responsible for providing a licensed bartender and glassware. You will be required to remove all alcohol and kegs at the end of your booking. You will also need to provide your own **insurance** certificate – see details below.

Initial _____

Insurance

Unless provided by your caterer, you are required to provide EITHER a certificate of extension coverage from a homeowners policy, referred to as “an additional insured” OR you can purchase separate event insurance. (“Wed Safe” is a popular choice, available online and costing about \$175 with alcohol coverage for \$1 million). This insurance is required to cover you if you are providing alcohol for your guests and then they might drive.

Initial_____

Payment Schedule

1st Payment:

\$378.88 NON-REFUNDABLE Deposit + \$500 Security Deposit Due: At time of confirmation of booking

2nd Payment:

The remaining balance is due 1 month before the event –

\$378.87 NON-REFUNDABLE Due: _____

For events less than 1 month out, all payments and Security Deposit are due at time of confirmation of booking.

All payments must be paid by direct fund transfer* by the stated due dates to hold your date. *direct fund transfer: Venmo, Zelle, Visa, Mastercard, Discover (will split merchant fee on credit cards; no Amex or checks)

Any extra fees (extra time, in-house rentals, special accommodations) are due seven days before the event.

Initial_____

Security Deposit:

The Separate \$500 payment via direct fund transfer* for your Security Deposit is due at the time your booking is confirmed and is returned after the event unless there are any problems. If there are any damages to Hawthorne House property or rental equipment, you will be informed before the repairs are made, and any remaining balance will be returned. *direct fund transfer: Venmo, Zelle, Visa, Mastercard, Discover (will split merchant fee on credit cards; no Amex or checks)

Included in your booking:

Up to 4.5 hours of exclusive use of the venue somewhere between 8 am to 10 pm on the event day.

One planning meetings with your Venue Manager, as well as emails, Zoom, phone calls, and texts as necessary

A carefully managed list of preferred vendors, including caterers, offering you a wide choice of menu styles and price. They would also be able to take care of your bar, should you have one.

Available areas for food service and refreshments, cake, gifts, and guest book.

Normal vendor set-up and break-down time is not charged to you. Initial_____

Third Party Vendors:

Hawthorne House 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 Hawthorne House no less than 7 days prior to the event. Any outside vendors (florist, linen rental, entertainment, etc.) hired for your function are fully responsible for the set-up and clean-up of items ordered for your event. Anything brought into Hawthorne House for your event must be removed from the premises at the event end time. The venue 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 the property. Initial_____

Catering:

Any third-party caterer may be contracted by client subject to the caterer providing Hawthorne House 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 Hawthorne House with a copy of their liability insurance at least 7 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. Hawthorne House does not supply anything related to catering other than any chosen in-house rentals and the use of our kitchen for fully licensed, permitted caterers with a Certificate of Insurance. Initial_____

Valet Parking:

Hawthorne House does not have a dedicated parking lot. We suggest a third-party valet service to be hired for all events of more than 50 guests. 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 Hawthorne House, or as near as possible, and will leave those vehicle keys with Hawthorne House's Venue Manager. Initial_____

Event Coordinator:

Hawthorne House provides a Venue Manager onsite for the duration of the event, but please note, this person does not fulfill the role of a “day-of coordinator.”

Initial _____

Decorations:

No affixing anything to walls, floors, or ceilings without prior venue approval. The use of glitter or unapproved confetti on the premises will result in a \$500 clean up fee. Your party is responsible for removing all décor and centerpieces from the property after the event.

Hawthorne House reserves the unrestricted right to modify building aesthetics without limitation at any time.

Hawthorne House is decorated for major holidays.

Initial _____

Damages to property:

If the building is damaged by you, your guests, employees, vendors, or agents, client agrees to pay for any damages supported by documentation.

Initial _____

Personal Injury:

You agree to hold Hawthorne House harmless for any personal injury suffered by you or your guests related to ascending / descending or traversing steps, stairs, walk-ways, patios, driveways, yards, or pavers.

Initial _____

Limitation of Liability:

The liability of Hawthorne House 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 Hawthorne House pursuant to this contract.

Initial _____

Disclaimer of Liability:

Hawthorne House is not responsible for the personal items of any guests. Hawthorne House, 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.

Initial _____

Indemnification:

Except for Hawthorne House's gross negligence or willful misconduct, client shall indemnify, defend, and hold harmless Hawthorne House, 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

Hawthorne House's buildings and grounds by client, clients' guests and client's third-party vendors. Hawthorne House need not have first paid any such claim to be defended or indemnified. Initial_____

Children:

Please do not leave children unattended. Client agrees to be responsible for all children attending the event. Hawthorne House will not be responsible for lost or injured children. Initial_____

Photography:

All photographic and/or video graphic images may be used by Hawthorne House for promotional and/or advertising use. Initial_____

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 as follows, but are subject to change:

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

Initial_____

Smoking:

Due to the historic nature of the buildings, Hawthorne House only allows smoking in designated areas. Initial_____

Pets:

Service animals specifically trained to aid one with a disability (note that 'emotional support animals' are not deemed to be service animals). Initial_____

Event Set-up and Clean-up Policies:

Hawthorne House will provide tear-down of anything provided by Hawthorne House at the end of the event. Any furniture, tables, chairs, etc. 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. Hawthorne House 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 trashcan). If all trash has not been removed from the event space and placed in our trash cans, a \$200 cleaning 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 after use. All items must be removed from the catering refrigerator/kitchens and bar at the end of the event. Catering/clients must check out with Hawthorne House's Venue Manager before leaving at the end of your 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. Initial_____

Additional Hour(s):

Should the client decide to add additional time to your venue rental, this may be done so at a rate of \$150/hour and must be confirmed by a Hawthorne House Venue Manager prior to the event date. Initial_____

Holidays:

No additional fees are due for weddings or events hosted on holidays or holiday weekends. Hawthorne House does not book events on Thanksgiving Day, Christmas Eve, or Christmas Day to ensure all staff are able to spend time with their loved ones. Initial_____

Cancellations/Postponements

Security deposits are always returned in full if the event is cancelled.

\$378.88 date deposit transferred in full to new date but is non-refundable if no other date is needed. 50% may be returned ONLY if Hawthorne House secures another booking for that day and time.

Cancellation by Hawthorne House:

If Hawthorne House is forced to cancel at any time, we will assist in rebooking your event with local partners or offer you an alternative date. Hawthorne House liability in the event of a forced cancellation is limited to payments received to date. Initial_____

COVID-19:

In the event that a government mandated shutdown occurs and Hawthorne House is unable to host your event due to these orders, a one-time event reschedule policy is allowed, subject to Hawthorne House's availability, at no additional charge. The new date 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 booking. While not mandatory, it is highly recommended for clients to obtain EVENT CANCELLATION / POSTPONEMENT INSURANCE. Initial_____

Changes:

All costs for known changes before event will be added to Final Balance payment above, payable 7 days before your event. Initial _____

Time:

Regardless of the time an event starts, all music and the event must be finished by 10:00 pm. You are requested to remind your guests that they are in a private residence in a residential neighborhood and to please respect this, leaving quietly, especially at night. Thank you! Initial _____

Signed for Renter _____ Date: _____

Signed for HH _____ Date: _____

PLEASE NOTE: You will be advised of personal items left following the reception. If not collected within 14 days, they will be donated to charity.

OFFICE USE

Initial Deposit _____ Received on: _____ Initials _____

2nd Payment _____ Received on: _____ Initials _____

Final Balance for extras (10 days before event)

_____ Received on: _____ Initials _____