



The Heritage Society Connally Plaza Rental Rates

Contracting:

A \$25 processing fee is required for all contracts. Once a contract is written, the USER has two weeks from the date of the contract to return the executed contract with 25% of the rental fee to hold the date. The remaining rental fee and damage deposit are due no less than thirty (30) days prior to the event. *A 25% discount is given to 501(c)3 organizations and to active military.*

Damage Deposit:

A \$500 damage deposit for all rentals must be paid 30 days prior to event. Provided no fees are incurred, the damage deposit will be returned within 2 weeks of event. Should the rented facility suffer damages, including but not limited to cleaning of facility above and beyond normal usage, the USER will receive a detailed summary of damages and charges to repair said damages. The damage deposit may be a check separate from the rental fee or a credit card number.

Insurance:

The USER, and all of the USER's contractors, must carry at least \$1 million liability insurance and The Heritage Society and the City of Houston must be listed as additional insured parties. A certificate of insurance showing the additional insured parties must be on file at The Heritage Society at least five days prior to the event.

The Facility Manager will review with the USER and any vendors (such as photographer, musician, or caterer) what can and cannot be used within Connally. It is the responsibility of the USER to ensure guest and vendor adherence.

FAQs:

Does The Heritage Society have a preferred caterer?

The Heritage Society allows you to use the caterer of your choice. The caterer must provide liability insurance naming The Heritage Society as additional insured. There is no cooking allowed within the Museum Gallery.

Can alcohol be served at The Heritage Society?

Alcohol service is allowed within Connally Plaza. Alcohol service must be by a TABC licensed server, and security is required to be on site. The Heritage Society will contract the security officer for the USER, at the USER's expense, having one officer per 100 guests.

Is Connally Plaza closed to the public during my event?

Connally Plaza is open Monday – Saturday from 10a.m. to 5p.m., providing direct access to the Museum Gallery. The Plaza will be open during weekday events, and the Facility Manager will work with the USER on availability so as to not conflict with large tour groups or other events within Sam Houston Park. The Plaza is closed to the public after regular business hours.

Does The Heritage Society provide event planning services?

The Heritage Society Facility Manager will work with you on guidelines for usage of the facility however the USER is responsible for any event planning. A Facility Manager is always on site during a private event to ensure facility management and guidelines are followed.

Can I decorate the day before my event?

All decorating and needed supplies (tables, chairs, linens, etc.) must be delivered and removed during the rental time. The USER is responsible for all deliveries and clean-up following the event.



Connally Plaza Usage Guidelines

- Maximum capacity for Connally Plaza is 250 for a seated meal or 300 for a reception. Please note that if a tent is installed (at the USER's expense) the guest capacity may be less.
- The Heritage Society has a parking lot with forty spaces, including two handicapped accessible spaces. The parking lot is available to the USER's guests and vendors as needed. The USER is responsible for informing guests of additional parking options. Caterers may use the parking lot adjacent to the Long Row building.
- Rental of Connally Plaza is for a set time. Any deliveries, set-up, decoration, vendor arrival, event, and clean-up must occur during this time. Rentals may begin no earlier than 8a.m. and must end no later than 11p.m. with clean-up immediately following. A \$250/hour fee will be assessed for time exceeding the contracted time.
- Alcohol service must be by a TABC licensed server, and security is required to be on site. The Heritage Society will contract the security officer(s) for the USER, at the USER's expense, having one officer per 100 guests.
- No lit candles may be used in Connally Plaza. Battery operated candles may be used.
- If music is desired, the USER may provide a musician(s) or digital music player.
- There is NO SMOKING in Connally Plaza or Sam Houston Park, per City of Houston ordinance.
- The Duncan General Store is an authentic general store and consists of Permanent Collection items. Nothing within the Duncan General Store will be displaced for an event. The counter-top may be used after consultation with the Facility Manager, provided protective measures are in place.
- All decorations, including flowers, candles, tables, chairs, linens and other items must be removed from the Connally Plaza following the event. Nothing is to be stored within the Plaza
- Rice, bird seed, confetti or rose petals may not be thrown Connally Plaza or Sam Houston Park. Fireworks of any kind are not allowed with Sam Houston Park, by City ordinance.
- Additional lighting is encouraged for evening events.
- A band or DJ is allowed within Connally Plaza, provided the decibel level does not exceed 75. The Facility Manager will work with the USER to ensure electrical needs are met. All musical performances are to end no later than 11p.m.
- A 100' x 50' tent is the largest sized tent that will be allowed within Connally Plaza. All tents must use water barrels, no staking is allowed. The Facility Manager will work with the USER on any additional costs and tent vendor set-up and tear-down.
- Restrooms are available for guests in the Museum Gallery. Additional port-a-lets may be required for large parties.