



The Heritage Society  
Rental Guidelines  
Staiti House

- **Event capacity: Seated Dinner - 8; Cocktail Reception - 16; Indoor/Outdoor Reception – 30**
- **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 \$1,500 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 the 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. Damages to museum collection items will be assessed based on an appraised value for replacement or conservation. 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.
- **Building and Collection Protocol:** The Staiti House is a museum and should be treated accordingly. There are items in the house that are part of The Heritage Society's Permanent Collection that are used to interpret the history of the building. These items are strictly for display and are not to be touched, moved, altered or mistreated in anyway. The USER of the Staiti House will be assessed a \$200 fine per occurrence of anyone not adhering to said guidelines.
- **The Facility Manager will review with the USER and any vendors (such as photographer or musician) what can and cannot be used within the building. It is the responsibility of the USER to ensure guest adherence.**

## Usage Guidelines

### **Parking**

- 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.

### **Floral Arrangements**

- Flowers must be in a finished state, with fixative applied by the florist, and ready for installation. No floral work may be done inside the house. The floral arrangements must be in containers provided by the florist.
- Floral arrangements can only be placed on the dining table in the dining room and/or on any additional tables brought in by the user.
- Floral arrangements cannot be delivered more than 4 hours before the event and must be removed immediately following the event.

### **Catering.**

- All dining chairs must be provided by the USER or caterer.
- The dining room table may be used for food and drink service with the approved protective pad installed by THS staff.
- Pre-dinner cocktails and hors d'oeuvres can be served by catering staff on the first floor only. No bar or buffet service is allowed inside the house.
- Because of their potential for staining, dark beverages and sauces are only to be served at the dining table.
- Only caterers pre-approved by THS will be allowed to cater the event.

### **Decorations**

- No tape, staples, nails, tacks, cable ties or wire may be used to secure decorations.
- Glitter or any decorations or ornaments containing loose glitter, confetti, feathers, etc. may not be used in the interior of the house.
- All open flames, such as sterno and candles, are prohibited inside the house.
- Exterior candles are allowed with a user supplied permit from the Fire Marshal.
- Battery operated candles may be used in the interior and exterior of the house. Candle holders must be provided by the caterer or user.

- Smoking is prohibited inside the house and in Sam Houston Park.

### **Photography**

- Event photography is permitted.
- The photographs must not be used for commercial purposes.

### **Entertainment**

- Only a single musician may be used during the event, unless otherwise approved by THS. THS staff will determine the placement of the musician within the house.
- Seating for the musician must be provided by the USER.
- Instrument case storage will be directed by onsite THS staff.

### **Other**

- The second floor is available for tours only with prior approval. Food and drinks will not be allowed upstairs.
- No wet umbrellas will be stored in the house. If there is inclement weather, THS will provide a container for umbrellas to be placed on the porch.