



The Heritage Society Tea Room 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.

Building and Collection Protocol:

The photos in the Tea Room are part of The Heritage Society's Permanent Collection. These items are strictly for display, and are not to be touched, moved, altered or mistreated in anyway.

The Facility Manager will review with the USER and any vendors (such as photographer, musician, or caterer) what can and cannot be used within the Tea Room. 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 a small kitchen adjacent to the Tea Room that may be used for staging.

Can alcohol be served in the Tea Room?

Alcohol service is allowed within the Tea Room. 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 the Tea Room closed during my event?

The Tea Room is not open to the public on a regular basis; it is used by The Heritage Society for meetings and lectures. The Tea Room is available for rental 8a.m. – 11p.m., seven days a week, based upon availability.

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.



**The Heritage Society Tea Room
Usage Guidelines**

- Maximum capacity for the Tea Room is 75 for a seated dinner, 100 for a reception or lecture.
- 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 the Tea Room is for a set time. Any deliveries, set-up, decoration, vendor arrival, event, and clean-up must occur during this time. All 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.
- No lit candles may be used in the Tea Room. Battery operated candles may be used.
- If music is desired, the USER may provide a musician(s) or digital music player. The Tea Room has a podium and sound system for the USERs use.
- Smoking is not allowed within the Tea Room. The USER must provide for guests a dispensary for cigarette butts and smoking waste. This is to be placed outside and removed during clean-up.
- The large table in the Tea Room may be used after consultation with the Facility Manager, provided protective measures are in place. Due to space, the table must stay within the room but can be moved or adjusted in size within the Tea Room.
- No tape, staples, nails, or wire may be used to secure decorations to the walls or pillars of the Tea Room. Any flowers or decoration must be on table tops or at floor level.
- All decorations, including flowers, candles, tables, chairs, linens and other items must be removed from the Tea Room following the event. Nothing is to be stored within the Tea Room.
- A limited number of tables and chairs are available for use. Additional tables and chairs may be brought in by the USER.