



RENTAL PACKET

LOCATED AT:

10575 W FM 487
Florence, Tx 76527

CONTACT:

512-688-0414
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THE BEST DAY OF
YOUR LIFE,
THE MOST
BEAUTIFUL ONE
TOO

WELCOME TO
6BRANCH VENUE

THE VENUE

6Branch is located on 260 acres of breath-taking Texas hill country. Our venue blends rustic and modern aesthetics, making it perfect for all sorts of style preferences. Gather comfortably with your friends and family, whether it's indoors in our main hall or one of our gorgeous outdoor spots. Our venue offers an atmosphere that is private and secluded.



FEATURES & AMENITIES

- 6000sqft Indoor Climate-Controlled Building
- Attached 2 Bedroom Suite with Full Kitchen
- Prep Kitchen for Caterer
- 10ft Wraparound Porch
- Spectacular Outdoor Lighting
- Spacious Parking Lot
- Projector Use Available
- 3 Outdoor Ceremony Locations

CEREMONY & RECEPTION SITES



Expansive banquet hall with large bay doors that open to a wraparound porch and outdoor locations.



Starry Night offers beautiful shaded ambiance under a lit canopy of gorgeous trees.



The Cypress is one of our three outdoor ceremony sites. Say "I Do" under a big Texas sky.



Tree Roots is perfect for its large trees and gorgeous lighting. Perfect for groups up to 50.

WEDDING & PARTY PACKAGES

- All 6Branch wedding packages include use of main banquet hall and outdoor location for the ceremony and reception
- Includes use of tables, chairs and linens according to the number of guests
- Overnight accommodations for up to 6 people
- Indoor maximum occupancy of 280 guests
- Additional items available to rent for added fees
- RV Hookup available
- Check in Friday at 10am
- Check out Sunday at 3pm

WHAT'S INCLUDED

We offer packages for all event types

- Wedding Ceremony and Reception
- Birthday Party
- Theme Party
- Corporate Event
- Product Launch or Reveal

WEEKEND RENTAL

- Up to 125 guests (call for additional guest price)
- Attached 2 Bedroom Suite with Full kitchen
- Use of Ceremony and Event Space
- 60" Round Tables, Chairs and Linens
- Outdoor & Indoor Lighting
- Prep Kitchen for Food Service Staff
- Starting at \$7,500.00

ADDITIONAL ITEMS

Available to Rent

- Additional Chairs
- Rectangular Tables
- Farm Tables
- Pipe & Drape for Indoors
- Lighting Under Trees
- Valet Parking
- Fire Pit
- Yard Games
- Stage Rental
- Gobo Monogram Light
- Golf Cart
- Chalkboard Signs
- Apartment Rental Only- 2 night minimum
- All Inclusive Packages Available; Just Ask!

GENERAL SITE POLICIES

- No pets allowed
- Smoking only permitted outdoors in designated locations
- Open flames are not allowed in the facility
- No fog machines
- No rice throwing, sparklers or confetti
- All items brought into the venue for your event must be removed at the close of your event
- Venue staff not responsible for trash removal
- Security required for all events serving alcohol





6BRANCH VENUE FACILITY USE RENTAL TERMS, RULES and POLICY

The following contract is an agreement for the rental of the 6Branch Venue (herein referred to as the "venue") for the defined date and time.

Final Payment is due no later than 90 days prior to the event. Final Payment can be paid in installments as long as the full amount is paid within 90 days of the event.

If the final payment in full is not received 90 days prior to the event date, this contract will be void, the date will be made available to the public for rebooking and all payments received will be non-refundable

DATE HOLD

A nonrefundable fee of \$750 will hold your date and apply toward your total balance due. If renter's date is 13 months or more from date of booking, the date can be held for one month. If event date is within one year, the \$750 fee will hold your date for 7 calendar days from time of booking.

DEPOSIT

A 50% deposit is due at the time of booking

EVENT CANCELLATION POLICY

The event may be canceled up to 6 months prior to the event date by providing written notice to the Venue Manager and 75% of your deposit will be refunded. If the event is cancelled within 6 months of the booked date only 25% of the deposit will be refunded. No deposits will be refunded within three months of the event.

PARTIES ONLY CANCELLATION POLICY

No refund will be given on cancellations within 7 days of the event date.

DAMAGE DEPOSIT

A refundable damage deposit is required for all events. \$1500.00 for total weekend events. \$1000.00 for single day events. The damage deposit is payable by check, cashier's check, money order or cash. (No Credit Cards) The deposit will be held until after your event. The deposit may be picked up the Tuesday after the event. If damage occurs, the total amount of the deposit forfeited will depend on the cost to hire someone to clean or repair the facility. \$50 per hour will be charge to clean up or repair

Renter is responsible for any damage to the facility, furnishings, and property arising directly or indirectly from their acts or omission or from the actions of persons attending the event, whether invited or uninvited.

ADDITIONAL FEES

If damages exceed the amount of the damage deposit, renter will be responsible for the cost to return the rented facility to pre-use conditions. Fees charged will be for actual cost of labor, materials, supplies and equipment, and for any lost rental revenues for the period in which the facility is not available, Repairs will be made by a contractor approved by 6Branch Venue, and fees MUST be paid within 30 days of billing.

REHEARSAL

For one day wedding bookings, a one hour rehearsal may be scheduled prior to the event, based on venue availability

OCCUPANCY

The venue can accommodate 294 persons inside the event space.



6BRANCH VENUE FACILITY USE RENTAL TERMS, RULES and POLICY

RENTAL ARRIVAL AND DEPARTURE TIMES

For 3 day weekend rentals, renters may arrive Friday at 10:00am and must leave by Sunday at 3:00pm. One day rentals have access to the facility from 9:00am to 9:00pm. Or 12 consecutive hours approved by venue, this includes setup and clean up.

FOOD

Renters may bring in outside food and beverage at their own expense (subject to compliance with all rules stated herein). No cooking is allowed inside the building. Use of free-standing BBQ pits need prior written approval and will be approved on a case by case basis.

Ice in the freezer, it may be used by the renter at no additional charge.

CATERERS

Caterers must be selected from our preferred vendor list or pre-approved by venue management. All vendors must provide a copy of insurance, Texas Catering or Food Service Permit and serving certificate within 48 hours of the event. Caterers must adhere to all venue rules

OPEN FLAMES

Lighted candles, sparklers or other open flames (other than for heating food) are not permitted in order to avoid all fire hazards.

DOOR CODE

It is the apartment renter's responsibility to pick up a building code during normal operating hours (M-F 8a-5p) prior to the event.

ALCOHOL

For liability reasons, a TABC licensed bartender is required to serve alcohol. Security is required from the time alcohol begins to be served until the end of the event. A copy of the TABC licensed must be presented 10 business days prior to the event. In many cases, the caterer can provide a TABC licensed bartender. No security is required if no alcohol will be served or if there will only be a toast. Alcohol may not be served to minors. At any time, if the Venue staff deems alcohol consumption to be excessive, the staff has the authority to close down all alcohol service and/or evict inebriated guests from premises.

OFFICES

The 6Branch Venue offices and equipment are not available for use during rental period

PROHIBITED ITEMS

No tape, tacks, nails, wires or adhesives are to be attached to the walls or any permanent surfaces that will remove paint or cause damage. All decorations must be adhered with painter's tape or some other product that specifically states that it will not remove paint from the walls. No rice and/or grains are allowed inside or outside. Confetti and glitter of any type is not permitted on the premises. If any of these unauthorized materials are used, there will be an excessive clean up charge starting at (but not limited to) \$125.00. Catch trays must be provided for any natural plants. Bubbles or real flower petals may ONLY be used outside the facility. Any area where flower petals are used must be swept. A broom can be found in the prep kitchen or storage building. Fog machines are prohibited.



6BRANCH VENUE FACILITY USE RENTAL TERMS, RULES and POLICY

FURNISHINGS/ PERSONAL ITEMS

Any personal items and/or decorations required by renter will be the responsibility of the renter and will be removed by the renter during clean up. The Venue will not be responsible and/or liable for any lost, stolen, or damaged personal items, vehicles, or for any injury incurred in conjunction with any event or function. Removal of all personal items brought into the venue is required at the end of the agreed upon rental time. Any items left behind will require an appointment time during regular business hours to retrieve.

ENGAGEMENT AND BRIDAL PORTRAITS

All full weekend rentals include use of venue location for one- 2 hour portrait session. Must be booked 30 days in advance; must provide photographer.

DAY OF COORDINATOR

All weddings are required to have a professional day of coordinator. The venue must have coordinator information on file at least 60 days prior to event.

PLACEMENT

Placement of tables, tents, live music, catering equipment, etc. must be approved by venue no later than 60 days prior to event

AUDIO/VISUAL PRODUCTION

Any event using audio/visual production (slideshows, movie clip etc.) is required to conduct a walk through and test at least 30 days prior to the event.

LAVATORIES

The venue is equipped with two ADA bathrooms. Events with more than 100 guests are required to reserve additional lavatories and accessible hand washing units.

ELECTRICITY

Designated electrical outlets on the property are available for use by wedding party and vendors

GUESTS

Guests may arrive 30 minutes before ceremony time.

PARKING

There are 120 parking spaces plus overflow available. No vehicles may be left overnight without approval. Weekend rentals are required at check in to submit names and vehicle information for all overnight guests.

PETS

No animals are permitted on the premises except licensed service dogs or if prior approval is granted.

CHILDREN

Children are not permitted to wander the grounds unsupervised. Minors must be accompanied by an adult.

MUSIC

Music must end by 10:00pm



6BRANCH VENUE FACILITY USE RENTAL TERMS, RULES and POLICY

INSURANCE

A \$1million General Liability policy is required. The policy must include alcohol use/consumption if the event is providing alcohol to guests. The venue must be listed as "additionally insured" on the policy. Proof of coverage must be submitted 1 week prior to the event.

FOOD PREP AREA

Only approved caterers are permitted to use the prep kitchen area. This includes the ice machine, floral refrigerator, refrigerator, microwave, counter space and sinks. There are no ovens or stoves. Cleanup is required at the end of the event. Dumping food of any kind down any sink is strictly prohibited.

TRASH REMOVAL

Trash cans are to be left completely empty at the end of the event. All trash must be taken by the caterer or renter. Renter is responsible or must ask caterer to clean up food prep area and return all borrowed items to the proper place. All catering food, equipment, supplies and waste must be loaded out immediately at the end of the event. The renter is responsible for returning the venue, bathroom and prep kitchen to broom-clean condition. All cleanup must be completed before rental time expires.

FLOOR

No equipment, goods, or products are permitted to be dragged across the floor. Any moving equipment must have rubber wheels.

RENTALS

Rentals can be delivered at the venue space beginning at 9:00am on the day of the event. Renter or Coordinator must be present to accept all deliveries. Venue staff is not required to be present at the time of the deliveries and is not responsible for accepting any deliveries. The venue or its employees do not assume any responsibility for any rental items or deliveries from 3rd party vendors.

SIDEWALKS

Guests are required to be respectful of the landscaping and stay on the sidewalks. No liquids or items are to be dumped or poured onto the landscaping.

TRANSFERS

Rentals are not transferable to another individual or organization

RV

One RV spot is available with electricity for \$35 per night. Campers must arrive after 10:00am on day of check in and check out by 3:00pm on the day of check out. No septic hookup is available.

VACATING

At the end of the event, a final check of the venue must be conducted to confirm that facility is clean, inside and out.

COMPLIANCE

Failure to comply with any or all of the above stated venue rules/policies will result in the renter(s) forfeiture of the held deposit and hinder future reservation with the venue.



6BRANCH VENUE FACILITY USE RENTAL TERMS, RULES and POLICY

Rental Application

I, _____ on behalf of _____ acknowledge that I have received a copy of "6Branch Venue Facility Use Rental Terms, Rules and Policy" and do hereby agree to abide by the terms and policies as set forth by 6Branch Venue.

DISCLAIMER

The renter cannot hold 6Branch Venue responsible for failure to provide the basic facilities and services due to emergencies, catastrophes, excess weather or interruptions to the public utilities. 6Branch Venue will allow the event to be rescheduled, if possible. If an act of God were to occur preventing the event from taking place as scheduled, 6Branch venue will allow for the event to be rescheduled, pending availability, with no penalty. Last minute cancellations of outdoor sites due to inclement weather will not be considered for refunds.

Renter's Signature Date

Renter's Printed Name Date



6BRANCH VENUE FACILITY USE RENTAL TERMS, RULES and POLICY

Rental Application

IDEMNIFICATION

I, _____ on behalf of _____, understand and agree that as the renter of 6Branch Venue, I assume all of the risk to persons and property which might be connected with the use of said facility and that 6Branch Venue will have no liability for personal injuries or property damage, or both suffered by any person or persons in connection with my use or said facility. I, the renter, agree to hold harmless 6Branch Venue from any/every penalty, claim, loss, cost damage, attorney's fees and expense which might occur or be asserted by any person as a results of renter's use of 6Branch Venue. 6Branch Venue is not liable for damages to renter arising from any act of any thirds party or by a third part or from any act not the act of 6Branch Venue. Renter agrees to indemnify and hold harmless 6Branch Venue from and against all claims of whatever nature arising from any negligent act, omission or negligence of rent or renter's contractors, licensees, agents, servants, employees or guests, or to the property of any person occurring during the term of Renter's use of 6Branch Venue. This indemnity and hold harmless agreement shall include indemnity against all reasonable costs, expenses, and liabilities relating to or in connection with any such claim or proceeding and the defense thereof, including attorney fees and court costs incurred by 6Branch Venue in the event that 6Branch Venue must defend any action by any third party or enforce the terms of this agreement. I hereby release 6Branch Venue from all such liability and agree to indemnify 6Branch Venue, its board members, its officers, its agents, its employees and its owners, and hold it and them harmless from any loss.

Renter's Signature

Date

Renter's Printed Name

Date