

G & L Conference Center

Miscellaneous Fees & Policies

CONFERENCE CENTER RENTAL HOURS

- Event rates are based on a 12-hour rental period ending no later than 2am
- Additional time may be purchased for \$150.00 per half hour and must be paid in advance
- Guests must be OFF PROPERTY within 30 minutes following the end of guest time
- Everyone must be gone by the end of rental time
- All belongings and equipment must be removed before end of contracted 12 hours
- Late departure after contractual guest time or rental time will result in a \$150/15 minute penalty

GENERAL POLICIES

- Floorplan Selection is available at www.hfrrf.org/conference-center/
- Custom Floorplans are optional for a \$250 fee
- No changes to floorplan, times, or event details within 2 weeks of event date
- ROOM SET UP MAY NOT BE CHANGED UPON ARRIVAL
- Conference Center does not accept responsibility for any personal, rental, or vendors' items
- Facility will provide complimentary white linen tablecloths and black skirts for up to (9) 8' x 30" tables
- Additional linens for rectangular and round tables are available for rental through the facility or you may provide your own
- Client ice chests must be placed on mats at beverage station. Guests may not bring in their own ice chests
- No parking on pavers or in fire lane – please instruct vendors to use side or rear doors
- Fire Code and ADA regulations must be followed – maintain aisles and do not cover or block doorways, exit signs, fire extinguishers, pull stations, defibrillator, or fire panel
- If fire alarm is activated at a pull station and it is a false alarm, the \$250 deposit will be forfeited
- Candle flames must be contained within a votive holder or hurricane
- No bird seed, rice or rose petals on floor or ground
- No nails or push pins – you may use removable 3M products on walls
- No duct tape – use only Gaffers Tape
- No food coloring in water bowls/vases
- No smoking in the facility
- No eating, drinking, smoking, nor ceremonies in the Memorial area
- Trash must be placed in trash cans provided for your use; we will empty the trash cans during the event
- Boxes must be flattened before placing in dumpster – please instruct your vendors
- When guest time ends, lights will be turned on and music stops
- Guests must leave the premises within 30 minutes and all alcoholic drinks/open beverages must be removed from tables. Only a few people may remain in the building (until the end of Rental Time) to help clean and pack up.

SECURITY

- All evening and weekend events require security - arrangements are made through the Conference Center
- Minimum (2) officers required for events with alcohol. No liquor consumption without officers present
- Events without alcohol present
 - (1) officer for less than 200 guests
 - (2) officers for 200 guests or more
- Security is (4) hour minimum *Call for current rate
- Officers work from the start of guest time through the end of the rental period
- Security Fees are the responsibility of lessee to be directly paid to officer(s) in cash or money order at the event

ALCOHOL

- (2) security officers are required for any event with alcohol regardless of attendance
- TABC permit and a licensed bartender are required for the sale of alcohol
- Tapped kegs limited to (2); additional untapped kegs may be stored in the kitchen
- NOTE: Facility does not supply plastic trash cans for kegs nor a dolly to transport kegs
- All bars with alcohol must be serviced and monitored by a bartender
- You are responsible for monitoring your beverage stations. If leakage or spills result in wet carpet, your deposit will be retained for cleaning.
- Last Call for Alcohol should be made 30 minutes before end of guest time
- After serving final drinks for last call, bars should be closed at least 15 minutes before guest time ends - No alcohol service in final 15 minutes

CERTIFICATE OF LIABILITY INSURANCE

- Contractors providing and/or using equipment with significant risk (ladders, screens, pipe and drape, lighting, elevated speakers, etc.) must submit a **Certificate of Liability** insurance listing HFRRF G&L Conference Center as certificate holder/additional insured: HFRRF G & L Conference Center, 4225 Interwood N Pkwy, Houston TX 77032.
- Send COI (NOT insurance policy) to deborah@hfrrf.org or FAX 281.372.5125 at least 2 weeks before event

CHANGES TO EVENT DETAILS

- Significant changes within (2) weeks of event will incur \$250 fee. These changes include, but are not limited to, rental times and floor plans.
- Outstanding fees and damages may be withheld from deposit.