



McGovern Centennial Gardens CLIENT POLICIES AND PROCEDURES

Items Included With Usage Fees

The following items are included as part of the Usage Fees for the function spaces:

1. Tables and Chairs: Hermann Park Conservancy will have a select number of tables and chairs available for use within the Cherie Flores Garden Pavilion. Function Holder should verify at time of application the quantity and availability of tables and chairs with the venue manager. These are the only tables and chairs Hermann Park Conservancy will provide for Functions at the Garden Pavilion. Tables and chairs for the Celebration Garden are not provided by Hermann Park Conservancy.
2. Parking: Hermann Park Conservancy can reserve up to 72 parking spaces in the lot adjacent to the entry pavilion of the McGovern Centennial Gardens. If more parking spaces are needed, venue manager can assist with rental of additional spaces at nearby facilities.

Usage Fees **DO NOT** include function insurance and security. Insurance and security costs will be in addition to the Usage Fees.

Function Timing includes set-up, function, and breakdown. If additional time is needed, a written request is required 60 days prior to Function Date. The venue manager or designee will determine if the extra time is feasible and will calculate additional usage fees for the expanded time if applicable. The fee for additional set-up or breakdown time is \$75.00 per hour. The fee for removal of patio furniture is \$200 for one side of the Pavilion patio, and \$400 for both sides of the Pavilion patio. The fee for each additional hour of Function Time will vary and is included on the Usage Fee pricing sheet.

Deposits and Payments

A nonrefundable deposit of 50% of the Usage Fee is required to reserve the function space. Usage Fee balance, insurance cost, and security fees are due in full no later than 60 days prior to the function. Final payment for Usage Fee is non-refundable.

The Usage Fee Deposit, as well as all other fees may be made by cash, credit card, certified or cashier check, money order, or check, if applicable. If payment for Usage Fee Deposit is declined, the event will be automatically cancelled.

A requested reservation date may be placed on a two week temporary hold. The temporary hold is not a contractual commitment between Hermann Park Conservancy and the potential Function Holder. Temporary holds for dates will be released unless a nonrefundable deposit for the rental is received within the hold period. If another party contacts Hermann Park Conservancy regarding the date on temporary hold, the potential Function Holder who held the date originally will get first right.

Food and Beverage Service

Hermann Park Conservancy has a list of carefully selected caterers to meet your function needs for the McGovern Centennial Gardens. To ensure consistently high standards, Function Holders are required to use our approved vendors for all food, beverage, and alcohol needs. No outside caterers will be permitted.

Function Holders are prohibited by TABC rules from supplying alcohol to caterers. No outside alcohol may be brought in by Function Holders.

Valet Parking

Valet parking is not required for events at the McGovern Centennial Gardens. For events that want valet parking, Function Holder is required to use a vendor from the approved vendor list. Requests should be made at the time of reservation.

Tenting within the McGovern Centennial Gardens

Hermann Park Conservancy venues allow for Function Space tenting through approved vendors only. Tenting of function spaces within the Gardens must be arranged through the venue manager or designee. Requests should be made at the time of reservation. Function Holder is responsible for contracting with the approved vendor and to pay all applicable fees including tent rental, installation, and permitting. Requests for tenting as part of a rain plan can be requested no later than 5 days prior to Function Date.

Set-up

Function Holder must provide venue manager or designee with final function floor plan no later than 30 days prior to function. Vendor load in schedule must be provided to venue manager no later than 7 days prior to function. Floor plan, decor, and vendor load in schedule are all subject to approval by venue manager. All vendors must check in with the venue manager or designee upon arrival.

Insurance

Function Holder is required to purchase a Tenant User's Liability Insurance Policy (commonly referred to as "TULIP") from Hermann Park Conservancy for his/her function. Cost is calculated based on duration of event, event type, and expected guest attendance. Rate will be provided to client prior to signing facility rental contract. Payment of TULIP fees is due upon final payment of Usage Fees. TULIP fees will be refunded to Function Holder if event is cancelled, less any processing fees incurred by Hermann Park Conservancy. For most events, the TULIP fee is \$250. If the Function Holder is a business entity with commercial liability insurance, a certificate of insurance may be issued in lieu of purchasing TULIP. Please inquire with venue manager at time of application.

Security

Hermann Park Conservancy will provide Function security in accordance with state, county, and municipal legal requirements. Security fees will be billed to Function Holder in addition to the Function Space Usage Fee. Security fees are based on rate of \$50/officer/hour. Each officer has a 4 hour minimum. Security officers are required at all events where alcohol is served. The venue manager will determine if security is required for other event types after receiving event details from the Function Holder.

Policies and Procedures

By submitting payment to reserve Function Space at McGovern Centennial Gardens, Function Holder agrees to the following venue policies and procedures:

- Function Holder will abide by all posted Garden Etiquette Rules posted at the McGovern Centennial Gardens front entrance.
- Every vendor in addition to caterers and tent providers must be approved by the Venue manager and meet specific requirements, including proof of liability insurance and acceptance of our indemnification terms and venue policies.
- Venue manager or designee must approve all vendors at least 30 days prior to event date.
- Venue manager does not create event timelines, floor plans, or determine event set up and décor. Use of an event planner is highly encouraged for all events at the McGovern Centennial Gardens. An event

planner is required for Functions using multiple Function Spaces or if the Function Space will be reset during the event.

- All details regarding floor plan/layout, menu, beverages, entertainment, table décor and audio-visual equipment must be approved by Venue manager or designee a minimum of 30 days in advance of the event date. Venue manager reserves the right to approve or deny activities and decorations not appropriate for function space use.
- Rain plan must be provided to Venue manager a minimum of 30 days prior to functions in the Celebration Garden.
- Attachment of decor or items to function space walls/windows/floors or furniture is prohibited.
- All cords must be secured to floor with Gaff tape. Duct or other residue leaving tape is prohibited.
- Vehicles may not be left in loading dock zone unless actively loading or unloading items.
- Recycling is highly encouraged at our facility. Vendors should use designated bins for recyclables and garbage.
- Smoking and use of tobacco products is prohibited in all City of Houston parks, including the McGovern Centennial Gardens.
- Firearms, live animals, fog, smoke, helium balloons and open flames are prohibited in the McGovern Centennial Gardens.
- The staking of signs and decor is prohibited in the McGovern Centennial Gardens.
- Confetti, rice, bird seed, beads, and glitter, or anything similar to these items are not permitted within the McGovern Centennial Gardens.
- Any use of pyrotechnics or display of fireworks is strictly prohibited.
- A rental may be declined if it is not in the best financial or other interest of Hermann Park Conservancy.
- Photography, televising, broadcasting, or recording may be allowed by Hermann Park Conservancy with prior approval from the Venue manager or designee.

Relinquishment of Function Space

Function Holder agrees that the Function will end at pre-approved end time and that all vendors must vacate the McGovern Centennial Gardens within one hour thereafter unless pre-approved by venue manager for additional time. Function Holder agrees to leave facilities in the same condition as found upon arrival. Outdoor functions with live or amplified music must end by 10:30 p.m. Indoor functions or functions without live or amplified music must end by 12:00 a.m.

At the conclusion of the event, before leaving the McGovern Centennial Gardens, the Function Holder must perform a walk-through of the facility with the venue manager or designee. Function Holder agrees to comply with the terms of the Function Space Rental Contract, this policy agreement, and all standard McGovern Centennial Gardens' policies and procedures. Extra charges will be assessed if contractual or policy requirements are not followed, including but not limited to function overtime, damaged facilities, and excessive trash cleanup.