

VENDOR POLICIES AND PROCEDURES

All vendors must comply with the following policies and procedures when operating within the McGovern Centennial Gardens venues:

- Communicate to all personnel the physical address for the McGovern Centennial Gardens: 1500 Hermann Drive, Houston, Texas 77004. Lott Hall: 6201 Hermann Park Drive, Houston, Texas 77030.
- Complete a pre-event and post-event walk through with HPC representative to assess cleanliness and damages to facilities.
- Notify the HPC representative immediately if an accident or damage occurs. Failure to do so will result in vendor being prohibited from working future events in Hermann Park. Damages must be documented while vendor is on site.
- Deliver and pick up rentals and other vendor items within the client's paid rental time only.
- Remove all trash from venue after each event. There is no dumpster available for vendor use. Charges will apply for any trash left behind.
- Provide your own supplies for waste removal (including trash bins and liners) and cleanup of food and beverage items. Take special consideration in protecting floors and wall surfaces from potentially messy foods or active cooking stations.
- Check with HPC representative on site prior to using and cleaning products on venue surfaces to avoid damage.
- Provide your own refrigeration, ovens, dishwashing appliances, and ice as they are not available for vendor use. Caterers may bring in items and appliances with pre-approval of venue manager.
- Provide your own lighting (floodlights) for efficient and safe breakdowns in the Celebration Garden as there is no existing lighting.
- Limit event setup to the client's rented function space only. Understand that the gardens do not close to the public for private events. Vendors may not restrict public access from non-rented areas during public hours.
- Clean up food, beverage, and trash items deposited in non-rented areas by wandering guests. Disposables (as opposed to glassware and china) are highly recommended for events where guests are thought to explore the gardens.

FUNCTION PERFORMANCE STANDARDS

- Every vendor providing services in the Function Spaces is required to meet performance standards including but not limited to proof of liability insurance and acceptance of HPC indemnification terms.
- Following each Function, the vendor is required to leave the Function Space in a clean

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condition, equal to the condition prior to the Function.

- 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 10 days in advance of the Function date. Venue Manager reserves the right to approve or deny activities and decorations not appropriate for Function Space use.
- Attachment of decor or items to function space walls/windows/floors or furniture is prohibited.
- Touching or contacting the acoustic paneling inside the Cherie Flores Garden Pavilion by hands or objects of any kind is strictly prohibited. Oils from food and skin cause damage to the panels. The cost for cleaning each panel is \$200. The cost for replacing each panel is \$400.
- 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 encouraged at our facility. Vendors should utilize designated bins for recyclables and garbage.
- Smoking and use of tobacco products including e-cigarettes is prohibited in all City of Houston parks.
- Firearms, live animals, fog, smoke, helium balloons and open flames are prohibited in Hermann Park venues.
- The staking of signs and decor is prohibited.
- Confetti, rice, bird seed, beads, and glitter are not permitted.
- Any use of pyrotechnics or display of fireworks is strictly prohibited.
- Drones and drone photography are not permitted at any time.
- HPC policy regarding noise and sound levels must be obeyed. McGovern Centennial Gardens and Lott Hall venues follow Chapter 30 – Noise and Sound Level Regulation published in the Code of Ordinances City of Houston, Texas (Ord. No. 2011-874, §2 (Exh. A), 10-12-2011). Per Sec. 30-5, any sound level that exceeds 68 dB on McGovern Centennial Gardens property will be considered a violation of this policy. Sound measurement shall be made following the method outlined in Sec. 30-6 – Method of sound measurement.
- **NOISE ESCALATION POLICY:** Hermann Park is located adjacent to a residential neighborhood and a hospital. Out of respect to local neighbors, HPC requires a strict adherence to the City of Houston's sound ordinance. HPC Event Coordinators will be monitoring the sound throughout the event to ensure that the event is in compliance with the City's sound ordinance. If the volume exceeds the permitted decibels at that time and day, the Event Coordinator will speak to the entertainment vendor and event manager to request the volume be lowered to a permitted decibel. If the noise level exceeds the sound ordinance a second time, the on-duty police officer will be asked to

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intervene. If the noise level continues to exceed the ordinance after the second time, the power to the entertainment will be shut off as HPC has a zero tolerance policy for violating the City's sound ordinance.

I acknowledge that I have read, understand, and will abide by all policies set forth in this document. I also understand that I am responsible for ensuring that company personnel follow these policies. Failure to do so may result in cleanup/damage fees and may ultimately lead to prohibition from working at the McGovern Centennial Gardens.

Please fill in the following information completely:

Company: _____

Contact: _____

Signature: _____ Date: _____

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