

The Filter Building on White Rock Lake Rental Policies

General Information:

1. Basic building rental time is for **8 hours total**. Additional hours are \$100.00 per hour.
2. All events must end no later than 12 midnight. Vendors must vacate the building by 1 am.
3. Deliveries must be within the 8 hour rental time slot.
4. All furniture, equipment and/or personnel items left behind will incur a **\$100.per hour** rental storage fee.
5. A **\$300 fee** will be charged if Guest contracts with a caterer not on “The Recommended List.” The fee is due with the final payment.
6. All approved caterers are required to provide White Rock Boathouse with current copies of their Certificate of Insurance, Food Manager’s Certificate and Food Establishment/Health Permit.
7. **Guest** is responsible for communicating all of the policies and contractual obligations to their vendors. (Time lines, garbage disposal, clean up requirements)
8. The FB staff does not do set ups. It is the responsibility of the guest to organize all set ups, break downs and clean up.
9. The Filter Building does not schedule rehearsals or multiple site visits. We do however provide a 2 hour “planning meeting” to be scheduled during non peak hours and approved by the Reservationist.

Alcohol/Bar Service:

1. All alcohol must be served by TABC bartenders/servers.
2. The bar cannot be left unattended at any time.
3. Guests can only be served 2 drinks at a time.
4. The Filter Building does not allow underage drinking. Guests will be carded if their age is questionable.
5. The Filter Building fully supports the bartender’s decision to stop serving a guest exhibiting inebriated behavior.
6. No alcoholic beverages may be served after the bar is closed.
7. The bar must be closed 30 minutes before the guests are scheduled to leave.
8. All approved caterers must have proof of TABC certificates **on site** during the event for each bartender/server actually serving the alcohol.
9. The Filter Building can provide TABC bartenders upon request.

Cleaning Requirements:

1. All items on The Filter Building’s *Catering Breakdown Checklist* and *Clean*

- up list* must be completed before leaving the facility.
2. If items on the Clean up lists are not completed, the Client will be charged accordingly.
 3. **All trash must be removed from the site.**

Rentals:

Tables - 16/5' round tables \$5.00 each

(3) 6' long tables \$5.00 each

(1) 8' long table \$5.00 each

Chairs - 160 white, garden chairs \$1.00 each

Total package \$260.00

Tent Rentals:

All tent rentals must be contracted with our approved vendor – *Celebration Event Rental* #817-310-1033/Laura or Alex

Valets: All valet services must be contracted with one of the following:

Preferred Valet #214-321-7341

Gold Crown Parking #972-470-0000

Patio Lighting: all outdoor string patio lighting must be contracted through The Filter Building's staff due to the building's historic nature.

Parking:

Parking for vendor deliveries is clearly marked on the east end of the parking lot, closest to the ramp and the staging area.

1. If a vendor vehicle is to remain onsite during the event, it should be parked at the west end of the parking lot
2. For events with 120 or more guests, *Valet Services are required. (See above)*

Alterations or Decorations:

1. Please do not alter, remove or add anything that affects walls, floors, furniture or any personal property of The Filter Building.
2. **Do not hang anything from the beams/trusses** because the smoke alarm will go off and a false alarm fee will be charged.
3. Rose petals, birdseed, and bubbles may be thrown outside only. No confetti to be thrown.
4. **No** alterations to lighting and /or removing light bulbs at any time will be permitted. If any lights are striped out, a \$100.00 charge will be assessed.

