

FREQUENTLY ASKED QUESTIONS

What is the rental fee for a private event?

Peak Season Pricing: March, April, May, October, November

Off Peak Season Pricing: January, February, June, July, August, September, December

Day of the Week	Off Peak Season Pricing	Peak Season Pricing
Monday thru Wednesday	\$1750	\$1950
Thursday	\$1950	\$2250
Friday and Saturday	\$2950	\$3250
Sunday	\$2550	\$2950

Meetings - 4 Hour Rental (Meetings end before 5PM)

Day of the Week	Off Peak Season Pricing	Peak Season Pricing
Monday thru Wednesday	\$500, \$100 each additional hour	\$1000 \$150 each additional hour

Is there anything else included with the rental fee?

We provide ten 60-inch round tables with white tablecloths, three (3) 8 foot tables and 100 chairs. Additional furniture/equipment would be rented through our provider, Acme Party and Tent Rental.

Are there other fees or expenses in addition to the base rental fee?

Yes. Depending on the event, security may be required. Valet parking may also be required. If you do not already have insurance that would cover the event then the cost of event insurance is an additional fee (\$250-300, depending on the size and type of event, and whether alcohol is being served). The \$500 security deposit covers any damage.

What is the occupancy capacity of the Event Space at Evelyn's Park?

Each event has a unique occupancy capacity based on specific setups; however, we estimate we can accommodate 80-100 inside for a seated dinner with an additional 100 or so outside. The exact capacity will depend on the details of the setup.

Does the rental include the Event lawn?

The rental includes the patio and lawn adjacent to the event to the Event Space, which allows for outdoor access and setups.

How much time do I have for my rental?

You will have a total time period of 8 hours, which are allocated as follows: two hours for move-in (set-up); four hours for the event activity; and two hours for move-out (clean-up). Depending on other event logistics and other events, it might be possible to make some adjustments to the total time period for the event and how the time is allocated.

What time do I need to be out of the Event Space?

The event activity must end no later than 1 hour before the start of the City of Bellaire park curfew (11 PM Sunday – Thursday; 12AM Friday and Saturday). Clean up may last up to one hour beyond the start of curfew.

Who can I use as my caterer?

All catering of food and beverages must be from Adair Kitchens, the EPC preferred catering vendor, or from a vendor expressly approved in advance by EPC. There is a \$250 fee for use of caterers that are not on our list of preferred caterers.

Is alcohol allowed?

Yes. You are required to arrange all alcoholic beverage procurement, possession, service, and consumption for any event with and through the holder of the Texas Alcoholic Beverage Commission (TABC) permit/license for 4400 Bellaire Blvd., Bellaire, TX 77401. At this time the TABC permit holder is The Adair Kitchens.

Am I allowed to have a DJ or music?

Yes; however, the noise generated by and during the event must be in compliance with the City of Bellaire sound ordinance.

Is there a dressing area or green room on-site?

Yes.

Are decorations allowed?

Decorations must meet all safety standards and laws and the approval of EPC. The affixing of anything to the wall, floor or ceiling of any room with nails, staples, tape, or any other substance requires the prior express written approval of EPC. The use of confetti, glitter, rice, feathers or birdseed is not permitted due to the extensive labor involved in clean-up of such. In addition to the clean-up fee and base rent, EPC will keep the \$500 security deposit if confetti, glitter, rice, feathers, or birdseed is used.

Is the building ADA accessible?

Yes, EPC facilities are ADA accessible.

Where do we park?

If your expected guest count for the Event is 50 or more persons you must use a valet service at your expense for your event. Use of valet is at the discretion of the event manager. All valet parking needs can be coordinated through the EPC Events Manager. Fees and charges for EPC arranged valet parking are in addition to the base rental amount. The client is responsible in paying the valet service.

Is security personnel provided or required?

EPC may require security in the form of Bellaire Police Officers, or other peace officers for certain events or numbers of guests. EPC will arrange this for you. Fees and charges for EPC arranged police officers are in addition to the base rental amount and must be paid to EPC prior to the Event.

Is insurance required?

Yes, you may contact the below reference insurance person or use your own insurance agency.

Kimberly Cantrell

Pasadena Insurance Agency

99 Detering St. Ste 280

Houston, Tx 77007

713-868-6431 - Direct

713-869-6991 - Main

kcantrell@pasins.com

www.pasins.com

How do I book a date?

A \$1,000 Reservation Fee (applied to base rental fee) is due at the time of booking. The only thing that secures your reservation date is the receipt of the Reservation Fee. In addition, we require a security deposit of \$500 which will be refunded within 14 days after the event, provided there are no damages and all access devices are returned. Your remaining balance, if any, is due 60 days prior to the event.

What is your cancellation policy?

If you cancel the Event by providing written notice to EPC at least sixty (60) days prior to the day of the Event EPC will refund the paid base rental fee, less any non-refundable portion of the Reservation Fee applied to the base rent. If you cancel the Event by providing written notice to EPC at least thirty (30) days prior to, but less than sixty (60) days prior to the day of the Event, EPC will refund fifty percent (50%) the paid base rental fee, less any non-refundable portion of the Reservation Fee applied to the base rent. If you cancel the Event by providing written notice to EPC less than thirty (30) days prior to the day of the Event there will be no refund of Base Rent or Reservation Fee.

Email us at venue@evelynspark.org