

The Neches Room

(409) 832-3247

The Neches Room will provide you with everything you need to make your special event, one to remember. We take great pride in individually planning and arranging conferences, meetings, weddings, banquets or parties of any size for you or your group. Please review our policies and contact one of our event coordinators with any questions.

Policies

Payment / Deposit

A deposit of \$1,750.00 is needed to book your desired date. This deposit along with your signed "Confirmation Letter" will confirm your date. Your deposit is non-refundable but applies to your final bill. 50% of your balance is due 60 business days prior to your event and is non-refundable. Your final payment is due 14 business days before your event day. Any last-minute payment must be made in cash, cashier's check, or money order. Any returned checks will result in cancellation of the event. All checks will be made payable to **Beaumont Catering Company**.

Contracts

A signed copy of the Event Contract must be returned 60 business days prior to your event. The signed contract with its stated terms and addendum (if applicable) constitutes the entire agreement between the client and The Neches Room and Beaumont Catering Company, LLC. By signing this Event Contract the client confirms and agrees to all policies, procedures and payment schedules, set forth by The Neches Room and Beaumont Catering Company, LLC. Any on-site additions to these contracted arrangements will be accommodated based upon availability, upon receipt of a catering check-list, listing the additional items requested. This request must be signed by an authorized representative of the client and received prior to delivery of any additional items.

Catering

All food and beverages will be provided by **Beaumont Catering Company**. Menus may be obtained from your event coordinator or by visiting their website at www.beaumontcatering.com. There is a \$1500.00 food minimum on Fridays and Saturdays. Please make catering checks payable to **Beaumont Catering Company**.

Cancellations

Cancellation of contracted services must be made in writing a minimum of 8 weeks prior to the scheduled function. If the event is cancelled less than 60 business days, but more than 30 business days prior to the event, a fee of 75% of the total estimated services will be charged. Any event cancelled less than 30 business days prior to the event would incur 100% of the estimated charges. Because of ongoing construction and other renovations which may occur from time to time, including efforts to improve protections against sound or vibrations from other buildings or businesses in the area, *The Neches Room* reserves the right to cancel your reservation if it may conflict with any construction or renovation that may be scheduled after you make your reservation. If a cancellation becomes necessary, you will be notified in writing at least 30 days in advance (unless an emergency prevents giving that much notice, in which case you will be given as much notice as possible), and you will receive a full refund of all deposits.

Bar

Any alcohol that may be needed must be purchased through *The Neches Room*. All bar options are charged a bar set-up fee of \$100.00. A bartender fee of \$75.00 will be charged on all Cash Bars. A 20% service charge will be added to the final bill on all Hosted Bars. A final bill will be presented to the host at the end of the event on all Hosted Bars. It is the responsibility of the hosts to be aware of all drink prices. A bartender has to be present at **all** events with a bar. Guests are not permitted to bring any alcohol in or out of *The Neches Room*. Any alcohol purchases made in excess of use by the client also may not be taken out of The Neches Room. And it is the responsibility of the client to inform all representatives of the client of these policies to avoid any confusion at the end of the event night. Last call will occur 20 minutes prior to end of function. The bar will be shut down 30 minutes prior to midnight. *The Neches Room* reserves the right to refuse service to any guest. *The Neches Room* also reserves the right to shut the bar and party down if any one guest breaks any TABC laws or threaten the safety of the other guests or *The Neches Room* staff.

Outside Vendors

Besides food and beverage, you are welcome to bring in any other vendor of your choice. If you have questions about services, ask the Director for recommendations. It is the responsibility of the client to inform these vendors of scheduled set-up and break-down times. If any vendor exceeds the scheduled set-up or break-down time, the client will be billed \$100 per hour. Any vendor or talent scheduled must provide any equipment, supplies and/or tools needed for the success of their services (ie. Extension cords, table linens, power strips, stick lighters, tape, scissors...etc.) If your vendor chooses to set-up prior to your event or break-down passed your event break-down time, The Neches Room is not responsible for any items left and any replacement costs will be the responsibility of the client. If audio/visual equipment is a necessity for your event, it is recommended that you book professional services. The Neches Room does not guarantee the availability of their equipment.

Preferred Vendors

Our staff is always available to assist you in the planning of a successful event. We would be pleased to arrange decorated cakes, centerpieces, entertainment, floral arrangements, specialty linens, thematic decorations, or any other special requirements needed to enhance your event. We have gathered together a list of the finest event professionals in the area to assist in a worry-free event. We have arranged special pricing from these vendors to pass along to you!

Set-up / Decor

The Director of *The Neches Room* will meet with you to discuss the event and make recommendations regarding the set-up. The room can be set up to suit your needs; however, desks, couches and other decorative furniture items may not be moved. At no time can anything be nailed, stapled or pinned to any wall in *The Neches Room*. If you arrive more than thirty minutes late for your set up, the room will be locked and not reopened until one hour prior to the event. **Any overages in set up time or major changes to the room the day of the event will result in a charge of \$250.00.** The host is required to remove all articles from tables, all decorations, all equipment, etc. at the end of the event. Nothing will be stored overnight. Glitter, confetti, rice, birdseed, or bubbles may NOT be used in *The Neches Room*. We ask for you to provide a list of all vendor contact information (ie. Wedding coordinator, florist, DJ, cakes) who will be involved with your event. It is the responsibility of the host for coordinating with vendors during your set up time unless the host has purchased Beaumont Catering Company's Event Coordinator services.

09/17/2011

Historic Structure

The Neches Rooms located in a historic structure which has been renovated under stringent guidelines to preserve as much as possible of its original appearance and appeal. Other entertainment and restaurant ventures share our building and the adjacent buildings. Because of the construction techniques and building materials available during the original construction, and permitted in the renovation, it is possible that while your event is taking place in The Neches Room, you may experience some degree of sound or vibration emanating from an adjoining venue. The degree of sound or vibration may increase as additional businesses open along Crockett Street. Our air conditioning units are programmed for your number of guests and time of day. If A/C units cease to work our staff will do anything possible to fix the problem but if problem is unfixable client agrees to not hold The Neches Room or Beaumont Catering Company responsible. This is unavoidable, and we apologize in advanced for any discomfort or inconvenience which it may cause. Nevertheless, when you rent The Neches Room, you are agreeing to accept it subject to these limitations.

Security

Security is provided on Crockett Street at all times during evening hours. Should you request any additional security or security at a time they are not available, please let us know. The Director can make special arrangements to accommodate your needs, and the additional cost will be added to your bill.

Clean-up / Damage

If the event results in unusual cleaning and/or damages the host will be billed the additional amount it takes to clean and/or replace damaged items.

Refund

It is our desire to meet and exceed our client's expectations. It is the responsibility of the client to confirm all details listed on the Contract. Should contract details not be followed through, the client should speak to a manager on the day of the event. If issue is not resolved in a reasonable manner to both parties then client must submit a formal letter of complaint within 5 business days of event date. If this letter is not sent and received and 5 business days pass then any complaints become void. A personal meeting will be arranged between all parties involved and in good faith attempt to come to an applicable resolution.

Indemnity

Host shall release, indemnify, keep and save harmless, The Neches Room, its parent company, and its employees from any and all damages or injury of any kind or nature whatever (including death) to all persons. Whether persons attending the events for the premises have been rented, and to all property damage proximately caused by, incident to, resulting from, arising out of, occurring in connection with, the use by the renter of the premises. The provisions of this section shall include any and all losses, damages, injuries, settlements, judgments, decrees, awards, fines, penalties, claims, costs, expenses, including reasonable attorney fees.