



PROJECT ROW HOUSES

2017 Eldorado Rental Policy

1. **Base rental is \$975.00* for up to 5 hours of usage. \$50.00 per hour for additional usage. A non-refundable \$292.50 fee that must be remitted to secure the space.**

Base rental includes:

- a. \$150.00 for set-up/cleanup
 - b. \$75 fee per staff member(s); additional \$15 after 5 hours.
2. Occupancy: Maximum of 250 people
 3. PRH will provide tables and chairs to accommodate approximately 200 people. Additional chairs and/or tables are the responsibility of the occupant.
 4. We do not provide table linens.
 5. The Eldorado building is not ADA accessible.
 6. Occupant must provide their own tech/sound equipment, if needed.
 7. Occupant must identify and contract a caterer, if needed. There is no commercial kitchen on site however there is a small storage area for use.
 8. Security is required for every event– for events before 5:00 p.m., one officer is needed, any event after 5:00 p.m., requires two officers. The rate for each officer is \$40/hour (to-date and subject to change) and he/she is required to work at least 4 hours. However, if occupant acquires the security service – they need to submit id/contact information for each officer. The security officer must be an affiliate of the Houston Police Department or Harris County Sheriff’s Department.
 9. Alcohol may not be sold under any circumstances. Alcohol may be served, the server must have a valid liquor liability license.
 - a. Should the server not have the required license, the Occupant will be solely responsible for securing a Liquor Liability Insurance Policy, listing “Project Row Houses” for coverage on the policy. A copy must be presented to PRH within one week of the event to insure access to the facility.

**Please inquire about special pricing for Community Partners*