



## 2018 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 \$300.00 fee that must be remitted to secure the space and **will be applied to your balance.**

### 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 210 people.
3. PRH will provide tables and chairs to accommodate up to 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. Security is **not** included in the rental rate.
9. Alcohol may not be sold under any circumstances. Alcohol may be served. However, 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.**
10. There is **absolutely NO SMOKING.**

*\*Please inquire about special pricing for Community Partners.*