

The Filter Building on White Rock Lake Usage Policies

General Information:

1. Basic building rental time is for **8 hours total**. This includes set-ups, event and clean up. Additional hours are \$100.00 per hour.
2. All events must end no later than 12:00 midnight. Vendors must vacate the building by 1:00 a.m.
3. Deliveries must be within the 8 hour rental time slot. **We do not store items before or after an event.**
4. All furniture, equipment and/or personal items left behind will incur a \$200.00 per hour rental storage fee.
5. A \$300.00 fee will be charged if Guest contracts with a caterer not on "The Recommended List." In addition, a \$1,000.00 security deposit will might be required.
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 and/or wedding planners. (Time lines, garbage disposal, clean up requirements, etc.)
8. The Filter Building staff does not do set-ups. It is the responsibility of the guest to organize all set-ups, break-downs and cleaning.
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 nonpeak hours and approved by the Reservationist. A reservation will take priority over all planning meetings. The reservationist does not attend these meetings.
10. The Filter Building does not accept responsibility for any lost or stolen items in the Facility or parking lot.

Alcohol/Bar Service:

1. **All bartenders must be hired by the contracted caterer and be certified by the Texas Alcoholic Beverage Commission ("TABC").**
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 they appear to be underage.
5. The bartender has complete discretion to refuse service to any guest.
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 actually serving the alcohol.
9. The Filter Building Police Officer must stay until LOCK UP as per City of Dallas ordinance.

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 Guest will be charged accordingly.
3. **All trash must be removed from the site.**

Rentals:

Tables - 20/5' round tables	\$5.00 each
8/36" high top bar tables	\$5.00 each
4/6' long tables	\$5.00 each
Chairs - 200 white, garden chairs	\$1.00 each

Total package: \$325.00

Tent Rentals:

All tent rentals must be contracted with our approved vendors: *Celebration Event Rental* #817-310-1033/Laura or Alex or *M and M Events* #214-350-5373

Valet Parking Services: All valet services must be contracted with one of the following:

Preferred Valet #214-321-7341 or 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. Installation of patio lights on the rear terrace costs \$500.00. **No refunds on lighting.**

Parking:

1. Parking for vendor deliveries is clearly marked on the east end of the parking lot, closest to the ramp and the staging area.
2. For events with 130 or more guests, **Valet Parking Services are required.** (See above)

Alterations or Decorations:

1. Do not alter, remove or add anything that effects 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 \$500.00 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 removed or striped out, a \$100.00 charge will be assessed per light.
5. Sparklers are permitted at the end of the event **only** if a bucket of sand or water is accessible for discarding the hot wands.