

# GREER & LOWDERMILK CONFERENCE CENTER

## Miscellaneous Fees & Policies

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### DAMAGE DEPOSIT POLICY

- A **\$250 deposit** and lease agreement are required to hold a date more than 2 weeks.
- Deposit is FULLY REFUNDABLE within 30 days after event completion less damages to the Conference Center.
- If a contracted event is cancelled, the damage deposit will not be refunded.
- If a contracted event date is changed (while within 60 days of event), deposit is forfeited and new contract is required.

### CONFERENCE CENTER RENTAL HOURS

- Event rates include a **12-hour rental period**. Additional time may be purchased IN ADVANCE for \$75 per half hour
- Late departure will result in a penalty of \$150 per 30 minutes.
- At end of guest time, lights are turned on, music stops and guests must depart the property within 30 minutes. Only a few people may remain to help pack up and everyone must be out of the building by end of rental hours.
- **All belongings and equipment must be removed before end of contracted 12 hours**

### SECURITY REQUIREMENTS

- Events **without alcohol** present require
  - One (1) security officer for events with less than 200 guests
  - Two (2) security officers for events with 200 or more guests
- Events **with alcohol** present require a minimum of two (2) officers
- Security is **\$30\*/hour per officer** with (4) hour minimum. **Officer(s) are scheduled from 30 minutes before guest time through the end of rental times.**
- No liquor consumption without officers present.
- **Fees are the responsibility of lessee and must be paid directly to the officer(s) at the event in cash or money order**

### CERTIFICATE OF LIABILITY INSURANCE

- Contractors must submit a certificate of liability insurance (if available) listing HFRRF as additional insured

### GENERAL POLICIES

- **Significant changes to event details within (2) weeks of the event will incur a \$250 fee. Significant changes include, but are not limited to, changes in rental times and floorplans.**
- **Room Set Up may not be changed upon arrival**
- Conference Center does not accept responsibility for any personal rental or vendors' items - nothing may be left in facility
- **Max 2 kegs** at a time. Additional kegs, untapped, may be stored in kitchen or outside.
- No jello shots
- Client Ice Chests must be placed on mats. Guests may not bring in their own ice chests
- **No parking on pavers or in fire lane**
- Fire Code and ADA regulations must be followed – maintain aisles and do not block doorways or exit signs
- Candle flames must be contained within a votive holder or hurricane
- No rice or rose petals on floor or ground
- No duct tape – use only Gaffers Tape
- No pushpins, etc – use heavy duty magnets
- No tape on windows or window frames
- No food coloring
- No smoking in the facility (DJ should make this announcement)
- No eating, drinking smoking nor ceremonies in the Memorial area (DJ should make this announcement)
- DJ should also announce last call 30 minutes before guest time ends and last song which signals the end of the party

**\*Excluding holidays**

**Houston Firefighters' Relief & Retirement Fund**  
**GREER AND LOWDERMILK CONFERENCE CENTER**  
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