



Deborah@hfrrf.org

C&L **EVENT CENTER**

4225 Interwood N Pkwy Houston, TX 77032

281-372-5124

Discover a world of opportunities at *G&L*

Nestled in the woods, *G&L* provides privacy and tranquility just minutes from IAH and downtown.

From motivating live stream conferences to enchanted quinces and weddings, *G&L* offers sophistication, flexibility, and unparalleled customer service.

A magnificent wall of windows opens the room, inviting nature in to ignite creativity and foster innovation.

G&L features a catering kitchen, tables, chairs, staging, dance floor, high speed internet, and Bluetooth sound system to ensure your event runs seamlessly.

Take a virtual tour and check availability at www.GLEventCenter.com

Explore diagrams, photos, FAQs, and more.

Reserve *G&L* today and **unlock the potential of your imagination!**

SOCIAL EVENT RENTAL RATES - 12 HOURS		
Monday - Friday	Saturday	Sunday
\$ 3,500	\$ 4,500	\$ 3,500

Rental includes tables, chairs, dancefloor, stage, (4) highboys, (6) gold chivari chairs, and window lighting
Additional time may be purchased. Note: \$300 labor fee applies on holidays

CORPORATE MEETING RENTAL RATES - 9 HOURS					
Room	Size	Monday - Friday Daytime Only	Friday Evening	Saturday Day/Evening	Sunday Day/Evening
A	1,320 sq ft	\$ 1,000	x	x	x
B	1,320 sq ft	\$ 1,000	x	x	x
AB	2,640 sq ft	\$ 1,500	x	x	x
C	3,390 sq ft	\$ 1,750	x	x	x
ABC	6,030 sq ft	\$ 2,750	\$3,000	\$3,900	\$3,000

Rental includes tables, chairs, stage, podium, microphone, projector, and 10' tripod screen
Additional time may be purchased. Note: \$300 labor fee applies on holidays

OPTIONAL DÉCOR AND AUDIO VISUAL EQUIPMENT	
White or black linen tablecloths for 8' x 18" or 8' x 30" tables	\$ 5.00 each
85" square white or black linen tablecloths for 60" round tables	\$ 10.00 each
White Linen Napkins	\$ 1.00 each
Uplights - set of (8) in your choice of colors	\$ 200.00 set
Dual Projection with (2) projectors and (2) 10' tripod screens	\$ 500.00 set

Rental includes linen and black skirting on (9) rectangle tables for registration, refreshments, head table, gifts, DJ, etc. Décor and a/v must be ordered in advance and are subject to 8.25% tax

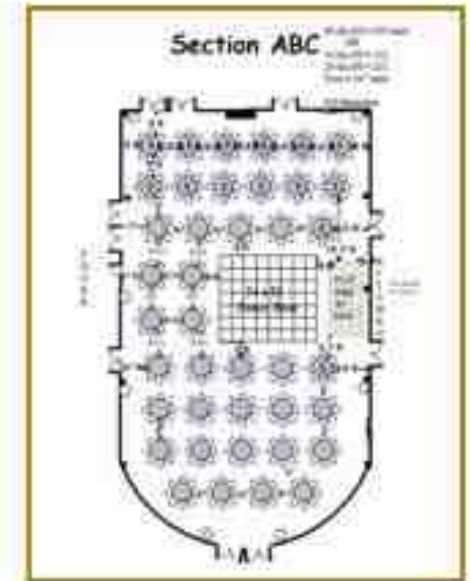
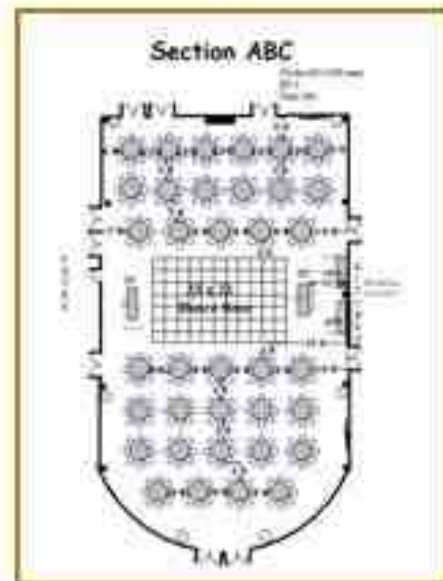
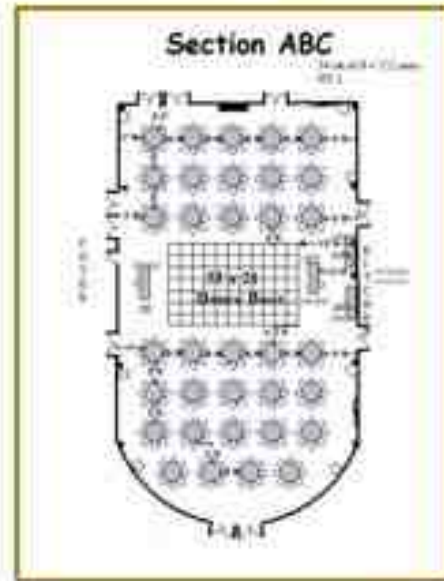
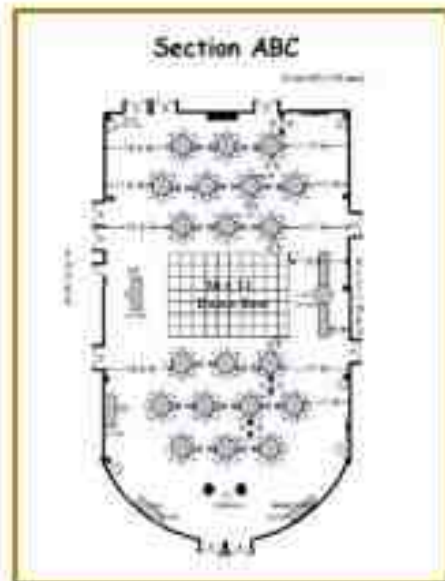
Sample Social Diagrams



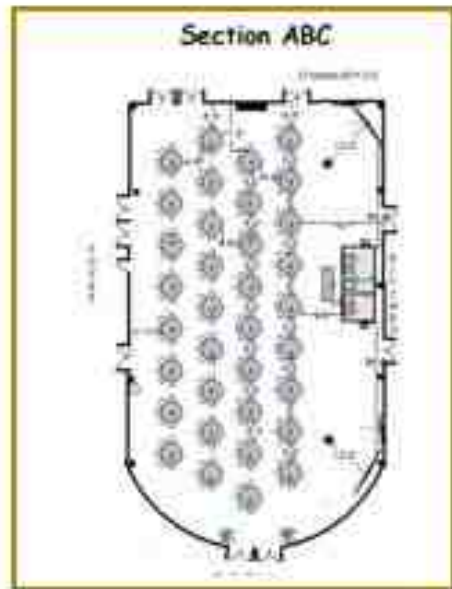
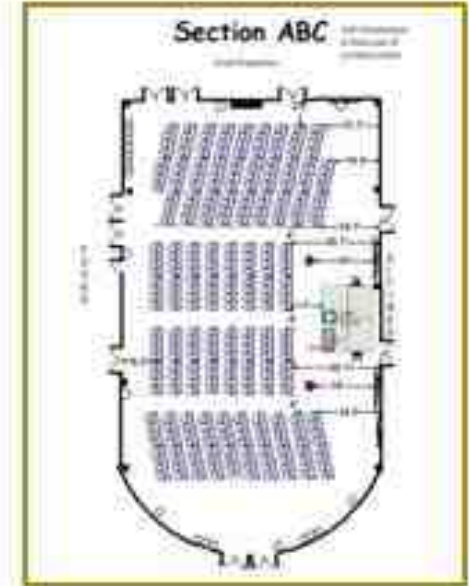
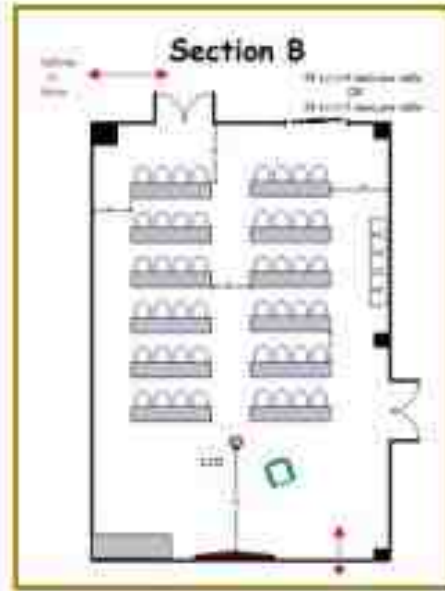
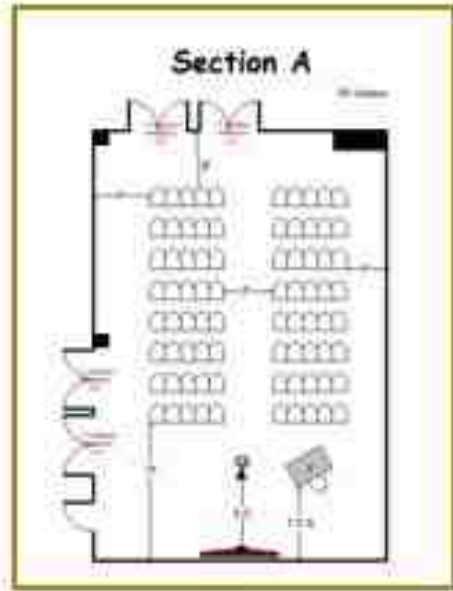
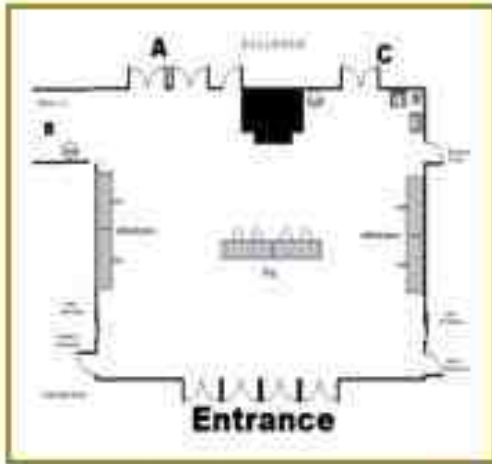
Explore a larger selection of floorplans on our website



www.GLEventCenter.com



Sample Meeting Diagrams



Explore a larger selection of floorplans
on our website



www.GLEventCenter.com

Scenic Splendor



Experience an expanded sense of space with our large bay window



Perfect for town halls, job fairs, quarterly training, luncheons, receptions, galas, and holiday parties

Please visit our website for more photos

www.GLEventCenter.com



Miscellaneous Fees & Policies

RENTAL HOURS

- Event rates are based on a 12-hour rental period ending no later than 2am
- Additional time may be requested and purchased in advance:
Sunday - Friday is \$200 per hour
Saturday is \$300 per hour
- Guests must be OFF PROPERTY within 30 minutes following the end of guest time
- Everyone must be gone by the end of rental time
- All belongings and equipment must be removed before end of rental time
- Late departure after contractual guest time or rental time will result in a \$150 per 15 minute penalty

GENERAL POLICIES

- Floorplan Selection is available at www.GLEventCenter.com
- Custom Floorplans are optional for \$250
- No changes to floorplan, times, or event details within 2 weeks of event date
- ROOM SET UP MAY NOT BE CHANGED UPON ARRIVAL
- Conference Center does not accept responsibility for any personal, rental, or vendors' items
- Facility provides complimentary linen and black skirting for (9) 8' x 30" tables
- Additional linens for rectangular and round tables are available for rental through the facility or you may provide your own
- Client ice chests must be placed on mats at beverage station. Guests may not bring in their own ice chests

GENERAL POLICIES *continued*

- No parking on pavers or in fire lane - please instruct vendors to use side or rear doors
- Fire Code and ADA regulations must be followed - maintain aisles and do not cover or block doorways, exit signs, fire extinguishers, pull stations, defibrillator, or fire panel
- If fire alarm is activated at a pull station and it is a false alarm, the \$250 deposit will be forfeited
- Candle flames must be contained within a votive holder or hurricane
- No bird seed, rice or rose petals on floor or ground
- No nails or push pins - please use removable 3M products on walls
- No duct tape - please use Gaffers Tape
- No food coloring in water bowls/vases
- No smoking in the facility
- No eating, drinking, smoking, nor ceremonies in the Memorial area
- Trash must be placed in trash cans provided for your use; trash cans will be emptied by staff throughout the event
- Boxes must be flattened before placing in dumpster - please instruct your helpers and vendors
- When guest time ends, lights will be turned on and music must stop
- Guests must leave the premises within 30 minutes after end of guest time and all alcoholic drinks/open beverages must be removed from tables. Only a few people may remain in the building (until the end of Rental Time) to help clean and pack up

SECURITY

- All evening and weekend events require security - scheduled by G&L
- Minimum (2) officers required for events with alcohol. No liquor consumption without officers present
- Social events without alcohol present:
(1) officer for less than 200 guests
(2) officers for 200 or more guests
- After hours corporate events without alcohol present require at least (1) officer
(4) hour minimum - Call G&L for rate
- Officers work from the start of guest time through the end of the rental period
- Security Fees are the responsibility of lessee to be paid to officer(s) in cash or money order at the event

ALCOHOL

- (2) officers are required for events with alcohol regardless of attendance
- TABC permit and a licensed bartender are required for the sale of alcohol
- Tapped kegs limited to (2). Untapped kegs may be stored in the kitchen
- Facility does not supply plastic trash cans for kegs nor a dolly to transport kegs
- All bars with alcohol must be serviced and monitored by a bartender
- You are responsible for monitoring your beverage stations. If leakage or spills result in wet carpet, your deposit will be retained for cleaning
- Last Call for Alcohol should be made 30 minutes before end of guest time
- Bars close at least 15 minutes before guest time ends

CERTIFICATE OF INSURANCE

- Contractors providing and/or using equipment with significant risk (ladders, screens, pipe and drape, lighting, elevated speakers, etc.) must submit a Certificate of Liability insurance listing HFRRF G&L Event Center as certificate holder/additional insured: HFRRF G&L Event Center, 4225 Interwood N Pkwy, Houston TX 77032
- Send COI (NOT insurance policy) to event captain at least 2 weeks before event

CHANGES TO EVENT DETAILS

- Significant changes within (2) weeks of event will incur \$250 fee: changes include, but are not limited to, rental times and floor plans
- Outstanding account balance, fees, and damages may be withheld from deposit

Frequently Asked Questions

INFORMATION/OFFICE HOURS

Q: THE DOORS ARE LOCKED AND LIGHTS ARE OFF. WHAT ARE THE OFFICE HOURS?

A: Our office is in the 2-story building. Regular office hours are Monday - Friday 7:30am - 4pm.

Q: DO I NEED AN APPOINTMENT?

A: You can stop by during business hours. Our receptionist in the 2-story building can take a payment and provide a brochure. If you would like to tour the facility, ask questions, or plan your event, we recommend that you call ahead.

Q: WHY SHOULD I CALL AHEAD TO VIEW THE FACILITY OR MEET WITH SOMEONE?

A: The facility may be booked. Appointments are recommended so you can view the facility and someone will be prepared to assist you.

Q: CAN I MAKE A WEEKEND APPOINTMENT?

A: Please call or email to request a day and time. On a weekend, you may be able to see the room set up and possibly decorated for a social event.

FACILITY RENTAL

Q: DO I HAVE TO BE A FIREFIGHTER TO RENT?

A: No, the facility may be rented by the public as a non-member.

Q: CAN MY HFD FRIEND RENT IT FOR ME?

A: Houston firefighters (active and retired) are members and receive a discount for events in honor of immediate family. You can rent as a non-member.

Q: DO VOLUNTEER FIREFIGHTERS OR HPD GET A DISCOUNT?

A: Only members of HFRRF qualify for the member discount (active and retired Houston firefighters).

FACILITY RENTAL *continued*

Q: HOW FAR IN ADVANCE CAN I BOOK?

A: Events may be booked up to 18 months in advance.

Q: WHAT IS THE MAX SEATING?

A: Our facility can seat 250 to 300 comfortably for a banquet with DJ and dance floor.

Q: CAN I RENT SECTION C FOR A NIGHT OR WEEKEND EVENT?

A: Generally, we do not divide the ballroom (ABC) for night and weekend events. However, if it is short term, please call for more information.

Q: IS THERE AN EXTRA CHARGE FOR EVENTS HELD ON A HOLIDAY?

A: Yes. There is a \$300 holiday labor fee.

Q: WHAT EQUIPMENT DO YOU SUPPLY? WILL EVERYTHING BE SET WHEN WE ARRIVE?

A: Rental includes tables, chairs, staging, and dance floor, all set by the start of your rental.

Q: WHAT SIZE ARE THE ROUND TABLES? HOW MANY CHAIRS PER TABLE?

A: The rounds are 60" or 5'. We place 8 chairs at each round table.

Q: DO YOU HAVE EASELS AVAILABLE? WHAT COLOR? IS THERE A CHARGE?

A: Yes. We have one black easel. You may use this at no charge.

Q: DO YOU SUPPLY LINENS? IS THERE A FEE? WHAT COLORS ARE AVAILABLE?

A: Rental includes linen and black skirting on (9) rectangular tables for guest book, bar, DJ, buffet, etc. White or black 85" tablecloths for guest tables are \$10 each + tax. Linen for schoolroom tables are \$5 each + tax

FACILITY RENTAL *continued*

Q: DO YOU OFFER CATERING?

A: No. You bring your own food or use a vendor.

Q: DO YOU SUPPLY DISHES, POTS, AND PANS?

A: No. Most clients use disposables.

Q: IS THERE A KITCHEN AND CAN I USE IT?

A: Yes, the kitchen is equipped with stainless steel tables, stove, oven, refrigerator, and freezer.

Q: DO YOU HAVE AN ICE MACHINE?

A: No, only a freezer - you must supply bags of ice, but you can place them in the freezer.

Q: HOW MANY BAGS OF ICE WILL I NEED?

A: $\frac{3}{4}$ - 1# per person. 250 guests will use approximately 200# ice so (10) 20# bags.

Q: DO WE NEED TO BRING GARBAGE BAGS?

A: No - our monitor takes out trash throughout the event and stocks the restrooms.

Q: WHAT DO WE HAVE TO CLEAN UP?

A: Please make sure trash is placed in the cans provided and tabletops are cleared.

DEPOSIT

Q: IS A DEPOSIT REQUIRED TO HOLD A DATE?

A: No. We can hold a date for two weeks with a booking request form.

Q: HOW MUCH IS THE DEPOSIT? WHEN IS IT DUE? DO YOU CASH MY DEPOSIT CHECK?

A: \$250 deposit is due with the contract. We do not hold your deposit - it will be processed.

Q: I MAILED A PAYMENT. WHY HASN'T IT CLEARED MY BANK YET?

A: It may take several weeks for your check to clear. Call or email to make sure it was received.

DEPOSIT *continued*

Q: WHEN IS THE DEPOSIT REFUNDED?

A: The deposit is refunded less late fees, damages, balance within 30 days after the event.

Q: WHO GETS THE REFUND?

A: The deposit refund check is mailed to the person on the contract.

Q: WHAT IF I PAID THE DEPOSIT - CAN YOU MAIL THE REFUND TO ME?

A: The deposit is refunded to the person on the contract.

Q: I PAID MY DEPOSIT WITH A CREDIT CARD. CAN YOU CREDIT MY CARD?

A: No. There is a time limit on credit card refunds. Checks are mailed to the contracted individual.

Q: WHAT HAPPENS IF I CANCEL MY EVENT?

A: If you cancel, you forfeit the deposit.

Q: IS THERE A FEE TO CHANGE MY DATE?

A: If you request the change more 60+ days before the original event date, you are allowed to choose a new date within the next year. Otherwise, a new contract and deposit are required.

CONTRACTS/PAYMENTS

Q: I WANT A CONTRACT. DO I NEED AN APPOINTMENT TO PICK IT UP?

A: Call or email and we will send it DocuSign.

Q: CAN I DROP OFF MY SIGNED CONTRACT AND DEPOSIT?

A: The contract should be signed via DocuSign. Payments cannot be accepted without a signed contract. Once signed, you can bring payments to the receptionist in 2-story building or pay by phone 281-372-5100.

Frequently Asked Questions

CONTRACTS /PAYMENTS *continued*

Q: CAN I GET A COPY OF THE CONTRACT?

A: The signer receives an email to download it from DocuSign. It is a legal document, so it can only be given to the contracted individual.

Q: DO YOU ACCEPT CREDIT CARDS?

A: American Express, Discover, MasterCard, VISA

Q: WHEN IS RENTAL DUE? CAN I MAKE MONTHLY PAYMENTS?

A: Half of the rental is due 6 months before the event and the remainder is due 60 days out.. Yes, you may send in monthly payments. Be sure to write the event date on your check. Please allow 2 - 3 weeks for your check to clear. Late fees will apply to any balance not paid by each due date.

Q: WHY DO I NEED TO PAY IN CERTIFIED FUNDS?

A: If your due date is within 60 days of the event, we require payment in certified funds.

Q: WHAT ARE CERTIFIED FUNDS?

A: Cash, cashier's check, money order, and credit cards are certified funds. No personal checks.

VENDORS

Q: DO WE HAVE TO USE YOUR VENDORS?

A: No, but we offer a list of preferred vendors.

Q: CAN WE BRING OUR OWN DECORATIONS AND FOOD?

A: Yes. Family and friends are welcome to help you with decorations and food.

Q: CAN MY VENDORS STOP BY TO SEE THE FACILITY BEFORE MY EVENT?

A: There is a virtual tour: www.GLEventCenter.com If they need to come in, please schedule an appointment with your event captain.

VENDORS *continued*

Q: DO MY VENDORS NEEDS LICENSES OR INSURANCE?

A: A Certificate of Insurance with HFRRF G&L Event Center 4225 Interwood N Pkwy, Houston 77032 as additional insured/certificate holder is REQUIRED for vendors using ladders or providing screens, pipe and drape, lights/speakerson poles, tripods, trusses, spotlights, or heavy columns.

Q: WHERE DO WE LOAD IN AND OUT?

A: No parking in front of the building- it is a fire lane. Please tell your vendors to use side doors and rear kitchen door. NO DRIVING ON THE COVERED PORCH EVEN IF IT IS RAINING.

SECURITY

Q: IS SECURITY REQUIRED AT ALL PARTIES?

A: Security is required for evenings/weekends. Events with no alcohol and less than 200 guests need (1) officer. All other events require at least (2).

Q: CAN I USE POLICE OFFICERS IN MY FAMILY?

A: No. Officers, trained in our rules and regulations, are scheduled for all events.

Q: HOW LONG DO I NEED SECURITY?

A: Security is scheduled for guest time through the end of rental when everyone is gone.

Q: HOW MUCH IS SECURITY?

A: Please contact your event captain or email cc@hfrf.org if you don't have one yet.

Q: WHEN AND HOW DO WE PAY THE SECURITY OFFICERS?

A: Please pay the officer(s) early in the evening at the event with money order or cash.

Q: WHAT ARE THE OFFICERS' DUTIES?

A: Dressed in uniform, the officers monitor the building, Memorial Garden, and parking lot.

ALCOHOL

Q: WHAT ARE MY RESPONSIBILITIES IF I HAVE A BAR AT MY EVENT?

A: The person signing the event center contract is responsible for the event. Per TABC, that includes alcohol consumption. We require a responsible adult to serve alcohol at all host bars and complete compliance with TABC regulations for cash bars as well as two security officers for events with alcohol. Monitor your food and beverage stations - your deposit will be retained for cleaning wet carpet/stains.

Q: DO YOU ALLOW BYOB?

A: Yes. Guests may bring alcohol, but NOT personal ice chests. You may place ice chests at the bar/drink station on mats protecting the carpet. You need to provide cups, ice, and sodas at a drink station.

Q: CAN I SELL ALCOHOL AT MY EVENT?A:

See cash bar.

Q: WHAT IS A "CASH" BAR?

A: Guests purchase alcohol or tickets for alcohol at a cash bar. A licensed bartender and TABC permit for the date are required. Send a copy of the permit to us at least 2 days before the event and post it at the bar. www.tabc.texas.gov

Q: WHAT IS A "HOST" BAR?

A: You provide complimentary alcohol at a host bar. We require that you provide a responsible adult bartender to prevent underage consumption and overservice. TABC bartender license is not required.

Q: DO YOU ALLOW KEGS? CANNED BEER? BOTTLED BEER?

A: Yes - (2) kegs tapped at a time. Additional untapped kegs may be stored in the kitchen.

EVENT DETAILS

Q: WHAT ABOUT REHEARSALS?

A: Most clients do not hold a rehearsal. You would need to rent a rehearsal date.

Q: CAN I DECORATE THE NIGHT BEFORE?

A: You would need to rent an additional day.

Q: CAN WE HAVE A CEREMONY OUTSIDE?

A: We do not have an outdoor ceremony area. You can rent a tent and use part of the parking lot or we can set the ballroom for ceremony and reception.

Q: CAN WE TAKE PICTURES OUTSIDE IN THE GARDEN DURING THE EVENT?

A: Yes. You and your photographer are welcome to take pictures in the garden.

Q: CAN MY VENDOR(S) PICK UP THEIR LINEN AND EQUIPMENT THE NEXT DAY?

A: No, everything must be picked up before the end of the rental times.

Q: WHAT IS A CERTIFICATE OF INSURANCE? IS IT REQUIRED?

A: Certificate of insurance (COI) is issued by a vendor's insurance company and lists coverage. It must list HFRRF G&L Event Center 4225 Interwood N Pkwy, Houston, TX 77032 as additional insured/certificate holder. COI is required for vendors using a ladder or providing heavy columns, drape, a/v equipment, etc. Email COI to the event captain 30+ days before event for vendor approval.

Q: WHAT IS THE LATEST END TIME?

A: The latest rental is 2pm - 2am with guest time ending at 1am. Guests must be off property within 30 minutes. A few people may stay to help load out. Everyone must be gone by 2am.

Frequently Asked Questions

EVENT DETAILS *continued*

Q: DO THE LIGHTS DIM?

A: Yes, there are several lighting options including some dimmers. The dimmers create just enough light to walk around and dance, as in a nightclub. We offer uplights for rental which add a colorful accent.

Q: WHEN DO I NEED TO SELECT A DIAGRAM FOR THE FOYER AND BALLROOM? CAN I MAKE CHANGES TO THE ONES ONLINE?

A: Select a diagram at least 60 days before the event. Your event captain can make minor adjustments. During the next 30 days, keep your event captain updated as you receive RSVPs. All details will be final two weeks before the event.

Q: IS THERE A CHARGE TO MAKE A LAST MINUTE CHANGE TO MY FLOOR PLAN?

A: Yes. There is a \$250 fee for changes within the final two weeks. NO changes allowed on event day.

Q: IS IT POSSIBLE TO SEE THE FACILITY SET UP WITH A SIMILAR LAYOUT?

A: Your event captain can look for upcoming events with similar floorplans and schedule an appointment for you to see it.

Q: WHAT IS AND IS NOT PERMITTED IN THE FACILITY? RICE, BUBBLES, ROSE PETALS, SPARKLERS?

A: We allow bubbles and the release of butterflies. No bird seed, rice, or rose petals on the floor or ground. We are within Houston city limits so no fireworks or sparklers. No food coloring. No push pins, nails, etc that puncture the wall. We recommend removable 3M or Command products. Candles must be in a votive cup, hurricane, etc - no exposed flames except the unity candle during a wedding ceremony.

EVENT DAY

Q: HOW EARLY CAN I GET IN ON THE DAY OF MY EVENT?

A: Your rental hours are the times you have access to the facility such as 2pm - 2am.

Q: CAN I SPLIT THE 12 HOURS?

A: No, rental is 12 successive hours. Additional rental time is available if purchased at least two weeks in advance. The additional hour(s) immediately precede the original rental start time.

Q: HOW EARLY CAN MY VENDORS GET IN?

A: The event captain will be in the event center at the beginning of your rental time.

Q: WHAT IF I NEED MORE TIME?

A: Additional time may be purchased, at least two weeks in advance: The rate is \$200 per hour for Sunday through Friday and \$300 per hour for Saturday. Hours are added immediately before the start of your rental. You may not buy extra time on the event day.

Q: WHO WILL BE THERE WHEN I ARRIVE ON EVENT DAY?

A: Your event captain will be your contact on property. They will be on site for the entire rental period. The event captain will conduct a pre-event inspection with you or your appointed representative and remain on site until everyone leaves at the end of your rental time.

Q: HOW DO WE ADJUST THE TEMPERATURE IN THE ROOM?

A: Let the event captain know if you want the room warmer or colder.

Q: HOW DO WE ADJUST THE LIGHTS IN THE ROOM?

A: The event captain can adjust the lights for you or will be happy to show you how to do it.

EVENT DAY *continued*

Q: MY RENTAL HOURS ARE 2PM - 2AM. WHAT DOES THAT MEAN?

A: The event captain will there at 2pm to let you and your vendors in. At 2am, everyone must be out of the facility.

Q: WHAT DOES GUEST TIME 7PM - 1AM MEAN?

A: These should be the times on your invitation. Guests arrive around 7pm and the event will end at 1am. At that time, the lights will be turned on, music will stop and guests must start to leave. All guests must be off the property within 30 minutes or a late departure fee will apply.

Q: WHAT IF SOMEONE SETS OFF THE FIRE ALARM?

A: If someone activates a fire pull station and it is a false alarm, you forfeit your deposit.

Q: WHEN DOES THE BAR HAVE TO CLOSE?

A: Announce LAST CALL 30 minutes before end of guest time. Bars must close at least 15 minutes before end of guest time so w guests time to finish their last drink.

Q: WHAT IF MY GUESTS ARE NOT LEAVING AT THE END OF GUEST TIME?

A: Please tell them the party is over and it is time to go. If guests remain, the event captain and security will also tell them. Guests must leave the premises - they cannot linger in the parking lot. There is a fee for late departure.

Q: CAN SEVERAL PEOPLE STAY AFTER GUEST TIME TO HELP ME PACK UP?

A: Yes. A few people can stay until the end of the rental time to help you pack up and load out. Everyone including vendors must be out of the building and in the process of leaving the premises by the end of the rental time or a late departure fee will apply.

EVENT DAY *continued*

Q: WILL I GET MY DEPOSIT BACK?

A: During the post-event inspection, the event captain will point out anything they see that may affect your deposit. It will be noted in the paperwork. If there are damages or late fees apply, the event captain will contact you to explain and let you know how much of the deposit is being retained.

Q: WHEN WILL I RECEIVE MY DEPOSIT BACK?

A: The deposit (less any late fees, damages, outstanding balance) will be mailed to the contracted individual within 30 days.

Q: DO I NEED TO DO ANYTHING BEFORE I LEAVE AFTER MY EVENT?

A: You or your representative will need to complete and sign the post-event inspection after guests leave end before you leave..

Q: IF A GUEST LOSES SOMETHING (PHONE, CHARGER, ETC) AT THE EVENT, DO YOU HAVE A LOST AND FOUND?

A: Yes. Call or email us and we will check our lost and found. Please use the final 30 minutes of your rental time to check the room for personal belongings. We do not accept responsibility for anything left in the facility, but if something is found, we will do our best to locate the owner.

OTHER QUESTIONS

Q: I HAVE AN EVENT BOOKED, BUT I HAVE QUESTIONS. WHO DO I CONTACT?

A: Please contact your event captain for assistance.

Q: I AM INTERESTED IN LEARNING MORE ABOUT YOUR FACILITY. WHO DO I CONTACT?

A: Please email Deborah@hfrff.org or call 281.372.5124 for assistance.



Create Your Next Memory

Deborah@hfrrf.org

281-372-5124

OFFICE HOURS

Monday - Friday

7:30am - 4:00pm



www.GLEventCenter.com