



*"The classic space for celebrations & events."*

***202 Fannin Street at Franklin***

*Office: 713-222-2002 | Web: [CorinthianHouston.net](http://CorinthianHouston.net)*

---

Thank you for considering Corinthian Houston,  
the city's most beautiful and historic special events venue.  
Superior service and unmatched grandeur combine to make the  
Corinthian Houston perfect for any celebration.

The packet contains a variety of pricing information, and describes our venue  
policies as well as outlining several production options.

Please let us know if you have any questions.

We look truly forward to hosting you and your guests!

## **Venue License Fees**

### **Monday, Tuesday and Wednesday**

Daytime: \$4,000.00

*Event time must end and all items removed by 3:00 pm*

Evenings: \$7,000.00

*Event time begins or later 3:00 pm*

### **Thursday and Friday**

Daytime: \$4,000.00

*Event time must end and all items removed by 3:00 pm*

Evenings: \$9,000.00

*Event time begins 3:00 pm or later*

### **Saturdays**

All Day: \$11,000.00

### **Sundays**

All Day: \$9,000.00

### **Month of December**

December Friday Evenings: \$12,000.00

December Saturdays: \$15,000.00

New Year's Eve: \$18,000.00

### **Venue License Fees Include**

- 3 hour set up time immediately preceding function (Monday – Friday)\*
- Setup start time for events Monday – Friday may begin as early as 8:00 am
- Setup start time for Saturday's and Sunday's begins at 9:00 am\*
- 2 hour load out time immediately following function
- Daytime functions must be completely loaded out by 3:00 pm
- \*Additional setup days or hours can be arranged for an additional fee.

### **Tables (These tables are not for catering use.)**

- 30 - 60" Round Tables (seats 8-10)
- 10 – 72" Round Tables (seats 10 – 12)
- 15 - 36" Cocktail High Tables
- 15 - 36" Round Tables
- 10 - 48" Square Tables
- 10 - 48" Round Tables
- 15 - 6' x 30" Tables
- 20 - 8' x 30" Tables
- 10 - 60" Square Tops
- 4 - Serpentine Tables

*A ten percent (10%) discount will be afforded to not-for-profit organizations holding a Federal 501(c)(3) certificate. This will apply on all days, except Saturdays when no discount is offered. A Five Per Cent (5%) Administrative Fee shall apply to all charges (with the sole exception of the Venue License Fee).*

### **License / Deposit**

Full payment of the Venue License Fee is required to confirm the space. *CORINTHIAN HOUSTON is pleased to place a “tentative hold” on a date, no confirmation will be made without full payment of the Venue License Fee.* A “hold” does not constitute a booking, and a hold will be held on our event calendar for 10 business days. *Venue License Fees are nonrefundable.* Additional deposits may be required prior to the event date for other event services. Dates are booked on a first-come first-served basis. The Venue License Fee may be paid in cash or check when securing your date.

All checks must show your current address and daytime telephone numbers. Please enter your event date on all checks and payments.

<b>Checks should be made payable to:</b>	<b>The Corinthian at Franklin Loft</b>
<b>Our Mailing Address:</b>	<b>201 Main Street, #100</b>
	<b>Houston, Texas 77002</b>

**A Damage Deposit must be paid in full thirty (30) days prior to your event.** This *Damage Deposit* will be determined by the size and scope of your event. Non-payment of the *Damage Deposit* fee thirty (30) days prior to the event will result in cancellation of the event reservation. Venue must be left in its original condition as prior to the event. Any damages will be assessed and billed to *Licensee* at CORINTHIAN HOUSTON’s sole discretion. CORINTHIAN HOUSTON is responsible for the basic clean up after your event. However, if your event requires extraordinary clean up, you will be assessed a cleaning fee, which will be deducted from your *Damage Deposit* at the discretion of the management. We inspect the venue thoroughly for damages after it is completely cleaned by our maintenance staff. Assuming no damage is found, your *Damage Deposit* will be returned to you by mail within four (4) weeks following your event. In the event that any damage is found, appropriate costs will be deducted. If costs of damage exceed your *Damage Deposit*, you will be responsible for all costs and repairs, and will be billed accordingly. We do not permit the dragging of any furniture or equipment as this may result in deep scratches in hard surfaces or tears in the carpet. Any alteration to any of CORINTHIAN HOUSTON’s furniture and/or permanent fixtures may result in the loss of your *Damage Deposit* and may result in additional charges to cover the repair of the damage(s). Any rented equipment, for example: large band speakers, staging, special lighting fixtures, audio-visual equipment, etc., must be secure and stable to ensure there is no damage to the facility and its contents, or injury to your guests or our staff.

*Venue License Fees* will vary based upon the day, season, scope and availability. We are flexible and will attempt to accommodate any special event request. All returned license and/or deposit checks will result in the cancellation of your event. No exceptions. CORINTHIAN HOUSTON is licensed for events “as is”. This license/agreement may be amended in writing, signed by CORINTHIAN HOUSTON and the Licensee. Clients may

not assign, transfer or otherwise convey any or all rights in this contract.

### **Event Production Services – (Service Agreement)**

CORINTHIAN HOUSTON will provide alcoholic beverage service, bar staff and equipment, valet, uniformed officers and staging services which are in addition to the venue license fee.

Non-alcoholic beverages, food, most rentals and catering staff, will be provided through your caterer. *A caterer **from the pre-approved caterers list** must be secured within 30 days of depositing your event with us, at which time you agree to notify CORINTHIAN HOUSTON in writing of the catering services outline, contact and business name of you selected caterer.*

CORINTHIAN HOUSTON will set up the tables, bars and bar linens based off of the floor plan & Event Sheet that is provided to CORINTHIAN HOUSTON. A set-up fee will be applied to each event based off the final guest count. All events up to 200 guests will be charged a \$250 set-up fee. All events with 200 or more will be charged a \$500 set-up fee. In the case the client provides other linens, all events up to 200 guests will be charged a \$150 set-up fee and all events between 200 – 400 guests will be charged a \$450 set-up fee. All events with 500 – 750 guests will be charged a \$750 set-up fee. All events with more than 750 guests will be charged a \$1,000 set-up fee.

Please Note:

- All outside vendors must be provided to us in writing 30 days prior to your event.
- A floor plan must be approved by CORINTHIAN HOUSTON management at least two (2) weeks prior to the event.
- All personal property and vendor equipment must be removed at the conclusion of your event, unless other arrangements have been made with CORINTHIAN HOUSTON management prior to the event date. CORINTHIAN HOUSTON is not responsible for any lost, stolen or damaged belongings or equipment left after your event ends.

Thirty (30) day prior to the date of your event, we requested to be provided the following information:

1. Event times: beginning and ending
2. Names, addresses, and telephone numbers of all vendors/deliveries on the day of your event.
3. The date / time of all deliveries and pickups related to your event.
4. Any special needs that you or your vendors may have.

### **Alcoholic Beverage Service**

CORINTHIAN HOUSTON will contract to serve alcoholic beverages on your behalf. However, CORINTHIAN HOUSTON shall have the right to request, and shall request, in its sole discretion, appropriate identification of guests who appear to be minors.

Texas Law prohibits service of alcoholic beverages to minors. *It is the policy of CORINTHIAN HOUSTON not to serve or cause to be served alcoholic beverages to minors or to guests who appear to be minors and who do not provide appropriate identification.*

Texas law prohibits the serving of liquor to a visibly intoxicated person. *It is the policy of CORINTHIAN HOUSTON not to serve or cause to be served liquor to a person who appears to be visibly intoxicated.*

CORINTHIAN HOUSTON shall also have the right to refuse alcoholic beverage service to such other individuals (or otherwise curtail or limit alcoholic beverage service hereunder) as CORINTHIAN HOUSTON, in the reasonable exercise of its discretion, should so elect.

*Patron, its employees, agents, contractors, invitees, or guests may not bring alcoholic beverages into the Venue. nor remove any beverages (including alcoholic and non-alcoholic beverages) from the Venue.* This includes beer, wine, champagne, and all distilled spirits.

Corinthian Houston will provide event managers including bar managers will be billed at the rate of \$75.00 per hour and bartenders, bar backs, coat check, custodial staff etcetera at \$50.00 per hour). *Minimum of one bartender and one bar back are required for every 75 guests.*

*All beverage packages include standard bar glassware.*

# **Alcoholic Beverage Packages**

*Based on a Minimum 4 Hours of Time Frame*

## **Wine and Beer Package**

\$32.00 per person | \$8.00 per person each additional hour

**Premium Chardonnay, Pinot Grigio, Cabernet Sauvignon, Sparkling Wine**

*Currently: Canyon Road selections*

**Bud Light, Miller Lite, Shiner Bock Beer  
Assorted Soft Drinks (Coke, Diet Coke, Sprite),  
Bottled Still and Sparkling Water**

## **Premium Bar Service**

\$47.00 per person | \$12.00 per person each additional hour

*Includes items within the Wine and Beer Package*

**Tito's Vodka, Bombay Gin, Bacardi Rum, Canadian Club, Jim Beam Bourbon,  
J&B Scotch, El Jimador Silver Tequila**

## **Deluxe Bar Service**

\$50.00 per person | \$14.00 per person each additional hour

*Includes items within the Wine and Beer Package*

**Grey Goose Vodka, Tanqueray Gin, Bacardi Rum, Crown Royal, Jack Daniels,  
Maker's Mark, Dewar's Scotch, Herradura Silver Tequila, Cointreau**

*Pricing Includes:*

*Club Soda, Tonic Water, Sweet and Sour Mix, Olives,  
Limes, Lemons, Ice, Beverage Napkins*

**Availability subject to change without notice.**

## **Liqueurs and Cognac**

Amaretto Di Saronno, Grand Marnier  
Kahlúa, Drambuie, B&B, Courvoisier  
Baileys Irish Cream, Frangelico

Billed on consumption at \$14.25 per drink

*Other Liquor Brands or Liqueurs provided upon request.*

## **Deliveries**

All deliveries and pickups must occur within a specified window of time relating to the setup and tear down times as specified in the Venue License Agreement or the Catering Contract. All deliveries and pickups are to be pre-approved by your Account Executive. CORINTHIAN HOUSTON and its staff or agents are not able to sign for deliveries if the delivery is not pre- approved by CORINTHIAN HOUSTON management.

## **Valet and Parking**

### **1. VALET SERVICES**

Each Valet Attendant is, based upon a four (4) hour minimum. . Valet services are based upon the time of day and a ratio average of 1 valet per every 10 cars. Valet will be billed at prevailing rates determined by date. Final pricing is based on valet being in place thirty minutes prior to guest arrival time and 30 minutes after event ending time.

The Corinthian provides parking spaces of up to 150 spaces, additional spaces can be purchased for evening events only. Parking spaces are \$12.00 per vehicle in the evening and \$15.00 per vehicle during business hours.

### **2. GARAGE SELF PARKING**

The Patron may choose to provide self-parking in lieu of Valet Services for the event, which includes a garage attendant. Parking spaces are \$12.00 per space.

### **3. STREET PARKING**

The Patron may choose to have guests self-park on the street and thus no fees are incurred.

## **Uniformed Officers**

A minimum of two (2) Uniformed Officers is required for events with garage or street parking. Events with valet require a minimum of three (3) Uniformed Officers. The Corinthian will determine how many additional Uniformed Officers are necessary depending on your anticipated number of guests. Each Uniformed Officer will be billed at prevailing rates determined by date.

Final pricing is based on officers being in place thirty minutes prior to guest arrival time and 30 minutes after event ending time. Two officers must remain until building is secured.

### **Independent Contractors (Outside Vendors)**

Independent Contractors such as Event planners, decorators, florists, audio/visual resources, auction companies, and entertainers must be approved by the management of CORINTHIAN HOUSTON and comply with all insurance and other requirements as established by CORINTHIAN HOUSTON, and will be required to complete a vendor agreement. A list of pre-approved Independent Contractors is available. ***If required, CORINTHIAN HOUSTON will contract all stage and overhead trussing installations.***

CORINTHIAN HOUSTON management reserves the right to refuse the use of certain designers, florist, rental companies, entertainment, or any other event vendors supplying goods or services. All vendors are required to keep a tidy and safe work environment during the setup of the event and are required to clean up all debris and remove all trash prior to the event.

***CORINTHIAN HOUSTON is permitted as a historic landmark, does not provide trash removal.***

### **Decorations**

Approval of all decorations and their method of installation are required, prior to your event. All decorations must be freestanding, and not attached to or hanging from the walls, columns, ceilings, balustrades, or other permanent features of the building. Confetti, glitter, rice, birdseed, streamers or balloons may NOT be used as part of your decorations and celebration at CORINTHIAN HOUSTON without prior approval. Tape and other adhesive materials, as well as tacks and pins, may not be applied to walls, carpet, marble or any other surface.

### **Entertainment – Music**

All entertainment - music, whether by live performance or otherwise, must conform to city code with regard to maximum decibel levels and other details of city code. All sound checks are to be completed at least two hours prior to event time.

### **Smoking**

To protect this Historic Building and its restoration and to abide by City of Houston Smoking Laws, smoking is only permitted outside of the building.

### **Fireworks**

Fireworks services, street closures and city permits, if required, must be secured through CORINTHIAN HOUSTON's Management; and will be billed to the Patron accordingly.

### **Fog Machines and Hazers**

***Hazers are not permitted at CORINTHIAN HOUSTON.*** Hazers will set off our highly sensitive fire systems. Some Water Vapor Machines are allowed and do not seem interfere with our fire systems and subject to prior approval.

### **Sparkler Fountain System and Similar Flame Effects (Cold Spark)**

Cold Spark devices are regulated by the State Fire Marshal. The marshal has determined that these devices require appropriate permits, licensed operator, minimum insurance and fire watch to be onsite for the event. We can provide you with a copy of the notice upon request.

### **Trussing and Overhead Rigging**

CORINTHIAN HOUSTON must provide all overhead trussing and rigging systems.

### **Media Coverage**

CORINTHIAN HOUSTON must be made aware 30 days prior in advance of any media coverage of events held in this premise.

### **Liability**

Licensee agrees to assume all liability for any injury to persons attending the event and loss of property; and further agrees to assume all liability for damages, theft, and/ or loss to CORINTHIAN HOUSTON, its facilities, property or art collection, arising out of or attributable to, whether directly or indirectly, the use of facility by the Licensee, its employees, agents, contractors, invitees, and/or guests, to the extent that such liability, loss and/or damage is not caused by the gross negligence or willful misconduct of CORINTHIAN HOUSTON.

Licensee agrees to defend, indemnify, and hold harmless CORINTHIAN HOUSTON, its owners, officers, employees, agents and trustees from any liability or damages asserted against CORINTHIAN HOUSTON, as a result of claim, demands, costs or judgment arising out of the event being sponsored by the Lessee pursuant to this agreement/ contract, unless caused by the gross negligence or willful misconduct of CORINTHIAN HOUSTON.

CORINTHIAN HOUSTON is not responsible for articles left or lost in the premise or in automobiles, or for automobiles on or near the premise either before, during or after the event. There are no secure storage areas at CORINTHIAN HOUSTON. The Licensee assumes all liability for all items damaged, broken or removed from party premise by their guests.

CORINTHIAN HOUSTON suggests that the Licensee's insurance include Liquor Law

Liability.

**Cancellation Policy**

Notice of Cancellation must be submitted to CORINTHIAN HOUSTON in writing. *Venue License Fee* payments are non-refundable. In the event the premises are rendered unsuitable for the scheduled event by calamity or other “Act of God”, Lessee may *reschedule their event on another mutually available date and apply the full Venue License Fee* to the rescheduled event. CORINTHIAN HOUSTON assumes no liability or damages for events that must be cancelled due to “Acts of God”, war, fire, flood, *virial pandemic* etc.