



Event Planning Guide



EVENT PLANNING GUIDE

Sunset Coffee Building Plaza & Rooftop Terrace

Introduction

History

The Sunset Coffee Building is located at the intersection of Main Street and Buffalo Bayou next to Allen's Landing, the "Plymouth Rock" of the City of Houston. Built in 1910, the Sunset Coffee Building was originally a coffee roasting company. In the late 60's it was home to the Love Street Light Circus, a psychedelic music club featuring many local bands. In 2003, the building was purchased by the Buffalo Bayou Partnership as part of their master plan to revitalize Buffalo Bayou.

Coming in 2017, the Sunset Coffee Building will offer Houstonians an active space on Buffalo Bayou where Houston's past merges with its future. Boat and bike rentals will be available on the Plaza Level. The first floor is home to Sunset Café, a coffee shop serving grab-n-go food and beer and wine. The Buffalo Bayou Partnership administrative offices occupy the second floor of the building.

The Sunset Coffee Building offers two rentable spaces for special events. The Rooftop Terrace looks out over the intersection of Buffalo and White Oak Bayous, the original site of the Port of Houston. The Plaza, located between the building and Commerce Street, is a perfect space for small concerts, festivals and receptions.

General Information

The Sunset Coffee Building's Plaza and Rooftop Terrace are available for rent from 6:00 a.m. to 12:00 a.m., seven days a week, fifty-two weeks per year. Sidewalks at the perimeter of building are considered public right-of-way. Potential clients may reserve a tentative date up to one year in advance. A Hold Request form must be completed and returned to us before we will place a date on hold. Any dates tentatively on hold must be contracted and paid within 3 weeks of placing the hold on the date **and** a minimum of 30 days in advance of a proposed event. Holds are automatically released if contract and payment are not received before that time.

Glass receptacles, such as bottles, jars and drinking glasses are prohibited. Baby bottles, baby food jars and glass-lined vacuum bottles and picnic beverage coolers are, however, permitted.

All animals must be on a leash and under the direct control of their owner. The sale or use of tobacco products is strictly prohibited. Advertising and/or selling tickets for an event on our property without an executed contract is strictly prohibited.

A minimum Contract & Damage Deposit of \$2,000 will apply to all rentals.

Contact Information

Assistant General Manager	Michael Coppens	832-487-7039	michael.coppens@houstonfirst.com
Sales & Marketing Coordinator	Diane Salinas	832-487-7021	diane.salinas@houstonfirst.com



Venue Information

Sunset Coffee Building Rooftop Terrace

The Sunset Coffee Building Rooftop Terrace is an outdoor space with a capacity of 88 for a seated dinner or 125 for a standing reception. The floor is fitted with permanent anchors for two tents (20' x 30' and 10' x 10') to cover the two open air spaces of the terrace. The Rooftop Terrace also features green roof garden areas with decorative lighting.

Day of Week	License Fee
Monday – Wednesday	\$400
Thursday – Sunday	\$600

Sunset Coffee Building Plaza

The Sunset Coffee Building Plaza is an open air outdoor venue located on the ground floor between the building and Commerce Street. The crushed granite space can hold 500 for a seated dinner or 750 for concerts and festivals.

Day of Week	License Fee
Monday – Wednesday	\$750
Thursday – Sunday	\$1,000

Rooftop Terrace & Plaza Rentals

The Sunset Coffee Building Rooftop Terrace and Plaza can be rented together.

Day of Week	License Fee
Monday – Wednesday	\$1,000
Thursday – Sunday	\$1,500

Gate Fee – Plaza Only

Licensees that charge an event admission are required to pay 10% of total ticket revenues to Houston First Corporation. This is in addition to the rental fee.

Gate fees are subject to sales tax, payment of which shall be the sole responsibility of the licensee.

A ticket manifest shall be given to the Event Manager in advance of tickets going on sale. Unless all admission tickets are sold on a computerized ticketing system, licensees are required to use serially numbered tickets to ensure accurate accounting of ticket sales and calculation of gate fee.

Only 50 comp tickets are allowed per day. The gate fees will not be imposed on complimentary tickets or others pulled at no value. The gate fee will apply to anything over 50 comps.

Prior to the end of the event, the licensee must provide the Event Manager with a final ticket sales report, box office statement, or auditing report. The licensee is required to complete final settlement with the Event Manager no later than the second business day following the end of the event.



Concession Fees – Plaza Only

Type of Booth	Tax-Exempt, 501 (c)(3) Fee	Standard Fee
Information Booth	N/A	\$25
Complimentary Items	N/A	\$30
Non-Food Product Sales	\$25	\$35
Food and Non-Alcoholic Beverage Sales	\$40	\$50
Alcoholic Beverage Sales	\$90	\$100

Insurance

Policy Requirements

Licensee shall, at its sole cost and expense, procure and maintain through the duration of the License Period insurance coverage in accordance with the following provisions:

- Commercial General Liability, including coverage for contractual liability, bodily injury or death, property damage, and personal and advertising injury in amounts not less than \$1,000,000 per occurrence with a \$2,000,000 aggregate. Licensee's Commercial General Liability insurance shall be primary and noncontributory to any similar insurance HFC may maintain.
- Workers' Compensation in the statutory amount.
- Employer's Liability with limits not less than \$1,000,000 for each accident, disease limits of \$1,000,000 per policy and \$1,000,000 per employee.
- An additional insured endorsement on all policies, except Workers' Compensation and Employer's Liability, shall be included in favor of HFC and the City of Houston.
- An endorsement waiving any claim or right of subrogation shall be included on all policies in favor of HFC and the City of Houston.
- Any policy issuer shall have an A.M. Best rating of at least A-, with a financial size category of Class VII or better.
- If you or your insurance representatives have any questions about the insurance requirements for use of our facilities, then please contact Diane Salinas at diane.salinas@houstonfirst.com.

Licensee shall deliver to HFC a certificate with respect to the aforementioned policies no later than 60 calendar days prior to the first day of the License Period or upon execution of the Agreement, whichever is later.

Other Considerations

Licensee shall require its contractors to procure and maintain commercial general liability insurance listing HFC and the City of Houston as additional insureds and with an endorsement waiving any claim or right of subrogation with limits of not less than \$1,000,000 per occurrence with a \$2,000,000 aggregate before allowing such persons to enter the Facility.



Event Services

Rooftop Terrace Security

Security for Rooftop Terrace events is required at the discretion of building management.

Plaza Security

Uniformed peace officers must be hired by the licensee to provide security and crowd control during Plaza events. A minimum of one officer per 500 attendees is a good guideline. However, considerations will vary per event. For instance, an event with alcohol would require more officers since the entrances must be controlled. All security arrangements are subject to the approval of the Houston Police Department, Special Operations Division. Officers must be on site from 30 minutes before the event is open to attendees until dismissed by the Event Manager.

First Aid

The licensee must provide certified first aid personnel (such as an EMT or nurse) throughout their event. They must be certified to administer CPR, to operate an AED and, at a minimum, equipped with a first aid kit and medical supplies to treat foreseeable injuries. The first aid personnel must be in place from 30 minutes before the event is open to attendees until dismissed by the Event Manager.

Clean-Up

The licensee is responsible for collecting, bagging, and removing all trash generated during and after their event. The property must be left in a broom-clean condition. Licensee shall be solely liable to HFC for any costs related to clean-up and trash disposal.

Equipment

Event equipment (i.e. tables, chairs, bar highs, etc.) are the sole responsibility of the licensee.

Sound Permit

Amplified sound is allowed during the following hours:

*Monday through Friday, 11:00 a.m. – 1:00 p.m. maximum of 55 dB

*Monday through Friday, 5:00 p.m. – 10:00 p.m., maximum of 75 dB

*Saturday and Sunday, 10:00 a.m. – 10:00 p.m., maximum of 75 dB

Sound permits are only required when amplification will be over 68 dB from the nearest receiving property.



Food & Beverage

Rooftop Terrace Events

Aramark is the preferred caterer for all Rooftop Terrace events. Clients can bring in other caterers, but will be subject to a buyout fee to be paid to Aramark before the event. This applies to all food including donated food.

The buyout fee is based on the type of event:

Type of Event	Buyout Fee
Breakfast	\$2.50
Luncheon	\$5.00
Reception	\$7.50
Dinner	\$10.00

Food and/or beverages served during a private event typically do not require a permit from City of Houston Health Department.

All distribution and sales of alcoholic beverages must go through Aramark as they hold the TABC license for Sunset Coffee Building. This includes any donated product.

Plaza Events

The Event Manager must issue a Temporary Food Establishment Permit letter from Houston First Corporation granting Licensee permission to apply for the permit from the City of Houston Health Department. Distribution of food and/or beverages must comply with the rules and regulations of the City of Houston Health Department and any other applicable law.

Vendors must place protective covering such as drop cloth, tarp, plastic covering, Visqueen®, or cardboard under food preparation and serving areas, as well as under any equipment to protect paving material.

The Licensee must notify our Event Manager of any plans to sell or give away alcoholic beverages during their event. A temporary TABC permit and City of Houston Health Department permit are required for the distribution or sale of alcoholic beverages. The Event Manager will guide you on the process of obtaining the TABC permit.

The Licensee must provide the Event Manager with a copy of their TABC license at least two days before their event.



General Information

Load-in and Load-out

Load-in and Load-Out must be arranged with the client and building management before anyone can arrive at the building. All parking and lane closures must be confirmed no later than one week before the event.

Event parking is not provided for catering staff. All staff must park in nearby surface lots.

General Rules of Conduct

- All equipment must remain at least three (3) feet away from the building at all times.
- Any damage or possible risk to the building must be reported immediately to the Event Manager on duty.
- Know the location of all restrooms, elevator, and emergency exits.
- Caterers are responsible for all equipment brought onto the Sunset Coffee Building site. Houston First is not responsible for the loss of any catering equipment.
- Licensee and their vendors shall not place stakes in or penetrate the ground of the Plaza.
- ALL trash and leftover food MUST be removed at the conclusion of the event. Any cleaning incurred by HFC staff will be charged back to the licensee.