

Italian cultural & community center of Houston

MILFORD HOUSE FACT SHEET

Facility

Estimate \$1,500 to \$1,750*

- Use of living room, parlor, dining room, gallery, reception hall, kitchen, bride's change room
- Sound system to which you can hook directly to your iPad or computer
- Commercial ice bin and refrigerator space
- Use of the grounds
- Set up and clean up
- Tables and chairs
- Security is \$35/hour per security officer with a minimum guarantee of four hours (holiday rates are \$45/hour). If beer or wine are served, two officers may be required. Hard alcohol is not permitted.

Estimate \$800 to \$900* and **

- Use of living room, parlor, dining room, gallery, limited use of kitchen (no seated dining; no dining area)
- Use of the grounds
- Set up and clean up
- Cocktail tables
- Commercial ice bin and refrigerator space
- Security is \$35/hour per security officer with a minimum guarantee of four hours (holiday rates are \$45/hour). If beer or wine are served, two officers may be required. Hard alcohol is not permitted.

*During the holiday season in December, facility rents are \$100 to \$200 higher respectively. Security fee is also higher.

** Full rentals are given priority.

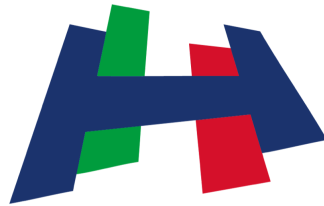
Insurance

If you are going to have alcoholic beverages (beer or wine; hard alcohol is not permitted) at the event, you must provide us, at the time of entering the agreement, a certificate of insurance showing that you are insured under a Liquor Liability Policy and General Liability Policy with limits equal to \$1,000,000/\$2,000,000 and that the policy or policies name the Italian Cultural & Community Center of Houston as an additional insured and provide a waiver of subrogation. These types of policies can be purchased as an event policy from the person who handles your personal insurance. If you are using a caterer, they must be able to provide the certificate from their insurance carrier. These policies can also be purchased from on-line providers.

Capacity

Capacity varies depending on the type of event and choices of set up, but generally:

- Cocktail party reception in front of the house will accommodate 30 to 40 people
- Entire first floor and cocktail party will accommodate 120 people. Note, events with more than 100 guests may require a second security officer even if no alcohol is served.
- Sit down dinner in the reception hall will accommodate between 80 to 120 people comfortably, depending on table choices and arrangements.



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Flexibility

- Beer and wine are permitted as long as it is not sold. Hard alcoholic beverages are not permitted.
- Linen package may be rented from an outside source or renter may use his/her own.
- 6' tables, 60" and 54" round tables, 30" diameter cocktail tables, and stackable chairs are available* or renter may use his/her own tables and chairs. The renting rate is *\$5/table, \$1.50/chair (120 chairs available). Tables and chairs are for indoor use only.
- Renter may bring in his/her own food and beverages (beer and wine permitted; hard alcoholic beverages are not permitted) or renter may use his/her own caterer.