



**BUFFALO BAYOU  
PARTNERSHIP**



## **Event Planning Guide**

Sunset Coffee Building  
1019 Commerce Street  
Houston, Texas 77002



## EVENT PLANNING GUIDE

### Sunset Coffee Building Plaza, Café & 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 Buffalo Bayou Partnership (BBP) as part of the organization's master plan to revitalize Buffalo Bayou.

*The Sunset Coffee Building offers 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. Buffalo Bayou Partnership's administrative offices occupy the second floor of the building.*

*The Sunset Coffee Building offers three 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 Café 1<sup>st</sup> floor level is an enclosed industrial style space with a balcony overlooking the bayous. 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, Café 1<sup>st</sup> floor level and Rooftop Terrace are available for rent from 6:00 a.m. to 11:00 p.m., seven days a week, fifty-two weeks per year. Sidewalks at the perimeter of the 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 in the Plaza area. 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 owners. 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

**713.752.0314**

## 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 a green roof garden area with decorative lighting. Use of space for 6 hours.

Day of Week	License Fee
Monday – Wednesday	\$750
Thursday – Sunday	\$1000

### Sunset Coffee Building Café 1<sup>st</sup> Floor Level

The Sunset Coffee Building Café level is an enclosed space and balcony with a capacity of 200 for a seated dinner or 300 for a standing reception. Access to limited catering kitchen/storage. Use of space for 6 hours.

Day of Week	License Fee
Monday – Wednesday	\$1500
Thursday – Sunday	\$2500

### 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. Use of space for 6 hours.

Day of Week	License Fee
Monday – Wednesday	\$1500
Thursday – Sunday	\$3000

### Rooftop Terrace, Café 1<sup>st</sup> Floor Level & Plaza Rentals

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

Day of Week	License Fee
Monday – Wednesday	\$4000
Thursday – Sunday	\$5500

### Cleaning Fee: applies to each space

Day of Week	Cleaning Fee
Monday – Wednesday	\$100
Thursday – Sunday	\$150

### Gate Fee – Plaza Only

Licensees that charge an event admission are required to pay 10% of total ticket revenues to Buffalo Bayou Partnership. 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 Buffalo Bayou Partnership 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 Buffalo Bayou Partnership.
- An endorsement waiving any claim or right of subrogation shall be included on all policies in favor of Buffalo Bayou Partnership.
- 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:

Licensee shall deliver to Buffalo Bayou Partnership 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 Buffalo Bayou Partnership as additional insured 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.

### **Café 1<sup>st</sup> Floor Level and Plaza Security**

Uniformed peace officers must be hired by the licensee to provide security and crowd control during Café and Plaza events. A minimum of one officer per 50 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**

Licensees 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**

Licensees are 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 Buffalo Bayou Partnership for any costs related to clean-up and trash disposal.

### **Equipment**

Event equipment (i.e. tables, chairs, bar highs, dishes, 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**

### **Plaza Events**

The Event Manager must issue a Temporary Food Establishment Permit letter 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.

Licensees 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.

Licensees 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. Buffalo Bayou Partnership 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 BBP staff will be charged back to the licensee.
- Events must conclude by 11:00 p.m. and vendor clean up must be complete by 12:00 a.m. Additional fees will apply if not in compliance.
- If use of space is greater than 8 hours, additional rental fees will apply.
- A Timeline must be given to Buffalo Bayou Partnership 72 hours prior to event date.
- A plan/drawing showing location of activities, structures, and materials must be approved in advance by Buffalo Bayou Partnership.
- A listing of subcontractors, vendors and personnel associated with event must be given to Buffalo Bayou Partnership 72 hours prior to event and must comply with insurance requirements.