



## 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 iPod or computer
- Commercial ice bin, refrigerator space
- Use of the grounds
- Set up and clean up
- Tables and chairs
- Security \$35 per 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-\$900\* and\*\*

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

\*During December holiday season, facility rents are \$100-\$200 higher respectively. Security fee is higher on holidays.

\*\*Full rentals given priority.

### INSURANCE

If you are going to have any type of alcoholic beverages (beer or wine) at the event (hard alcohol is not permitted), 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 usually be purchased as an event policy from the person who handles your personal insurance. Also, if you are using a caterer they may 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 type of event, choices of set up, but generally:

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

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The Italian Cultural & Community Center is a 501(c)(3) nonprofit corporation.



### **FLEXIBILITY**

- Beer & wine permitted as long as it is not sold. Hard alcoholic beverages are not permitted.
- Linen package maybe rented from outside source or renter may use his/her own.
- 6-ft tables, 60" & 54" round tables, 30" diameter cocktail tables, stackable chairs available\* or renter may use his/her own tables and chairs. (\*\$5/per table, \$1.50 per chair; 120 chairs available. Tables and chairs are for indoor use only).

Renter may bring in own food and beverages(beer & wine permitted, hard alcoholic beverages are not permitted) or may use his/her own caterer.