

Antique Rose Emporium

RULES AND CONDITIONS FOR USAGE

(Alphabetized)

CANDLES: The use of any type of flame is prohibited in all buildings and throughout the site. However the use of candles is permitted in the pavilion, but no open flames. The new "flameless candles" which are battery operated are permitted for use. (Example: See www.candleimpressions.net – the candles light automatically at the time set and run for 100 hours on a small battery).

CHILDREN: There have been times we have had guests at the complex whose children were not properly supervised. Children under the age of 18 are your complete responsibility. Please know where your children are at all times and make certain that they clearly understand The Rules (They are not permitted near the pond).

CONTACT PERSON: You must designate one individual as your Contact Person. This must not be someone heavily involved in the activities of the day, as they will be too busy to effectively communicate with our event coordinator should problems/concerns/questions arise. (When questions arise, do not designate any member of your bridal party, photographer, caterer, florist or musician as your liaison).

COURTESY PROTOCOL: The Antique Rose Emporium reserves the right to request any person or group of people acting unruly and contrary to rental regulations to leave the premises. Assistance from law enforcement agencies may be required if this request is not met immediately.

DANCE FLOOR: A dance floor may be erected on the lawn near Champneys' Green or the Pavilion. You must obtain permission to do this at least four weeks prior to the rental date. The dance floor must be removed by the end of the event rental as it can be damaging to the lawn.

DELIVERIES/DELIVERY TRUCKS: There is a size limit to the height and length of vehicles entering the complex due to the damage inflicted to our trees. Please coordinate limits with us. We will need to know the delivery dates and times of any rentals, so we can meet them and show them where to drop their rentals.

ELECTRICAL OUTLETS: All electrical outlets on the property are available for use at an event. The vendors are welcome to inspect the locations and numbers of outlets prior to booking.

FURNITURE: Furniture in Champneys' Green can be moved if necessary, with the exception of the large buffet. All furniture must be returned to its original position after the event. The piano in the Chapel may not be moved.

DECORATIONS: Only push-pins and drafting tape may be used to affix decorations and/or signs. Any other decorations, signage, electrical configurations or construction must be pre-approved by Antique Rose Emporium. Decorations may not be hung from light fixtures. All decorations must be removed without leaving damages directly following the departure of the last guest, unless special arrangements have been made between the Customer(s) and the venue. If you would like to place a decoration somewhere and are having difficulty figuring out how to do so, please ask for assistance from one of our staff members.

Note – The only adhesive material allowed on the walls is drafting tape which will not damage surfaces. No masking tape, duct tape, electrical tape, transparent tape or double stick tape is allowed. All other decoration must be freestanding. Nails and staples are not permitted at any location. You may bring your own ladder or you may check out one at the garden center office. Our tables and chairs are not designed to stand on.

EVENT ENDING TIME: All events must end by 11:00 PM in order to allow for clean-up and closure of the site by 12:00 AM.

GARBAGE DISPOSAL: Trash disposal, other than the garbage disposal of items generated by the caterer, is your responsibility. Immediately following the event, please have your Clean-up Committee take a few minutes to walk all the areas of the building and property, especially along the paths to the parking lot, that have been utilized for the event and pick-up any garbage that may have been dropped or blown around. This trash may be placed into the Antique Rose Emporium trash cans/dumpsters.

GARDEN CENTER AND GIFT SHOP: The garden center, nursery and gift shop areas of the property are closed to the public at 5:30 pm. Your guests may wander about the gardens and nursery area during business hours, but we ask that your guests

convene close to Champney's Green, Pavilion, gazebo and/or the Chapel after hours. The Metal "Tree" and large blue chair are not a part of the rented areas.

GARDEN ETIQUETTE: PLEASE RESPECT NATURE! Our gardens have been designed to be enjoyed by all. We would greatly appreciate it if persons do not disturb plants, rocks, trees or other natural gifts. Absolutely no roses, flowers, herbs, or other plant material may be cut or picked from our gardens. Please do not nail anything to trees or hang any ropes, swings or hammocks from tree limbs. Please do not walk or step in flower beds. Please take care when decorating not to damage any of the plants. It is the responsibility of the parent to keep their children out of the gardens and landscaped areas. If sprinklers, hoses, or other necessary garden items need to be moved, please inform a member of our staff so that we may do so.

GAZEBO: The Gazebo may be used as wedding site and for pictures (Chairs required for a wedding ceremony are to be provided and set-up by Antique Rose Emporium based on the standard rental policy).

GUESTS: We will expect visitors to conduct themselves in a mature, responsible and respectful manner.

HANDICAP ACCOMMODATIONS: We provide level-designated parking, ramped walkways throughout the property along with suitable restroom facilities. Motorized and transport chairs can navigate the grounds. The chapel and Champney's Green are handicap accessible.

KEYS: The key to Champneys' Green and/or the Chapel are to be picked up from the garden center office at the Antique Rose Emporium. Please return keys within 5 days of the event. If keys are lost, a replacement charge of \$25 will be assessed. Key may also be returned in the drop box.

MUSIC AND ENTERTAINMENT: Due to the proximity of the Antique Rose Emporium to the local neighborhood, sound considerations are a concern. Although music (both live and recorded) is permitted, the music must be contained at an acceptable sound level so as not to disturb the local surrounding area. The Antique Rose Emporium's event coordinator will help to establish acceptable sound levels. Any complaints from neighbors or other parties may require the levels to be reduced further. Antique Rose Emporium reserves the right to require Customer(s) to cease the music it deems inappropriate, in its sole discretion. Antique Rose Emporium also reserves the right to require the Customer(s) to lower the sound level or cease playing music, in its sole discretion.

Note: Although we are situated on 8-acres, we are keenly aware that sound travels and do, therefore, make every attempt to be considerate of our neighbors' privacy.

PARKING: Parking is available at the designated areas only, the main parking lot off of FM 50. Parking is also available along the paved road east of the garden (San Houston Road). Handicap accessible parking spaces are provided at the posted areas adjacent to the sidewalks. The back parking lot, off of Sam Houston Rd may be used by vendors, wedding party and guests. Parking is prohibited anywhere within the grounds of the nursery and gardens. Caterers, rental equipment, deliveries, etc. will be allowed closer access to the building for deliveries and pick-ups if necessary, but no prolonged parking is allowed. Absolutely no driving or parking on the lawn around Champneys' Green, the gazebo or Chapel is allowed without permission.

PETS: Sorry, absolutely no pets allowed in the buildings. Pets are permitted in the gardens on leashes. However, a family pet actually involved in an event will be considered, please notify the event coordinator at booking or within 60 days of the event. Service animals are allowed, please notify event coordinator.

PHOTOGRAPHY: The many natural settings around Antique Rose Emporium were maintained and developed for the enjoyment of all events. We reserve the right for each Customer the opportunity to use any area of the complex for wedding/reception photograph sessions. All times for utilization of different areas at Antique Rose Emporium will be coordinated with the schedule for each venue's Customer. We also reserve the right to use any photographs or other media reproductions of an event in our publicity and advertising materials.

REFRIGERATOR / FREEZER SPACE: Champney's Green has a standard residential refrigerator for use. Each event is responsible to provide their own ice (there is not a commercial ice maker on site). It makes sense to bring your beverages to the venue already chilled the day of the event. Caterers are expected to make their own food/beverage accommodations.

RENTAL COMPANY: If you are having items from a rental company delivered, you must have someone available to sign for the delivery and notify your rental company where items are to be placed. Employees of the Antique Rose Emporium cannot be responsible for signing for deliveries or moving items after they are delivered. Rentals are to be removed from Antique Rose Emporium at the close of your leased event time. If the rental company needs to pick up items the next

morning, then items must be neatly stacked on the brick landing by the trash cans located behind Champneys' Green. Antique Rose Emporium is not responsible for any damages or losses of rented items left overnight.

RENTAL SPACE CHANGES: Any contents or furniture movement must be pre-approved by Antique Rose Emporium. It is the Customer's responsibility to restore all areas to their original appearance. Placements of tables, tents, live music, catering equipment, etc., must also be approved by the Antique Rose Emporium event coordinator.

ROSE PETALS: Flower petals may be thrown in the grassy areas around the buildings or on the walks in front of either building. Nothing should be thrown on the porches or in the buildings. A free five-gallon bucket of rose petals will be provided with rental if requested. Additional five-gallon buckets are available for \$40 plus tax. The availability of rose petals is seasonal so we make no guarantees of availability. We also cannot entertain specific rose petal color requests. Please do not throw rose petal or any other items into the fountain. The fountain pump cannot digest rose petals or other soft objects and can potentially burn up.

SEND OFF: The preferred item for send off is rose petals. You may also select birdseed, it is permitted only outside for wedding and reception farewells. Rice, confetti, balloons, glitter, fog machines, pyrotechnics, sparklers and blowing bubbles are not permitted inside or outside the facilities.

SIGNAGE: You may post your group's sign or hang balloons at the front entrance in the parking lot off of FM 50, but please do NOT attach anything to or cover up our entrance sign, or nail or screw anything to the trees.

SMOKING: The Antique Rose Emporium is a non-smoking facility. Ash-buckets will be provided and smoking permitted in the parking area behind Champney's Green only.

SECURITY: A security guard/s will be present for all events where Alcohol is served (such as wedding receptions, fundraisers, wine tastings, corporate parties or receptions). This service is non-negotiable. The cost of the service is the responsibility of the customer.

TABLES AND CHAIRS: Antique Rose Emporium will provide tables and chairs based on the rental package and requested items. A layout of tables is required at least 4 weeks prior to the event.

TOILETS: There are two restrooms in Champney's Green, another option is the restroom building with 3 restrooms, which is available near the main parking lot.

WEATHER: The weather is usually suitable for outside events from March 15 until June 5 and September 15-November 15. Should there be inclement weather on your reserved day, we will approve your last-minute rental of tents, canopies or heaters, provided they are set-up at an acceptable location.

WEDDING REHEARSAL: In order to not conflict with other venue rentals, rehearsals must be scheduled with the event coordinator. The complex must be vacated after completing the rehearsal program.

LOGISTICAL PLANS: The Antique Rose Emporium event coordinator and planning team must review and approve all proposed logistical plans for the use of the premises a minimum of thirty (30) days prior to an event.

WEDDING POLICY AND GUIDELINES AGREEMENT

I have read and understand the policies concerning events held at the Antique Rose Emporium. I agree to uphold them and ensure that contractors and members of the event party, will abide by the policies. I understand it is my responsibility to inform the coordinator, florist, photographers, etc., that they must also conform to this set of guidelines.

Signature: _____ Signature: _____

Printed Name: _____ Printed Name: _____

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