

THE IVY ROOM

ROOM LAYOUT & DECORATIONS

ROOM LAYOUT & DÉCOR REQUEST FORM

ROOM LAYOUTS: Choose from a variety of room layouts (see next page for options). Room layouts need to be finalized 48hrs prior to your event. Changes are not permitted day of your event – moving staff will not be on site during your booked time slot to accommodate last-minute changes. Clients & guests are not permitted to make changes on their own due to safety concerns and possible damage to flooring, furniture, or equipment. Any changes made after the finalized agreement or day of the event for any reason will incur a \$125 fee.

Client/Corporation Name: _____ Event Name: _____

Event Date: _____ Room Layout: _____ WIFI PASSWORD: _____

DÉCORATION SETUP:

- ☐ No plans to decorate
- ☐ Myself, friends and/or family will be decorating
- ☐ A vendor has been hired to setup decorations (make sure to submit a vendor request form)
- ☐ Both family and friends and a hired vendor are setting up decorations

DÉCOR & RENTALS: Listed below are rental items that we offer for rental in addition to the included room items and décor. Please check all that you would like to rent during your event.

Link to View Rentals & Décor: <https://www.blondebiscotti.com/rentals-and-decor> (IvyRoom123)

- ☐ 25" TV Display (HMDI direct connect)
- ☐ 32" Smart TV Display (HMDI direct connect)
- ☐ 50" Smart TV Display (HMDI direct connect)
- ☐ Tea Light Candle Service - \$10 / ten lights in glass votives
- ☐ 19" Glass Vase, Qty: ____ (max 2) - \$ 10/vase
- ☐ 24" Glass Vase, Qty: ____ (max 2) - \$12/vase
- ☐ "Mr & Mrs" 4" tall letters, hand-painted black - \$35
- ☐ (1) black, wrought iron easel - \$20 setup
- ☐ Ivy "Gift Table" Signage - \$5
- ☐ Ivy "Favors" Signage - \$5

HOW TO SHARE YOUR SPOTIFY PLAYLIST WITH US (optional):

1. Create (or pick) a playlist on Spotify through your own Spotify account
2. Share your playlist with us (email: contact@blondebiscotti.com) **48hrs prior to the event**.
3. Your coordinator will handle connecting your playlist to our SONOS speakers on the day of the event. Direct connect to the speakers isn't allowed since the speakers are connected via a private in-house network.

CLIENT NAME: _____

DATE: _____

CLIENT SIGNATURE: _____

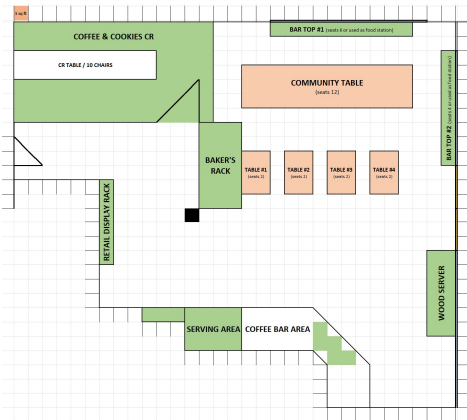
NOTES (OFFICE USE ONLY): _____

ROOM LAYOUT OPTIONS

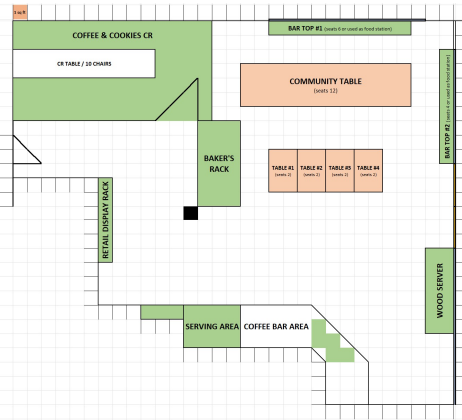
KEY:

- Each square denotes approximately 1ft²
- GREEN – stationary fixtures
- ORANGE – moveable fixtures
- “COMMUNITY TABLE” seats 6 each side (12 total)
- “TABLE #1 – 4” seat 2 chairs (8 total)
- “BAR TOP #1” seats 6 bar height stools
- “BAR TOP #2” seats 4 bar height stools

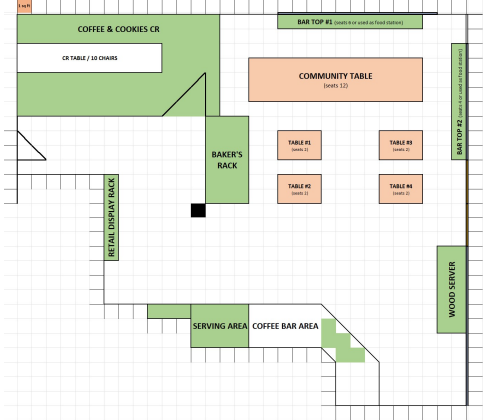
LAYOUT A:



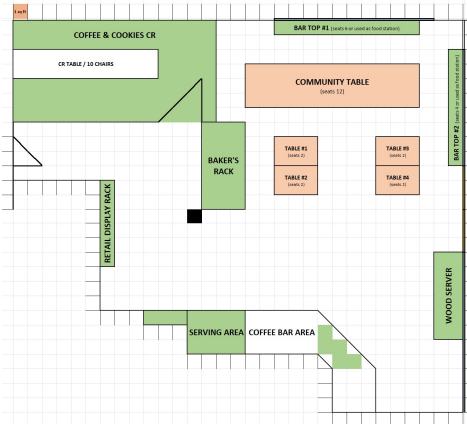
LAYOUT B:



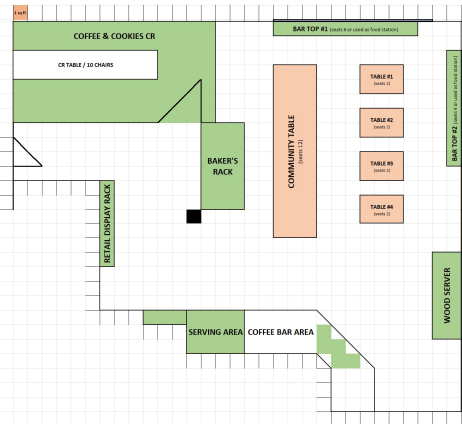
LAYOUT C:



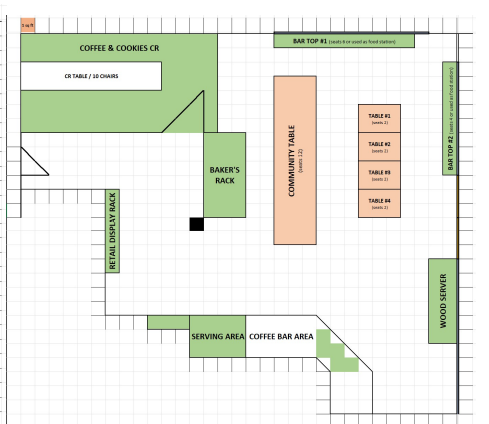
LAYOUT D:



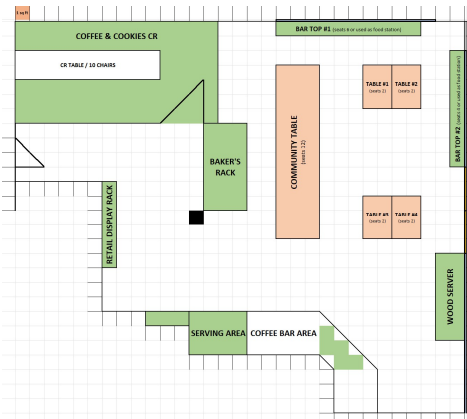
LAYOUT E:



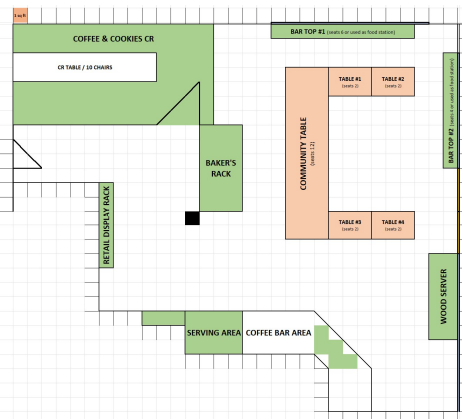
LAYOUT F:



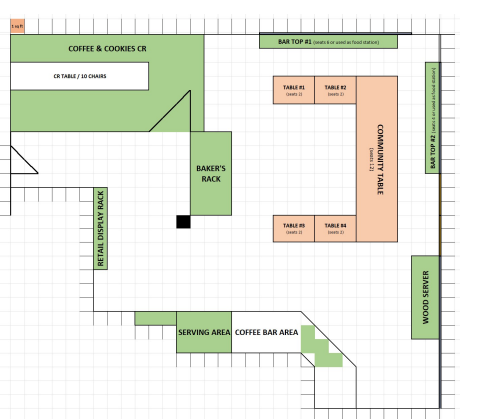
LAYOUT G:



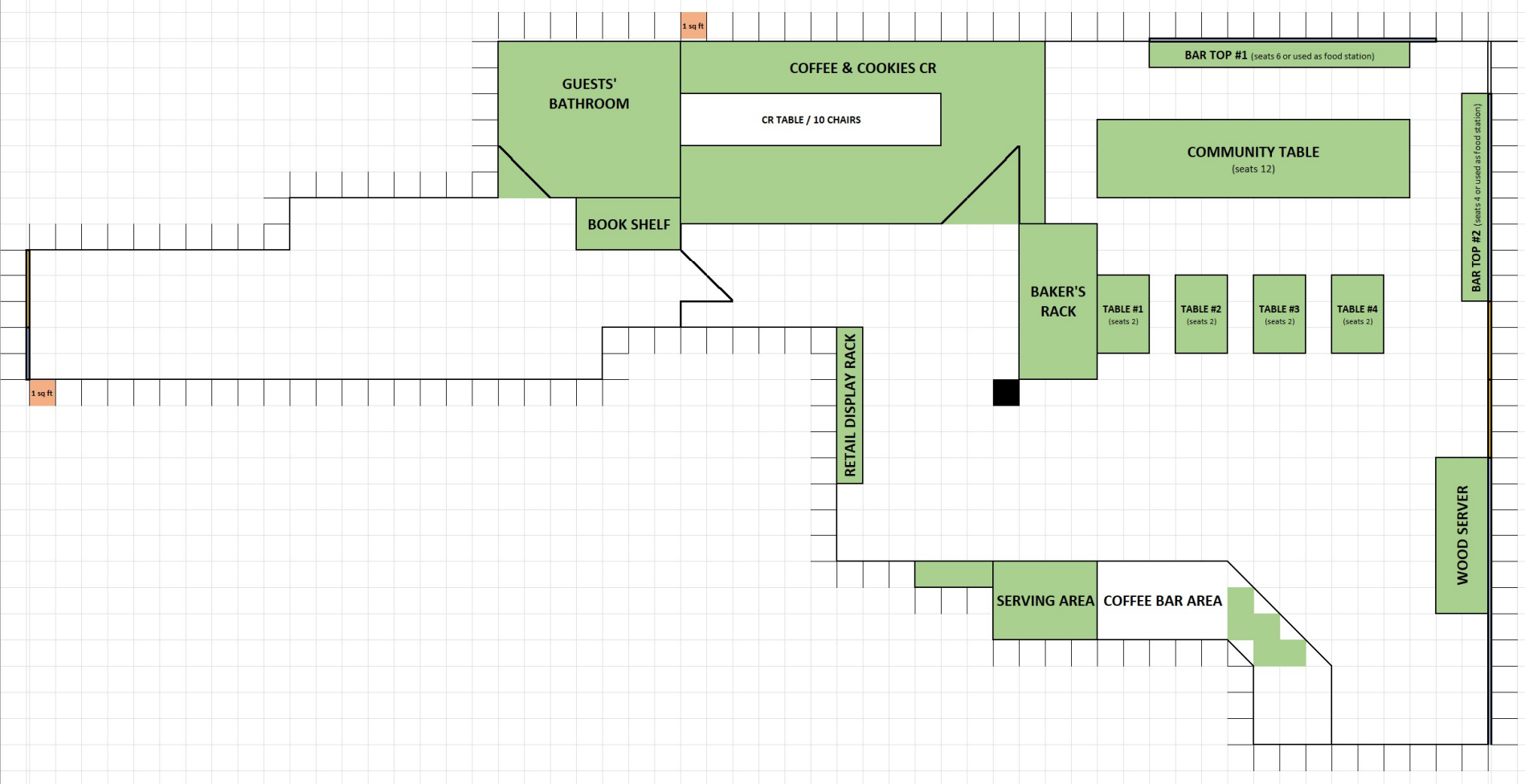
LAYOUT H:



LAYOUT J:



FLOOR PLAN



VENDOR GUIDELINES & INFORMATION SHEET

THE IVY ROOM @ BLONDE BISCOTTI
1000 W GRAY ST, #100, HOUSTON, TX 77019

Hello, and nice to meet you! Blonde Biscotti is an event space transitioned and renovated from a prior coffee shop dining room setup. It is only open for privately booked small events (less than 36 guests).

We offer a fully catered events and host everything from corporate meetings, luncheons, and small events such as baby showers, bridal showers, micro-weddings, etc. We make planning an easy one-stop-shop for our clients. Since we cater on-site, we do not allow any outside food or beverages aside from pre-approved BYO Beer & Wine packages.

To make sure your client's event goes off without a hitch, please make sure to read the list of guidelines below.

VENDOR RULES & GUIDELINES:

- ALL outside vendors must submit a vendor information sheet for approval prior to the event.
- The vendor information sheet must be sent back 72hrs prior to the event.
- Any vendors without prior approval will not be allowed access to the space.
- We are not responsible for vendor coordination – clients must handle ALL coordination as we do not give out booking information or details to those not listed on the contract. Clients are permitted to copy vendors on any email requests.
- We do not allow any affixing of anything to the walls, floors or ceilings, or any other structures inside our facility. Any structures brought in (balloons, banners, signage, etc.) must carry their own stand or be structured to stand alone without the aid of walls, or any furniture on site.
- All décor must be sturdy enough to not tip over if a guest were to bump or hit it.
- Sparklers, bubbles (blowing), candles, silly string, confetti, or other tossed décor are not permitted.

STORAGE:

There are no storage options available due to space and potential for back-to-back bookings. All items must be loaded in and out during your client's scheduled event day and time. Please make sure they send you the event set-up time, event duration, and event breakdown times. If there is a delay in breakdown at the end, your client will be responsible for event runover fees.

ON-SITE PARKING:

Free parking is available on premise in our shopping center parking lot. Street parking is also available alongside Columbus Street, but please avoid any no-parking signs designated by the city or vehicles may be towed by the City and at the owner's expense. Blonde Biscotti is not responsible for any towed vehicles off premise of our property.

ROOM LAYOUTS

Clients can choose from a variety of room layouts. Room layouts need to be finalized by or before 48hrs prior to the event and can't be changed once approved. Room layout changes are not permitted the day of your event because moving staff will not be on site during your booked time slot.

Guests and/or clients or vendors are not permitted to make room layout changes on their own due to furniture being heavy and possible damage to flooring, furniture, or equipment.

Any room layout changes made after the finalized agreement or day of the event for any reason will incur a \$125 fee and charged to the incidentals card on file.

For a virtual tour, please visit our website: www.blondebiscotti.com.

After booking with your client, make sure you receive a finalized room layout to avoid any day of setup delays or issues. It is the responsibility of the vendor to make sure the services or décor, etc that they are contracted to perform fits within the planned space and does not interfere with OSHA, safety, or ADA guidelines, or by blocking entry or exit doors of the facility.

VENDOR REQUEST INFORMATION SHEET

Below must be filled by the vendor, returned to Blonde Biscotti, and receive email approval to contract in our space

SEND TO: contact@blondebiscotti.com and CC: client

Client Name for Event: _____

Registered Company Name: _____

DBA (if different from above): _____

Vendor Name (who oversees client's contract): _____

Business Address: _____ City: _____ State: _____ Zip: _____

Contact Phone Number: _____

Company/Contact Email Address: _____

I have received a copy of the Vendor Guidelines sheet.

☐ Yes ☐ No

Business Registered in Texas? (Please note that only registered business entities will be approved – pending registration is not approved at this time)

☐ Yes ☐ No

Business Registration State: _____ Business Registration No: _____

Does the business carry insurance? (Please note that only businesses with insurance policies can be approved vendors)

☐ Yes ☐ No

Insurance Policy Holder: _____ Insurance Policy No: _____

VENDOR NAME: _____

DATE: _____

VENDOR SIGNATURE*: _____

*Must be an approved officer of the company and listed on business registration to sign